

(VSSR); and

The Victim Services Statistical Report (VSSR) programmatic reporting deadlines are as follows:

Quarter 1	October 1 – December 31, 2024	Due: January 15, 2025
Quarter 2	January 1 – March 31, 2025	Due: April 15, 2025
Quarter 3	April 1 – June 30, 2025	Due: July 15, 2025
Quarter 4	July 1 – September 30, 2025	Due: October 15, 2025

(b) Outcome Performance Measurement Surveys (Annual).

(1) The Outcome Performance Measurement Survey (OPM) programmatic reporting deadlines are as follows:

Annually	Oct. 1, 2024 -Sept. 30, 2025	Due: October 30, 2025

(2) NOTE: OPM Survey data is directly pulled by CJCC via the iMPROVE Platform.

10. Financial Reporting Requirements:

(a) The County will submit budget worksheet(s) to PACGA no later than October 18, 2024. A personnel action form and job description for each position funded by the subgrant must be submitted with the budget.

(b) The County will submit to PACGA a Subgrant Expenditure Report (SER) form within 15 days of the end of each quarter requesting reimbursement for expenses incurred during the grant period. Separate SER forms are required for Base funding and Victims Comp Advocate funding. Deadlines are as follows:

Quarter 1	October 1 – December 31, 2024	Due: January 15, 2025
Quarter 2	January 1 – March 31, 2025	Due: April 15, 2025
Quarter 3	April 1 – June 30, 2025	Due: July 15, 2025
Quarter 4	July 1 – September 30, 2025	Due: October 15, 2025

(c) Counties and Prosecuting Attorneys must document volunteer in-kind match hours and submit the documentation with their request for reimbursement as well as the time record reporting form. A volunteer contract for each volunteer must be submitted.

(d) Counties must submit a Subgrant Adjustment Request (SAR) to notify PACGA of the need to change any of the following: