



## U.S. Department of Justice

Office on Violence Against Women

Washington, DC

20530

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### MEMORANDUM

To: All OVW grantees and subgrantees

From: The Office on Violence Against Women

Date: June 22, 2016

Subject: Documenting your OVW-funded activities, accomplishments, and challenges, including those related to VAWA 2013

#### Purpose

This memo is to encourage OVW grantees and subgrantees to use grant report forms to effectively describe their accomplishments and the impact of their grant-funded work on victims, offenders, and communities. It also instructs OVW grantees and subgrantees on how to document activities that the 2013 reauthorization of the Violence Against Women Act (VAWA 2013) either made possible for grantees to undertake or increased their ability to accomplish.

OVW, in partnership with the Measuring Effectiveness Initiative (MEI) at the University of Southern Maine, Muskie School of Public Service, will host two interactive webinars to discuss grant reporting, explain how grantee data are used, and answer questions about the information contained in this memo. Previous webinars were held on July 19 and 21, and are recorded and available on the VAWA MEI website here: <http://muskie.usm.maine.edu/vawamei/vawa2013training.htm>

We are offering another website on **September 27<sup>th</sup>, 2 – 3 pm EST**. Click [here](#) to **register!**

These webinars are recommended but not mandatory.

#### Background

Grantees' documentation of the full scope of their OVW-funded efforts helps OVW fulfill its monitoring, data analysis, and reporting responsibilities. Each grant report is reviewed by OVW staff to check that federal funds are being spent appropriately, as well as to identify promising practices, technical assistance needs, and persistent challenges. Aggregate data and narratives from grantees are used to report to Congress on the effectiveness of programs, respond to inquiries from inside and outside government, and justify requests for increased appropriations, among other uses.

VAWA 2013 made enhancements to some OVW grant programs and revised or clarified some definitions and grant conditions that cut across programs. A summary of those changes can be found [here](#), and a chart on the next page identifies purpose areas that grantees and subgrantees, if funded to address, should be sure to discuss in their semi-annual or annual grant reports.

OVW is currently revising grant report forms to capture changes associated with VAWA 2013. While form revisions are underway, grantees should use the current forms to document information on their grant-funded activities which VAWA 2013 either made possible or increased their ability to accomplish.

### What, how, and where to document VAWA 2013 accomplishments

The table below identifies purpose areas added to programs by VAWA 2013, for which there are not specific, corresponding questions in current forms.

STOP <sup>1</sup>		Improving CJ Responses (formerly Arrest)		Rural	
<ul style="list-style-type: none"> <li>Addressing backlogs of sexual assault evidence and victim notification protocols</li> <li>Responding to sexual assault in correctional settings</li> <li>Improving responses to victims whose access is affected by sexual orientation or gender identity</li> <li>Providing legal assistance</li> <li>Prevention or educational programming</li> <li>Reducing domestic violence-related homicide</li> <li>Recognizing and meaningfully responding to the needs of underserved populations</li> <li>Developing and promoting legislation and policies to enhance best practices for responding to domestic violence, dating violence, sexual assault, and stalking</li> </ul>		<ul style="list-style-type: none"> <li>Developing and promoting legislation and model codes</li> <li>Providing HIV testing, counseling, and prophylaxis for sexual assault victims</li> <li>Addressing SA backlogs</li> <li>Convening multi-disciplinary high-risk teams to reduce domestic violence and dating violence homicides</li> </ul>		<ul style="list-style-type: none"> <li>Convening multi-disciplinary high-risk teams to reduce domestic violence homicides</li> <li>Providing legal assistance</li> <li>Training for Community Health Aides in Indian Health Services programs</li> </ul>	
Justice for Families	Tribal Governments	Tribal Coalitions	Transitional Housing	Campus	
<ul style="list-style-type: none"> <li>Promoting legislation and policies to improve court responses</li> <li>Providing civil legal assistance to victims and non-offending parents in cases involving allegations of child sexual abuse</li> </ul>	<ul style="list-style-type: none"> <li>Addressing sex trafficking</li> <li>Providing services to youth and children exposed to violence</li> </ul>	<ul style="list-style-type: none"> <li>Addressing sex trafficking</li> <li>Developing and promoting legislation, policies,</li> </ul>	<ul style="list-style-type: none"> <li>Services to help victims secure employment</li> </ul>	<ul style="list-style-type: none"> <li>Population-specific strategies and projects</li> </ul>	

<sup>1</sup> See:

<http://muskie.usm.maine.edu/vawamei/attachments/instructions/STOP%20admin%20guidance%20from%20OVW.pdf> for guidance previously issued to STOP administrators, which this memo does *not* change.

<ul style="list-style-type: none"> <li>• Training and technical assistance to address civil justice needs of victims</li> </ul>	<ul style="list-style-type: none"> <li>• Developing and promoting legislation, policies and best practices</li> </ul>	<ul style="list-style-type: none"> <li>and best practices</li> </ul>		
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Grantees funded to address these purpose areas should make their best effort to provide quantitative (numeric) data and qualitative (narrative) information that best depicts the full scope of their OVW-funded work. They should use the report form to document activities, outputs and outcomes, and impacts, as well as to explain any challenges to fulfilling their objectives.

For instance, an Improving Criminal Justice System Responses or Rural grantee funded to develop a multidisciplinary team to reduce domestic violence homicides can use existing sections on training, coordinated community response, victim services, criminal justice system, etc. to report their activities related to homicide reduction. They can also use the narrative questions at the end of the form to further highlight their accomplishments. Effective narratives are specific and detailed, and they offer concrete examples and evidence to support conclusions. Examples of effective and ineffective narratives are:

- **Effective:** Three adjacent rural counties in our state formed a DV Homicide Reduction Team in January of 2014. The team has met monthly since then, and received training on using a lethality assessment tool, which the three counties' Sheriffs' Departments started using routinely in late 2014. The DVHRT includes representatives from the court, in addition to two victim services organizations and the three counties' Sheriffs' Departments, and we are beginning to see more protection orders involving firearms removal. Whereas only a 10% of the POs in 2013 included firearms removal, that rate was 20% in 2014. There were a total of 10 DV homicides in the three counties in 2014, and there have been three so far in 2015. While we can't draw any conclusions yet as to whether the Team's efforts are resulting in fewer homicides, we think it is worth noting that law enforcement has made twice as many referrals to the DV victim services organization this year, and with increased funding, the organization has been able to hire an additional advocate to work with victims.
- **Ineffective:** Our DV Homicide Reduction Team collaborates regularly and is developing new policies. The law enforcement representatives are more aware of the safety issues faced by DV victims. The victim services organization has provided more services this year.

The chart on the next page identifies the question numbers in each form that grantees should use to describe grant-funded activities not captured elsewhere in the form. **If highlighting accomplishments made possible by VAWA 2013, or which VAWA 2013 increased the (sub)grantee's ability to accomplish, please include "VAWA 2013" in the text, too.**

Form	Able to accomplish w/OVW funding	Other info about effectiveness	Goals, objectives, activities
<b>Discretionary Programs</b>			
Abuse in Later Life	35	36	33
Arrest	63	64	61
Campus	56	57	54
Children & Youth Exp to Violence	43	44	40
Courts	70	71	68
CLSSP	45	46	42
Disabilities	42	43	40
Engaging Men and Youth	42	43	40
LAV	35, 37	38	34
Rural	67	68	65
Safe Havens	41	42	39
SASP Cultural	29	30	26
State Coalitions	34	34	32
Technical Assistance		28	25
Transitional Housing	41	42	39
Tribal Coalitions	38	39	36
Tribal Governments	74	76	72
Tribal SASP	27	28	24
<b>Formula Programs</b>			
STOP Administrators	Use questions 11 – 17; Refer to <a href="#">previously-issued guidance</a> .		
STOP subgrantee	Use questions 61 – 62		
SASP subgrantee	Use questions 10 – 16		

**For more information**

The VAWA MEI website (<http://muskie.usm.maine.edu/vawamei/index.htm>) provides information, data summaries, forms and instructions, technical assistance, and other resources related to OVW grant reporting. Grantees can access past reports to Congress on OVW’s website: <https://www.justice.gov/ovw/reports-congress>.

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