

**U.S. DEPARTMENT OF JUSTICE  
OFFICE ON VIOLENCE AGAINST WOMEN**

**INSTRUCTIONS FOR SEMI-ANNUAL PROGRESS REPORT FOR  
SEXUAL ASSAULT SERVICES GRANTS TO CULTURALLY SPECIFIC PROGRAMS  
VIOLENCE AGAINST WOMEN GRANT PROGRAM**

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**INTRODUCTION**

The Violence Against Women Act of 2000 (VAWA 2000) requires grantees to report on the effectiveness of the activities carried out with grant funds, including number of persons served and number of persons seeking services who could not be served. To meet these Congressional reporting requirements and the requirements of the Government Performance and Results Act, the Office on Violence Against Women (OVW) requires all grantees of the Sexual Assault Services Program Grants to Culturally Specific Programs (SASP Culturally Specific Program) to complete this **Semi-annual Progress Report**.

The grant administrator or coordinator for the SASP Culturally Specific Program grant must ensure that the form is completed fully with regard to all grant-funded activities. Grant administrators and coordinators are responsible for compiling and submitting a single report that reflects all information collected from grant partners. Grant partners, however, may complete sections relevant to their portion of the grant.

This form is to be used for reporting progress semiannually, for the periods January 1 to June 30 and July 1 to December 31. All grantees should read each section to determine which questions they must answer based on the activities engaged in under this grant during the current reporting period. Sections B, D, and E and subsections A1 and C1 of this form must be completed by all grantees. In subsections A2 and C2-C3, grantees must answer an initial question about whether they engaged in certain activities during the current reporting period. If the response is yes, then the grantee must complete that subsection. If the response is no, the rest of that subsection is skipped.

The activities of volunteers or interns may be reported if they are coordinated or supervised by SASP Culturally Specific Program-funded staff or if SASP Culturally Specific Program funds substantially supported their activities.

This form must be submitted to OVW within 30 days of the end of the reporting period (i.e., by January 30 or July 30).

If you have any questions about this form, or if you need assistance completing the form, contact the VAWA Measuring Effectiveness Initiative at the Muskie School of Public Service, 1-800-922-VAWA (8292) or email to [yawamei@usm.maine.edu](mailto:yawamei@usm.maine.edu). Reporting forms, instructions, training dates, and other information regarding the reporting process for the SASP Culturally Specific Program can be found at <http://muskie.usm.maine.edu/vawamei>. If you have questions about your grant, please contact your OVW program specialist at 1-202-307-6026 (TTY: 202-307-2277).

## INSTRUCTIONS

### A. General Information

#### A1. Grant Information

All grantees must complete this subsection.

1. Date of report

Enter the date on which you submit this form.

2. Current reporting period

This information will be pre-populated by GMS. You must download a new reporting form for each reporting period.

3. Grantee name

This information will be pre-populated by GMS.

4. Grant number

This information will be pre-populated by GMS.

5, 5a. Type of grantee agency/organization

In question five, choose the box that best describes the type of agency/organization receiving the SASP Culturally Specific Program grant. Choose only one.

In question 5a, indicate whether the grantee is a faith-based organization.

6. Point of contact

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

7. Tribal populations

Check yes if your SASP Culturally Specific Program grant specifically focuses on American Indians and indicate which tribes or nations you serve or intend to serve. Report only on tribes or nations you intentionally serve. Do not include a tribe or nation if they are served incidentally by your program. Answers such as “all tribes in our state,” “all federally recognized tribes,” or the use of “etcetera” are not valid responses.

The term “Indian tribe” means a tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native village or regional or village corporation (as defined in, or established pursuant to, the Alaska Native Claims Settlement Act [43 U.S.C. §1601 et seq.]), that is recognized as eligible for the special Culturally Specific Programs and services provided by the United States to Indians because of their status as Indians.

8. Indicate which culturally specific population(s) served with your SASP Culturally Specific Program grant during the current reporting period by checking all that apply.

8a. Provide additional information regarding the culturally specific population(s) served.

## **A2. Staff Information**

**If your SASP Culturally Specific Program funds were used to fund staff positions during the current reporting period, check yes and answer question 9. If not, check no and skip to section B.**

### 9. Staff

Report the total number of full-time equivalent (FTE) staff funded by the SASP Culturally Specific Program grant during the current reporting period. Report staff by function(s) performed, not by title or location. Include employees who are part-time and/or partially funded with these grant funds as well as consultants/contractors. If an employee or contractor was employed or utilized for only a portion of the reporting period, prorate appropriately. If staff members fall into two or more categories of job descriptions, divide their time as appropriate. Report all FTEs in decimals, not percentages. One FTE is equal to 1,040 hours—40 hours per week multiplied by 26 weeks.

*Administrator:* Administrative positions, such as director and fiscal manager

*Counselor:* Professional counselors or peer counselors who provide emotional support, guidance, problem solving, etc. to victims/survivors.

*Legal advocate:* A staff person who assists a victim/survivor with civil or criminal legal issues including preparing paperwork for protection orders; accompanying a victim/survivor to a protection order hearing, administrative hearing, or other civil proceeding; and all other advocacy within the civil justice system.

*Program coordinator:* Staff who coordinate specific aspects of the program, such as Victim Services Coordinator.

*Support staff:* Staff who are secretaries, administrative assistants, bookkeepers, accountants, and/or receptionists.

*Victim advocate (includes sexual assault and dual):* A person who facilitates a victim/survivor in accessing needed resources or services. An advocate may also provide crisis intervention, safety planning, and support during medical exams.

*EXAMPLE 1:* You have one full-time legal advocate whose salary is 100% funded with SASP Culturally Specific Program funds and another legal advocate employed full-time whose salary is 25% funded with SASP Culturally Specific Program funds. Report them as 1.25 FTEs under legal advocate.

*EXAMPLE 2:* A staff member, whose salary is 100% funded with SASP Culturally Specific Program funds, spends on average 20 hours of her/his time per week training and coordinating hotline volunteers, and 20 hours providing direct victim advocacy. Report this person's time as .50 under program coordinator and .50 under victim advocate.

*EXAMPLE 3: If you used your SASP Culturally Specific Program funds to contract with an interpreter for the equivalent of three months of full-time work over the course of the reporting period, report that person as .5 FTE (520 hours worked divided by 1040 hours in the six-month reporting period) under translator/interpreter.*

**Responses in the “Other” category should be very specific. Responses such as graduate assistant, contractor, and consultant are not valid, since they do not specify the function performed by the staff person.**

## **B. Purpose Areas**

### 10. Statutory purpose areas

Check all purpose areas that apply to activities supported with SASP Culturally Specific Program funds during the current reporting period.

### 11. Areas of interest addressed by your grant

In addition to the purpose areas identified in question 10, the SASP Culturally Specific Program Grant Application and Program Guidelines may have identified several areas in which OVW encouraged applications from grantees. If your program addressed any of these areas during the current reporting period, list them. Because these areas of interest may change in each year’s program guidelines, you should consult the guidelines for the fiscal year for which you received your grant funds and/or your grant application.

## **C. Function Areas**

### **C1. Coordinated Community Response**

**All grantees must answer question 12.**

### 12. Coordinated community response (CCR) activities

Check the appropriate boxes to indicate which agencies or organizations you provided victim/survivor referrals to, received victim/survivor referrals from, engaged in consultation with, provided technical assistance to, and/or attended meetings with, during the current reporting period, according to the usual frequency of the interactions. If the interactions were not part of a regular schedule, you will need to estimate the frequency with which these interactions occurred during the current reporting period. If the meeting was with a task force, you should check all attendees.

Activities should be reported here only if SASP Culturally Specific Program-funded staff completed them or if SASP Culturally Specific Program funds were used to directly support them. You should also count activities engaged in by staff who are partially funded by your SASP Culturally Specific Program grant.

*EXAMPLE: You participate in a quarterly task force meeting on improving the coordinated response of the community to sexual assault. Members of the task force include representatives*

*from a faith-based agency and a mental health organization with which you have an MOU. SASP Culturally Specific Program funds directly support the above activities. You would report the CCR activities by checking the boxes under the Quarterly column in the Meetings section for faith/spiritual-based organization and health/mental health organization, and also checking the box under the MOU column for health /mental health organization.*

12a. (Optional) Additional information

Use this space to discuss the effectiveness of CCR activities funded or supported by your SASP Culturally Specific Program grant. You may provide examples, data, or any other information about your CCR activities that you have not already provided.

**C2. Policies**

**If SASP Culturally Specific Program-funded staff developed, substantially revised, and/or implemented policies or protocols or if SASP Culturally Specific Program funds were used to develop, substantially revise, and/or implement policies or protocols during the current reporting period, check yes and answer questions 13 and 14. If not, check no and skip to C3.**

13. Policies developed, substantially revised, or implemented

Check all the types of policies or protocols developed, substantially revised, and/or implemented during the current reporting period. These activities should be completed by SASP Culturally Specific Program-funded staff or directly supported by SASP Culturally Specific Program funds. Check all that apply. If the protocol/policy is still in the development or revision phase, it should not be reported until it is actually finished.

*Develop:* To create a new policy or protocol.

*Substantially revise:* To make a significant amendment to an existing policy or protocol.

*Implement:* To carry out a new or revised policy or protocol as standard practice.

*EXAMPLE 1: (Developed) Your agency did not have a policy concerning appropriate response to underserved populations. During the current reporting period, grant-funded staff developed a policy and outlined protocols for responding appropriately to underserved populations. You report this activity during the current reporting period because the development of the policy was completed.*

*EXAMPLE 2: (Substantially revised) Your agency had a policy and protocol concerning appropriate response to underserved populations, but it only referred to the needs of ethnic minorities. During the current reporting period, grant-funded staff amended the policy to include appropriate response to people who are elderly and disabled. You report this activity during the current reporting period because the amendments were completed.*

*EXAMPLE 3: (Implemented) Your agency amended its policy concerning appropriate response to underserved populations to include protocols for people who are elderly and disabled. During the current reporting period, the new protocols were distributed and became standard practice within the agency. You would report this activity during the current reporting period because the protocol became standard practice. You would not continue to report this same activity in future reporting periods.*

14. (Optional) Additional information

Use the space provided to discuss the effectiveness of the policies you have developed, revised, or implemented that were funded or supported by your SASP Culturally Specific Program grant. You may provide examples, data, or any other information about your policy activities that you have not already provided.

**C3. Products**

**If SASP Culturally Specific Program-funded staff developed, substantially revised, and/or implemented products or if SASP Culturally Specific Program funds were used to develop, substantially revise, and/or distribute products during the current reporting period, check yes and answer question 15. If not, check no and skip to Section D.**

15. Product development, revision, and/or distribution

Report the number of products developed, substantially revised, and/or distributed with SASP Culturally Specific Program grant funds during the current reporting period. Report the number of new products developed and/or substantially revised during the current reporting period; the title/topic; and intended audience for each product developed, revised, and/or distributed; and the number of products used or distributed. If a product was created in or translated into a language other than English, including Braille, indicate the language. Report on products that were newly developed or substantially revised during the current reporting period whether or not they were used or distributed, and on products that were previously developed or revised and were used or distributed during the current reporting period. Do not report the number of products printed or copied; only report the number developed or revised—in most cases that number will be one for each product described—and/or the number used or distributed.

*EXAMPLE: You used your SASP Culturally Specific Program funds to develop a brochure in Spanish on services for Latina victims/survivors of sexual assault and to distribute 1,000 copies during the current reporting period. You also distributed 500 copies of an existing brochure. You developed a new poster on sexual assault, also with SASP Culturally Specific Program funds, but have not distributed any posters in this reporting period. You would report this as follows: for the first brochure, enter “1” as the Number developed or revised in the Outreach material category, enter the topic, enter “Latina victims/survivors” under Intended audience, “1,000” under Number used or distributed, and “Spanish” under Other languages. For the second brochure, enter the title in the Outreach material category, enter the intended audience, and enter “500” as the Number used or distributed. For the poster, enter “1” under Number developed or revised in the Outreach material category, describe the poster, and enter the intended audience.*

**D. Victim Services**

16. Number of primary victims/survivors of sexual assault served, partially served, and victims/survivors seeking services who were not served

**Only provide information in this section that represents victims/survivors of sexual assault served and services provided with SASP Culturally Specific Program funding during the current reporting period.**

Report the following, to the best of your ability, as an unduplicated count during the current

reporting period. This means that each victim/survivor who was seeking or who received services during the current reporting period should be counted only once in that reporting period. You can report victims/survivors in each reporting period in which they requested or received services.

Primary victims/survivors are those against whom the sexual assault was directed. Do not report secondary victims here—secondary victims will be counted in question 17 below.

*EXAMPLE: A victim/survivor requested services three different times during the current reporting period; you will report this person only once in question 16.*

*EXAMPLE: A victim requested counseling at the beginning of the reporting period and then the same victim came back at the end of the reporting period and requested civil legal advocacy. Although this victim came two times and requested two different services, you will only count that victim once in question 16. You will count the victim once for each type of service received in question 21A (and 21B if applicable).*

- A. *Victims/survivors served* are those who received the service(s) they requested, if those services were provided under your SASP Culturally Specific Program grant.
- B. *Victims/survivors partially served* are those who received some of the service(s), but not all of the services they requested, if those services were provided under your SASP Culturally Specific Program grant.
- C. *Victims/survivors seeking services who were not served* are those who sought services but did not receive the service(s) they were seeking, if those services were provided under your SASP Culturally Specific Program grant.

*Note: If you receive a call or request for service from someone who is NOT a victim/survivor, or if the person is a victim/survivor but is requesting a service you do NOT provide under your SASP Culturally Specific Program grant, that person should NOT BE COUNTED in any category in question 16. (If the person calling or requesting services is a secondary victim, that person's calls/requests may be reported in question 22 [Hotline calls and information and referral]. If they received services under your SASP Culturally Specific Program grant, they should be reported in question 17 [Number of secondary victims served]. See definition of secondary victims in question 17.)*

*EXAMPLE 1: (Served) A sexual assault victim/survivor calls your program looking for assistance obtaining a protection order. You assist her with the paperwork and with the filing and service of the emergency protection order, and accompany her to the protection order hearing three weeks later. Since this victim/survivor received the services she requested that were provided under your SASP Culturally Specific Program grant, she should be counted as “served.”*

*EXAMPLE 2: (Partially served) Your program offers crisis intervention and transportation under your SASP Culturally Specific Program grant. A victim asks for these two services, but your program can only provide crisis intervention because the advocate is busy and unable to provide transportation. You would count this victim as “partially served,” because your program could not provide the transportation.*

*EXAMPLE 3: (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 your program's hotline on behalf of the victim asking if an advocate will accompany the victim/survivor to the hospital during her examination. There is no advocate available to do this, and it is a service your program is funded to do under your SASP Culturally Specific Program grant. You are unable to provide the requested service; therefore she should be counted as "not served."*

*EXAMPLE 4: (Not counted) During the reporting period, you sent out letters to 10 victims/survivors of sexual assault, informing them of services you provide; 5 letters are returned as undeliverable. Only victims/survivors who contact you after receiving the letter and who request a service that you are funded to provide with SASP Culturally Specific Program funds would be counted in question 16; none of the other victims/survivors to whom you mailed letters would be counted at all in this question. (You would, however, count the letters sent to victims/survivors in question 23, if this activity was funded by your SASP Culturally Specific Program grant.)*

(Examples 5A-C use the same scenario to illustrate how the three categories of "served," "partially served," and "not served" differ, and how they should be applied to the varying responses the victim/survivor received.)

**EXAMPLE 5:**

*A. A sexual assault victim/survivor calls your program looking for crisis intervention and group support. You provide crisis intervention and she attends a support group for sexual assault victims/survivors. This victim/survivor has received the services she requested that you are funded to provide under your SASP Culturally Specific Program grant and should be counted as "served."*

*B. A sexual assault victim/survivor calls your program looking for crisis intervention and group support. You provide crisis intervention. However, your group support services are full and you cannot provide this service. This victim/survivor has received some, but not all, of the services she requested that you are funded to provide under your SASP Culturally Specific Program grant and should be counted as "partially served."*

*C. A sexual assault victim/survivor calls your program looking for crisis intervention and group support. You have a waiting list for all services and cannot provide her any services at this time. When your services become available, you cannot locate her. This victim/survivor has not received any of the services she requested that you are funded to provide under your SASP Culturally Specific Program grant and should be counted as "not served."*

The partially served and not served categories generally have to do with issues within your program that keep you from providing grant-funded services to a victim/survivor who requests those services. If a victim/survivor chooses to discontinue services once they have begun receiving them, then the victim/survivor should be reported as "served." The same is true if a victim/survivor moves, even if they do not inform you, and they are unable to complete the services. When determining whether a victim/survivor is served, partially served, or not served, do not consider services the victim/survivor declined, unless the victim/survivor requested a service but found the program rules unacceptable.

**17. Number of secondary victims served**

Report the following, to the best of your ability, as an unduplicated count during the current reporting period. This means that each secondary victim who was seeking or who received

services during the current reporting period should be counted only once in that reporting period.

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. In order to be counted here, secondary victims must receive services—it is not enough that they are related to a victim/survivor who received SASP Culturally Specific Program-funded services.

*EXAMPLE 1: A victim/survivor receives assistance from a SASP Culturally Specific Program-funded legal advocate in obtaining a protection order against her former husband, but does not include her child on the protection order. She will be counted as a primary victim/survivor, but her child will not be counted as a secondary victim, since the child did not receive a service.*

*EXAMPLE 2: The grandmother of a victim/survivor calls a SASP Culturally Specific Program-funded sexual assault services hotline to ask for help with how to deal with her adolescent granddaughter who was sexually assaulted on a first date. The grandmother will be counted as a secondary victim, since she received services; the granddaughter will not be counted as a primary victim/survivor, since she did not receive services.*

18. Reasons that victims/survivors seeking services were not served or were partially served

Indicate the reasons that victims/survivors seeking services were not served or were partially served by checking all that apply. OVW acknowledges that funded Culturally Specific Programs may not be able to serve all victims/survivors who request services. This information is being collected to identify unmet needs and barriers to service.

*Conflict of interest:* The program cannot serve the victim/survivor because current or previous relationships with that victim/survivor or other parties related to that victim/survivor would interfere with the ability of the program to serve that victim/survivor. For example, the program is currently serving a victim/survivor. Her partner, identifying as your client's victim, requests to join the same support group as the person you are already serving.

*Did not meet statutory requirements:* Victim/survivor does not meet requirements of statute. For example, a victim/survivor requests help with a divorce, but has not met statutory residency requirements to file for a divorce in the jurisdiction.

*Hours of operation:* Hours during which the program provides services are not compatible with the hours the victim/survivor is available to receive requested services.

*Insufficient/lack of culturally appropriate services:* Services currently provided under the grant are not culturally appropriate for the victim/survivor.

*Insufficient/lack of language capacity (including sign language):* Interpreter services not available or not available at the time the victim/survivor is seeking services.

Victims/survivors may be placed on a waiting list to receive interpreter services, but have not been served by the end of the current reporting period.

*Insufficient/lack of services for victims/survivors who are D/deaf or hard of hearing:* ASL interpreter services not available or not available at the time the victim/survivor is seeking services.

*Insufficient/lack of services for people with disabilities:* The services provided under the grant are not accessible to people with disabilities. For example, a shelter does not allow a care attendant to accompany a victim/survivor to the shelter, which prevents her from being able

to use shelter services.

*Lack of child care:* Victim/survivor is unable to receive requested services due to the lack of available child care.

*Program reached capacity/limited service availability:* Program is operating at full capacity. Victims/survivors may be placed on a waiting list.

*Program rules not acceptable to victim/survivor:* Although eligible for services under the grant, a victim/survivor is not willing to comply with rules of the program. For example, a program requires eight individual counseling sessions and the victim/survivor does not want to attend individual counseling.

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

*Services inappropriate or inadequate for people with mental health issues:* Staff are not able, for any reason, to provide appropriate or adequate services for victims/survivors with mental health problems. For example, the program does not have overnight staff and the victim/survivor cannot be left alone overnight.

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

*Services not appropriate for victim/survivor:* For any reason, the services available under the grant are not appropriate for a victim/survivor. For example, although support groups are offered under the grant for survivors of sexual assault, a victim/survivor requesting support group services is not served because it is clinically determined that the victim/survivor is not appropriate for the group.

*Transportation:* Victim/survivor is unable to arrange for transportation to receive services or to attend court hearings. This includes situations in which public transportation is not available or, if available, cannot be paid for.

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

*EXAMPLE 1: In the “Other” category, you report, “Victim refused services”*

*If your program offers services, usually through outreach, and the victim/survivor refuses the services or does not contact your program to accept services, you would not count this person at all in this section.*

*EXAMPLE 2: In the “Other” category, you report “Service was not provided by our program” Only consider services supported with grant funds. For example, your SASP Culturally Specific Program grant funds only crisis intervention services but a victim/survivor contacts your program seeking both crisis intervention and a support group. You only consider your program’s ability to provide the crisis intervention when determining if the victim/survivor should be counted as served, partially served, or not served, since your program is not funded to provide support group services under your SASP Culturally Specific Program grant.*

*EXAMPLE 3: In the “Other” category, you report “Could not locate victim”*

*If your program began to provide the requested services, this person would be counted as served. However, if this person was placed on a waiting list, and when your program was able to provide the service you were not able to locate the victim/survivor, you would then count this victim/survivor as not served. You would indicate “Program reached capacity” in question 18 because your program was not able to provide the service when it was requested.*

19. Demographics of victims/survivors served or partially served

Based on the victims/survivors reported in 16A and 16B, report the total numbers for all that apply. Because victims/survivors may identify as more than one race or ethnicity, and with more than one of the “other demographics” options, the totals for these two categories may exceed the total number of victims/survivors reported in 16A and 16B. However, the total number of victim/survivors reported in the “gender” and “age” categories should equal the total number of victims/survivors reported in 16A and 16B. The demographic categories listed under race/ethnicity are mandated by the federal Office of Management and Budget.

*Race/ethnicity:* Report the race or ethnicity with which the victim/survivor identifies. You may count victims/survivors in more than one of the race/ethnicity categories.

*Gender:* Report the gender of each victim/survivor, or if the gender is unknown, report it as unknown. This is an unduplicated count, and the total number for gender should equal the sum of 16A and 16B.

*Age:* Report the number of victims/survivors served in the applicable age category, or if the age is unknown, report it as unknown. This is an unduplicated count, and the total number for age should equal the sum of 16A and 16B.

*People with disabilities:* Count victims/survivors with a significant limitation in activities of daily living as people with disabilities. This may include people who are blind or who have low vision, people with developmental disabilities, people with mental health issues or who have mental illness, or people with a chronic, debilitating illness, if their activities are so limited.

*People who are D/deaf or hard of hearing:* Report the number of victims/survivors who identify with and participate in the language, culture, and community of Deaf people based on the use of sign language (Deaf); victims/survivors who identify within the audiological definition of severe to profound hearing loss and who do not have a cultural affiliation (deaf); and/or victims/survivors 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 assistive technology to aid communication (hard of hearing).

*People with limited English proficiency:* Report the number of victims/survivors served who have limited English proficiency. 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 immigrants/refugees/asylum seekers:* Where possible, report the number of victims/survivors who were immigrants/refugees/asylum seekers. This is not a question about immigration or legal status.

*People who live in rural areas:* Report the number of victims/survivors who live in a rural area or community. (If you do not know if an area is rural, you may use any of the following definitions: 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.)

*EXAMPLE: You served a 20-year-old woman who is a victim/survivor of sexual assault, who identifies as American Indian and Latina, who does not read or write English, and whose primary language is Lakota. Count this victim/survivor under Race/Ethnicity (American Indian and Hispanic or Latino), Gender (Female), Age (18-24), and as a person with limited English proficiency.*

20. Victims/survivors' relationship to offender

For those victims/survivors reported as served and partially served in questions 16A and 16B, report the relationship of the victim/survivor to the offender. Victims/survivors are those against whom the sexual assault was directed. If a victim/survivor was victimized by more than one perpetrator, count the victim/survivor in all categories that apply. The total number of relationships must be at least the sum of the number of sexual assault victims/survivors reported in 16A and 16B. The total number of victims/survivors reported may total more than the sum of all victims/survivors reported in 16A and 16B. Do not report relationships to offenders for secondary victims.

*Current or former spouse or intimate partner:* The victim/survivor (1) is currently or formerly married to the offender, (2) shares a child in common with the offender, (3) is cohabitating with or has cohabitated with the offender as a spouse, or (4) is a person similarly situated to a spouse of the offender under the laws of the jurisdiction receiving grant monies.

*Other family member or household member:* The victim/survivor is related to the offender by blood, kinship, or similar relationships. 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. This includes victims/survivors who shared a household or have/had a roommate relationship with the offender.

*Dating relationship:* The victim/survivor is, or has been, in a social relationship of a romantic or intimate nature with the offender. The existence of such a relationship is determined by the following factors: 1) length of the relationship; 2) type of relationship; and 3) frequency of the interaction between the persons involved.

*Acquaintance:* The victim/survivor is known to the offender. For example, the victim/survivor is a neighbor, employee, co-worker, friend, fellow schoolmate, student, etc., of the offender.

*Stranger:* The victim/survivor and the offender are not known to each other.

21A. Victim services

Based on the victims/survivors reported in 16A and 16B, report the number of primary victims/survivors who received SASP Culturally Specific Program-funded services during the current reporting period. Count each victim/survivor only once for each type of service that victim/survivor received during the current reporting period; do not report the number of times that service was provided to the victim. Do not report secondary victims receiving services in this question.

*Civil legal advocacy/court accompaniment:* Assisting a victim/survivor with civil legal issues, including preparing paperwork for protection orders; accompanying a victim/survivor to a protection order hearing, or other civil proceeding; and all other advocacy within the civil

justice system. This also includes accompanying a victim/survivor to an administrative hearing, such as unemployment, Social Security, TANF, or food stamp hearing.

*Counseling services/support group:* Short-term individual or group counseling or support provided by a volunteer, peer, or professional.

*Criminal justice advocacy/court accompaniment:* Assisting a victim/survivor with criminal legal issues including notifying the victim/survivor of case status, hearing dates, plea agreements, and sentencing terms; preparing paperwork such as victim impact statements; accompanying a victim/survivor to a criminal court proceeding or law enforcement interview; advocacy with probation/parole/corrections; supporting victims/survivors through sex offender management process; 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 so as to restore balance and reduce the effects of the crisis in her/his life. In this category, report crisis intervention that occurs in person and/or over the telephone.

*Employment counseling:* Actions designed to assist a victim/survivor in obtaining employment, e.g., coaching on career options, skills training, job searches, resume-writing, marketing, job interviews, and preservation of employment.

*Financial counseling:* Actions designed to assist a victim/survivor with issues related to 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, filing tax returns.

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

*Job training:* Providing training in specific employment-related skills to a victim/survivor, e.g., on computer literacy.

*Language services:* Provision of interpretation and/or translation.

*Material assistance:* Providing victims/survivors with clothing, food, personal items, etc.

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

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

## 21B. Immigration services

For the victims/survivors reported as receiving victim services in question 21A, report the number who received assistance with immigration matters during the current reporting period. In the row marked "Immigration matters," provide an unduplicated count of victims/survivors who received assistance with any immigration issue, even if they received help with more than one issue or received assistance on more than one occasion. For specific categories of immigration matters, report the number of victims/survivors who received assistance in each of the categories. Count a victim/survivor only once for each category of immigration matter for which they received assistance. The number of victims/survivors reported in either the general category of immigration matters or in any specific category should not be greater than [insert sum of 16A+16B].

*EXAMPLE:* Your SASP Culturally Specific Program-funded immigration specialist assisted a victim/survivor with the paperwork and filing of a VAWA self-petition and with an application for work authorization pending the decision on the VAWA self-petition. You have already reported this victim in question 21A under "civil legal advocacy" and "victim/survivor

*advocacy.” You would report this person in question 21B once under the general category “Immigration matters,” once in the specific category “VAWA self-petition,” and once in the specific category “Work authorization.”*

## 22. Hotline calls and information and referral

Report the number of hotline calls and requests for information and referral received from primary victims/survivors, and the total number of hotline calls received, on phone lines paid for with SASP Culturally Specific Program funds or answered by SASP Culturally Specific Program-funded staff during the current reporting period. Also report the specific languages (other than English) used when responding to these requests for information or assistance. Primary victims/survivors whose calls are reported here should not be reported as victims served in question 16 unless they also received at least one of the services listed in question 21A, Victim Services. Victims/survivors who receive services such as crisis intervention or victim advocacy over the telephone, in addition to basic hotline information and/or referrals, should also be reported in question 21A. Hotline calls that include victim advocacy or crisis intervention services are those that require more time than the average call and involve a more intensive focus on the immediate needs and situation of the victim. All calls, whether or not from victims/survivors, should be included in “Total number of calls/requests.”

*EXAMPLE 1: A victim/survivor calls the grant-funded hotline and is in crisis. The Spanish-speaking advocate spends 30 minutes on the call assisting the victim/survivor. In this case, the call would be counted in this question under both “Number of calls from primary victims/survivors” and “Total number of calls/requests” And “Spanish” would be entered under “Language(s) other than English used when responding to requests for information or assistance.” The victim/survivor would also be counted in question 16 as a victim served, in question 21A under “Crisis intervention,” and demographic information (even if the responses entered were in the “unknown” categories) would be reported on this victim/survivor in questions 19 and 20.*

*EXAMPLE 2: A mother of a victim/survivor calls the grant-funded hotline and requests information about available services for her daughter. Your program provides her with the information. In this case, she would be counted in this question under “Total number of calls/requests;” she would not be reported in any other questions, and demographics would not be collected for this caller.*

## 23. Outreach to victims/survivors

Report the number of unsolicited letters, phone calls, or visits to victims/survivors of specific incidents of sexual assault, informing them of services and/or providing information. Also report the specific languages (other than English) used in outreach activities.

Victims/survivors who are the recipients of these outreach activities should not be reported as victims/survivors served in question 16 unless they also received at least one of the services reported in question 21A Victim Services. Victims/survivors who received services such as victim advocacy over the telephone should be reported in question 21A.

*EXAMPLE: Your agency receives calls from the police department when officers are transporting sexual assault victims/survivors to the hospital for forensic examinations. Your protocol is to send a victim advocate to the medical facility to stand-by and, if the*

victim/survivor chooses, to be present during the exam. During the current reporting period, your SASP Culturally Specific Program-funded victim advocates responded to 22 calls from law enforcement and accompanied 18 of the victims during their exams. You would enter “22” in the column “Number of outreach activities to victims/survivors” in this question. You would also count the 18 victims/survivors for whom you provided accompaniment as victims/survivors served in question 16, in question 21A under “Hospital/clinic/other medical response,” and you would provide demographic information (even if the responses entered were in the “unknown” categories) on these 18 victims/survivors in questions 19 and 20.

24. Protection/restraining orders

Report the total number of temporary and/or final protection orders requested and granted for which SASP Culturally Specific Program-funded victim services staff assisted victims/survivors of sexual assault during the current reporting period. This should include all orders having the force of law that are designed to protect the victim/survivor from contact with the offender during the pendency of the order. They may be referred to as protection from abuse, protection from harassment or anti-harassment orders, restraining orders, or no-contact or stay-away orders in your jurisdiction, 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). For all instances in which victim services staff assisted the victim/survivor in obtaining such an order, the number of those orders requested and granted should be reported here.

25. (Optional) Additional information

Use the space provided to discuss the effectiveness of victim services activities funded or supported by your SASP Culturally Specific Program grant. You may provide examples, data, or any other information about your victim services activities that you have not already provided.

### E. Narrative

26. Report on the status of the goals and objectives for this grant.

**All grantees must answer question 26.**

Report on the status of the goals and objectives for your SASP Culturally Specific Program grant as of the end of the current reporting period, as identified in your grant proposal or as they have been added or revised. Indicate whether the activities related to your goals and objectives have been completed, are in progress, are delayed, or have been revised. Comment on your successes and challenges, and provide any additional explanation you feel is necessary for us to understand what you have or have not accomplished relative to your goals and objectives. If you have not accomplished objectives that should have been accomplished during this current reporting period, you must provide an explanation.

*EXAMPLE 1:*

*Objective: Provide training for new bilingual hotline volunteers for sexual assault hotline.*

*Activity: Coordinate with local sexual assault agency to schedule training dates and compile training materials.*

*Status: Ongoing.*

*Comments: Training dates have been set and publicized; materials for training notebooks have been selected. Training will be provided as scheduled over a two-month period in February and March of 2010.*

**EXAMPLE 2:**

*Objective: Offer services to victims/survivors on immigration-related matters.*

*Activity: Hire immigration specialist to assist with VAWA self-petitions and other immigration matters.*

*Status: Delayed.*

*Comments: The person we originally hired for this position had to leave the area due to a family emergency before starting work, so the hiring has been delayed. We hope to have someone in the position by March 1, 2010.*

**All grantees must answer questions 27- 29 on an annual basis. Submit this information on the January to June reporting form only.**

Please limit your responses to the space provided (8,000 characters) for each question.

27. What services or resources do you provide that are specifically tailored to reach the culturally specific population(s) that you serve? (e.g. staff, volunteers, or advisory board members who reflect the community you serve.)

28. 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 (including offender accountability for sex offenders)? (Consider geographic regions, underserved populations, service delivery systems, and challenges and barriers unique to your service area and the population[s] you serve.)

29. What has SASP Culturally Specific Program funding allowed you to do that you could not do prior to receiving this funding? (e.g., expand coordination and cross-referrals with sexual assault agencies in your community.)

**Questions 30 and 31 are optional.**

Please limit your responses to the space provided (8,000 characters) for each question.

30. Provide any additional information that you would like us to know about your SASP Culturally Specific Program grant and/or the effectiveness of your grant. (If you have any other data or information that you have not already reported in answer to previous questions that demonstrate the effectiveness of your SASP Culturally Specific Program-funded program please provide it below.

31. Provide any additional information that you would like us to know about the data submitted. (If you have any information that could be helpful in understanding the data you have submitted in this report, please answer this question. For example, if you submitted two different progress reports for the same reporting period, you may explain how the data was apportioned to each report; or if you reported staff—e.g., victim advocates but did not report any corresponding victim services you may explain why; or if you did not use SASP Culturally Specific Program funds to support either staff or activities during the reporting period, please explain how program funds were used, if you have not already done so.)

*EXAMPLE: Our SASP Culturally Specific Program-funded victim advocate served on a task force examining ways the criminal justice system could be more responsive to victims/survivors of sexual assault. As a result, a Sexual Assault Response Team was implemented and a Forensic Exam Program was created.*