

U.S. Department of Justice Office on Violence Against Women
**Instructions for the Annual Progress Report for the
Sexual Assault Services Formula Grant Program**

A Sexual Assault Services Formula Grant Program (SASP Program) grant is an award made by OVW to each of the states and territories. A SASP Program subgrantee is a recipient of funds distributed by the states or territories. The Violence Against Women Act of 2000 requires grantees to report on the effectiveness of the activities carried out with grant funds. To meet this Congressional reporting requirement and the requirements of the Government Performance and Results Act, the Office on Violence Against Women (OVW) requires all SASP Program subgrantees to complete an Annual Progress Report.

Administrator Responsibilities

The SASP Program administrator in each state or territory must ensure that each agency receiving a SASP Program subgrant submits progress report data reflecting all SASP Program-funded activities conducted during the 12-month reporting period (January 1 through December 31). SASP Program administrators are responsible for reviewing the subgrantee data before submitting it to the Violence Against Women Measuring Effectiveness Initiative (VAWA MEI) to ensure that subgrantee reports are complete and that subgrantees understood how to capture their SASP Program-funded activities.

Subgrantee Responsibilities

A form must be completed on an annual basis for all SASP Program-funded activities conducted during the 12-month reporting period (January 1 through December 31). The activities of volunteers or interns should be reported if they were coordinated or supervised by SASP Program-funded staff. Do not report data for the entire life of the subgrant, aggregated data, or agency-wide data. Subgrantees must submit progress reporting data according to the direction of their SASP Program State Administrator.

Terminology

For the purposes of formula progress reporting, "current reporting period" refers to January 1 through December 31 of the calendar year that just ended. Only SASP Program-funded activities that occurred during the current reporting period are relevant to this reporting form. Never report numerical data reflecting activities that occurred outside of the current reporting period. The term "victim" is used throughout the data collection process instead of "survivor" to account for people who survive violence and those who do not.

Required Sections

All subgrantees must provide information in the following sections:

- General Information
- Purpose Areas
- Victim Services
- Narrative

Additional Sections to Be Completed

Optional sections will begin with a question that asks if SASP Program funds were used to support the respective activities during the current reporting period. If subgrant funds were not used for an activity during the 12-month reporting period, the subgrantee should select “no.”

Data Collection & Reporting Issues?

If a subgrantee agency has not been able to collect and report data as requested on the annual progress reporting form, please discuss these issues in the last question within the Narrative Section.

Contact VAWA MEI for Support:

VAWA MEI phone: 1-800-922-8292

VAWA MEI email: vawamei@maine.edu

Website: vawamei.org

Resources Available at www.vawamei.org

- Ask a question through our “[Contact Us](#)” form
- Access the [SASP Formula FTE Calculator](#)
- Training dates and materials
- OVW updates on reporting
- Self-paced trainings with time markers and transcripts

General Information

This section is required. All subgrantees must complete this section.

1. Date of report

Enter the date this form is submitted into the subgrantee progress reporting system.

2. Current reporting period

Enter the calendar year for the 12-month reporting period being reported on.

3. Subgrantee name

Enter the name of the agency that received the subgrant. Each agency that received SASP Program funds to support a distinct project and/or activity must submit progress report data on an annual basis and must list the agency name here. If a subgrantee has questions about who should complete this form, or who the true subgrantee is, the subgrantee should contact the SASP Administrator of the state or territory.

4. Subgrant numbers

List the numbers of all subgrants supporting activities engaged in during the current reporting period (calendar year) by the agency submitting progress report data.

5. Point of Contact

Provide the name, agency name, mailing address, telephone number, and e-mail address for the contact person responsible for the day-to-day coordination of the

subgrant. This person should understand what the subgrant funds were used for and should be familiar with the progress reporting information submitted.

6. Type of funded organization

Check the box for the category that best describes the type of agency receiving the SASP Program subgrant.

7. Is this a faith-based organization?

Indicate whether the subgrantee is a faith-based organization.

8. Is this a culturally-specific community-based organization?

Indicate whether the subgrantee is a culturally specific community-based organization. A culturally specific community-based organization is one that:

- Has a focus on any underserved population, i.e., has as its primary mission to address the needs of an underserved population or has developed a special expertise regarding a particular underserved population);
- Is not merely providing services to an underserved population, but is providing culturally competent services designed to meet the specific needs of that population; and
- At a minimum, has some expertise or demonstrated capacity to work effectively on domestic violence, dating violence, sexual assault, or stalking or acquires that expertise through collaboration with another entity.

9. Does this subgrant specifically address and focus on tribal populations?

Check “yes” if the SASP Program subgrant specifically focuses on tribal populations and indicate which tribes or nations the subgrantee agency serves or intends to serve. Report only on tribes or nations intentionally served. Do not include a tribe or nation if they are served incidentally by the program.

Example 1:

A victim services organization is located on the Nez Perce reservation. There are members of over a dozen other tribes living on the reservation, and the subgrantee provides services to anyone who lives on the reservation that needs services. Check “yes” and report that the subgrant specifically addresses and focuses on the Nez Perce tribe, but do not report other tribes whose members reside on the reservation.

Example 2:

A subgrantee agency used SASP Program funds to provide crisis intervention services in a non-tribal area. Victims from a nearby reservation sometimes seek these services. These services are not specifically aiming to be provided to people who belong to a tribal community, even though they are welcome to seek services. Check “no” because the subgrant does not specifically address or focus on tribal

populations, even though tribal populations are welcome to seek SASP Program-funded services offered.

10. Does the funded organization receive its subgrant from a State or Territory Sexual Assault Coalition?

Indicate whether the subgrantee receives its subgrant from a State or Territory Sexual Assault Coalition.

11. Does your subgrant support the creation of products in languages other than English or provide services in languages other than English?

Check “yes” if the agency used SASP Program funds to provide services or products in languages other than English. Selecting “yes” will prompt the subgrantee to list out any languages. Please be specific and name the relevant languages. Check “no” if the agency does not use SASP Program funds to provide services or products in languages other than English.

Staff Information

1. Were SASP Program grant funds used to fund staff time (at your agency, at a partner agency, contractors, or stipends) during the current reporting period?

Check “yes” if SASP Program funds were used to pay for staff salary/wages. SASP Program-funded staff may be located at an agency other than the subgrantee agency. Also consider all stipends and contracted staff.

2. Staff

Calculate the full-time equivalent (FTE) value for every staff person whose salary is supported (fully or partially) by SASP Program funds during the 12-month reporting period. This is true regardless of where that staff person works. FTEs are reported in decimals, not as percentages.

What is an FTE?

An FTE (full-time equivalent) is the unit of measurement used to report the hours worked by SASP Program-funded staff. A 100% SASP Program-funded staff person who worked full time for the entire 12-month reporting period will be reported as 1.00 FTE.

Subawards

If a subgrantee agency subawards SASP funds to other organizations or agencies that were used to support staff salaries and/or wages, then the subgrantee needs to calculate an FTE value for that SASP Program-funded staff time. Report FTEs for all SASP Program-funded staff, even if those staff do not work directly for the subgrantee agency.

Choosing a Staff Category

Report staff by function/activity performed, not by job title or location of the employee. If a staff member spends their SASP Program-funded time conducting different types of activities, separate their FTE value into those different staff categories. First calculate the total FTE of that staff person based on how many

SASP Program-funded hours they worked each reporting period. Then split up their FTE into the staff categories by estimating the percentage of their time performing each job function.

Prorating

FTEs must be prorated whenever subgrant funds paid for a portion of a staff person's time, a contractor, stipend, and when staff are hired partway through the reporting period. Any staff time that represents less than a full-time person working the entire reporting period and paid entirely with SASP Program funds should be prorated to reflect the portion directly supported with SASP Program funds. See the MEI website for the [SASP Program FTE Calculator](#), which will walk through how to calculate FTEs that need to be prorated in any of these situations.

What is 1.00 FTE at your agency?

If the SASP Program-funded agency considers 40 hours per week to be full-time, then 1.00 FTE is equal to 2,080 hours: 40 hours per week multiplied by 52 weeks. If the subgrantee agency considers something other than 40 hours to be full-time, determine how many hours per week is considered full-time and multiply that number of hours by 52 weeks. This will be the total number of hours in a 12-month reporting period for 1.00 FTE.

Examples of Calculating Staff FTEs

Example 1: Reporting by Job Function

A subgrantee used SASP Program funds to support 100% of the salary for a full-time counselor. The counselor spent approximately 50% of their time performing providing counseling to victims and the other half providing crisis intervention. The subgrantee should report 0.50 in the "Counselor" category and 0.50 in the "Victim Advocate" category.

Example 2: Hired Partway Through the 12-month Reporting Period

A subgrantee hired a full-time victim advocate with SASP Program funds to start working on November 1st. This FTE will be prorated because the advocate worked two months during the 12-month reporting period. The subgrantee should report 0.17 FTE (2 months/12 months = 0.17 FTE) in the "Victim advocate" category.

Staff category functions defined:

Administrator: Staff time spent conducting administrative tasks, such as director and financial management activities.

Attorney: An attorney or lawyer who is legally acting on behalf of a victim. Activities conducted by a SASP Program-funded attorney will be captured in the Victim Services and Legal Services Sections.

Counselor: Professional counselors or peer counselors who provide emotional support, guidance, problem solving, etc. to victims. SASP Program-funded counseling activities will be captured in the Victim Services Section.

Legal advocate: A staff person who assists victims with civil or criminal legal issues including preparing paperwork for protection orders; accompanying a victim to a protection order hearing, administrative hearing, or other civil proceeding; and all

other advocacy activities within the civil justice system. This category does not include the work of attorneys, paralegals, or governmental victim advocates (i.e., victim assistant/victim-witness coordinator) or non-governmental victim advocates. These SASP Program-funded activities will be captured in the Victim Services Section.

Outreach worker: Staff time spent conducting unsolicited outreach to victims to inform them about services available to them.

Paralegal: Staff assigned tasks by attorneys/lawyers, such as to review and organize client files, conduct factual and legal research, prepare documents for legal transactions, draft pleadings and discovery notices, interview clients and witnesses, and assist at closings and trials. Generally, paralegals may not advise clients or represent clients in court, take depositions, or sign pleadings. Activities conducted by a SASP Program-funded paralegal will be captured in the Victim Services and Legal Services Sections.

Program coordinator: Staff time spent coordinating specific aspects of the program. This category includes staff functioning as a training coordinator, a prevention/education coordinator, a victim services coordinator, and/or as a legal services coordinator.

Support staff: Staff time spent conducting activities related to administration assistance, bookkeeping, accountant tasks, and/or receptionists' tasks.

Translator/interpreter: Staff who translate or interpret from one language to another for victims who are receiving services. SASP Program-funded translation and interpretation services provided to victims will be captured in the Victim Services Section. Translation of printed materials such as flyers or training materials will be reported in the Products Section.

Victim advocate: Staff time spent supporting a victim with accessing needed resources or services, providing crisis intervention and safety planning, and providing support during medical exams. These SASP Program-funded activities will be captured in the Victim Services Section.

Other: Responses in the "Other" category should specify the function performed in the SASP Program-funded time. Some acceptable "other" category entries include "systems liaison personnel," "data analyst," and "evaluator." Responses such as "graduate assistant," "contractor," and "consultant" are not valid, since they do not describe the functions/tasks performed by the staff person.

Purpose Areas

This section is required. All subgrantees must complete this section.

1. Statutory Purpose Areas

Check all purpose areas that apply to activities supported with SASP Program funds during the current reporting period. If the subgrantee is not sure which purpose area(s) apply to the subgrant, refer back to the subgrant proposal.

Products

1. Were SASP Program funds used to develop or substantially revise products during the current reporting period?

Check “yes” if SASP Program-funded staff developed or revised products or if SASP Program funds directly support the development or revision of products. If not, check “no.”

2. Use the space provided to describe the products developed or substantially revised with SASP Program funds during the current reporting period.

Describe what type of products were developed or substantially revised. Provide details including the title/topic of the product and its intended audience. If the product was translated into a language other than English, please also state what languages the product was translated into (including Braille).

Victim Services

All subgrantees must complete this section.

In this section, only provide information that represents victims who accepted and/or requested SASP Program-funded services during the 12-month reporting period. Victim services are typically provided by SASP Program-funded staff or are services that subgrant funds directly paid for. Report all SASP Program-funded victim services provided, including services provided by legal services agencies and victim services agencies.

If funds are used to support SASP Program-funded paralegals or attorneys, report the victims that accepted and/or requested SASP Program-funded legal services in the Victim Services Section and then report the legal services they received in the Legal Services Section.

1. Number of victims/survivors who were fully served, partially served, and not served

Report the number of victims who were served, partially served, and not served with SASP Program funds during the current reporting period. Report an unduplicated count. This means that each victim who requested or received services during the current reporting period should be counted only once in that reporting period. Report victims in each reporting period that they request services. Do not report secondary

victims in this question. Secondary victims will be reported in Victim Services Question 5.

Defining Served, Partially Served, and Not Served

When determining how to report a victim, consider their choice in accepting or receiving a SASP Program-funded service.

Served: Victim received all SASP Program-funded services they requested.

Partially Served: Victim received some but not all SASP Program-funded services they requested.

Not Served: Victim did not receive any of the SASP Program-funded services they requested.

Primary victim:

The sexual assault was experienced by the primary victim.

When are victims not counted on the form?

Do not report a victim on this form if they:

- Did not request or accept any SASP Program-funded services that they were offered/were eligible to receive;
- Only accepted and/or requested services that were funded by a different funding stream; or
- Are not a primary victim of sexual assault.

Example of Served:

A sexual assault victim calls a local agency looking for assistance obtaining a protection order. The SASP-funded advocate assists her with the paperwork and with the filing and service of the emergency protection order and accompanies her to the protection order hearing three weeks later. Since this victim received the SASP Program-funded services she requested, she would be counted as “served.”

Example of Partially Served:

A local program offers crisis intervention and transportation under a SASP Program subgrant. A victim asks for these two services, but the program can only provide crisis intervention because the advocate is busy and unable to provide transportation. This victim would be counted as “partially served,” because the program could not provide the transportation.

Example of Not Served:

A woman is sexually assaulted by the person with whom she was living. A police officer who responded to the call has called a SASP Program-funded hotline on behalf of the victim asking if an advocate will accompany the victim to the hospital during her examination. There is no advocate available to do this, and it is a service the program is funded to do under a SASP Program subgrant. The victim should be

counted as “not served” because the program was not able to provide the requested SASP-funded service.

Example of when someone should not be reported:

During the reporting period, a SASP Program-funded program sent out letters to 10 victims of sexual assault, informing them of services the program provides. Five letters were returned as undeliverable, and none of the victims contacted the agency requesting services. The subgrantee would not report any of these victims in Question 1. Only those victims who contact the program after receiving the letter and request a grant-funded service(s) would be counted in Question 1; none of the other victims to whom the program mailed letters would be counted at all in this question.

2. Number of victims/survivors who received SASP Program-funded services for multiple types of victimizations

Report an unduplicated count of victims reported in the previous question who received SASP Program-funded support for more than one type of victimization.

3. Select all the additional victimization types, including specific forms of abuse, for which these victims/survivors received SASP Program-funded services:

Sexual assault: Any nonconsensual sexual act proscribed by Federal, Tribal, or State law, including when the victim lacks capacity to consent.

Domestic violence: Includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction and includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim, is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner, shares a child in common with the victim or who commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.

Dating violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined by the length of the relationship, the type of relationship, and the frequency of interaction between the people involved in the relationship.

Stalking: A course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

Female genital mutilation/cutting (FGM/C): FGM/C refers to procedures involving partial or total removal of female genitalia or other injury to female genital organs for any cultural, religious, or nontherapeutic purpose.

Adult victim of child sexual abuse: A victim who is a legal adult over the age of 18 at the time they seek support services because they suffered any

nonconsensual sexual act proscribed by federal, tribal, or state law when the victim lacked capacity to consent as a legal minor under the age of 18.

Sex Trafficking: The recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act. Causing a person who has not attained the age of 18 years to engage in a commercial sex act regardless of consent.

Labor Trafficking: The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, by force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

Economic abuse: Within the context of domestic, dating violence, and abuse in later life is behavior that is coercive, deceptive, or unreasonably controls or restrains a person's ability to acquire, use, or maintain economic resources to which they are entitled. This includes using coercion, fraud, or manipulation to restrict a person's access to money, assets, credit, or financial information; unfairly using a person's personal economic resources, including money, assets, and credit for one's own advantage, or exerting undue influence over a person's financial and economic behavior or decisions, including forcing default on joint or other financial obligations, exploiting powers of attorney, guardianship, or conservatorship, or failing or neglecting to act in the best interests of a person to whom one has a fiduciary duty.

Technological abuse: An act or pattern of behavior that occurs within domestic violence, sexual assault, dating violence or stalking and is intended to harm, threaten, control, stalk, harass, impersonate, exploit, extort, or monitor, except as otherwise permitted by law, another person that occurs using any form of technology, including but not limited to: internet enabled devices, online spaces and platforms, computers, mobile devices, cameras and imaging programs, apps, location tracking devices, or communication technologies, or any other emerging technologies.

Forced marriage: A marriage to which one or both parties do not or cannot consent and in which one or more elements of force, fraud, or coercion is present. Forced

marriage can be both a cause and a consequence of domestic violence, dating violence, sexual assault or stalking.

4. Use the space provided to describe the extent to which SASP Program funds were used to serve victims/survivors who disclosed multiple victimization types.

For example, this space could be used to describe the prevalence of co-occurring victimizations in the community or the comprehensive wrap-around services the subgrantee provided victims who disclosed multiple victimization types.

5. Number of secondary victims served

Each secondary victim who received SASP Program-funded services during the current reporting period should be counted only once. Do not report these secondary victims anywhere else on this reporting form.

Defining Secondary Victims:

Secondary victims are those who are indirectly affected by the sexual assault. They will be children, siblings, spouses or intimate partners, parents, grandparents, and other affected relatives.

Examples of Secondary Victims

***Example 1:** A victim entered a SASP Program-funded shelter with her three children. The subgrantee would report the victim of domestic violence as “served” in Victim Services Question 2 because she received the SASP Program-funded service she requested. They would also report the three children as secondary victims in Victim Services Question 6 because they received a SASP Program-funded service.*

***Example 2:** A victim of stalking received assistance with obtaining a protection order from a SASP Program-funded attorney. The victim’s two children are not included on the protection order. Report the victim of stalking victims “served” in Victim Services Question 2 because she received the SASP Program-funded service she requested. Do not report the two children in Victim Services Question 5 because they did not receive a SASP Program-funded service.*

6. Select all of the reasons primary victims/survivors who requested SASP Program-funded services were partially or not served

Indicate all programmatic reasons for partially served and not served victims.

Reporting victims as partially served and not served does not reflect negatively on the subgrantee agency. This information is being collected to identify unmet needs and barriers to service. OVW acknowledges that funded programs may not be able to serve all victims who request services.

Defining Reason Categories

Conflict of interest: The program could not serve the victim because current or previous relationships with that victim or other parties related to that victim would interfere with the ability of the program to serve that victim. For example, a SASP

Program-funded counselor declined to work with a victim because of a prior non-professional relationship with the victim.

Did not meet statutory requirements: The program could not serve the victim with the SASP Program-funded service requested because the victim did not meet requirements of statute. For example, a victim requested help with a divorce, but did not meet statutory residency requirements to file for a divorce in the jurisdiction.

Hours of operation: Hours during which the program provides services were not compatible with the hours the victim was available to receive requested services. For example, a victim was only available to receive counseling after 6pm due to their work schedule, but the program was closed after 5pm and could not provide the SASP Program-funded counseling requested.

Insufficient or lack of culturally appropriate services: Services currently provided under the subgrant are not culturally appropriate for the victim. For example, a victim requested a counselor with a particular ethnic background to incorporate cultural practices into the counseling, but the program did not have a staff member to meet that request and referred the victim to another program to best meet the needs of the victim.

Insufficient or lack of agency capacity to provide language access (including sign language or assistive communication devices): Interpreter services not available or not available at the time the victim is requesting/accepting services.

Insufficient or lack of services for people with disabilities: The SASP Program-funded services were not accessible to a victim with disabilities.

Insufficient or lack of services for people who are D/deaf or hard of hearing: The services provided under the subgrant were not accessible to people who are D/deaf or hard of hearing.

Lack of childcare: The victim was unable to receive requested SASP Program-funded services because they needed childcare to attend/receive the SASP Program-funded services but there was no childcare available.

Program reached capacity: Program was operating at full capacity when a victim requested a SASP Program-funded service. This includes instances where SASP Program-funded staff caseloads were full and they could not accept additional clients.

Program rules not acceptable to victim: A victim was technically eligible to receive a SASP Program-funded service, but the victim was not willing to comply with rules of the program.

Program unable to provide service due to limited resources/priority setting: Program has set priorities (e.g., that they will only represent victims in protection order hearings who are in imminent danger, or who have complex legal issues related to their protection orders) and was unable to serve victims who did not meet the priority criteria because of limited resources.

Services inappropriate or inadequate for people with mental health issues: Staff were not able, for any reason, to provide appropriate or adequate services

for victims with mental health problems. For example, the program did not have overnight staff and the victim needed 24-hour supervision.

Services inappropriate or inadequate for people with substance abuse issues: Staff were not able, for any reason, to provide appropriate or adequate services for victims with substance abuse problems.

Services otherwise not appropriate for victim: For any reason, the program determined that a SASP Program-funded service being requested by a victim was not appropriate for the victim, perhaps for clinical reasons or programmatic reasons.

Transportation: The victim was unable to arrange for transportation to receive SASP Program-funded services. This includes situations in which public transportation was not available or, if available, could not be paid for with SASP Program funds.

Examples of Inappropriate “Other” Reasons for Partially or Not Served Victims

Below are examples of responses in the “other” category that indicate the victim should have been reported in a different category or should not have been reported at all.

Example 1: “Victim refused services”

*This is an inappropriate “other” reason because it indicates that the victim chose not to request/accept SASP Program-funded services. Victim choice to request and/or accept SASP Program-funded services is one of the most important factors to consider whether or not to report them. If SASP Program-funded victim services staff offered services and the victim refused the services or did not respond to accept any SASP Program-funded services, **do not count** this victim at all in the Victim Services Section.*

Example 2: “Service was not provided by our program”

This is an inappropriate “other” reason because the form is only interested in collecting data about services that were funded by the SASP subgrant. Do not consider services that were funded by other sources. Only consider the program’s ability to provide the SASP Program-funded services that a victim chose to request

and/or accept when determining if the victim should be counted as served, partially served, or not served.

- *If a victim only requested/accepted services that are not funded by the SASP subgrant, **do not count** this victim at all in the Victim Services Section.*
- *If a victim requested/accepted a SASP Program-funded service and received that service, report this victim as **served**. This is regardless of any service the victim requested/accepted that was not funded by the SASP subgrant.*

Example 3: “Could not locate victim”

This is an inappropriate “other” reason because it indicates that the victim chose to stop accepting/engaging in SASP Program-funded services or that the victim chose not to accept/engage in SASP Program-funded services.

- *If the victim accepted some grant-funded services and then stopped accepting/engaging in SASP Program-funded services, count this victim as **served**.*
- *If the victim indicated interest in accepting a SASP Program-funded service but then never received any SASP Program-funded services because they chose not to attend scheduled services or they chose not to answer phone calls, **do not count** this victim. The victim did not end up accepting SASP Program-funded services.*
- *If the victim was placed on a waiting list for a SASP Program-funded service they wanted to receive, and you were not able to locate the victim at the time they would come off the waiting list (because your agency was then able to provide the service), report this victim as **not served**. You would indicate “program reached capacity” in Victim Services Question 6 because your program was not able to provide the service when it was requested.*

Example 4: “Victim withdrew”

This is an inappropriate “other” reason because it indicates that the victim chose to stop accepting/engaging in SASP Program-funded services. Even though the subgrantee might consider the services incomplete, the reporting form is asking about the victim’s choice to accept/receive SASP Program-funded services.

- *If the victim received as much of the SASP Program-funded services as they wanted to accept, and then chose to withdraw from services, report this victim as **served**.*
- *If the victim initially indicated that they would accept/request SASP Program-funded services, went through an intake process, and then chose to withdraw*

their request for services, do not report this victim. The victim did not end up accepting SASP Program-funded services.

- 7. Use space provided to describe the reasons for non-service, barriers/challenges your agency experienced with providing SASP Program-funded services, and how those barriers impacted victims/survivors.**
- 8. Demographics of primary victims/survivors served and partially served**
Report the demographic information for the victims reported as served and partially served. Do not report demographics for secondary victims.

Race/ethnicity

Report victims in each category they identify as. At least one race/ethnicity must be reported for each victim reported as fully served and partially served. Those victims for whom the race/ethnicity is not known should be reported in the “unknown” category. The total race/ethnicity reported must be equal to or greater than the number of victims reported as served and partially served.

Gender

Report victims in each category they identify as. At least one gender identity must be reported for each victim reported as fully and partially served. Those victims for whom the gender identity is not known should be reported in the “unknown” category. The total gender reported must be equal to or greater than the number of victims reported as served and partially served.

Age

Report the age of each victim reported as fully and partially served. Exactly one age must be reported for each victim reported as fully and partially served. Those victims for whom the age is not known should be reported in the “unknown” category. The total age reported must be equal to the number of victims reported as served and partially served.

Additional Demographics

Report the number of victims who were served and partially served who identify with these additional demographics only to the extent that have been willingly disclosed/identified by the victims. These additional demographics are not required.

- **People who are lesbian, gay, bisexual, transgender, or queer (LGBTQ)**
- **People with disabilities:** This may include people who are vision-impaired, people with developmental disabilities, and people with diagnosed mental illness.
- **People whose primary language is not English:** Individuals who do not speak English as their primary language and who have limited ability to read, write, speak, or understand English can be counted as having limited English proficiency.
- **People who are D/deaf or hard of hearing:** This includes individuals who identify with and participate in the language, culture, and community of Deaf

people based on the use of sign language (Deaf); victims who identify within the audiological definition of severe to profound hearing loss and who don't have a cultural affiliation (deaf); and/or victims who identify with any degree of hearing loss from mild to profound and are committed to participate in society through the use of their residual hearing plus hearing aids, speechreading, and/or assistive technology to aid communication (hard of hearing).

- **People who are immigrants/refugees/asylum seekers:** This includes individuals who are/were immigrants/refugees/asylum seekers. This is not a question about immigration or legal status.
- **People who are or were incarcerated (including probation or parole):** This includes individuals who are incarcerated, have been incarcerated, and/or are on parole or probation.
- **People who live in rural areas:** This includes individuals who live in a rural area or community. If unsure if an area is rural, any of the following definitions may be used: any area or community, respectively, no part of which is within an area designated as a standard metropolitan statistical area by the Office of Management and Budget, consistent with the U.S. Census; or any area or community, respectively, that is within an area designated as a metropolitan statistical area or considered as a part of a metropolitan statistical area and is located in a rural census tract; or any incorporated place or census-designated place with fewer than 2,500 inhabitants that is located outside an urbanized area.

9. Victims/survivors' relationships to offender

At least one relationship must be reported for each victim reported as served and partially served. If a victim was victimized by more than one perpetrator, count the victim in all categories that apply. If the offender relationship was not disclosed to the agency/staff, capture that primary victim in the "Unknown" relationship category. The total number of relationships must be at least equal to the total number of victims reports as served and partially served.

Defining Relationship Categories

Current or former spouse or intimate partner: This relationship type includes when the victim is or was the intimate partner of the offender; when the victim is currently or was formerly married to the offender; when the victim shares a child with the offender; when the victim is cohabitating with or has cohabitated with the offender as a spouse; and when the victim is considered a spouse of the offender under the domestic or family violence laws of the jurisdiction receiving the subgrant.

Other family member or household member: This relationship type includes when the victim is related to the offender by blood, kinship, or a similar relationship. Family is defined to include both traditional and non-traditional family structures, including

foster parents, grandparents and other relatives, single parents, gay or lesbian parents, extended family, clans, etc.

Dating relationship: This relationship type includes when the victim is, or has been, in a social relationship of a romantic or intimate nature with the offender, as identified by the victim.

Acquaintance: This relationship type includes when the victim knew the offender before the victimization occurred but did not identify the offender as family or as an intimate partner. For example, the victim was a neighbor, employee, co-worker, friend, fellow schoolmate, or student of the offender.

Stranger: This relationship type includes when the victim did not know the offender before the victimization occurred.

Other: The victim identified the offender to the subgrantee service provider, but the relationship to the offender does not fall within any of the existing categories.

Unknown: The relationship to the offender was not known at the time of reporting. The victim may have chosen not to disclose the offender, or the agency did not collect this information.

10. Victim services

Based on the victims reported as served and partially served, report the number of primary victims who received SASP Program-funded services during the current reporting period. Count each victim only once for each type of service that the victim received under the “Number of victims served” column. Under the “Number of times service was provided” column, report the total number of times victims received the SASP Program-funded service during the current reporting period. The total for each type of service under the “Number of victims served” column should not be higher than the total number of victims reported as served and partially served. Do not report secondary victims receiving services in this question. Legal assistance provided by a SASP Program-funded attorney or paralegal should be reported in the Legal Services Section.

Service Definitions

Civil legal advocacy/court accompaniment: Assisting a victim with civil legal issues, including preparing paperwork for protection orders; accompanying a victim to a protection order hearing or other civil proceeding; and all other advocacy within the civil justice system. This also includes accompanying a victim to an administrative hearing, such as unemployment, Social Security, TANF, or SNAP hearing.

Counseling services/support group: Individual or group counseling or support provided by a volunteer, peer, or professional.

Criminal justice advocacy/court accompaniment: Assisting a victim with criminal legal issues including notifying the victim of case status, hearing dates, plea agreements, and sentencing terms; preparing paperwork such as victim impact

statements; accompanying a victim to a criminal court proceeding or law enforcement interview; and all other advocacy within the criminal justice system.

Crisis intervention: Process by which a person identifies, assesses, and intervenes with an individual in crisis to restore balance and reduce the effects of the crisis in their life. Report crisis intervention that occurs in person and/or over the telephone.

Culturally specific services: Any services specifically designed to meet the cultural preferences/ideologies of the population of victims, including culturally-specific counseling/therapy, culturally-specific support groups etc.

Direct payments/financial assistance: Cash and other financial resources given directly to a victim.

Employment counseling: Activities and support designed to assist a victim/survivor in obtaining employment, such as coaching and support with exploring career options, job searches, resume-writing, marketing, and practicing for job interviews.

Financial counseling: Advice, information, education or other supportive services designed to assist a victim with issues related to financial stability, such as improving credit, retiring debt, setting up bank accounts, managing household finances, negotiating with lenders or landlords, developing budgets, managing financial assets, making major purchases such as a home or auto, and filing tax returns.

Hospital/clinic/medical response: Accompanying a victim to, or meeting a victim at, a hospital, clinic, or medical office.

Job training: Training provided to a victim intended to enable them to acquire job readiness or specific vocational skills, such as computer literacy instruction.

Language services: Provision of interpretation and/or translation.

Material assistance: Non-cash material resources provided to a victim, such as clothing, food, personal care items, or prepaid phone or gas cards.

Transportation: Provision of transportation, either directly or through bus passes, taxi fares, or other means of transportation

Victim advocacy: Actions designed to help the victim obtain needed resources or services including employment, housing, shelter services, health care, victim's compensation, etc.

Other: Services that are not covered in the above available categories. SASP Program-funded activities that might be reported in the "other" category include holistic services.

11. Hotline support, information, and referral

Report the number of hotline requests received from primary victims and the total number of hotline requests received on phone lines paid for with SASP Program

funds or answered by SASP Program-funded staff during the current reporting period. Do not report on agency-wide hotline calls.

Partially funded hotline: If subgrant funds are supporting a portion or percentage of the hotline budget, prorate the total hotline calls to reflect only the percentage of the budget supported by the SASP Program funds.

Example 1: *A victim called the SASP Program-funded hotline seeking information/referrals. Report this as 1 hotline call from a victim and include this in the total calls. The victim would not be reported in any other questions.*

Example 2: *A parent of a victim called the SASP Program-funded hotline and requested information about available services for their child. The hotline staff provided the parent with the information. This parent would be counted once under "Total number of requests".*

When are hotline calls from victims reported as primary victims who received SASP Program-funded support services?

If a victim called the SASP Program-funded hotline and received SASP Program-funded services beyond a simple referral, report that victim as a primary victim served in Victim Services Question 1.

Example 1: *A victim called the SASP Program-funded hotline and requested information on available resources. While on the phone, the victim also received crisis intervention and victim advocacy. Since this victim received SASP Program-funded services beyond a simple referral, report this victim as served in Victim Services Question 1.*

12. Victim witness notification/unsolicited outreach activities to victims

Report the number of SASP Program-funded victim witness notification and unsolicited outreach activities during the current reporting period. These activities include informing victims of the available support services and/or providing information about the criminal justice system. For these activities, the SASP Program-funded agency is initiating the first contact with the victim. These victims might have been identified in police reports or court documents.

Victims who are the recipients of these notification/outreach activities should not be reported as victims served or partially served unless they also received at least one of the SASP Program-funded services reported in the victim services. If a victim who received these unsolicited notification/outreach activities chooses to request and/or accept at least one SASP Program-funded service, then report that victim as a primary victim served in Victim Services Question 1.

Example 1: *A SASP Program-funded outreach worker visited the homes of 10 victims during the current reporting period, providing them with information about available services. All ten victims choose not to accept or request any services. In this case, the program would only report 10 outreach activities in Victim Services*

Question 12. These victims would not be reported in any other questions because these victims did not accept any SASP Program-funded services.

Example 2: *A local agency sent out 75 letters during the current reporting period to inform victims of services available to them and provide information about the criminal justice system. Of these victims, eight of them chose to request SASP Program-funded victim advocacy services at the agency. In this situation, the program would report 75 victims as receiving unsolicited outreach in Victim Services Question 12. The eight victims that requested SASP Program-funded services would also be reported in Victim Services Question 1 as victims who accepted and/or requested victim services.*

13. Victim services staff assistance with protection orders

Report the total number of temporary and/or final protection orders granted for which SASP Program-funded victim services staff assisted victims during the current reporting period. Include all orders having the force of law that are designed to protect the victim from contact with the offender during the pendency of the order. They may be referred to as protection from abuse orders, protection from harassment or anti-harassment orders, restraining orders, no-contact orders, or stay-away orders, and they may be criminal or civil. Temporary orders are generally issued ex parte, meaning without a court hearing, for a short period of time (e.g., 30 days), and final orders are issued after a court hearing for a longer period of time (e.g., two years).

Do not report on the work of SASP Program-funded attorneys or paralegals in this question. If a SASP-funded attorney or paralegal assisted victims with obtaining protection orders, report those activities in the Legal Services Section.

Legal Services

1. Were SASP Program funds used to provide legal services to victims/survivors during the current reporting period?

Select yes if SASP Program-funded staff (i.e., attorneys or paralegals) provided these services or SASP Program funds were used to support these services during the current reporting period.

The VAWA 2022 reauthorization expanded the definition of legal assistance to cover assistance provided by attorneys, Board of Immigration Appeals (BIA) accredited representatives, Veterans' Affairs (VA) authorized representatives, and lay advocates in tribal court; and to include assistance in restorative practice processes

and in post-conviction relief proceedings where conviction of a victim arose from the victimization.

All victims reported in the Legal Services Section must be reported in the Victim Services Section.

2. Number of victims/survivors who received assistance with legal issues

Report an unduplicated count of victims who received assistance with at least one legal issue during the current reporting period. If a victim received assistance with more than one legal issue, count that individual once in this question and then also count that individual once in the following question. The number of victims reported as receiving assistance with legal issues cannot be greater than the number of victims reported as served and partially served in Victim Services Question 1.

3. Number of victims who receive assistance with multiple legal issues

Of the victims who received assistance with legal issues, report the number of victims who received assistance with more than one type of legal issue during the current reporting period. The total number of victims reported in this question cannot be greater than the total number of victims reported in Legal Services Question 2.

4. Legal issues

Under “Number of victims receiving legal assistance,” report the number of primary victims who received legal assistance from SASP Program-funded attorneys or paralegals during the current reporting period. Count a victim once in each legal issue category for which they received assistance with SASP subgrant funds.

Under “Number of cases closed or issues resolved,” report each case that was closed and each legal issue that was resolved during the current reporting period for which services were provided by SASP Program-funded attorneys or paralegals. **Do not include cases that are pending or were not yet closed during the reporting period.** “Number of cases closed or issues resolved” may be less than “Number of victims receiving legal assistance.”

***Example:** During the current reporting period, the SASP Program-funded attorney began representing a victim of domestic violence in a divorce proceeding that included issues of child custody and child support, as well as a bankruptcy proceeding. The attorney also helped the victim obtain a final protection order against an acquaintance who was stalking her. The divorce, child custody, and child support matters were not resolved as of the end of the reporting period. This would be reported as (1) Protection orders, (1) Divorce, (1) Custody/visitation, (1) Child/spousal support, and (1) Consumer/finance under the “Number of victims receiving legal assistance” column. Then in the “Number of cases closed or issues resolved” (1) Protection orders and (1) Consumer/finance would be reported. The divorce, child custody, and child support matters would not be reported under*

“Number of cases closed or issues resolved” because those matters were not settled as of the end of the reporting period.

5. Use the space provided to discuss the effectiveness of victim services supported by your SASP Program subgrant and to provide any additional information you would like to share.

For example, a subgrantee may describe how SASP funding enabled their program to provide medical accompaniment to an increased percentage of sexual assault survivors, which then resulted in a higher percentage of survivors seeking additional support services.

Narrative

The character limit for each narrative question is 8,000 characters.

Resources for Crafting Narrative:

Subgrantees may choose to review the [Crafting Narratives Training Video](#) available on the VAWA MEI website. This training video discusses the ways that OVW uses narrative data, describes best practices for documenting activities and writing compelling narratives, and provides narrative examples taken straight from real subgrantee reports.

For additional examples of subgrantee narrative data, access the [Examples of Grantee Narrative Data document](#) available on the VAWA MEI website. This document includes a detailed section outlining the many uses and impact of narrative data.

Never Include Personally Identifiable Information

When writing about the impact of funding and services, never include any information about victims/clients that would allow them to be identified. For example, never include a person's name, address, birth date, case numbers, or anything else in the progress report anywhere. Doing so would breach the person's rights to confidentiality and privacy.

How is narrative data used?

Monitoring: Each state administrator has the responsibility to track subgrantee's progress and compliance both financially and programmatically. Narrative data supports administrators in monitoring how funds were spent.

Understanding Numerical Data: The narrative data subgrantees provide can give context and story to the numerical data reported. Narrative fields can be used to explain an increase or a decrease in a certain SASP Program-funded activity, or a staff vacancy. This can also allow VAWA MEI to identify possible misunderstandings in the numerical data and provide support and technical assistance.

Biennial Report to Congress: OVW is required by statute to report to Congress on the use of VAWA funds. These reports to Congress include both aggregate numbers and highlights from narrative data. Quotes from narrative data help tell the story behind the numbers. These quotes can highlight successes, difficulties, barriers to providing services, and needs for policy and legislation.

All subgrantees must answer Narrative Questions 1 and 2.

- 1. What do you see as the most significant areas of remaining need, with regard to improving services to victims/survivors of sexual assault, increasing victims/survivors' safety, and enhancing community response? This question is required.**

Use this space to describe any significant remaining areas of need. Consider geographic regions, underserved populations, service delivery systems, types of victimization, and challenges and barriers unique to this jurisdiction.

- 2. What has SASP Program funding allowed you to do that you could not do prior to receiving this funding? This question is required.**

Use this space to describe anything SASP Program funding has enabled the subgrantee to do that could not be done before receiving SASP Program funding.

Questions 3 and 4 are optional and strongly encouraged.

- 3. Provide any additional information that you would like us to know about your SASP Program subgrant and/or the effectiveness of your grant.**

Use this space to describe topics such as promising practices the SASP-funded program used, or relationship building among community partners.

- 4. Provide any additional information that you would like us to know about the data submitted.**

Use this space to clarify the data submitted in this report and to discuss the following situations:

- If one agency submitted two different progress reports for the same reporting period, explain how the data was divided between the two reports;
- If the SASP Program-funded staff were not able to conduct the expected activities due to things such as illness, FMLA, or other extended leave;
- If the agency receiving funds did not use SASP program funds to support staff or activities during the reporting period, please explain how the funds were used; or
- If the subgrantee was not able to obtain data to answer a required question.