



SASP Administrator Quick Guide for Reviewing Subgrantee Reports

This document is a quick 2-page reference for SASP administrators and subgrantees to assist with identifying possible errors or inconsistencies in the subgrantee Annual Progress Reporting form data, prior to submission.

Throughout the reporting form, subgrantees should report only on grant-funded activities and reported numbers should reflect prorated amounts if funds only partially paid for staff time, a service, or a product

STAFF FTEs

Question 8

- Are staff FTEs greater than 0.5 in any single category? Generally, FTEs are lower than 0.5,

If so, verify: -Only *SASP-funded* staff should be reported
 -FTEs should be pro-rated, if needed
 -FTEs should be in decimals, not percentages

Note: Staff FTEs may be higher than 0.5 if you have few subgrantees in your state or territory.

- Are Staff FTEs reported under “other” category? The “other” category should be used only as a last option.

If so, verify: -Can it fit into an existing category? The fit does not need to be perfect.
 -If not, ensure the description is as specific as possible.

VICTIMS SERVED

Question 11

- If victim services data is reported, victim services staff FTEs should also be reported.

- Are more than 1000 victims served per 1.0 FTE victim services staff?

If so, verify: - Number of victims served and partially served should be pro-rated based on *SASP-funded* services.

- Is the number of victims *partially served* greater than the number of victims *served*?

If so, verify: -Definition of “partially served”: see form Instructions for more information.
 -Partially served victims should be pro-rated, if needed

- Is the number of victims *not served* greater than 20% of victims *seeking* services?

If so, verify: -Definition of “not served”: see form Instructions for more information.
 -Victims not served should be pro-rated, if needed

- Is the total number of victims *served* and *partially served* (11A+11B) greater than number of victims *receiving services* in Question 16?

If so, verify: -Only *primary* victims should be counted as served or partially served, not secondary victims.
 -Ensure all victim services received by victims are reported here.

Question 13

- Are reasons not served reported under “other” category? The “other” category should be used only as a last option.

If so, verify: -Can it fit into an existing category? The fit does not have to be perfect.
 -If not, ensure the description is as specific as possible.

DEMOGRAPHICS

Question 14

- Is the total for *race/ethnicity* less than the total served and partially served victims (11A+11B)?
 -Total victims counted in the race/ethnicity question can be greater than or equal to the total victims served and partially served, but it cannot be less.
- Is the total for *gender* greater or less than the total served and partially served victims (11A+11B)?
 -Gender total must equal total victims served and partially served.
- Is the total for *age* greater or less than the total served and partially served victims (11A+11B)?
 -Age total must equal total victims served and partially served.

Question 15

- Is the relationship to offender total less than the total served and partially served victims (11A+11B)?

If so, verify: -Each victim served must have a relationship to offender reported.
 -Unknown relationships should be added to “unknown” category.

VICTIM SERVICES

Question 16

- Is any single category of victim service *greater than* the total served and partially served victims (11A+11B)?
If so, verify: -Number of victims receiving the particular service should be reported, *not* how many times a service was provided to the victim.
- Are victim services reported under “other” category? The “other” category should be used only as a last option.
If so, verify: -Can it fit into an existing category? The fit does not have to be perfect.
 -If not, ensure the description is as specific as possible.

Question 19

- Is the number of temporary protection orders *requested* more than twice the total served and partially served victims (11A+11B)?

If so, verify: -Only protection orders assisted by *SASP-funded* staff should be reported.