

VOCA At-A-Glance: Reporting Requirements & Deadlines

Federal Fiscal Year 2016-2017

I. Activation Packages

Deadline: November 30, 2016 (budgets due 11/1/16)

Submit: Refer to the Grant Activation Checklist to ensure proper submission

II. Subgrantee Expenditure Reporting Form (SER)

Deadlines: SER #1 January 15, 2017 (for the period covering Oct. 1 – Dec. 31, 2016)
SER #2 April 15, 2017 (for the period covering Jan. 1 – March 31, 2017)
SER #3 July 15, 2017 (for the period covering April 1 – June 30, 2017)
SER #4 October 15, 2017 (for the period covering July 1 – Sept. 30, 2017)

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, 2017 (for the period covering Oct. 1 – Dec. 31, 2016)
VSSR #2 April 15, 2017 (for the period covering Jan. 1 – March 31, 2017)
VSSR #3 July 15, 2017 (for the period covering April 1 – June 30, 2017)
VSSR #4 October 15, 2017 (for the period covering July 1 – Sept. 30, 2017)

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)

V. Outcome Performance Measurement Surveys (OPMs)

Deadlines: October 30, 2017 (for the period covering October 1, 2016 to September 30, 2017)

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

VI. Volunteer Waiver Forms

Deadlines: October 15, 2017
Required if you have not performed 25% of your 20% match in volunteer hours

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