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STATE OF OKLAHOMA
DISTRICT ATTORNEYS COUNCIL
421 NW 13th Street, Suite 290 • OKLAHOMA CITY, OKLAHOMA 73103

EXECUTIVE	FINANCE	GRANTS	VICTIMS	MIS
405-264-5000	405-264-5004	405-264-5008	405-264-5006	405-264-5002
FAX 405-264-5099	405-264-5099	405-264-5095	405-264-5097	405-264-5099

VOCA PERFORMANCE REPORT

(Due 90 days after project end date. Please see instructions on page 4.)

SECTION I – PROJECT IDENTIFICATION

A. Organization: _____ B. Subgrant #: _____

C. Address: _____

D. Telephone #: _____ E. Contact Person: _____

SECTION II – REPORT TIME FRAME

The subgrantee agency receiving funds under the Victims of Crime Act (VOCA) is required to submit a performance report 90 days after the end of the subgrant period. The performance report provides information on the effect the funds have had on service to crime victims. Note: Failure to complete this report in a timely manner may affect future VOCA funding. The performance report should be submitted to the District Attorneys Council, 421 N.W. 13th Street, Suite 290, Oklahoma City, OK 73103, Attn: Stephanie Lowery.

SECTION III – VICTIM STATISTICS

1. Indicate the annual funding amount specifically allocated to your victim assistance project(s):

State Appropriations (DMH or DHS funding) \$ _____

Other (United Way, Private Donations, etc.) \$ _____

TOTAL \$ _____

Funding is for the following time frame: _____

2. Indicate the total number of victims who received services from your VOCA-funded project:

Total # of Victims Served: _____

3. Indicate the total number of victims served by your VOCA-funded project, by type of victimization:

of Victims Served:

1. Child Physical Abuse
 2. Child Sexual Abuse
 3. DUI/DWI
 4. Domestic Violence
 5. Adult Sexual Assault
 6. Elder Abuse
 7. Adults Molested as Children
 8. Survivors of Homicide Victims
 9. Robbery
 10. Assault
 11. Other Violent Crime
- Specify: _____

4. Indicate the number of victims served by the VOCA-funded project, in the following categories:

of Victims Served:

1. Child
2. Disabled/Handicapped
3. Native American
4. Elderly
5. Minorities (other than Native American)

5. Indicate the number of victims who received the following services from the VOCA-funded project:
(See instructions for definitions of each service)

of Victims Served:

1. Crisis Counseling
 2. Follow-up
 3. Therapy
 4. Group Treatment/Support
 5. Shelter/Safe House
 6. Information Referral (In-Person)
 7. Criminal Justice Support/Advocacy
 8. Emergency Financial Assistance
 9. Emergency Legal Advocacy
 10. Assistance in Filing Victims Compensation Claims
 11. Personal Advocacy
 12. Telephone Contact Information/Referral
 13. Other
- Specify: _____

**VICTIMS OF CRIME ACT
VICTIM ASSISTANCE GRANT PROGRAM
PROJECT PERFORMANCE REPORT
INSTRUCTIONS - DEFINITIONS**

Each organization awarded the Victims of Crime Act (VOCA) grant is required to submit a Performance Report on the uses and effects these grant funds have had on services to crime victims. This Performance Report will be used to capture this information as well as aggregated data on VOCA supported activities carried out within the project during the grant period and must be submitted upon request by the District Attorneys Council, 421 N.W. 13th Street, Suite 290, Oklahoma City, OK 73103. Attn: Stephanie Lowery.

IMPORTANT NOTE REGARDING VICTIM SERVICES:
A VOCA project refers to activities and services supported by VOCA-funds plus required match. Except where otherwise indicated, the information in the VOCA Performance Report must be based solely on the VOCA-funded project and not any other services and activities provided by the victim services agency.

SECTION I. PROJECT IDENTIFICATION

Complete all items in this section.

SECTION II. REPORT TIME FRAME

The subgrantee agency is required to submit a performance report 90 days after the end of the subgrant period.

SECTION III. VICTIM STATISTICS

- A. Indicate all annual funding amounts and their total (as stated in your grant application).
- B. Indicate total number of victims served by the VOCA Project.
- C. Provide the number of victims receiving each type of service. Note: Review the description of each service prior to completing this question.
 - 1. *Crisis Counseling* refers to in-person crisis intervention, emotional support, guidance and counseling provided by advocates, counselors, mental health professionals, or peers. Such counseling may occur at the scene of the crime, immediately after a crime, or be provided on an ongoing basis.
 - 2. *Follow Up* contact refers to in-person contacts, telephone contacts, and written communications with victims to offer emotional support, provide empathetic listening and check on a victim's progress, etc.
 - 3. *Therapy* refers to intensive professional psychological and/or psychiatric treatment for individuals, couples, and family members related to counseling to provide emotional support in crisis arising from the occurrence of crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.

- 4. *Group Treatment/Support* refers to the coordination and provision of supportive group activities and includes self-help, peer, social support, etc.
- 5. *Shelter/Safe House* refers to offering short and long-term housing and related support to victims and families following victimization.
- 6. *Information/Referral (in-person)* refers to in-person contacts with victims during which time services and available support are identified.
- 7. *Criminal Justice Support/Advocacy* refers to support, assistance, and advocacy provided to victims at any stage of the criminal justice process, to include post-sentencing services and support.
- 8. *Emergency Financial Assistance* refers to cash outlays for transportation, food, clothing, emergency housing, etc.
- 9. *Emergency Legal Advocacy* refers to filing temporary restraining orders, injunctions, and other protective orders, elder abuse petitions, and child abuse petitions, but does not include criminal prosecution or the employment of attorneys for non-emergency purposes, such as custody disputes, civil suits, etc.
- 10. *Assistance in Filing Compensation Claims* includes making the victim aware of the availability of crime victim compensation, assisting the victim in completing the required forms, gathering the needed documentation, etc. It also may include follow-up contact with the victim compensation agency on behalf of the victim.
- 11. *Personal Advocacy* refers to assisting victims in securing rights, remedies, and services from other agencies; locating emergency financial assistance, intervening with employers, creditors, and others on behalf of the victim; assisting in filing for losses covered by public and private insurance programs including workman's compensation, unemployment benefits, welfare, etc.; accompanying the victim to the hospital, etc.
- 12. *Telephone Contact* refers to contacts with victims during which time services and available support are identified. This does not include calls during which counseling is the primary function of the telephone call.
- 13. *Other* refers to other VOCA allowable services and activities not listed.

SECTION IV. PROGRAM DEVELOPMENT

Complete all items in this section as they apply to your program.

Any questions regarding these instructions may be directed to Stephanie Lowery, VOCA Program Specialist at (405) 264-5006 or (800) 745-6098; Fax: (405) 264-5097.