

# Suggested Prorating Strategies for Victim Assistance Subgrantees

The Office for Victims of Crime (OVC) expects all grantees and their subgrantees to collect and report performance measure data for activities supported by the Victims of Crime Act (VOCA) Victim Assistance program. This includes funding that is part of a federal award plus any match contributed per program guidelines. OVC uses data on Victim Assistance program activities to communicate the impact of the program, particularly around the number of victims served, types of victimizations experienced, and services provided. OVC uses Victim Assistance program data for data reports, and to demonstrate the impact of federal funding to Congress, the White House, and the American people.

Grantees and subgrantees, therefore, should plan to collect data on victims served and services supported through their Victim Assistance subgrant(s) separately from victims served and services provided via other funding sources, such as grants from other federal agencies, foundations, or donations. However, OVC recognizes that in some situations, tracking VOCA-funded activities separately from other activities may not be possible. In these circumstances, the grantee should work with the subgrantee to apply an appropriate strategy for prorating subgrantee activity so that a reasonable portion is allocated to the Victim Assistance subgrant(s) and reported in the Performance Measurement Tool (PMT).

This document outlines three prorating strategies:

<p><b>Option 1</b></p> <p>Proration based on <b>staff salary</b></p>	<p><b>Option 2</b></p> <p>Proration based on <b>direct victim services budget</b></p>	<p><b>Option 3</b></p> <p>Proration based on <b>total victim services program budget</b></p>
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The strategies are listed in order of desired use. For example, if a subgrantee cannot track time and activity at the level described in option 1, then the subgrantee should move to option 2. If a subgrantee cannot track at the level described in option 2, then it should move to option 3.

It is acceptable for the state grantees to prorate performance data on behalf of their subgrantees or to have subgrantees prorate their own data prior to PMT entry. If subgrantees prorate their own data, grantees are responsible for ensuring the proration was done properly as part of their review of subgrantee data. Regardless of the process or prorating method used, grantees and subgrantees are encouraged to establish a written procedure outlining how both organizations will handle prorating.

## When Prorating is Unnecessary

If a subgrantee can track the number of victims served and the services provided that are supported by their Victim Assistance subgrant plus match, then no prorating is needed. In the example below, the subgrantee has a total victim services program budget of \$115,000. The subgrantee can track what portion of the budget is supported by its Victim Assistance subgrant plus match (\$80,000), what portion of that supports direct victim services (\$62,500), and what portion of that amount supports staff salary (\$50,000) and resources (\$12,500). The subgrantee can track exactly how many victims and how many services were provided as part of its VOCA work, and exactly how many victims and how many services were provided as part of its non-VOCA work. Therefore, the subgrantee does not need to prorate and can directly attribute 80 victims and 160 services to its Victim Assistance subgrant.

Victim Services Program \$115,000					
Victim Services Program VOCA \$80,000			Victim Services Program Non-VOCA \$35,000		
Direct Services VOCA \$62,500		Outreach VOCA \$17,500	Direct Services Non-VOCA \$20,500		Outreach Non-VOCA \$14,500
Staff Salary VOCA \$50,000	Resources VOCA \$12,500	Outreach VOCA \$17,500	Staff Salary Non-VOCA \$12,500	Resources Non-VOCA \$8,000	Outreach Non-VOCA \$14,500

Victims Served VOCA  
80

Services Provided VOCA  
160

Victims Served Non-VOCA  
20

Services Provided Non-VOCA  
40

### PRORATE PERCENTAGE

*Prorating is not applicable.  
Attribute 100 percent to the  
VOCA subaward*

### DATA TO REPORT

	TOTAL	PRORATE %	REPORT
VICTIMS	80	Not Applicable	80
SERVICES	160	Not Applicable	160
<b>Demographics (New Victims Only)</b>	Prorating is not applicable. Enter the demographic traits reported by each new victim served.		

## Option 1—Proration Based on Staff Salary

If a subgrantee organization has data on the total number of victims served and the total number of services provided, but it cannot track which victims and/or services are supported by its Victim Assistance subgrant versus other funding sources, then the subgrantee should prorate based on staff salary.

This subgrantee organization can track what portion of each staff member’s salary is supported by the Victim Assistance subgrant and other funding sources. In the example below, a staff member is funded at 80 percent by the Victim Assistance subgrant plus match (\$50,000) and 20 percent through other funding sources (\$12,500). The subgrantee will attribute 80 percent of all victims served (80) and 80 percent of all services provided (160) to the Victim Assistance subgrant.

Victim Services Program \$115,000					
Victim Services Program VOCA \$80,000			Victim Services Program Non-VOCA \$35,000		
Direct Services VOCA \$62,500		Outreach VOCA \$17,500	Direct Services Non-VOCA \$20,500		Outreach Non-VOCA \$14,500
Staff Salary VOCA \$50,000	Resources VOCA \$12,500	Outreach VOCA \$17,500	Staff Salary Non-VOCA \$12,500	Resources Non-VOCA \$8,000	Outreach Non-VOCA \$14,500
Victims Served: 100					
Services Provided: 200					

### PRORATE PERCENTAGE

Staff Salary VOCA	\$50,000	80%
Staff Salary VOCA + Non-VOCA	\$62,500	

### DATA TO REPORT

	TOTAL	PRORATE %	REPORT
VICTIMS	100	80%	80
SERVICES	200	80%	160
Demographics (New Victims Only)	1. Determine the number of all new individuals served; attribute 80% of new individuals to VOCA in question 3. 2. Tally the demographic characteristics of all new individuals; attribute 80% of each characteristic to VOCA in question 5.		

### Variation:

If the subgrantee can track which individuals are supported by their Victim Assistance subgrant, but cannot track which services are supported by the subgrant, then the subgrantee should prorate ONLY services provided. The number of victims served under the Victim Assistance subgrant should be reported precisely.

## Option 2—Proration Based on Direct Services Budget

The next option is to prorate based on a subgrantee's direct services budget.

This subgrantee can track the funding that supports direct victim services (such as staff salary and resources) apart from funding that supports other types of activities, such as community outreach efforts or training for allied professionals. In the example below, the subgrantee's VOCA award plus match includes \$62,500 for direct services, which is 75 percent of the subgrantee's total direct victim services budget of \$83,000. Therefore, the subgrantee will allocate 75 percent of victims served (75) and 75 percent of services provided (150) to the Victim Assistance subgrant.

Victim Services Program \$115,000			
Victim Services Program VOCA \$80,000		Victim Services Program Non-VOCA \$35,000	
Direct Services VOCA \$62,500	Outreach VOCA \$17,500	Direct Services Non-VOCA \$20,500	Outreach Non-VOCA \$14,500
Victims Served: 100			
Services Provided: 200			

### PRORATE PERCENTAGE

Direct Services VOCA	\$62,500	75%
Direct Services VOCA + Non-VOCA	\$83,000	

### DATA TO REPORT

	TOTAL	PRORATE %	REPORT
<b>VICTIMS</b>	100	75%	75
<b>SERVICES</b>	200	75%	150
<b>Demographics (New Victims Only)</b>	1. Determine the number of all new individuals served; attribute 75% of new individuals to VOCA in question 3. 2. Tally the demographic characteristics of all new individuals; attribute 75% of each characteristic to VOCA in question 5.		

## Option 3—Proration Based on Victim Service Program Budget

If a subgrantee can track the total number of victims served and the total number of services provided, but it cannot track the portion of its budget for direct victim services, then the subgrantee should prorate based on its entire victim service program budget.

For subgrantees that only provide victim services, their victim services program budget may equal the total agency budget. But for subgrantees that provide many different types of services or programs, their victim services program budget may represent only a portion of their total agency budget. For example, a youth services organization may have a victim services program as well as a program for educational development and family food services. In this case, only the victim services program budget should be used for prorating.

This subgrantee can track the funding that supports its entire victim services program. In the example below, the subgrantee's Victim Assistance subaward plus match is \$80,000, which is 70 percent of its entire victim service program budget of \$115,000. Therefore, the subgrantee will allocate 70 percent of victims served (70) and 70 percent of services provided (140) to the Victim Assistance subgrant.

Victim Services Program \$115,000	
Victim Services Program VOCA \$80,000	Victim Services Program Non-VOCA \$35,000
Victims Served: 100	
Services Provided: 200	

### PRORATE PERCENTAGE

Victim Services Program VOCA	\$80,000	70%
Victim Services Program VOCA + Non-VOCA	\$115,000	

### DATA TO REPORT

	TOTAL	PRORATE %	REPORT
VICTIMS	100	70%	70
SERVICES	200	70%	140
<b>Demographics (New Victims Only)</b>	1. Determine the number of all new individuals served; attribute 70% of new individuals to VOCA in question 3. 2. Tally the demographic characteristics of all new individuals; attribute 70% of each characteristic to VOCA in question 5.		

### Variation:

For some subgrantees, the Victim Assistance subgrant may be 100 percent of their victim services program budget. In that circumstance, 100 percent of victims served and services provided would be attributed to the Victim Assistance subgrant.

## Conclusion

Victim Assistance grantees should work with their subgrantees to track data for Victim Assistance activities as accurately as possible. If grantees need more detailed help in developing written prorating plans, they should work with their grant manager and OVC's Training and Technical Assistance Center.