

VOCA Reporting Requirements



December 6, 2022

PRESENTED BY
Lori Jensen, Grants Specialist
Kansas Governor's Grants Program
www.grants.ks.gov

As we get started...

- This webinar is being recorded.
- Please mute your microphone/turn off video.
- Have the VOCA Grant Reporting requirements document available for reference, either in print or on your computer.
- Closed captioning is available - Click the CC button in the toolbar at the bottom to access
- Prepare to engage!
 - Consider closing your email or other programs that may distract you.
- We want this to be helpful for you! Please ask questions in the chat throughout - **all questions will be answered at the end of the webinar.**
- Let us know in the chat if you are having technical issues or send an email to kggp@ks.gov.
- **The link to the PowerPoint and the recorded training will be sent to the Subgrantee's primary contact and posted on www.grants.ks.gov.**

Agenda

Introductions

Managing Your Grant

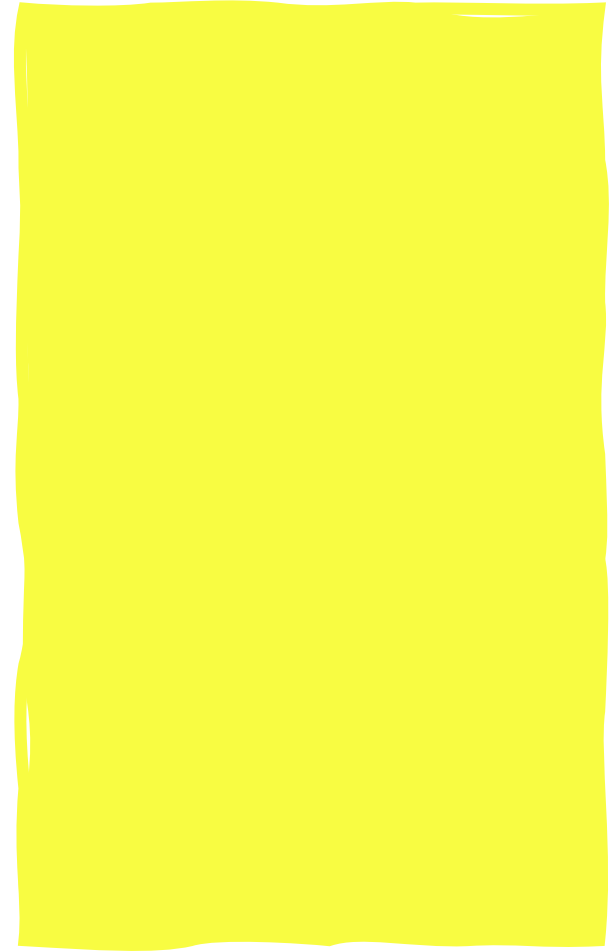
Forms/Reports

The Grant Portal

Compliance

Q & A

Managing Your Grant



Grant Assurances

Due December 2, 2022

Initialed and signed copy must be returned to the KGGP office to kggp@ks.gov

Upon receipt and approval of the Grant Assurances (and Civil Rights Form if a new subgrantee), the award will be updated on the Grant Portal from a “View” Action to a “Manage” Action

My Grant Portal - Welcome Governor's Grants Program

Welcome to the Governor's Grants Program web based portal. In a continuing effort to improve services, this user account offers access to grant management. From this home page, the user can access the message center to view and create correspondence with the Governor's Grants Program, prepare and submit grant applications, and manage reporting requirements.

Project Number	Grant Name	Status	Action	Messages
22-VOCA-	Federal Edward Byrne Memorial Justice Assistance Grant	Awarded	Manage	
		Open	Edit	

Getting and Staying Organized



Due dates and reminders



Staff changes



Review all forms/reports
















Data collection methods

Managing Supporting Documentation

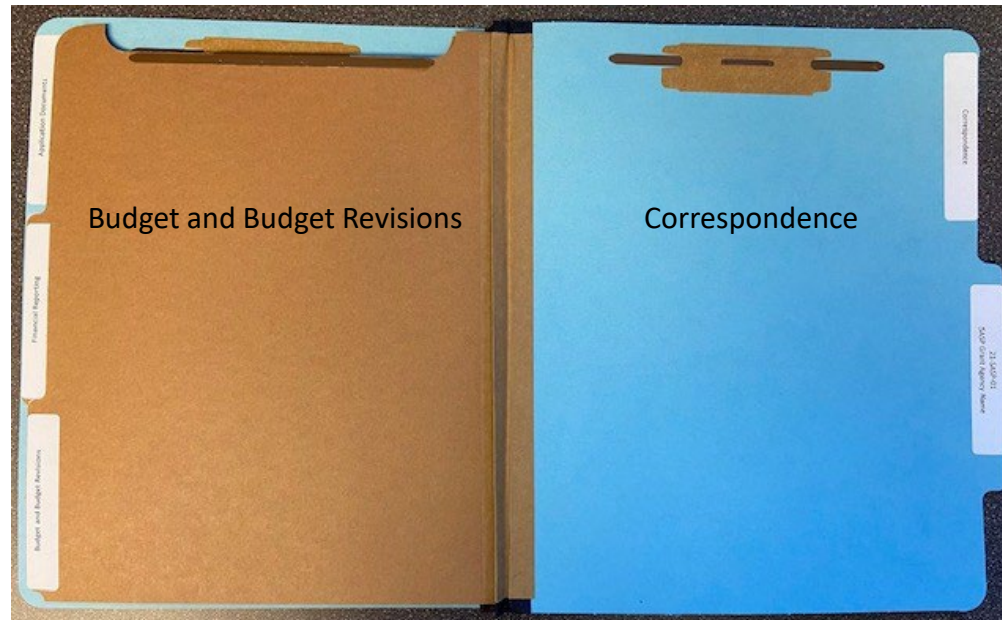
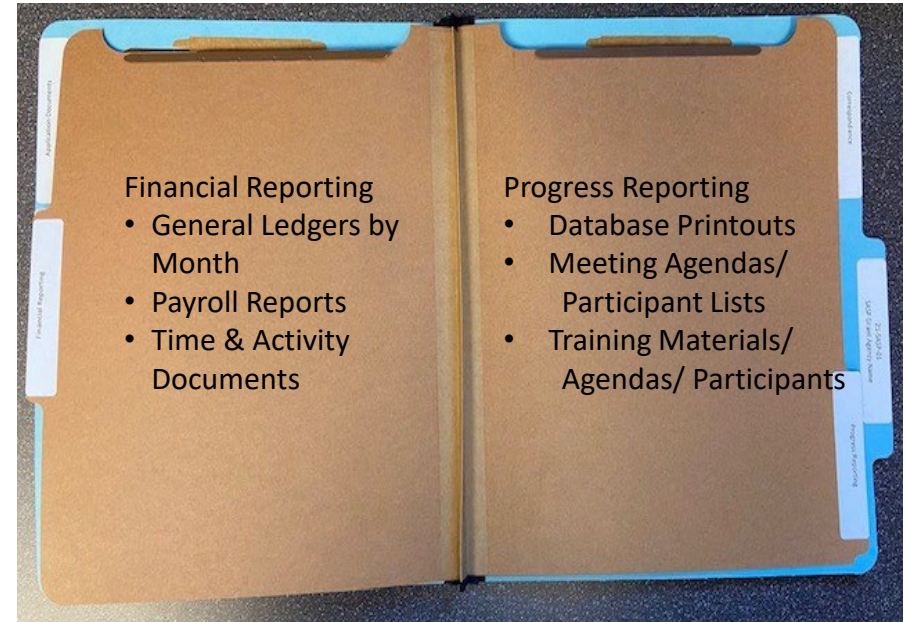
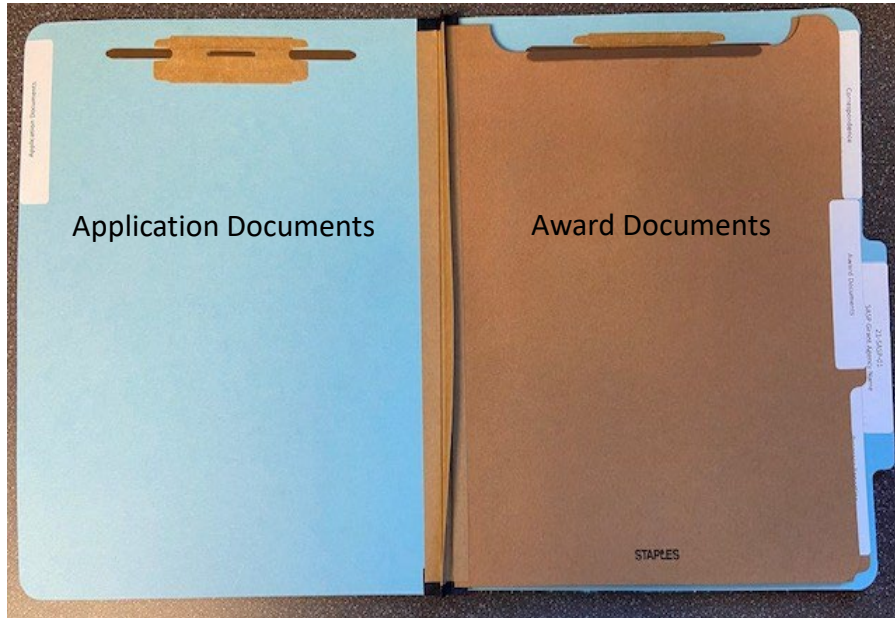
General Ledger	<i>Signed</i> Time and Activity Records	Activity logs/times worked on a case
Receipts, purchase orders, invoices	Travel logs	Copies of checks and payroll records
Database printouts	Intake forms	Case numbers
Phone logs	Survey results	Evidence of meetings and trainings
	Any other relevant support	

Managing Grant Award and Documentation



- ▼  23-VOCA-01
 -  Application Documents
 -  Award Documents
 -  Budget and Budget Revisions
 -  Correspondence
 - ▼  Financial Reporting
 -  General Ledgers by Month
 -  Payroll Reports
 -  Time and Activity Documents
 - ▼  Progress Reporting
 -  Database Printouts
 -  Meeting Agendas - Participants
 -  Training Materials - Agendas

Supporting Documentation Folder



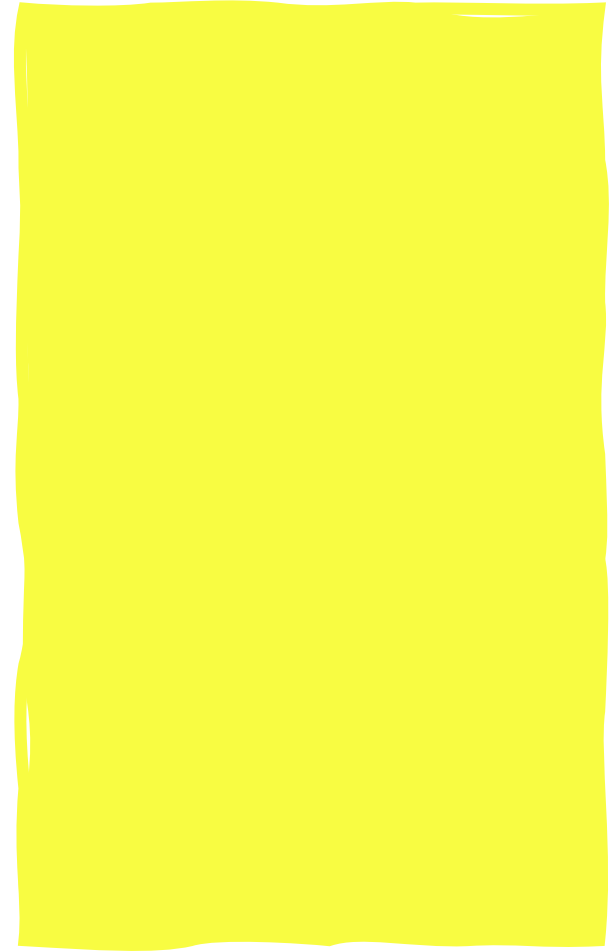
Managing the Budget

- Manage by line item
- Do not wait to purchase large quantities of supplies or equipment

Managing the Budget

- Submit revisions as you go
 - Don't forget justification letter!
- Submit revisions before the effective date of the change (if possible)
 - If not, then explain the delay and provide proposed effective date
 - No requests after 7/10/23
 - Only considered after 7/10/23 if Subgrantee can demonstrate request meets exception criteria

Forms/Reports



Reports/Forms List

*****Submit via the Grant Portal unless otherwise noted*****

- Grant Portal Budget Section- Due 12/9/22 (if the grant award is different from the original request).
- Highly Compensated Officers- Due 12/9/22
- Subgrant Award Report (2 Parts) – Part 1 due December 9, 2022 via the Grant Portal; Part 2 due December 20, 2022 via the OVC PMT website www.ovcpmt.org; both Part 1 and Part 2 will be updated at the end of the grant period.
- Revised Grant Project Objectives- if grant award is different from the original request and if the subgrantee deems it necessary, the grant project objectives may be revised and uploaded as an attachment in the Grant Portal.
- Financial Status Report- Due within 10 calendar days following the end of each month.
- Grant Project Narrative Report- Due 10/10/23
- Projection of Final Expenditures- Due 7/10/23
- Equipment Inventory Form (off-line form)- Due within 30 days of the date of payment; submit to kggp@ks.gov.
- Grant Project Performance Measurement Tool (PMT)- Must be submitted via the OVC Performance Tools website within **10 calendar days** following the end of each quarter.

KANSAS GOVERNOR'S GRANTS PROGRAM
LONDON STATE OFFICE BLDG, ROOM 304 N, 900 SW JACKSON, TOPEKA, KS 66612

FIVE MOST HIGHLY COMPENSATED OFFICERS

Due December 9, 2022

1. NAME OF SUBGRANTEE AND ADDRESS OF THE <u>PRIMARY PLACE OF PERFORMANCE</u> FOR GRANT PROJECT (must include Zip+4 data)		2. GRANT PROJECT NUMBER	
		3. SUBGRANTEE UNIQUE ENTITY IDENTIFIER _____ (12 characters)	
4. GRANT AWARD AMOUNT (federal funds)	5. PHONE NUMBER	6. CONGRESSIONAL DISTRICT(S) SERVED	
7. NAME AND TITLE OF AUTHORIZED CERTIFYING OFFICIAL			
8. In the Subgrantee's preceding fiscal year, did the Subgrantee receive (i) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); AND (ii) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act (and subawards)? Yes <input type="checkbox"/> No <input type="checkbox"/>			
9. Does the public have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? Yes <input type="checkbox"/> No <input type="checkbox"/>			
10. IF the answer to question number 8 is "Yes" AND the answer to question number 9 is "No," then the Subgrantee must provide the following most highly compensated data:			
Name ¹		Total Compensation ²	
1. _____		_____	
2. _____		_____	
3. _____		_____	
4. _____		_____	
5. _____		_____	
<p>¹ Provide the names of each of the five most highly compensated executives for the Subgrantee's preceding completed fiscal year.</p> <p>² "Total compensation" is defined as the cash and noncash dollar value earned by the executive during the Subgrantee's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):</p> <ul style="list-style-type: none"> (i). Salary and bonus. (ii). Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with FAS 123R. (iii). Earnings for services under non-equity incentive plans. Does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees. (iv). Change in pension value. This is the change in present value of defined benefit and actuarial pension plans. (v). Above-market earnings on deferred compensation which is not tax-qualified. (vi). Other compensation, if the aggregate value of all such other compensation (e.g., severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000. 			
Approved by the Kansas Governor's Grants Program:			Date:

Highly Compensated Officers Report

Due no later than **December 9, 2022** on the Grant Portal

Monthly Financial Status Report (FSR)

Financial Status Report – Sample Grant December 1 – 31, 2022

Budget Category	Approved Budget (Total Project)	Period Expend. (Federal Funds)	Period Expend. (Non-Federal Funds)	To Date Expend. (Federal Funds)	To Date Expend. (Non-Federal Match Funds)	Obligations (Total Project)	Funds Remaining (Total Project)
A. Personnel Expenditures	32000	<input type="text" value="0"/>	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	32000
B. Fringe Benefit Expenditures	9061	<input type="text" value="0"/>	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	9061
C. Travel/Training Expenditures	2820	<input type="text" value="0"/>	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	2820
D. Supplies and Communications Expenditures	4100	<input type="text" value="0"/>	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	4100
E. Facility Cost Expenditures	0	<input type="text" value="0"/>	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0
F. Equipment Expenditures	1000	<input type="text" value="0"/>	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	1000
G. Contractual Services Expenditures	0	<input type="text" value="0"/>	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0
H. Other Expenditures	0	<input type="text" value="0"/>	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0
I. Total Expenditures	48981	0	0	0	0	0	48981

- Due within **10 calendar days** following the end of each month on the Grant Portal
- Report only cash outlays as Period Expenditures;
- Report any unpaid but accrued expenses in the Obligations column
- Final VOCA FSR due November 10, 2023



Financial Status Report Notes Section

Budget Category	Approved Budget (Total Project)	Period Expend. (Federal Funds)	Period Expend. (Non-Federal Funds)	To Date Expend. (Federal Funds)	To Date Expend. (Non-Federal Match Funds)	Obligations (Total Project)	Funds Remaining (Total Project)
A. Personnel Expenditures	21303	1063	223	13666	3743	0	3894
B. Fringe Benefit Expenditures	1227	81	0	1043	0	0	184
C. Travel/Training Expenditures	0	0	0	0	0	0	0
D. Supplies and Communications Expenditures	0	0	0	0	0	0	0
E. Facility Cost Expenditures	0	0	0	0	0	0	0
F. Equipment Expenditures	0	0	0	0	0	0	0
G. Contractual Services Expenditures	0	0	0	0	0	0	0
H. Other Expenditures	0	0	0	0	0	0	0
I. Total Expenditures	22530	1144	223	14709	3743	0	4078

Notes:

To Date Expenditures: Domestic Violence Federal - \$13,824, Sexual Assault Federal - \$885

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KANSAS GOVERNOR'S GRANTS PROGRAM LANDON STATE OFFICE BLDG, 900 SW JACKSON, ROOM 304 N, TOPEKA, KS 66612		VOCA FY 2023
GRANT PROJECT NARRATIVE REPORT Due OCTOBER 10, 2023		
The information provided on this report is used to review progress on the VOCA-funded grant project.		
1. NAME AND ADDRESS OF SUBGRANTEE ORGANIZATION	2. GRANT PROJECT NUMBER	3. GRANT AMOUNT
4. REPORTING PERIOD (MM/DD/YYYY) FROM: 10/1/2022 TO: 9/30/2023		
5. PHONE NUMBER		6. DATE OF REPORT
7. NAME AND TITLE OF AUTHORIZED CERTIFYING OFFICIAL		
A WORD DOCUMENT WITH THE NARRATIVE RESPONSES MAY BE UPLOADED IN THE GRANT PORTAL TO ACCOMPANY THIS REPORT FORM.		
8. Describe how the goals and the objectives of the grant project were met.		
9. Describe any challenges that occurred during the grant project period.		
10. Share a story and/or attach anecdotal information (do not compromise client confidentiality) about how the services funded with this grant project helped a crime victim achieve a positive result.		
Approved by Kansas Governor's Grants Program:		Date:

Grant Project Narrative Report

Must be submitted via the
Grant Portal October 10, 2023

**PROJECTION OF FINAL EXPENDITURES
DUE JULY 10, 2023**

Name of Subgrantee Organization: _____

Grant Project Number: _____

Name of Individual Completing Form: _____

Phone Number: _____

Email Address: _____

1. Grant Award Amount (Federal Portion): _____

2. Expenditures Reported First **Three** Quarters: _____
(Federal Portion)

3. Projected **Fourth** Quarter Expenditures: + _____
(Federal Portion)

4. Total Expenditures (Federal Portion): = _____

5. Funds Remaining (Federal Portion): (line 1 minus line 4) _____

Please provide the most accurate information possible. The Subgrantee will not be held to these figures if actual fourth quarter expenditures exceed projections, nor will the Subgrantee be penalized in subsequent years if projections reflect funds remaining at the completion of the grant project period. However, major discrepancies between projected and actual 4th quarter expenditures will raise concerns regarding the Subgrantee's grant management and budgeting practices. If the Subgrantee has submitted a budget revision request prior to the July 10th deadline, the pending revision request should be taken into consideration when completing this form.

Entered by the Kansas Governor's Grants Program:	Date:
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Projection of Final Expenditures

Due July 10, 2023 on the Grant
Portal.

KANSAS GOVERNOR'S GRANTS PROGRAM
LONDON STATE OFFICE BLDG, ROOM 304 N, 900 SW JACKSON, TOPEKA, KS 66612

GRANT PROJECT SUBGRANT AWARD REPORT
Due December 9, 2022

1. Name and Address of Subgrantee Organization _____

 (must include the full 9-digit zip code) _____
 Point of Contact Name: _____ Point of Contact Email: _____
 Point of Contact Telephone: _____ Congressional District(s): _____

2. Type of Implementing Agency ('X' the one most appropriate category and sub-category):

a. Criminal Justice, Government
 1. Law Enforcement
 2. Prosecution
 3. Juvenile justice
 4. Court
 5. Corrections
 6. Other government agency

b. Nonprofit Organization
 1. Child abuse service organization
 2. Coalition
 3. Domestic & family violence organization
 4. Faith-based organization
 5. Domestic & family violence and sexual assault org
 6. Sexual assault services organization
 7. Multiservice agency
 8. Organization by and/or for underserved victims of crime (e.g. drunk driving, homicide, elder abuse)

c. Native American Tribe or Organization

d. Campus Organization
 1. Campus-based victim services
 2. Law enforcement
 3. Physical or mental health service program
 4. [Other: description] _____

3. Purpose of VOCA Subgrant Award ('X' only one):

a. Continue a VOCA-funded victim project funded in a previous year.
 b. Expand or enhance an existing project NOT funded by VOCA in the previous year.
 c. Start up new victim services project.
 d. Start up new Native American victim services project.
 e. Expand or enhance an existing Native American victim services project.

4. VOCA Award (federal funds only): _____ Grant Project Number: _____
 Grant Project Start Date: 10/1/2022 Grant Project End Date: 9/30/2023

5. Identify the VOCA grant funds (federal funds only) estimated to be used to meet the priority and underserved requirements. The allocation between categories must correspond to the approved grant project budget.

a. Child Abuse:	d. Underserved:
Child Physical Abuse/Neglect _____	DUI/DWI Crashes _____
Child Sexual Abuse _____	Assault _____
b. Domestic Violence: _____	Adults Molested as Children _____
c. Adult Sexual Assault: _____	Elder Abuse _____
	Robbery _____
	Survivors of Homicide _____
	Hate Crime _____
	Human Trafficking _____
	Kidnapping _____
	Mass Violence _____
	Stalking/Harassment _____
	Teen Dating Violence _____
	Other Violent Crimes* _____
	Non-Violent Crimes** _____

Total must equal the amount in number four above. _____

*Specify the Underserved "Other Violent Crimes" addressed through the expenditures reported above:

**Specify the Underserved "Other Non-Violent Crimes" addressed through the expenditures reported above:

Subgrant Award Report

Due December 9, 2022 on the Grant Portal.

Performance Measures

- Performance Measurement Tool (PMT) is the federal collection point for grant project statistical data.
- Review measures now to ensure collection of all required data fields
- Subgrantees will access the website through: <https://ojpsso.ojp.gov>
- KGGP will provide first-time Subgrantees with log-in information at a later date
- There will not be automated Grant Portal reminders for this particular report - make sure these due dates are noted on your calendar
- Contact Lori Jensen, Grants Specialist, at lori.jensen@ks.gov or 785-291-3205 for technical assistance **before** contacting the PMT help desk

Performance Measurement Report

<https://ojpsso.ojp.gov>



OFFICE OF JUSTICE PROGRAMS

OFFICE FOR VICTIMS OF CRIME

OVC PMT Home Administration Profile SAR Enter Data Reports Need Help? Logout

If any updates are needed, please contact JustGrants.

GENERAL INFORMATION

PMT Definitions

Subgrant Award Report (SAR): This report collects information about the subgrantee organization, the activities to be implemented by the subgrantee, and the allocation of grant funds. Grant Portal (part 1) and PMT website (part 2).

Subgrant Data Report: This report collects information quarterly on victims served with Victims of Crime Act (VOCA) plus match funding, including demographics, types of victimization, and services provided.



Performance Measurement Tool (PMT)
Victim Assistance
KS - Executive Office of the State of Kansas

JUSTICE FOR VICTIMS • JUSTICE FOR ALL

OVC PMT Home	Administration	Profile	SAR	Enter Data	Reports	Need Help?	Logout
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Victim Assistance

Performance measures, PMT user materials, recorded trainings, and data analysis reports are available at <https://ovc.ojp.gov/funding/performance-measures>

For technical assistance, contact the OVC PMT Help Desk at ovcpmt@usdoj.gov or call toll-free 1-844-884-2503.
The Office for Victims of Crime is a component of the Office of Justice Programs, U.S. Department of Justice.

Performance Measures

© iStock/Ivan-balvan ([see reuse policy](#)).

Overview [↗](#)

OVC sets program goals and collects performance measures data that demonstrate grantees' achievements.

All OVC funding recipients are required to collect and report performance measures data that demonstrate the results of funded activities.

Where can I find sample performance measures? [↗](#)

OVC performance measures can be found in the solicitation, through a link or in the performance measures table in the solicitation's appendix. Solicitations are available on the [Current Funding Opportunities](#) webpage for the current fiscal year or the [Expired Funding Opportunities](#) webpage for previous fiscal years.

[Uniform Grants Guidance and Legislation](#) [+](#)

Where can I find my program's performance measures?

Victim Assistance and Compensation Grantee Performance Measures

Transforming Victim Services Grantee Performance Measures

Human Trafficking Grantee Performance Measures

Fellowship Grantee Performance Measures

How are performance measures reported?


VICTIM ASSISTANCE and COMPENSATION GRANTEE


Performance Measures


All recipients and subrecipients of OVC formula funding are required to collect and report performance measures data that demonstrate how they are accomplishing the goals and objectives of the VOCA Victim Assistance and Victim Compensation formula grant programs.

The accuracy and timeliness of reporting data is extremely important. Data reported by grantees allows OVC to—

- demonstrate the value and specific benefits of the program to government agencies, the victim services field, the public, and other stakeholders;
- generate an annual report on the program to demonstrate outputs of grant funds; and
- emphasize progress made toward achievement of OVC's strategic and program goals.

Victim Assistance Performance Measures 

Victim Compensation Performance Measures 

Data Submission Process and Deadlines 

Additional Information 

Welcome

Announcements

VOCApedia

Laws & Policies

Training & Technical Assistance

Victim Assistance and Compensation Grantee Performance Measures

Performance Reports

Subrecipient Monitoring

VOCA FAQs

Additional Resources

[2022 Crime Victims Fund Allocations](#)

[Awards Made by OVC](#)

[Performance Measure Dictionary and Terminology Resource](#)

This resource provides definitions for terms used across OVC performance measures and includes terms related to demographics and types of victimizations, victim services, and victim compensation expense.

[Center for Victim Research Victim Services Performance Measure Data Visualization Tool](#)[☐]

Data collection and visualization tool for VOCA Victim Services performance measures.

[Victim Assistance–Subgrantee Data Tracking Template \(Excel\)](#)

This spreadsheet is a data collection tool for gathering individual-level data for the Victim Services question bank.

[Victim Assistance Prorating Strategies for Subgrantees](#)

This resource clarifies situations when subgrantee data might be prorated and offers options for prorating subgrantee data before entry into the PMT.

[Clarification for Victim Assistance Grantee PMT Reporting](#)

This document clarifies the types of financial data that Victim Assistance grantees provide in the SAR, expectations around updating financial data in the PMT system, and the PMT's role as a secondary data system.

[VOCA Victim Assistance PMT Targeted Guidance Training](#)[☐]

Review the [YouTube Terms of Service](#)[☐] and the [Google Privacy Policy](#)[☐]

OFFICE FOR VICTIMS OF CRIME
VICTIM ASSISTANCE FORMULA GRANT PROGRAM
PERFORMANCE MEASURES
SUBGRANTEE DATA REPORT

Statistical Report

- Report statistics and outcomes from the VOCA grant project.
- **Important:** Statistics must be specific to the VOCA project, inclusive of both federal funds and non-federal match.

I. POPULATION DEMOGRAPHICS

*This section should be completed each reporting period.
Source of data: Activities conducted at the subgrantee level*

1. **TOTAL** number of individuals who received services during the reporting period.

INSTRUCTIONS: Count all individuals served by your organization with the use of VOCA plus match funds during the reporting period. This number should be an unduplicated count of people served during a single reporting period, regardless of the number of services they received or victimization types with which they presented. **DO NOT** count anonymous contacts here. They should be reported in question 2. If your organization only had anonymous contacts, enter zero (0).

Number

2. **TOTAL** number of anonymous contacts received during the reporting period.

INSTRUCTIONS: COUNT all anonymous contacts received by your organization through a hotline, online chat, or other service where the individuality of each contact cannot be established. If your organization did not have any anonymous contacts enter zero (0).

Number

3. Of the number of individuals entered in question 1, how many were **NEW** individuals who received services from your agency for the first time during the reporting period.

INSTRUCTIONS: Report the number of **NEW** individuals served with the use of VOCA plus match funds for the first time during the reporting period. This number should be an unduplicated count of identified **NEW** clients served during a single reporting period, regardless of the number of services they received or victimization types with which they presented.

For the first reporting period of your subaward, ALL individuals should be counted as new.

Number

4. If your organization cannot track new individuals, please check the box below indicating such.

We cannot track new individuals.

Victimizations (for ALL individuals identified in Questions 1 and 2).

are collected for a category, enter "NT" in that field to represent **Not Tracked**. This means that the subgrantee cannot submit data in this category due to the need to update its data collection system, but that efforts are under way to be tracked.

Individuals who received services by victimization type
INSTRUCTIONS:

Count of individuals who received services based on presenting victimization type during the reporting period.

Each individual MAY be counted more than once for the same victimization type.

Each individual MAY NOT be counted more than once for the same victimization type.

Appendix B for details of each victimization type.

Victimization Type	A. Number of individuals who received services based on presenting victimization type during the reporting period
Adult Physical Assault (includes Aggravated and Simple Assault)	Number
Adult Sexual Assault	Number
Adults Sexually Abused/Assaulted as Children	Number
Arson	Number
Bullying (Verbal, Cyber, or Physical)	Number
Burglary	Number
Child Physical Abuse or Neglect	Number
Child Pornography	Number
Child Sexual Abuse/Assault	Number
Domestic and/or Family Violence	Number
DUI/DWI Incidents	Number
Elder Abuse or Neglect	Number
Hate Crime: Racial/Religious/Gender/Sexual Orientation/Other (explanation required)	Number Please explain:
Human Trafficking: Labor	Number
Human Trafficking: Sex	Number
Identity Theft/Fraud/Financial Crime	Number
Kidnapping (noncustodial)	Number
Kidnapping (custodial)	Number
Mass Violence (Domestic/International)	Number
Other Vehicular Victimization (e.g., Hit and Run)	Number
Robbery	Number
Stalking/Harassment	Number
Survivors of Homicide Victims	Number
Teen Dating Victimization	Number
Terrorism (Domestic/International)	Number
Other	Number
If other, please explain:	

Direct Service Categories

Total number of individuals who received services by service type AND number of times each service was provided.

- A. Information & Referral
- B. Personal Advocacy/Accompaniment
- C. Emotional Support or Safety Services
- D. Shelter/Housing Services
- E. Criminal/Civil Justice System Assistance

Report the number of individuals who receive each category of service. No **ONE** category can be more than the total of Questions 1 and 2. When adding the categories (A+B+C+D+E), the total should be equal to or greater than the total number served in Questions 1 and 2.

Direct Service subcategories

- Information & Referral – A1 – A4
- Personal Advocacy/Accompaniment – B1- B10
- Emotional Support or Safety Services – C1-C7
- Shelter/Housing Services - D1-D3
- Criminal/Civil Justice System Assistance - E1- E11

Report the number of times each subcategory service is provided. When adding the subcategory occurrences (A1+A2+A3+A4), the total should be equal to or greater than the number of people who received services in that category.

<p style="margin: 0;">VOCA FY 2023</p> <p style="margin: 0;">KANSAS GOVERNOR'S GRANTS PROGRAM LANDON STATE OFFICE BLDG, ROOM 304 N, 900 SW JACKSON, TOPEKA, KS 66612</p>			
<p style="margin: 0;">YEAR-END SUBGRANT AWARD REPORT</p> <p style="margin: 0;">Due November 10, 2023</p>			
<p>1. Name and Address of Subgrantee Organization _____ _____ _____ _____</p> <p style="color: red; font-size: small;">(must include the full 9-digit zip code)</p> <p>Point of Contact Name: _____ Point of Contact Title: _____ Point of Contact Telephone: _____ Point of Contact Email: _____</p>			
<p>2. VOCA Grant Actual Expenditures (federal funds only): _____</p> <p>Grant Project Number: _____</p> <p>Grant Project Start Date: <u>10/1/2022</u> Grant Project End Date: <u>9/30/2023</u></p>			
<p>3. Identify the VOCA grant funds (federal funds only) expended to meet the priority and underserved requirements. The allocation between categories must be based on actual activity and services, and must correspond to the Final Financial Status Report.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>a. Child Abuse:</p> <p>Child Physical Abuse/Neglect _____</p> <p>Child Sexual Abuse _____</p> <p>b. Domestic Violence: _____</p> <p>c. Adult Sexual Assault: _____</p> </td> <td style="width: 50%; vertical-align: top;"> <p>d. Underserved:</p> <p>DUI/DWI Crashes _____</p> <p>Assault _____</p> <p>Adults Molested as Children _____</p> <p>Elder Abuse _____</p> <p>Robbery _____</p> <p>Survivors of Homicide _____</p> <p>Hate Crime _____</p> <p>Human Trafficking _____</p> <p>Kidnapping _____</p> <p>Mass Violence _____</p> <p>Stalking/Harassment _____</p> <p>Teen Dating Violence _____</p> <p>Other Violent Crimes* _____</p> <p>Non-Violent Crimes** _____</p> </td> </tr> </table> <p>The total must equal the amount in number two above. _____</p> <p>*Specify the Underserved "Other Violent Crimes" addressed through the expenditures reported above:</p> <p>**Specify the Underserved "Other Non-Violent Crimes" addressed through the expenditures reported above:</p>		<p>a. Child Abuse:</p> <p>Child Physical Abuse/Neglect _____</p> <p>Child Sexual Abuse _____</p> <p>b. Domestic Violence: _____</p> <p>c. Adult Sexual Assault: _____</p>	<p>d. Underserved:</p> <p>DUI/DWI Crashes _____</p> <p>Assault _____</p> <p>Adults Molested as Children _____</p> <p>Elder Abuse _____</p> <p>Robbery _____</p> <p>Survivors of Homicide _____</p> <p>Hate Crime _____</p> <p>Human Trafficking _____</p> <p>Kidnapping _____</p> <p>Mass Violence _____</p> <p>Stalking/Harassment _____</p> <p>Teen Dating Violence _____</p> <p>Other Violent Crimes* _____</p> <p>Non-Violent Crimes** _____</p>
<p>a. Child Abuse:</p> <p>Child Physical Abuse/Neglect _____</p> <p>Child Sexual Abuse _____</p> <p>b. Domestic Violence: _____</p> <p>c. Adult Sexual Assault: _____</p>	<p>d. Underserved:</p> <p>DUI/DWI Crashes _____</p> <p>Assault _____</p> <p>Adults Molested as Children _____</p> <p>Elder Abuse _____</p> <p>Robbery _____</p> <p>Survivors of Homicide _____</p> <p>Hate Crime _____</p> <p>Human Trafficking _____</p> <p>Kidnapping _____</p> <p>Mass Violence _____</p> <p>Stalking/Harassment _____</p> <p>Teen Dating Violence _____</p> <p>Other Violent Crimes* _____</p> <p>Non-Violent Crimes** _____</p>		
<p>Approved by the Kansas Governor's Grants Program:</p>	<p>Date:</p>		

YEAR-END SUBGRANT AWARD REPORT

Coinciding with the Final
Financial Status Report due date
of November 10, 2023, the Year-
End Subgrant Award Report
must reconcile to actual
expenditures

Subgrantee will upload the Year-
End Subgrant Award Report to
the Grant Portal; upon KGGP
approval, the KGGP will give
Subgrantee access to revise the
Subgrant Award record in the
PMT website

7. Service Area (s):

Other counties served outside of the State:

8. Subgrant match (financial support from other sources)

A. Value of in-kind match:

B. Cash match:

C. Total match:

(auto-calculated)

D. Match waiver:

9. USE OF VOCA AND MATCH FUNDS:

INSTRUCTION: For this subaward, check the category of service and subcategory that best identifies the types of services or activities that will be provided by the VOCA-funded project, as described below. Note: Report only those services actually provided by the VOCA-funded project. Do not report services offered by another agency. Check all that apply.

A. INFORMATION & REFERRAL

- Information about the criminal justice process
- Information about victim rights, how to obtain notifications, etc.
- Referral to other victim service programs
- Referral to other services, supports, and resources (includes legal, medical, faith-based organizations, address confidentiality programs, etc.)

B. PERSONAL ADVOCACY/ACCOMPANIMENT

- Victim advocacy/accompaniment to emergency medical care
- Victim advocacy/accompaniment to medical forensic exam
- Law enforcement interview advocacy/accompaniment
- Individual advocacy (e.g., assistance in applying for public benefits, return of personal property or effects)
- Performance of medical forensic exam or interview, or medical evidence collection
- Immigration assistance (e.g., special visas, continued presence application, and other immigration relief)
- Intervention with employer, creditor, landlord, or academic institution
- Child and/or dependent care assistance (includes coordination of services)
- Transportation assistance (includes coordination of services)
- Interpreter services

C. EMOTIONAL SUPPORT OR SAFETY SERVICES

- Crisis intervention (in-person, includes safety planning, etc.)
- Hotline/crisis line counseling

YEAR-END SUBGRANT AWARD REPORT

Due November 30, 2023, the Subgrant Award Report must be updated in the OVC Performance Measurement Tool website, <https://ojpsso.ojp.gov>, to reconcile to actual expenditures and quarterly Performance Reports

Subgrantee will update Part 2 of the Subgrant Award Report record in the PMT; the KGGP will review and certify

Additional Reporting Requirements

- ▶ The following reports/forms may be required for your VOCA award:
- ▶ Equipment Inventory Form
- ▶ Authorization for Electronic Deposit

KANSAS GOVERNOR'S GRANTS PROGRAM
LONDON STATE OFFICE BLDG, ROOM 304 N, 900 SW JACKSON, TOPEKA, KS 66612

EQUIPMENT INVENTORY FORM
DUE WITHIN 30 DAYS OF PAYMENT DATE

Subgrantees are required to fill out this form if equipment is purchased with any grant funds. Any equipment purchase must be approved as part of the grant award. The definition of equipment is assets with a useful life of one year or more and a cost of \$5,000 or more. The Subgrantee shall follow its agency written policies and procedures for purchasing equipment, such as purchasing approval, needs assessment, soliciting bids, etc. This form must be submitted within 30 days of payment by email to kggp@ks.gov. A copy also should be retained in the Subgrantee's grant file.

Name of Subgrantee Organization: _____

Grant Project Number: _____

Name and Phone Number of Individual Completing Form: _____

Description of Equipment: _____

Quantity Purchased: _____

Serial (or other identification) Number: _____

Source of the Equipment: _____

Identification of Who Holds the Title: _____

Acquisition Date: _____ Paid Date: _____

Location of Equipment: _____

New/Used (circle one) Equipment on Date of Purchase. If Used, Condition of Equipment: _____

Total Purchase Cost of Equipment:	\$ _____		
Cost Charged to Grant Project:	\$ _____	Grant Project Percentage of Total Cost:	_____ %
Federal Funds:	\$ _____	Federal Portion of Cost Charged to Grant Project:	_____ %
Non-Federal Match:	\$ _____	Non-Federal Match Portion of Cost Charged to Grant Project:	_____ %

EXAMPLE:

Total Purchase Cost of Equipment:	\$5,598		
Cost Charged to Grant Project:	\$3,750	Grant Project Percentage of Total Cost:	67%
Federal Funds:	\$3,000	Federal Portion of Cost Charged to Grant Project:	80%
Non-Federal Match:	\$750	Non-Federal Match Portion of Cost Charged to Grant Project:	20%

The Subgrantee agrees that equipment purchased through this grant project will continue to be used for the purpose it was purchased for as long as needed, whether or not the grant project continues to be supported by this grant program. Further, the Subgrantee assures that services provided which utilize the equipment purchased by this grant project will continue to be reported to the Kansas Governor's Grants Program annually for as long as the equipment is used.

Entered by the Kansas Governor's Grants Program: _____ Date: _____

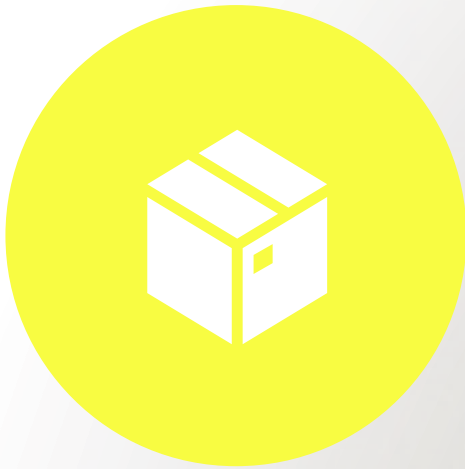
Equipment Inventory Form

- ▶ Report any equipment purchased with grant funds that cost \$5,000 or more per unit

- ▶ Reconcile to the approved VOCA grant project budget.

- ▶ Must submit within 30 days of payment date.

Property and Equipment

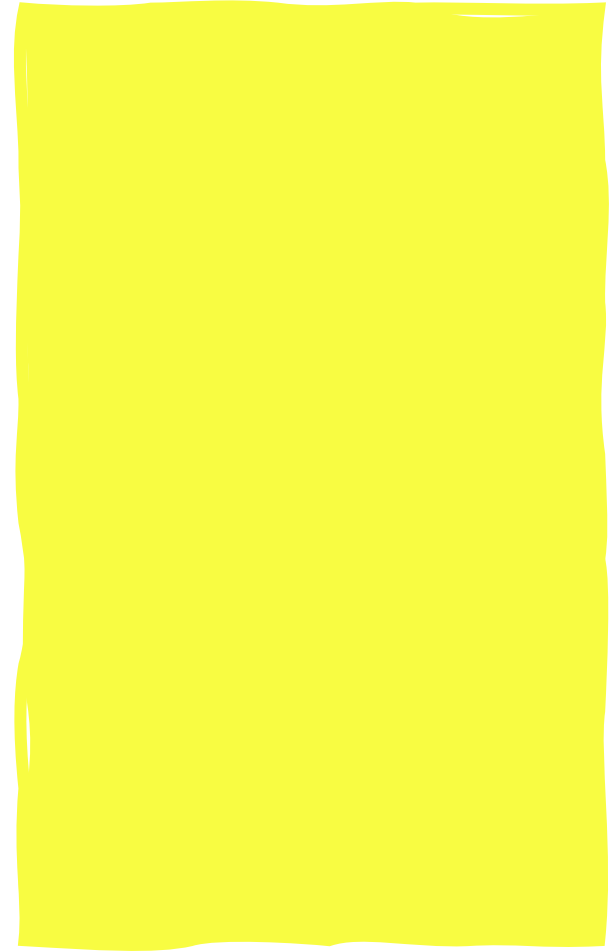


INVENTORY



DISPOSAL OF EQUIPMENT

The Grant Portal



Grant Portal



- ▶ Check the appendices for instructions
- ▶ Appendix A- Budget revision request
- ▶ Appendix B- Financial Status Report
- ▶ Appendix C- Submitting an offline report

Budget Revision Requests

Filename: 23-VOCA-01 Budget



BUDGET CATEGORY	LINE ITEM	FEDERAL	MATCH	DESCRIPTION	NOTES
PERSONNEL:	Shelter Advocate	\$31,980	n/a	Full-time, 40 hrs/wk; employees receive a 5% raise on January 1 st : (\$15.00/hour x 1,040 hours) + (\$15.75 x 1,040 hours)	
	Victim Advocate	\$19,188	\$4,797	Full-time, salaried, 75% of time on project; employees receive a 5% raise on January 1 st : (\$31,200 x .5 year) + (\$32,760 x .5 year) x .75 of time = 23,985; 20% match provided by county commission	
FRINGE BENEFITS:					
TRAVEL/TRAINING:	Conferences/Workshops	\$800	n/a	Two [specify advocacy training events]: (200 miles x \$.50/mile x 2 trips) + (\$90/night x 2 nights x 2 trips) + (\$40/day meals x 3 days x 2 trips)	
TOTAL:		\$51,968	\$4,797		




1

General Info. Budget Attachments Reports **Submit**

Submit Application for Review

Use the tabs above to navigate through the application process.

The following sections of this application have been successfully completed. To submit the application for review each section must be completed. A completed section is indicated by a  icon. An incomplete section is indicated by a  icon.

Status	Application Section	Action
	General Information	Modify
	Budget	Modify
	Attachments	Modify

After the application has been successfully submitted, the information can no longer be edited, but can be viewed.

Submit Revision

Budget Revision

Don't forget!
Click the "Submit Revision" button

2

General Info. Budget Attachments Reports **Submit**

Application Submitted Successfully

Use the tabs above to navigate through the application process.




 The submission was successful.

3

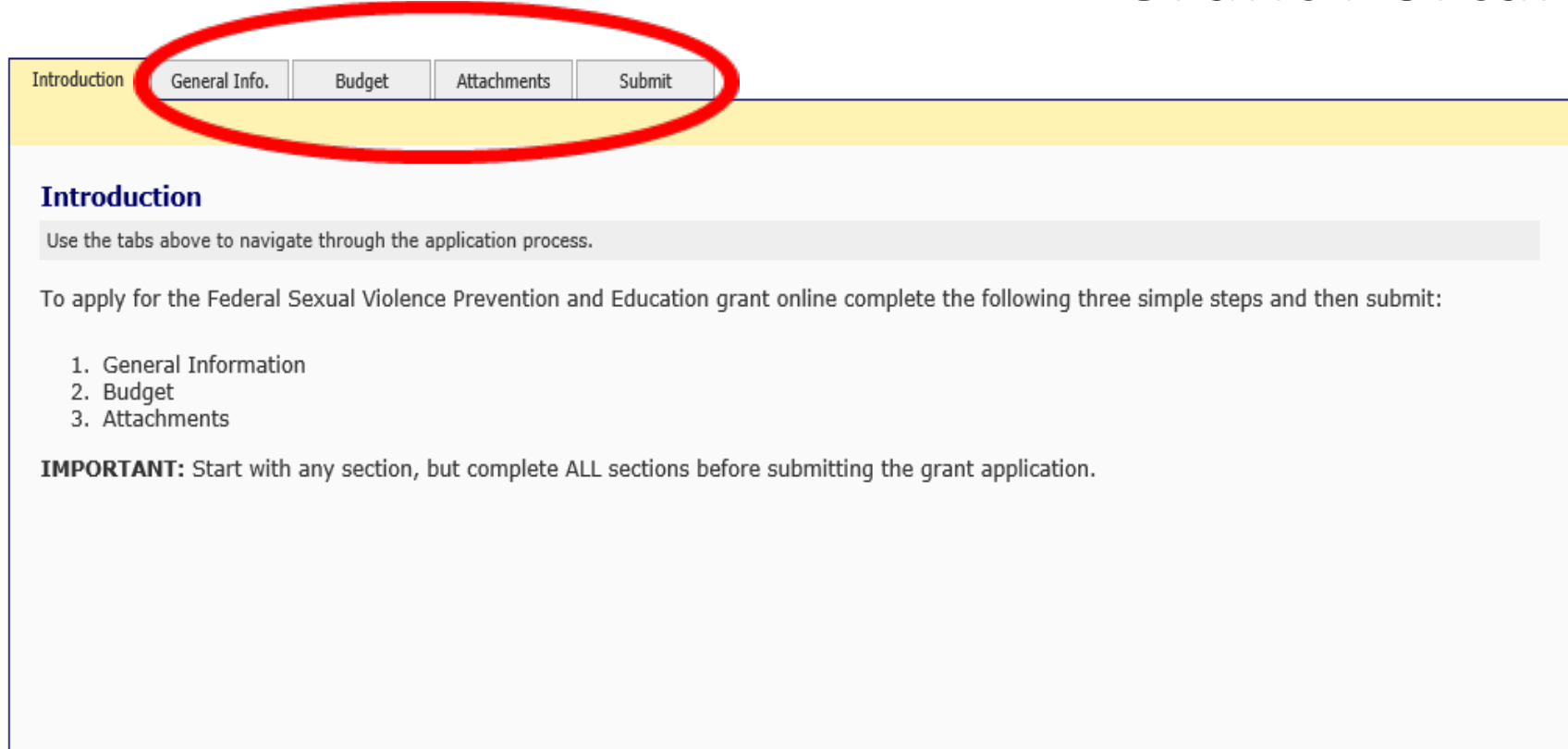
Recommended that subgrantee print this screen as confirmation

Submit Revision

no longer be edited, but can be viewed.
after the application has been successfully submitted

	Attachments	Modify
	Budget	Modify
	General Information	Modify

Status Application Section Action



Introduction General Info. Budget Attachments Submit

Introduction

Use the tabs above to navigate through the application process.

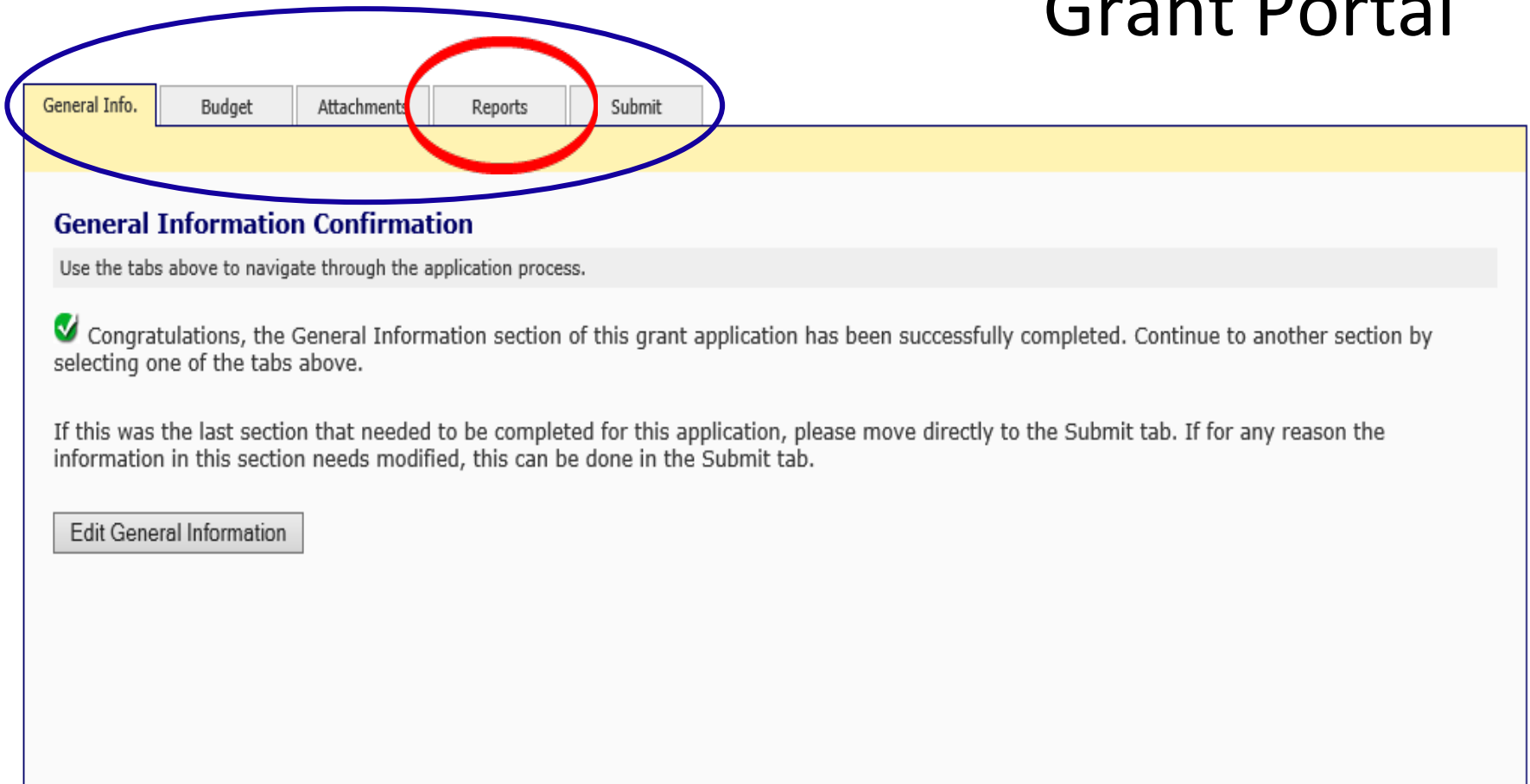
To apply for the Federal Sexual Violence Prevention and Education grant online complete the following three simple steps and then submit:

1. General Information
2. Budget
3. Attachments

IMPORTANT: Start with any section, but complete ALL sections before submitting the grant application.

Any edits/revisions made to the General Information, Budget, and/or Attachments tabs require the Subgrantee to go to the Submit tab, click on 'Submit Revision,' and receive a confirmation message. The KGGP will not see those edits until revision is properly submitted.

Grant Portal



The screenshot displays the Grant Portal interface. At the top, there is a navigation bar with five tabs: "General Info.", "Budget", "Attachments", "Reports", and "Submit". The "Reports" tab is highlighted with a red circle, and the entire navigation bar is enclosed in a blue oval. Below the navigation bar, the main content area is titled "General Information Confirmation". A grey box contains the instruction: "Use the tabs above to navigate through the application process." A green checkmark icon is followed by the text: "Congratulations, the General Information section of this grant application has been successfully completed. Continue to another section by selecting one of the tabs above." Below this, a paragraph states: "If this was the last section that needed to be completed for this application, please move directly to the Submit tab. If for any reason the information in this section needs modified, this can be done in the Submit tab." At the bottom left, there is a button labeled "Edit General Information".

When submitting reports in the Grant Portal, the Reports tab should be considered ‘self-contained’ – you do not need to go the Submit tab to submit the report.

Reports: Select a Report
Online Reports

Report	Period	Due Date	Status	Date Submitted	Action
December 2013 FSR	December 1 - 31, 2013	01/21/2014	Approved	2015-02-26 09:13:17	Revise
November 2013 FSR	November 1 - 30, 2013	12/20/2013	Approved	2015-02-26 09:08:58	Revise
October 2013 FSR	October 1 - 31, 2013	11/20/2013	Approved	2013-12-30 08:53:13	Revise
September 2013 FSR	September 1 - 30, 2013	10/21/2013	Approved	2014-01-07 14:05:38	Revise
August 2013 FSR	August 1 - 31, 2013	09/20/2013	Approved	2013-11-01 15:25:45	Revise
July 2013 FSR	July 1 - 31, 2013	08/20/2013	Approved	2013-11-01 12:40:04	Revise
June 2013 FSR	June 1 - 30, 2013	07/22/2013	Approved	2013-07-29 13:34:13	Revise
May 2013 FSR	May 1 - 31, 2013	06/20/2013	Approved	2013-06-24 15:00:17	Revise
April 2013 FSR	April 1 - 30, 2013	05/20/2013	Approved	2013-06-24 14:55:51	Revise
March 2013 FSR	March 1 - 31, 2013	04/22/2013	Approved	2013-06-24 14:53:30	Revise
February 2013 FSR	February 1 - 28, 2013	03/20/2013	Approved	2013-04-08 13:44:20	Revise
January 2013 FSR	January 1 - 31, 2013	02/20/2013	Approved	2013-04-08 13:36:40	Revise

Offline Reports

Report	Period	Due Date	Status	Date Submitted	Action
4th Qtr Narrative	Oct. 1 - Dec. 31, 2013	01/21/2014	Approved	2014-01-07 10:05:39	Upload/Download
Projection of Final Expenditures	Oct. 1 - Dec. 31, 2013	10/21/2013	Approved	2014-01-07 11:04:25	Upload/Download
3rd Qtr Narrative	July 1 - Sept. 30, 2013	10/21/2013	Approved	2013-10-04 10:14:17	Upload/Download

Grant Portal Reports

Verify submission through the 'Status' and date/time stamp.

May revise reports with "Action" of Revise or Upload/Download.

Submitting Offline Reports

Change E-mail
Change Password
Log Out

Site Navigation
Grant Portal
Home
Application Portal
Instructions
Contact Us

<< Governor's Grants Program home page
<< Kansas Web site

General Info. Budget Attachments **Reports** Submit

Reports: Download/Upload Offline Report Files

1 Download Blank Report Files
Sample Off-Line .xls
Download Most Recently Uploaded Version of Reports
Sample Report, 1.xls

2 Upload Offline Report Files

Once you have uploaded all the files for this report, select the submit button below.

File: Browse...

Upload File

3 Submit Report Exit Report

File: Browse...

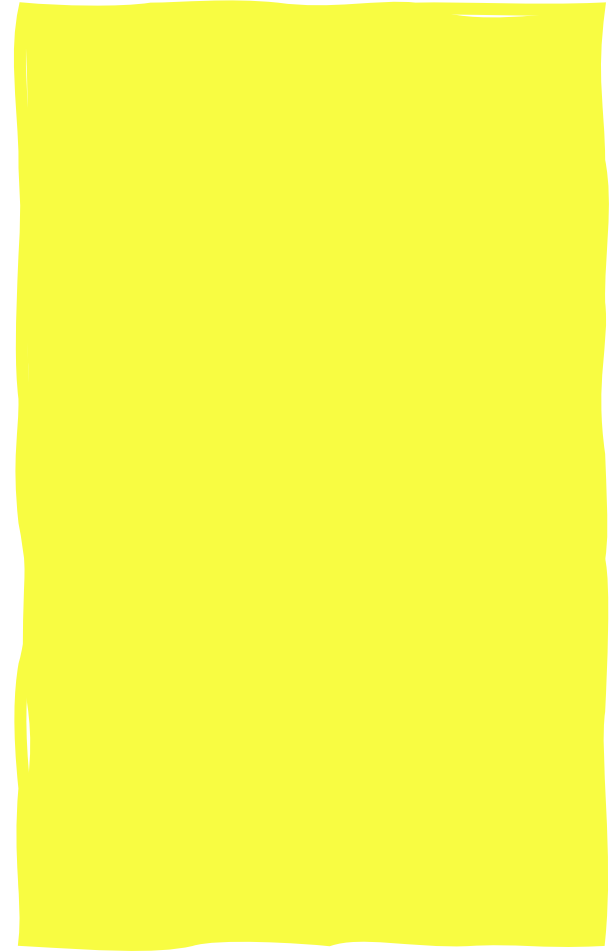
Once you have uploaded all the files for this report, select the submit button below.

Uploading Offline Reports

Rev1_Qtr1_23VOCA.xls
Rev2_23VOCA_Qtr1.xls

Change E-mail Change Password Log Out	General Info. Budget Attachments Reports Submit
	Reports: Download/Upload Offline Report Files
Site Navigation Grant Portal Home Application Portal Instructions Contact Us	Download Blank Report Files Sample Off-Line .xls
	Download Most Recently Uploaded Version of Reports Sample Report, 1.xls
<< Governor's Grants Program home page << Kansas Web site	Upload Offline Report Files
	Once you have uploaded all the files for this report, select the submit button below.
	File: <input type="text"/> <input type="button" value="Browse..."/>
	<input type="button" value="Upload File"/>
	<input type="button" value="Submit Report"/> <input type="button" value="Exit Report"/>
	<input type="button" value="Submit Report"/> <input type="button" value="Exit Report"/>
	<input type="button" value="Upload File"/>

Compliance



Compliance Reviews



Analyst will contact you to schedule.



Review Compliance Report and checklist.



Prepare your answers to questions ahead of time.



Analyst will notify you what documentation will be reviewed.



Complete follow-up requirements by the due date.



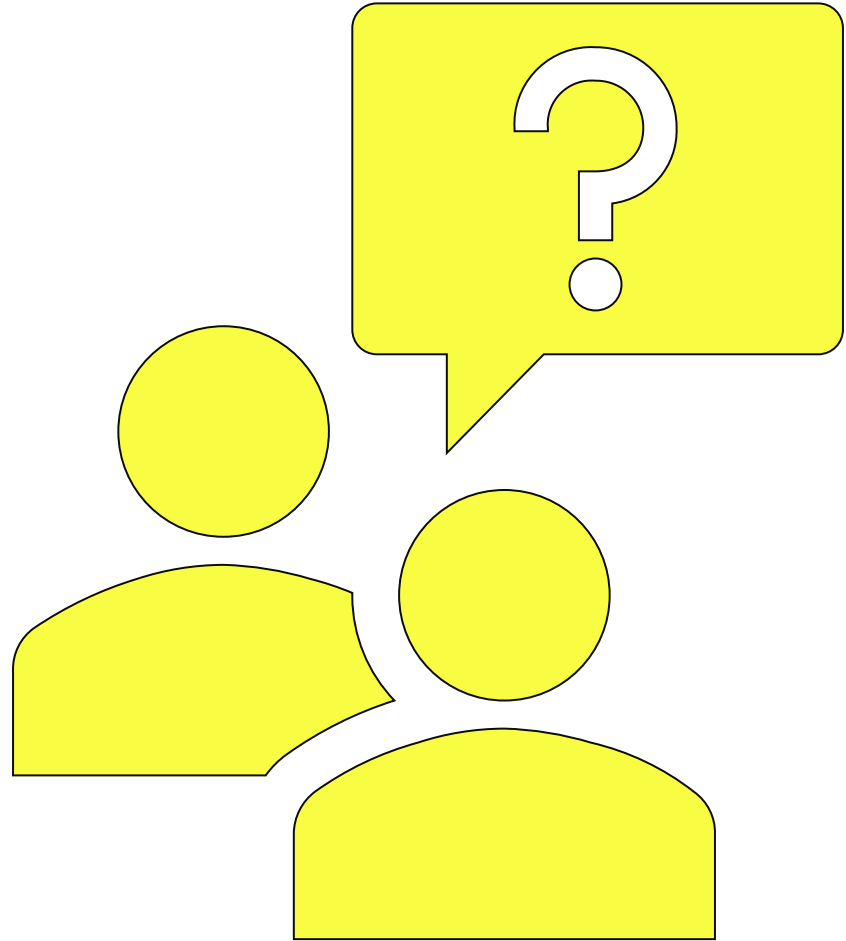
KANSAS GOVERNOR'S GRANTS PROGRAM GRANT PROJECT COMPLIANCE REPORT CHECKLIST

Please have the following information ready at the time of the site visit. If any of the information is in electronic format or is posted on a website, please forward to the Analyst prior to the review. Not all of the items may apply to the particular grant project. If the subgrantee is having a desk review, please submit all applicable documents. Contact the Analyst prior to the review if there are any questions about the information.

<input type="checkbox"/>	1.	Grant file for related grant(s) to be reviewed
<input type="checkbox"/>	3.	Subgrantee's policies and procedures for agency, including financial/accounting, purchasing, monitoring/evaluation, etc.
<input type="checkbox"/>		Grant Portal access policy, if applicable.
<input type="checkbox"/>	4.	Subgrantee's licensing or accreditation(s)
<input type="checkbox"/>	5.	Confidentiality policy, if changed from previous compliance review
	6.	NONPROFIT ORGANIZATIONS ONLY
<input type="checkbox"/>		Board minutes for last three meetings
<input type="checkbox"/>		Articles of Incorporation
<input type="checkbox"/>		Bylaws, if changed from previous compliance review – MAKE A COPY
<input type="checkbox"/>		KCSDV accreditation documentation if domestic violence or sexual assault agency
	7.	FACILITY
<input type="checkbox"/>		Any inspections of the facility
	11.	MONITORING & EVALUATION STATUS
<input type="checkbox"/>		Information regarding process for compilation of statistical data and supporting backup documentation for <u>all data reported on the grant</u> , i.e. database records, queried reports, intake/discharge forms, phone logs, activity logs, etc.
	12.	AUDIT & IRS FORM 990
<input type="checkbox"/>		Copies of any other compliance or audit reports that other funders provided; if the subgrantee program is under the umbrella of a larger organization, provide copies of findings/reports applicable to the program – MAKE A COPY
	13.	FINANCIAL
<input type="checkbox"/>		Backup documentation for all expenses charged to the grant, including non-federal match expenditures if applicable, i.e. receipts, invoices, time and activity records, payroll information such as copies of payroll registers, etc.
	14.	PROGRAM INCOME
<input type="checkbox"/>		Program income procedure, if applicable
<input type="checkbox"/>		Forfeiture procedure, if applicable
	16.	PERSONNEL
<input type="checkbox"/>		Subgrantee's personnel policies and procedures regarding fringe benefits, overtime, vacation, holidays, travel, staff evaluations, nondiscrimination policies/complaints and how handled, etc.
<input type="checkbox"/>		Job descriptions for all grant funded positions
<input type="checkbox"/>		Applications/resumes for grant funded positions
<input type="checkbox"/>		List of all grant funded staff, job titles, start/end dates in positions, and number of hours worked per week – MAKE A COPY
	19.	FACILITY COSTS
<input type="checkbox"/>		Lease agreement for facility if paid with grant funds
	20.	EQUIPMENT
<input type="checkbox"/>		Lease agreements for equipment if paid with grant funds
<input type="checkbox"/>		Usage log for equipment
	21.	CONTRACTUAL SERVICES
<input type="checkbox"/>		Contracts for contractual services

Compliance Review Checklist

Q & A



KGGP Website

Visit the KGGP website at

www.grants.ks.gov

for information on grant management.

- Grant Opportunities
- Resources – Managing a Grant Award
- Resources – Civil Rights Information
- Kansas Academy for Victim Assistance (KAVA)



SAVE THE DATES

**25TH ANNUAL CRIME VICTIMS' RIGHTS CONFERENCE
MAY 3 - 4, 2023**

**PRE-CONFERENCE INSTITUTE
MAY 2, 2023**

HYATT REGENCY - WICHITA, KANSAS

Survivor Voices: Elevate. Engage. Effect Change.

www.grants.ks.gov

Thank you for attending the webinar!

Contact Information

This webinar is just one opportunity to get your questions answered!
For questions regarding the agency's VOCA award, contact the KGGP office.

Kansas Governor's Grants Program

kggp@ks.gov

Voice: 785-291-3205

Fax: 785-291-3204

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