VOCA Performance Reports

VOCA Reports

Grantees who receive VOCA funds are responsible for completing two different reports: the annual SAR (Subgrant Annual Report) and the quarterly Subgrantee Data Report, which we refer to as the quarterly PMT report. Whoever is responsible for submitting VOCA reports must be registered in the Office of Justice Program Performance Measurement Platform (OVC PMT).

1. Subgrant Annual Report (SAR): The SAR is required to be completed annually within 60 days of receipt of a subaward, which include VOCA funding. The Victim Assistance team completes the first section of the SARS (Questions #1-7). The grantee is required to review responses to Questions #1-7 for accuracy and if changes are necessary, contact their grant coordinator to make corrections. Grantees are required to complete the second section of the SAR (Questions #8-11). Here are detailed instructions to complete your SARS. Here is a worksheet to help you determine how to complete SARS.

2. VOCA Subgrantee Data Report: Grantees are required to complete quarterly VOCA performance reports in the federal OVC PMT system. The table below shows the reporting periods and due dates. At a minimum, a grantee should review the quarterly report at the beginning of the contract period to be sure all required data is tracked. This Excel spreadsheet will assist you in tracking the required data for your quarterly VOCA Subgrantee Data Report if you do not have a database or other means to track this information.

For more information on the PMT system and VOCA quarterly reports see the following links:

VOCA performance report guide

Performance Measurement Tool Subgrantee User Guide

Subgrantee Data Report Frequently Asked Questions

Performance Measurement Tool PMT Frequently Asked Questions

Victims of Crime Act (VOCA) Quarterly Performance Reports

Reporting Period:	Due Date:
October 1st – December 31st	January 31st
January 1st – March 31st	April 30th
April 1st – June 30th	July 31st
July 1st – September 30th	October 31st

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