

Frequently Asked Questions – VOCA Reporting Workshop

Do you have to have all monthly reports in before you can submit the PMT report?

No, you do not have to have all your monthly reimbursements submitted before you can complete your PMT reports. However, failure to submit your PMT reports will result in a hold of your grant funds.

For the beginning of the grant year if you served people during the past grant year, do we count those clients as new or not?

Even if your new grant is a continuation of a previous project, the victims served should be identified as new in the first quarter of the project.

How does each category serve all clients? For example, all my clients do not seek shelter.

Question 5 asks for the total number of individuals who received services based on a presenting victimization. The report further allows you to report number of victimizations based on victimization type.

Should it always equal question 1?

Yes. In question 8, all of the subsequent questions should be equal to or greater than the total number of victims served.

There is a question that asks whether people are immigrants/refugees, LGBTQ, LEP, etc. - but it does not consider that people might be all the above. We always explain in the notes but do not know if there is a different way of reporting this.

Please continue providing details in the notes section.