

VOCA At-A-Glance: Reporting Requirements & Deadlines
Federal Fiscal Year 2018-2019

I. Activation Packages

Deadline: November 15, 2018 (budgets due 10/15/2018)
Submit: Refer to the Grant Activation Checklist to ensure proper submission

II. Subgrantee Expenditure Reporting Form (SER)

Deadlines: SER #1 January 15, 2019 (for the period covering Oct. 1 – Dec. 31, 2018)
SER #2 April 15, 2019 (for the period covering Jan. 1 – March 31, 2019)
SER #3 July 15, 2019 (for the period covering April 1 – June 30, 2019)
SER #4 October 15, 2019 (for the period covering July 1 – Sept. 30, 2019)

Submit: By email to kkemp@pacga.org.
Include SER form in Excel format, SER Authorization Form, Volunteer Time Log, Volunteer Contracts, and receipts to support any expenditure outside of the PERSONNEL category.

III. Victims Services Statistical Report (VSSR)

Deadlines: VSSR #1 January 15, 2019 (for the period covering Oct. 1 – Dec. 31, 2018)
VSSR #2 April 15, 2019 (for the period covering Jan. 1 – March 31, 2019)
VSSR #3 July 15, 2019 (for the period covering April 1 – June 30, 2019)
VSSR #4 October 15, 2019 (for the period covering July 1 – Sept. 30, 2019)

Submit: **Via TRACKER**
***NOTE** Quarter 4 submissions include narrative questions that may require submission of additional documentation. Additional documentation in support of Quarter 4 submissions should be submitted via email to kkemp@pacga.org.*

IV. Subgrantee Adjustment Request (SAR)

Deadlines: Within 14 days of the effective date of any change to your grant.

Submit: By email to kkemp@pacga.org.
Include: SAR form, revised budget, and supporting documentation (e.g. salary authorization forms, job descriptions). MAJOR changes (i.e. reallocating funds between categories) are not permitted in the last 60 days of the grant and must be submitted by the SER #3 deadline. MINOR changes (e.g. filling vacancies, issuing raises) may be submitted up until the SER #4 deadline

V. 5% Reports (Annual Report and Re-certification)

Deadlines: Annual Report due in spring 2019. Deadlines set by CJCC.
Annual reporting is yearly and re-certification is every two years (all offices on the same cycle).

Submit: Via CJCC portal. User IDs and Passwords will be sent to your office by CJCC.

VI. Outcome Performance Measurement Surveys (OPMs)

Deadlines: October 30, 2019 (for the period covering October 1, 2018 to September 30, 2019)

Submit: Via the CJCC portal. User IDs and Passwords will be sent to your office in advance of the deadline.
Note: *Besides 5%, this is the **ONLY** report submitted directly to CJCC.*

VII. Volunteer Waiver Forms/Volunteer Affidavits (if required by CJCC)

Deadlines: October 15, 2019
Required if your office has not used volunteers in any capacity during the grant year

Submit: By email to kkemp@pacga.org along with SER #4