

Preparing and Submitting Quarterly Report with Proration

- 1.) **Determine if proration is necessary for your agency** - Information can be found on page 3 of the *Proration Guide* to determine if the data being submitted needs to be prorated.
- 2.) **Determine your agency's Proration Percentage** – Information on the various methods to determine this percentage can be found in the *Proration Guide*.
- 3.) **Complete the *Proration Percentage Form*** – Fill out the form using the proration percentage determined in step 2. Provide a brief summary of how the percentage was determined. Please refer to the samples on how to complete the document.
- 4.) **Run the VOCA Report in ETO** – The report will have an added prompt that requires the proration percentage that was determined in Step 2. This number will be included in the report, but not immediately applied to the numbers. Please refer to page 2 of this document for more information on what should be entered in the proration percentage prompt and how it works in reporting.
- 5.) **Submit the following documents into your Egrants program report for the quarter:**
 - a. VOCA Report
 - b. Proration Percentage Form
 - c. Personnel Grantee List

What should my proration percentage be when running my VOCA Report?

		Is Proration Necessary?	
		No	Yes
ETO Type of Program	Aggregate	<p>Program only reports the exact victims and services funded by VOCA.</p> <p>Running the VOCA Report: <i>VOCA Report Proration Percentage will be 100%</i></p>	<p>Program runs data from their own database and can't directly distinguish the exact victims and services that were only funded with VOCA</p> <p>Entering data into the VOCA Report (A) Touchpoint: <i>Enter 100 % of the data</i></p> <p>Running the VOCA Report: <i>VOCA Report Proration Percentage will be the proration percentage you have determined in the proration percentage form submitted with your program report. OVS will then apply the proration percentage to the VOCA Report when it reviews the report.</i></p>
	Case Management	<p>Program only records the victims served and services funded by VOCA in ETO.</p> <p>Running the VOCA Report <i>VOCA Report Proration Percentage will be 100%</i></p>	<p>Programs who use ETO as their primary database and record all their data in the system.</p> <p>Running the VOCA Report: <i>VOCA Report Proration Percentage will be the proration percentage you have determined in the proration percentage form submitted with your program report.</i></p> <p><i>The report will generate an adjusted proration percentage that is calculated by the percentage of data that was filtered out of the report based on the VOCA Annual Services Touchpoint. OVS will then apply the adjusted proration percentage to the VOCA Report when it reviews the report.</i></p>

Program Report Proration Percentage Form

Agency:	VSP Agency
Date (mm/dd/yy):	4/25/20
Program Proration Percentage:	50%
<p>Summary of Method: (Please provide a summary of how the above program proration percentage was determined for the reporting period.)</p>	<p>Agency determined the proration percentage by using the salaries of the direct victim service staff. It was determined that VOCA funds are used to pay for 50% of the direct victim services staff.</p> <p>Total Staff Salary: \$80,000 Staff Salary VOCA: \$40,000 $\\$40,000 / \\$80,000 = 0.5 = 50\%$</p>

Program Report Proration Percentage Form

Agency:	VSP Agency
Date (mm/dd/yy):	6/2/20
Program Proration Percentage:	Proration Not Necessary
Summary of Method: (Please provide a summary of how the above program proration percentage was determined for the reporting period.)	Agency determined proration is not necessary. The agency records and tracks VOCA services separately from other activities. Our counselors track the sessions that are funded by VOCA. We then only report those sessions and the clients who attend those sessions in our VOCA report.