

Instructions for the Annual Performance Report for the STOP Violence Against Women Formula Program

Introduction

A Services, Training, Officers, Prosecutors Violence Against Women Formula Program (STOP Program) grant is an award made by OVW to each of the states and territories. A STOP 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 STOP Program subgrantees to complete an Annual Performance Report.

Administrator Responsibilities

The STOP Program administrator in each state or territory must ensure that each agency receiving a STOP Program subgrant submits performance report data reflecting all STOP Program-funded activities (as well as all required match-funded activities) conducted during the 12-month reporting period (January 1 through December 31). STOP 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 STOP Program-funded activities.

Subgrantee Responsibilities

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

Terminology

For the purposes of formula performance reporting, “current reporting period” refers to January 1 through December 31 of the calendar year that just ended. Only STOP 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
- Coordinated Community Response
- Narrative

Additional Sections to Be Completed

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

For example, at a victim services agency STOP Program funds paid for staff to provide education and victim services during the current reporting period. This subgrantee would complete the four required sections (General Information, Purpose Areas, Coordinated Community Response, and Narrative). Additionally, this subgrantee would check “yes” when asked if STOP Program funds were used to support staff, to provide education activities, and to provide victim services. This subgrantee would check “no” when asked if STOP Program funds were used for the other types of activities, such as criminal justice activities and training activities.

Data Collection & Reporting Issues?

If a subgrantee agency has not been able to collect and report data as requested on the annual performance 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 [STOP 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 completed.

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 STOP Program funds to support a distinct project and/or activity must submit performance 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 STOP 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 performance 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 understand what the subgrant funds were used for and should be familiar with the performance reporting information submitted.

6. Type of funded organization

Check the box for the category that best describes the type of agency receiving the STOP 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;
- 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 STOP 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 STOP Program funds to provide training events for law enforcement in a non-Tribal area. Police from a nearby reservation attend a training event. This training did not address Tribal codes, nor was there an intention to specifically train Tribal police, even though they are welcome to attend the training. Check “no” because the subgrant does not specifically address or focus on Tribal populations, even though Tribal populations are welcome to attend STOP Program-funded activities offered.

10. 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 STOP 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 STOP Program funds to provide services or products in languages other than English.

11. What percentage of your STOP Program subgrant was directed to each of these areas?

Report the area(s) addressed by the STOP Program subgrant during the current reporting period and estimate the approximate percentage of funds (or resources) committed to each area. This question is required even if the subgrantee was not able to spend subgrant funds during the reporting period. The subgrantee may choose how to calculate this. Subgrantees should consider training, staff time, victims services, etc. when determining how to calculate the percentage of funds directed to each area.

DEFINITION: Sexual assault

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

DEFINITION: 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.

DEFINITION: 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.

DEFINITION: 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.

Staff Information

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

Check “yes” if STOP Program funds were used to pay for staff salary/wages. STOP 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 STOP Program funds or required match 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 STOP Program-funded staff. A 100% STOP 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 STOP 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 STOP Program-funded staff time. Report FTEs for all STOP 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 STOP 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 STOP 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 STOP Program funds should be prorated to reflect the portion directly supported with STOP Program funds. See the MEI website for the STOP 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 STOP 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 STOP Program funds to support 100% of the salary for a full-time law enforcement officer. The officer spent approximately 50% of their time performing law enforcement activities and the other half developing training curricula and providing training to other officers. The subgrantee should report 0.50 in the "Law enforcement officer" category and 0.50 in the "Trainer" category.

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

A subgrantee hired a full-time victim advocate with STOP 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 ($2 \text{ months} / 12 \text{ months} = 0.17 \text{ FTE}$) in the "Victim advocate" category.

EXAMPLE 3: Required Match

A subgrantee used STOP Program funds to support 75% of a prosecutor's salary who worked full-time for the entire 12-month reporting period. The other 25% of the prosecutor's salary was funded by the agency as a required match. The subgrantee should report 1.00 FTEs in the "Prosecutor" category.

EXAMPLE 4: Overtime

A subgrantee used STOP Program funds to pay for law enforcement overtime. Over the 12-month reporting period, this came out to approximately 9 hours per week. Full-time work at this agency is 40 hours per week. The subgrantee should report 0.23 FTE (9 hours/40 hours = 0.23 FTE) in the “Law enforcement officer” category.

DEFINITION: Staff Category Functions

- **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 STOP Program-funded attorney will be captured in the Victim Services and Legal Services Sections.
- **Abuser Intervention Program staff:** Staff who work within a STOP Program-funded offender rehabilitation program. These STOP Program-funded activities will be captured in the Abuser Intervention Program Section.
- **Counselor:** Professional counselors or peer counselors who provide emotional support, guidance, problem solving, etc. to victims. STOP Program-funded counseling activities will be captured in the Victim Services Section.
- **Court personnel:** Court officials and other staff within the court (including judicial assistants, reporters, law clerks, and bailiffs) who are subject to the judge's direction and control. This does not include the attorneys or lawyers in a judicial proceeding. A subgrantee should fill out the Courts Section if court personnel time is supported by STOP Program funding.
- **Information technology staff:** Staff conducting activities related to technology maintenance, such as building or maintaining computer infrastructures of the company, assisting users with computer and software issues, handling software updates and license renewals and technology contracts, ensuring compliance with quality standards, or overseeing data storage.
- **Investigator (prosecution-based):** Staff employed by a prosecution office who investigate criminal cases by gathering facts, collecting evidence, and referring cases for prosecution. Activities conducted by a STOP Program-funded investigator will be captured in the Case Investigations Section.
- **Law enforcement officer:** A sworn officer or agent of the United States authorized by law or by a government agency to engage in or supervise the prevention, detection, investigation, or prosecution of any violation of law. Most general law enforcement officers are uniformed personnel who carry out patrols, answer calls for service or help, investigate incidents, refer cases for prosecution, enforce or serve orders of protection/no-contact orders, or conduct community policing. Law enforcement-based detectives might be staff who are not mandated to wear uniforms but do investigate criminal cases by gathering facts, collecting evidence, and referring cases for prosecution. These STOP Program-funded activities will be captured in the Case Investigations 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 STOP 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 STOP Program-funded paralegal will be captured in the Victim Services and Legal Services Sections.
- **Probation officer/offender monitor:** Staff time spent advising and monitoring the movements of criminal offenders who are on probation, recommending rehabilitation programs for offenders, or conducting monitoring activities to ensure offender compliance with the conditions of probation. These STOP Program-funded activities will be captured in the Probation and Parole Section.
- **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.
- **Prosecutor:** Professional prosecutors conduct activities such as reviewing the charges against any person arrested by the police, deciding whether to charge an individual with an offense and determining what that offense should be, making sentencing recommendations, and prosecuting cases. These STOP Program-funded activities will be captured in the Prosecution Section.
- **Sexual assault nurse examiner/sexual assault forensic examiner (SANE/SAFE):** A registered nurse who provides comprehensive health care to victims of sexual assault. Services provided by a STOP Program-funded SANE/SAFE will be captured in the Victim Services Section.
- **Support staff:** Staff time spent conducting activities related to administration assistance, bookkeeping, accountant tasks, and/or receptionists' tasks.
- **Trainer:** Staff time spent training or presenting training material to non-grant funded staff and other professional staff (who may be located at other agencies/organizations). These STOP Program-funded activities will be captured in the Training Section. Also report educator staff time in the trainer category. Staff time spent educating the non-professionals such as students, parents, victims, and the general public by presenting educational material and information. STOP Program-funded education activities will be captured in the Community Education/Public Awareness Section.

- **Translator/interpreter:** Staff who translate or interpret from one language to another for victims who are receiving services. STOP 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 STOP Program-funded activities will be captured in the Victim Services Section.
- **Victim assistant (includes victim-witness specialist/coordinator):** Typically, this is a governmental employee of a law enforcement agency, prosecution office, or court. This type of staff provides victim assessment and coordination/support of case prosecution activities, assists with victim-witness statements, coordinates victim court appearances, and provides victims with court dates. The services provided are generally limited to the period and scope of court proceedings. These STOP Program-funded activities will be captured in the Victim Services Section.
- **Other:** Responses in the “Other” category should specify the function performed in the STOP 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 STOP 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.

Training

1. Were STOP Program funds used to support training activities during the current reporting period?

If STOP Program funds were used for training during the current reporting period, check “yes.”

Training means providing information on sexual assault, domestic violence, dating violence, and stalking that provides professionals (or volunteers acting in the role of professionals) with a tool, skill, or resource that better allows them to support victims.

Do not report on Community Education/Public Awareness activities (activities providing general information) in this section. Providing general information to community members, victims, parents, or the general public should be reported in the Community Education/Public Awareness Section.

Do not report trainings provided to STOP Program-funded staff in these questions. OVW considers this to be professional development.

2. Were STOP Program funds used to support live training events during the current reporting period?

If STOP Program funds were used to support live training events during the current reporting period, select “yes.”

3. Live training events

Report the total number of live training events provided during the current reporting period that were either provided by STOP Program-funded staff or directly supported by STOP Program subgrant funds. Include both virtual and in-person events. Do not report on asynchronous trainings in this question.

DEFINITION: Training Event

A training event is defined by the intended audience. A training even is not defined by how long the training event lasted. If the intended audience is different for each presentation of material, each presentation is considered a separate event. If the intended audience is the same across multiple presentations (such as at a conference), the presentations are considered one single event for one intended audience.

EXAMPLE 1: Multiple-day event for one audience

A training was provided to one intended audience over the course of three days. The sum of the material presented over the three-day course was considered the “curricula” which the intended audience was expected to learn. Report this as one live training event in Training Question 2.

EXAMPLE 2: Multiple-day event for different audiences

A training was provided to three different audiences over the course of a week-long conference. The material presented to each audience was the same material. Report this as three live training events in Training Question 2.

EXAMPLE 3: Using subgrant funds to send non-grant-funded staff to a training

A local agency offered a training on sex trafficking. The agency used STOP subgrant funds to pay for the cost of sending five non-grant-funded staff to that training. Report this as one live training event in Training Question 2 and report five professionals trained in Training Question 3. Remember, do not consider STOP Program-funded staff for this section. OVW considers training of STOP Program-funded staff to be professional development.

EXAMPLE 4: Partially-funded trainer

A subgrantee agency has a full-time trainer. Half of the trainer’s salary is paid for by the STOP Program subgrant, and half through other means. All trainings are conducted either in-person or through a live webinar, which means they are live events. Report half of the trainings that the trainer conducted as STOP Program-funded live training events in Training Question 2 and report the number of professionals who attended those events in Training Question 3.

4. Total number of people trained at live training events

Report the total number of people trained at both virtual and in-person live training events that were supported with STOP Program funds during the current reporting period. STOP Program-funded staff who attended training events should not be counted as people trained.

5. Most frequently trained

Report the top three types of professionals trained at the STOP Program-funded live training events. Select the type of professional from the dropdowns. Use the category that is most descriptive of the people who attended the training events. These should be people trained by STOP Program-funded staff or people attending training events that were directly supported with STOP Program funds during the current reporting period. STOP Program-funded staff attending training should not be considered when answering this question.

6. Use the space provided to describe the content of the STOP Program-funded live training events.

Discuss the topics addressed in training events reported in Training Question 2. For example, this space could be used to describe the conferences that were reported in Training Question 2 and to discuss the types of presentations at the conferences.

7. Were STOP Program funds used to develop, create, and/or launch pre-recorded trainings during the current reporting period?

Check “yes” if STOP Program funds were used to develop, create, and/or launch pre-recorded trainings during the 12-month reporting period. If a subgrantee indicates yes, it will prompt follow-up questions to provide more details on these trainings.

8. Number of pre-recorded trainings

Report the number of pre-recorded trainings developed, created, and/or launched with STOP Program funds during current reporting period.

Use the space provided to describe the target audience and content of the pre-recorded trainings supported with STOP Program funds during the current reporting period.

Discuss the content topics addressed by the pre-recorded trainings developed, created, and/or launched with STOP Program funds during current reporting period. Describe the intended audiences by stating which types of professionals the trainings were created for.

9. Describe the target audience and content of the pre-recorded trainings supported with STOP Program funds during the current reporting period.

Discuss the content topics addressed by the pre-recorded trainings developed, created, and/or launched with STOP Program funds during current reporting period. Describe the intended audiences by stating which types of professionals the trainings were created for. Responses must be limited to 2,000 characters.

10. Discuss the effectiveness of training activities funded or supported by your STOP Program grant and provide any information you would like to share about your training activities beyond what you have provided in the data above.

Some examples of topics that could be addressed here include:

- An improved system response to victims/survivors with disabilities following a multidisciplinary training provided to advocates, law enforcement, and prosecution agencies on issues specific to victims/survivors with disabilities.
- If training was provided to law enforcement officers, what changes in law enforcement practices is the subgrantee hoping to see? For instance, has there been a reduction in dual arrest rates in the community following a training on identifying the predominant aggressor?
- What are some changes to coordinated community response activities that have been adopted in response to STOP Program-funded trainings?
- What are some challenges or barriers the subgrantee agency has experienced when providing training?

Community Education/Public Awareness

1. Were STOP Program funds used for community education/public awareness activities during the current reporting period?

Check “yes” if STOP Program-funded staff engaged in community education or public awareness activities or if STOP Program funds directly supported community education or public awareness activities during the current reporting period.

DEFINITION: Education

Education means providing information to non-professionals (i.e., the general public) that will increase public awareness of sexual assault, domestic violence, dating violence, and stalking.

DEFINITION: Non-professional audiences

Non-professional audiences of educational events might include: students other than pre-professional students, community members or members of the general public, parents, victims, etc.

Do not report on training activities (activities providing information on sexual assault, domestic violence, dating violence, and stalking that provides professionals with a tool, skill, or resource that better allows them to support victims) in this section.

Do not count **psychoeducational** services in this section. Psychoeducation refers to the education of a victim, family member, or offender about sexual assault, domestic violence, dating violence, and stalking issues as part of the victim’s goals of intervention, treatment, and/or rehabilitation. Psychoeducation falls under the umbrella of direct services for victims and involves teaching the client about a problem, what to do about it, and how to recognize signs of the problem so that they can get help before the problem worsens or occurs again.

2. Live education events

Report the total number of live education events (including exhibits/tabling events) that were supported with STOP Program funds during the current reporting period. Include both virtual and in-person live events.

DEFINITION: Education Event

An education event is defined by the intended audience, not how long the education event lasted. If the intended audience is different for each presentation, each presentation is considered a separate event. If the intended audience is the same across multiple presentations at a single event (such as a student fair), the presentations are considered one single event for one intended audience.

EXAMPLE 1: Multiple-day event for one audience

An educational presentation on sexual violence and dating violence was provided to one group of freshman college students over the course of two days. The students were meant to attend both days of the event, so the intended audience was the same for the two days. Report this as one live education event.

EXAMPLE 2: Multiple-day event for different audiences

Educational material was provided to different audiences over the course of a community fair, which lasted Monday through Friday. Tickets/admittance was daily. Each day the expected/intended audience was different. The material presented to each audience was the same material. Report this as five live education events.

EXAMPLE 3: Partially funded staff who presents educational material

A local agency has a full-time staff who presents educational material. Half of that staff's salary is paid for by the STOP Program, and half through other means. All educational presentations are conducted either in-person or through a live webinar, which means they are live events. Report half of the educational events that the staff member conducted as STOP Program-funded live education events.

3. Groups educated with STOP Program funds

Identify the groups of people attending the live education events reported in Education Question 2 by the category that best describes the attendees. Check all categories that apply.

4. Were STOP Program funds used to develop and post/share public service announcements (PSAs) or social media content during the current reporting period?

Check "yes" if STOP subgrant funds were used to develop and post/share public services announcements (PSAs) or social media content during the current reporting period. This activity would be considered supported with STOP funds if a STOP Program-funded staff member spent their STOP Program-funded time creating/writing/designing the content to be shared as a PSA or as a social media post.

5. Target audiences for PSAs or social media posts

Check all types of audience members the STOP Program-funded PSAs or social media posts were aiming to reach during the current reporting period.

6. Describe the content of the education and public awareness activities funded with your STOP Program funds during the current reporting period.

Provide details about the content that was developed and shared by STOP Program-funded staff. For example, this space could be used to discuss the topics and goals of the activities, as well as what the agency hoped audiences would learn from the content.

Coordinated Community Response

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

1. Coordinated community response (CCR) activities

Select all agencies/organizations that the STOP Program-funded agency provided referrals to/received referrals from, met with, or engaged in consultation with during the current reporting period. If STOP Program-funded staff participated in a task force or work group, check all attendees.

2. Use the space to discuss the effectiveness of CCR activities funded or supported by your STOP Program subgrant and to provide any additional information you would like to share about your CCR activities.

Some examples of topics that could be addressed here include:

- What relationships with other agencies/organizations is the STOP Program-funded agency trying to improve or enhance?
- What changes is the subgrantee hoping to see within the community because of coordinated community response efforts?
- What systemic issues have been identified as areas for improvement in this community?

Policies

1. Were STOP Program funds used to develop, substantially revise, or implement policies or protocols during the current reporting period?

If STOP Program funds were used to develop, substantially revise, and/or implement policies or protocols during the current reporting period, check “yes.” This includes if STOP Program-funded staff worked directly on these activities.

2. Type of organizations/agencies in which policies or protocols were developed, substantially revised, or implemented

Check all the organizations/agencies in which policies or protocols were developed, substantially revised, or implemented using STOP Program funds during the current reporting period.

3. Describe the protocols and/or policies developed, substantially revised, or implemented with STOP Program funds during the current reporting period.

Some examples of topics that could be addressed here include:

- What successes and challenges/barriers has the subgrantee experienced when developing, revising, or implementing policies/protocols?
- What systemic issues are being addressed with the newly developed, revised, or implemented policies/protocols?

Products

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

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

2. Describe the products developed or substantially revised with STOP 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).

Data Collection and Communication Systems

1. Were STOP Program funds used to develop, install, or expand data collection and/or communication systems during the current reporting period?

Check “yes” if STOP Program funds or STOP Program-funded staff developed, installed, or expanded data collection and/or communication systems during the current reporting period.

2. Indicate the use of STOP program funds for data collection and/or communication systems.

Specify how STOP Program funds were used to support data collection and/or communication systems during the current reporting period. Check all categories that apply.

3. Describe the purpose of the STOP Program-funded data collection and/or communication systems.

For example, this space could be used to describe how the data collection and/or communication system improvements will support the agency or will impact agency staff.

Specialized Units

1. Were STOP Program funds used for specialized units in the criminal justice system during the current reporting period?

Check “yes” if any STOP Program-funded staff were part of a specialized unit or if STOP Program funds directly supported a specialized unit.

DEFINITION: Specialized Unit

A specialized unit is a centralized or coordinated group, unit, or dedicated staff of police officers, prosecutors, probation officers, or judges or other court personnel responsible for handling sexual assault, domestic violence/dating violence, and/or stalking cases. A specialized unit may consist of one person, even if that person is partially funded by the STOP Program subgrant.

2. Indicate the victimizations addressed by the STOP funded specialized unit.

Check all that apply.

System Improvement

1. Were STOP Program funds used for system improvement during the current reporting period?

Check “yes” if any STOP Program-funded staff engaged in system improvement activities or if STOP Program funds directly supported system improvements (e.g., interpreters, safety audits, security).

2. Indicate the type of system improvement efforts you engaged in during the current reporting period with STOP program funds.

Check all that apply.

3. Describe the system improvement activities supported with your STOP Program funds during the current reporting period.

For example, this space could be used to describe how the system improvements will improve the agency and/or impact staff.

Victim Services

In this section, only provide information that represents victims who accepted and/or requested STOP Program-funded services during the 12-month reporting period. Victim services are typically provided by STOP Program-funded staff or are services that subgrant funds directly paid for. Report all STOP Program-funded victim services provided, including services provided by legal services agencies, victim services agencies, or by staff providing victim services within the law enforcement, prosecution, or court system. Do not report on activities performed by law enforcement officers or prosecutors in this section.

1. Were STOP Program funds used to provide victim services (including legal services provided by an attorney or paralegal) during the current reporting period?

Check “yes” if STOP Program funds were used to support victim services during the current reporting period. If the subgrantee funded a victim assistant or victim-witness coordinator within the law enforcement, prosecution, or court system, check “yes” and complete the Victim Services Section to capture that staff’s STOP Program-funded work.

2. Number of primary victims served, partially served, and not served

Report the number of victims who were served, partially served, and not served with STOP 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 6.

DEFINITION: Served, Partially Served, and Not Served

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

- **Served:** Victim received all STOP Program-funded services they requested.
- **Partially Served:** Victim received some but not all STOP Program-funded services they requested.
- **Not Served:** Victim did not receive any of the STOP Program-funded services they requested.

DEFINITION: Primary victim

The sexual assault, domestic violence, dating violence, stalking, and/or female genital mutilation/cutting was experienced by the primary victim.

DEFINITION: Presenting victimization

Victims should be counted only once under the presenting victimization. Some victims may have experienced more than one type of victimization, and it may be clear which of those victimizations has led the victim to accept and/or request STOP Program-funded services. When it is not clear which victimization type has led the victim to accept/request STOP Program-funded support services, the subgrantee/service provider should use their discretion to select which victimization will be considered the presenting victimization for the purposes of this reporting form.

EXAMPLE: Unduplicated count

A victim requested criminal justice advocacy from the STOP Program-funded victim advocate at the beginning of the reporting period, and then the same victim came back at the end of the reporting period and requested legal assistance from the STOP Program-funded attorney. The subgrantee was able to provide both services. Although this victim received two different STOP Program-funded services, the subgrantee will only count that victim once as served in Victim Services Question 2.

When are victims not counted on the form?

Do not report a victim on this form if they:

- Did not request or accept any STOP 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, domestic violence, dating violence, stalking, or female genital mutilation/cutting.

EXAMPLE: Served

A victim of domestic violence called a victim services program looking for help with getting a protection order. The STOP Program-funded legal advocate helped the victim with the paperwork and the filing process, and then also accompanied the victim to the protection order hearing. Report this victim as “served” because the victim received all the STOP Program-funded services they requested.

EXAMPLE: Partially Served

A victim of stalking came to the prosecutor’s office to get information about the criminal process. The STOP Program-funded advocate spent time with the victim to explain what the victim could expect when filing for a protection order and to describe the different hearings that would take place. The victim asked the advocate to go to the arraignment with her, but the advocate was already scheduled to be in another courtroom on the date. The advocate referred the victim to a different victim services agency. The victim received information from the STOP Program-funded advocate, but not the grant-funded court accompaniment she requested that are normally provided under the STOP Program subgrant. Report this victim of stalking as “partially served” because the victim received some, but not all, of the STOP Program-funded services they requested.

EXAMPLE: Not Served

A police officer responded to a sexual assault incident and the victim agreed to allow the police officer to ask the local agency to send an advocate to the hospital with the victim during her examination. Hospital accompaniment is a service provided by the STOP Program subgrant. There was not an advocate available at the time requested, so the agency referred the victim to another agency. This would be reported as one victim of sexual assault “not served” because the victim did not receive the STOP Program-funded service requested.

EXAMPLE: When someone should not be reported

A STOP Program-funded outreach worker sent out letters to 175 victims of domestic violence based on police reports of domestic violence incidents. These letters were sent to inform victims of services available at the agency. Of the 175 victims contacted through this unsolicited outreach, 35 victims contacted the agency to request STOP Program-funded services. Report the 35 victims who requested STOP Program-funded services in Victim Services Question 2. Do not report on the other 140 victims in this question because they did not accept/request a STOP Program-funded service.

3. Number of victims who received STOP Program-funded services for multiple types of victimizations

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

4. Select all the additional victimization types, including specific forms of abuse, for which these victims received STOP Program-funded services

Check all that apply.

DEFINITION: Victimization types

- **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.

5. Describe the extent to which STOP Program funds were used to serve victims 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.

6. Number of secondary victims who received STOP Program-funded services

Each secondary victim who received STOP Program-funded services during the current reporting period should be counted only once in the category of victimization that corresponds to the crime experienced by the primary victim they are connected to. Do not report these secondary victims anywhere else on this reporting form.

DEFINITION: Secondary Victims

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

EXAMPLE 1: Secondary Victims

A victim of domestic violence entered a STOP 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 STOP Program-funded service she requested. They would also report three children as secondary victims in Victim Services Question 6 because they received a STOP Program-funded service.

EXAMPLE 2: Secondary Victims

A victim of stalking received assistance with obtaining a protection order from a STOP 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 STOP Program-funded service she requested. Do not report the two children in Victim Services Question 6 because they did not receive a STOP Program-funded service.

7. Select all of the reasons primary victims who requested STOP 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 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.

DEFINITION: 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 STOP 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 STOP 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 STOP Program-funded counseling requested.
- **Insufficient or lack of culturally specific services:** Services currently provided under the subgrant are not culturally specific 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 and/or translation services were not available when the victim requested to receive STOP Program-funded services.
- **Insufficient or lack of services for people with disabilities:** The STOP Program-funded services were not accessible to a victim with disabilities. For example, a STOP Program-funded shelter has a rule against care attendants accompanying victims, and this prevented a victim with disabilities from being able to receive the STOP Program-funded shelter services.
- **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 STOP Program-funded services because they needed childcare to attend/receive the STOP Program-funded services but there was no childcare available.
- **Program reached capacity:** Program was operating at full capacity when a victim requested a STOP Program-funded service. This includes instances where STOP Program-funded staff caseloads were full and they could not accept additional clients, as well as instances when all available STOP Program-funded shelter services were at capacity when a victim requested shelter.
- **Program rules not acceptable to victim:** A victim was technically eligible to receive a STOP 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:** Limited resources may include situations where the STOP Program-funded activity was unavailable or entirely spent down. For example, the program had to turn down STOP Program-funded transportation requests because the budget for that type of service was maxed out for the reporting period. Priority setting may include programmatic priorities set for types of cases staff will accept. For example, if the STOP Program-funded legal advocate specializes in immigration matters and prioritizes those cases, and during the reporting period other types of cases were declined or referred to non-grant-funded staff or another agency.
- **Services inappropriate or inadequate for people with mental health issues:** Staff were not able, for any reason, to provide appropriate or adequate services for a victim 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 a victim with substance abuse problems. For example, the STOP Program-funded staff were not trained on best-practices for supporting substance abuse issues in a clinical setting, and so a victim with substance abuse issues who was requesting STOP Program-funded

services was referred to another agency.

- **Services otherwise not appropriate for victim:** For any reason, the program determined that a STOP Program-funded service being requested by a victim was not appropriate for the victim, perhaps for clinical reasons or programmatic reasons.
- **Services not available for victims accompanied by male adolescent:** This program's rules around male adolescents being present for victim services prevented a victim from receiving STOP Program-funded services they requested. For example, the program rules prohibit adolescent males from residing in the shelter and this prevented a victim with children from being able to receive the STOP Program-funded shelter services.
- **Transportation:** The victim was unable to arrange for transportation to receive STOP Program-funded services. This includes situations in which public transportation is not available or could not be paid for with STOP 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 STOP Program-funded services. Victim choice to request and/or accept STOP Program-funded services is one of the most important factors to consider whether or not to report them. If STOP Program-funded victim services staff offered services and the victim refused the services or did not respond to accept any STOP 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 STOP subgrant or required match funds. Do not consider services that were funded by other sources. Only consider the program's ability to provide the STOP 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 STOP subgrant or required match funds, do not count this victim at all in the Victim Services Section.
- If a victim requested/accepted a STOP 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 STOP subgrant or required match funds.

EXAMPLE 3: Could not locate victim

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

- If the victim accepted some grant-funded services and then stopped

- accepting/engaging in STOP Program-funded services, count this victim as served.
- If the victim indicated interest in accepting a STOP Program-funded service but then never received any STOP 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 STOP Program-funded services.
- If the victim was placed on a waiting list for a STOP Program-funded service they wanted to receive, and the program was not able to locate the victim at the time they would come off the waiting list (because the agency was then able to provide the service), report this victim as not served. Indicate “program reached capacity” in Victim Services Question 7 because the 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 STOP Program-funded services. Even though the agency might consider the services incomplete, the reporting form is asking about the victim’s choice to accept/receive STOP Program-funded services.

- If the victim received as much of the STOP 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 STOP 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 STOP Program-funded services.

8. Describe the reasons for non-service, barriers/challenges your agency experienced with providing STOP Program-funded services, and how those barriers impacted victims.

9. 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 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.

10. Sex

Report victims in each category that applies. Do not include victims for whom sex is not known.

11. 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.

12. Victims' relationship to offender

For those victims reported as served and partially served, report the victim's relationship to the offender by type of victimization. Victims are those against whom the sexual assault, domestic violence, dating violence, stalking, or female genital mutilation/cutting was directed. If a victim experienced more than one type of victimization and/or was victimized by more than one perpetrator, count the victim in all categories that apply. The total number of relationships in each column must be at least equal to the sum of the number of victims reported as served and partially served for that respective victimization type. For example, the total number of relationships in the sexual assault column must be at least the sum of the number of sexual assault victims served and partially served. The total number of relationships can be more than the number of all victims reported as served and partially served. Do not report relationships to offenders for secondary victims.

EXAMPLE: Victim having multiple relationships to offenders

A victim who was being stalked by her former intimate partner and was sexually assaulted by her dating relationship partner would be reported once under Stalking in the "current or former spouse or intimate partner" category, and once under Sexual Assault in the "dating relationship" category.

DEFINITION: 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.

13. Victim services

Based on the victims reported as served and partially served, report the number of primary victims who received STOP 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 STOP 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 STOP Program-funded attorney or paralegal should be reported in the Legal Services Section.

DEFINITION: Victim service categories

- **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.
- **Forensic exam:** A medical examination to collect and document evidence, evaluate and treat STDs and pregnancy, and refer victims to follow-up or medical care or counseling. Does not include accompanying the victim to a hospital, clinic, or medical office.
- **Hospital/clinic/medical response:** Accompanying a victim to, or meeting a victim at, a hospital, clinic, or medical office.
- **Language services:** Provision of interpretation and/or translation.

- **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. STOP Program-funded activities that might be reported in the "other" category include holistic services and supervised visitation/exchange services.

14. Shelter services

Report the number of STOP Program-funded emergency shelter and/or transitional housing services provided to victims and accompanying family members during the current reporting period.

DEFINITION: Emergency shelter

Victim is housed in a safe, sometimes confidential place that provides 24-hour access to living quarters for a limited amount of time. Emergency shelters can also be safe-homes (generally private homes allowing a victim who is in immediate danger to stay for a short period of time on an emergency basis) and hotel accommodations.

DEFINITION: Transitional housing

Victim is housed either in an apartment or single-family unit. This housing often includes a case management component that would include a work plan for what the client will accomplish while staying at the facility. Victims and their children are offered an array of direct services that the victim service agency offers other clients, such as court advocacy and assistance in getting TANF, WIC, job training, childcare, legal assistance, permanent housing, vouchers, support and educational groups, and other services.

Under the "Number of victims" and "Number of family members" columns, provide an unduplicated count of the number of victims and family members who received STOP Program-funded shelter services during the current reporting period. Count each individual victim and each family member who received shelter services only once, regardless of how many times they received shelter services.

Under "Number of bed nights," provide a total number of nights for those victims and family members during the 12-month reporting period. The number of bed nights is calculated by multiplying the number of victims and family members by the number of nights they stayed in the shelter. The number of bed nights will typically be significantly higher than the number of victims and family members.

EXAMPLE:

Four victims stayed in the emergency shelter for five nights each. One victim was accompanied by three family members who also stayed five nights each. The other three victims were not accompanied by family members. This would be reported as:

- Number of Victims: 4
- Number of family members: 3
- Number of bed nights:

Four victims each stayed five nights, for a total of 20 nights.

Three family members stayed five nights each, for a total of 15 nights:

Total nights = 15 + 20 = 35 nights

15. 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, text lines, or web-based communication paid for with STOP Program funds or answered by STOP Program-funded staff during the current reporting period. Do not report on agency-wide hotline requests.

Partially-funded hotline

If subgrant funds are supporting a portion or percentage of the hotline budget, prorate the total hotline requests to reflect only the percentage of the budget supported by the STOP Program funds.

EXAMPLE 1:

A victim texted the STOP Program-funded hotline seeking information/referrals. Report this as 1 hotline request from a victim and include this in the total requests. The victim would not be reported in any other questions.

EXAMPLE 2:

A parent of a victim called the STOP 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 request from victims reported as primary victims who received STOP Program-funded support services?

If a victim reached out to the STOP Program-funded hotline and received STOP Program-funded services beyond a simple referral, report that victim as a primary victim served in Victim Services Question 2.

EXAMPLE:

A victim called the STOP 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 STOP Program-funded services beyond a simple referral, report this victim as served in Victim Services Question 2.

16. Victim witness notification/unsolicited outreach to victims

Report the number of STOP 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 STOP 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 STOP Program-funded services reported in the victim services or shelter services questions. If a victim who received these unsolicited notification/outreach activities chooses to request and/or accept at least one STOP Program-funded service, then report that victim as a primary victim served in Victim Services Question 2.

EXAMPLE 1:

A STOP 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 14. These victims would not be reported in any other questions because these victims did not accept any STOP 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 STOP Program-funded legal advocacy services at the agency. In this situation, the program would report 75 victims as receiving unsolicited outreach in Victim Services Question 14. The eight victims that requested STOP Program-funded services would also be reported in Victim Services Question 2 as victims who accepted and/or requested victim services.

17. Victim services staff assistance with protection orders

Report the total number of temporary and/or final protection orders granted for which STOP 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 STOP Program-funded attorneys or paralegals in this question. If a STOP-funded attorney or paralegal assisted victims with obtaining protection orders, report those activities in Questions 19-21.

Legal Services

18. Were STOP Program funds used to provide legal service to victims during the current reporting period?

Select yes if STOP Program-funded staff (i.e., attorneys or paralegals) provided these services or STOP 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.

19. Number of victims 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 2.

20. Number of victims who received 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.

21. Legal issues

Under "Number of victims receiving legal assistance," report the number of primary victims who received legal assistance from STOP 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 STOP 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 STOP 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 STOP 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.

22. Discuss the effectiveness of victim services and legal services supported by your STOP Program subgrant and to provide any additional information you would like to share.

For example, this space could be used to describe the promising practices STOP Program-funded staff are implementing to respond to victims or how STOP Program funds have impacted the agency’s capacity to provide services.

Case Investigations

1. Were STOP Program funds used to support case investigations during the current reporting period?

Check “yes” if STOP Program funds directly supported case investigations or law enforcement activities during the current reporting period. This includes if STOP Program funds support prosecution-based investigators.

For victim advocates who are employed by or located at a law enforcement agency, report their activities in the Victim Services Section.

2. Case Flow

Report the total number of the following activities that were supported with STOP Program funds relating to sexual assault, domestic violence, dating violence, and/or stalking cases/incidents during the current reporting period. “Supported with STOP Program funds” typically means that subgrant funds were used to pay for salary/wages/overtime of law enforcement officers or prosecution-based investigators who conducted activities related to case investigations. Remember to report STOP Program-funded staff time in the Staff Section. Do not report on activities that are not performed by STOP Program-funded staff.

For the purposes of this reporting form, each incident is one case and may involve one or more offenses, offenders, and/or victims.

DEFINITION: Case Flow Activities

- **Calls for assistance:** All 911 and other calls made to law enforcement reporting on or requesting assistance in sexual assault, domestic violence, dating violence, or stalking incidents.

- **Incident reports:** All responses to a sexual assault, domestic violence, dating violence, or stalking-related call that is reported on an incident report.
- **Cases Investigated:** All cases in which evidence was collected and witnesses were interviewed relating to a sexual assault, domestic violence, dating violence, or stalking incident.
- **Enforcement of warrants:** All instances in which warrants relating to sexual assault, domestic violence, dating violence, or stalking offenses were enforced.
- **Arrests:** All arrests made by STOP Program-funded law enforcement, except dual arrests. This includes arrests for violations of court orders.
- **Dual arrests:** All responses by STOP Program-funded law enforcement in which both parties involved in the sexual assault, domestic violence, dating violence, or stalking incident were arrested. Dual arrests are discouraged by OVW and it is a goal of this office to reduce the number of dual arrests.
- **Referrals of cases to prosecutor:** Number of cases/incidents that were referred to the prosecutor's office, including those referred for federal prosecution. These cases may involve multiple offenses.

EXAMPLE 1:

A STOP Program-funded officer responds to a 911 call that involves a single victim who has been sexually assaulted and beaten by her current husband. The officer writes a report and collects evidence. This would be considered one case/incident even though it involves more than one type of crime. The STOP-funded program will need to choose which category to report this under – sexual assault or domestic violence.

EXAMPLE 2:

Use the same example above but add that the brother of the husband also participated in the assault of the victim. This would also be considered one case/incident even though there were multiple perpetrators. The STOP-funded program will need to choose which category to report this under, sexual assault or domestic violence.

EXAMPLE 3:

Use the same example except that the brother was not present during the first incident but arrived later in the day and assaulted the victim. These would now be considered two separate cases/incidents because they did not occur at the same time.

3. How many cases supported with STOP subgrant funds were reviewed by supervisors for quality control and appropriate charges during the reporting period?

A review of a case is a formal examination of a case file by someone in authority (e.g., supervisor) to determine whether practices can be improved or corrected. Report the total number of STOP Program-funded cases that were reviewed for quality control and to determine if appropriate charges were pursued.

4. Sexual assault kits

Sexual assault kits are used by medical examiners to collect evidence during a sexual assault forensic exam; they include a checklist, materials, and instructions, along with envelopes and containers to package any specimens collected during the exam. The process for handling these kits varies greatly across jurisdictions.

Report the total number of sexual assault kits that were transferred to the local law enforcement agency by examiners and the number that were submitted by the law enforcement agency to the crime lab. Lastly, provide the number of kits that were fully processed by the crime lab for analysis during the current reporting period.

5. Law enforcement assistance with protection orders

Report the total number of temporary and/or final protection orders granted for which STOP Program-funded law enforcement assisted in obtaining. These orders may also be referred to as restraining orders, anti-harassment orders, no-contact orders, or stay-away orders.

6. Enforcement of protection orders

Report the number of protection orders served by STOP Program-funded law enforcement staff. Report the number of arrests for violation of protection orders conducted by STOP Program-funded law enforcement staff.

7. Indicate if STOP Program funds were used by law enforcement to provide victims with the following information:

Report the types of information routinely provided to victims using STOP Program funds by checking all that apply.

- Available resources
- The legal process
- How to obtain/enforce a no-contact order
- Status of case
- Sentencing/probation conditions

EXAMPLE:

The STOP Program-funded law enforcement officer explains the legal process to every victim they support, the subgrantee would check off “The legal process.”

8. Use the space provided to describe how law enforcement used STOP Program funds to support victims through the Criminal Justice System.

Some examples of topics that could be addressed here include:

- Promising practices STOP Program-funded staff are implementing to respond to victims;
- The impact STOP Program-funded law enforcement activities such as overtime hours have on victims.
-

9. Discuss the effectiveness of STOP Program-funded case investigation and law enforcement activities.

This space could be used to share examples, data, or any other information about STOP Program-funded law enforcement or prosecution-based investigator activities that has not already been provided. For example, this space could be used to discuss if any changes happened in the number of cases accepted for prosecution as a result of a STOP Program-funded specialized investigator focusing on domestic violence.

Prosecution

1. Were STOP Program funds used to support prosecution activities during the current reporting period?

Check “yes” if STOP Program funds directly supported prosecution activities. Typically, this is by paying (partially or fully) for a prosecutor’s salary/wages.

If STOP Program funds supported a victim assistant, victim-witness specialist, or a victim advocate located in a prosecution office, report their STOP Program-funded activities in the Victim Services Section.

If STOP Program funds supported a prosecution-based investigator, report their STOP Program-funded activities in the Case Investigations Section.

2. Number of cases received, accepted, declined, transferred, or referred

Report the number of cases received, accepted for prosecution, declined for prosecution, transferred or referred during the current reporting period. Report data that reflect the cases handled by STOP Program-funded prosecutors and/or activities directly supported with STOP Program funds. Do not report agency-wide data.

Defining a “Case”

In most instances, a case will refer to one victim, one offender, and one incident. Characterize a case by the most serious offense even if the case includes numerous charges or counts.

Categorizing a case

Domestic violence cases may include any assaults, battery, vandalism, or other offenses that occurred in a domestic violence incident. State law does not have to name an offense as “domestic violence” for a case addressing that offense to be counted here. Similarly, report cases addressing sexual assault, dating violence, and stalking offenses as such, even if state law uses other names for these types of offenses, such as “sexual battery” or “harassment.”

DEFINITION: Cases Received, Accepted, Declined, Transferred, and Referred

- **Cases received:** Report the number of new sexual assault, domestic violence, dating violence, and stalking cases referred from law enforcement during the current reporting period. Each case would reflect an incident and may involve one or more offenses.
- **Cases accepted:** Report the number of sexual assault, domestic violence, dating violence, and stalking cases in which the case went forward for prosecution. For most

cases this will mean that formal charges were filed, but it may mean proceeding with cases that were filed by law enforcement.

- **Cases declined:** Report the number of sexual assault, domestic violence, dating violence, and stalking cases in which a decision was made not to go forward with prosecution by STOP Program-funded prosecutors.
- **Transferred to higher or lower court outside the STOP Program-funded jurisdiction:** Report the number of sexual assault, domestic violence, dating violence, and stalking cases that were transferred to a higher or lower court during the current reporting period.
- **Referred for federal prosecution:** Report the number of cases/incidents involving firearms charges, interstate protection orders, etc., which were referred to a federal prosecutor or federal law enforcement agency.

3. Tribal subgrantees referring cases

If the agency receiving the STOP subgrant is a Tribal agency or government, report the number of sexual assault, domestic violence, dating violence, and/or stalking cases that were referred to state or federal prosecutors for prosecution during the current reporting period.

4. Disposition of cases

Report the dispositions of all cases supported with STOP subgrant-funds that reached a disposition during the 12-month reporting period. Report their dispositions by categorizing and reporting them as dismissals, deferred adjudications, convictions, and acquittals.

Defining a “Case”

In most instances, a case will refer to one victim, one offender, and one incident. Do not report on every individual charge associated with a case. Characterize a case by the most serious offense even if the case includes numerous charges or counts. For example, a defendant was charged with a Class A felony, a Class B felony, and two misdemeanor domestic violence offenses. As a result of a plea bargain, the defendant pleaded guilty to the Class A felony charge and the other charges were dismissed. This would be reported as “convicted” under “Felony Domestic/dating violence.”

Determining case type

A misdemeanor or felony domestic violence case may include any assaults, battery, vandalism, or other offenses that occurred in a domestic violence incident. State law does not have to name an offense as “domestic violence” for a case addressing that offense to be counted here. Similarly, report cases addressing sexual assault and stalking offenses, even if state law uses other names for these types of offenses, such as “sexual battery” or “harassment.”

DEFINITION: Dispositions

- **Dismissed:** Report cases that were dismissed.
- **Deferred adjudication:** Report cases in which there was a deferred adjudication. Deferred adjudication is a process in which adjudication of the case is deferred pending successful completion of certain terms. If a defendant successfully completes those terms, the case is then dismissed.
- **Convicted:** Report cases in which there was a conviction.
- **Acquitted:** Report cases in which the offender was acquitted.

5. Discuss the extent to which cases that were characterized as sexual assault, domestic violence, dating violence, and stalking also included additional charges or elements of sexual assault, domestic violence, dating violence, and stalking.

The purpose of this question is to gather information on how often multiple crimes were present in the cases reported. For example, this space could be used to describe the percentage of domestic violence cases that also included counts of sexual assault.

6. Indicate if STOP Program funds were used by prosecutors to provide victims with following information:

Report the types of information routinely provided to victims using STOP Program funds by checking all that apply.

- Available resources
- The legal process
- How to obtain/enforce a no-contact order
- Status of case
- Sentencing/probation conditions

EXAMPLE:

If the STOP Program-funded prosecutor explains the legal process to every victim they support, as well as provides regular case status updates to them, the subgrantee would check off “The legal process” and “Status of case.”

7. Describe how STOP Program funds were used by prosecutors to support victims through the Criminal Justice System.

Some examples of topics that could be addressed here include:

- The number of victim referrals made to governmental and/or non-governmental services;
- Feedback the agency collected feedback from victims post-service.

8. Prosecutor assistance with protection orders

Report the total number of temporary and/or final protection orders granted for which STOP Program-funded prosecutors assisted a victim in obtaining during the current reporting period. These orders may also be referred to as protection from abuse or

protection from harassment orders, restraining orders, no-contact orders, or stay-away orders. 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 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).

9. Use the space provided to discuss the effectiveness of prosecution activities supported by your STOP Program subgrant and any additional information you would like to share about those activities.

This section may be used to provide examples, data, or any other information about STOP Program-funded prosecution activities that have not already been provided. Some examples of topics that could be addressed here include:

- Expedited prosecution of felony domestic violence and sexual assault cases because of funding a specialized prosecutor to handle those cases;
- Reasons for high numbers of cases declined or dismissed; or
- The impact of a “no drop” policy on conviction rates.

Courts

1. Were STOP Program funds used to support court activities during the current reporting period?

If STOP Program funds were used for court activities during the current reporting period, check “yes.”

2. Disposition of criminal cases

Report the disposition of sexual assault, domestic violence/dating violence, and/or stalking cases resolved during the current reporting period, including dismissals, deferred adjudications, convictions, and acquittals.

Determining case type:

Misdemeanor and felony domestic violence cases may include any assaults, battery, vandalism, or other offenses that occurred in a domestic violence incident. State law or Tribal code does not have to name the offense “domestic violence” for the case to be counted here. Similarly, report cases addressing sexual assault and stalking offenses, even if state law or Tribal code uses other names for these types of offenses, such as “sexual battery” or “harassment.”

DEFINITION: Dispositions

- **Dismissed:** Report cases that were dismissed.
- **Deferred adjudication:** Report cases for which there was a deferred adjudication. Deferred adjudication is a process in which the judge requires the defendant to adhere to certain terms prior to any adjudication of guilt. If a defendant successfully fulfills those terms, the case against that defendant is usually dismissed.
- **Convicted:** Report cases for which there was a conviction.
- **Acquitted:** Report cases in which the offender was acquitted.

3. Judicial monitoring

Report the number of sexual assault, domestic violence, dating violence, and/or stalking offenders whose cases were reviewed by the court for compliance with conditions of probation or other court-ordered conditions, or for violations of those conditions. Also report the total number of review hearings conducted. The number of review hearings is the number of individual hearings held for each offender, even when that offender is reviewed during the same monitoring sessions as other offenders.

Example: During the current reporting period, 10 offenders were reviewed at the same three sessions. The number of offenders reviewed would be 10, and the number of review hearings conducted would be 10 multiplied by 3, or 30.

4. Indicate if STOP Program funds were used by the courts to provide victims with following information:

Report the types of information routinely provided to victims using STOP Program funds by checking all that apply.

- Available resources
- The legal process
- How to obtain/enforce a no-contact order
- Status of case
- Sentencing/probation conditions

EXAMPLE:

If the STOP Program-funded court personnel explain the legal process to every victim they support, as well as provide regular case status updates to them, the subgrantee would check off “The legal process” and “Status of case.”

5. Describe how STOP Program funds were used by the courts to support victims through the Criminal Justice System

Some examples of topics that could be addressed here include:

- The number of victim referrals made to governmental and/or non-governmental services;
- Feedback collected from victims post-service; or
- Expedited case resolution/disposition of felony domestic violence and sexual assault cases because of STOP subgrant funds.

6. Civil protection orders

Report the total number of temporary protection orders and final protection orders granted for victims of sexual assault, domestic violence, dating violence, and stalking during the current reporting period in the court receiving funds under the STOP Program subgrant. 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, or restraining orders. 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). Civil protection orders are those requested by the plaintiff.

7. Criminal protection orders

Report the total number of requests for criminal protection orders and the total number of criminal protection orders granted for victims of sexual assault, domestic violence, dating violence, and stalking during the current reporting period in the court(s) receiving funds under the STOP Program subgrant. 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 “no-contact” or “stay-away” orders. Generally, these orders are requested by the prosecutor’s office, do not require the victim to appear in court, and are effective only while the criminal case is active. Criminal protection orders may be issued as a condition of bail or probation.

8. Discuss the effectiveness of court activities supported by your STOP Program subgrant and to provide any additional information you would like to share.

Use the space provided to discuss the effectiveness of court activities funded or supported by STOP Program funds. Examples, data, or any other information about court activities that has not already been provided can be included here.

Probation and Parole

1. Were STOP Program funds used to support probation and parole activities during the current reporting period?

Check yes if STOP Program funds were used for probation and parole activities during the current reporting period. Provide information only for STOP Program-funded probation and parole activities engaged in during the current reporting period.

2. Number of offenders monitored

Report the total number of offenders charged with sexual assault, domestic violence, dating violence, and/or stalking for which a STOP Program-funded probation or parole officer provided supervision. This is an unduplicated count. Report the number of offenders who completed supervision.

3. Monitoring activities

For offenders reported, report the number of the monitoring activities engaged in during the current reporting period. Report only those offenders who were monitored using the specific activity under “Number of offenders.” Report the total number of contacts for all offenders for the specific activity under “Total contacts.” The total number of contacts for each activity must be at least equal to the number of offenders for each activity.

DEFINITION: Type of contact

- **Face-to-face meeting with offender:** The probation or parole officer had regularly scheduled (e.g., once or twice a week) in-person meetings with the offender, consistent with terms of probation.
- **Telephone contact with offender:** The probation or parole officer had regularly scheduled or unscheduled contact with the offender by telephone.
- **Unscheduled surveillance of offender:** The probation or parole officer observed specific locations (e.g., victim’s home, offender’s workplace) or monitored the whereabouts of the offender with or without the offender’s prior knowledge.
- **Electronic monitoring:** The probation or parole officer observes the offender’s movements and location through electronic monitoring.

EXAMPLE:

The STOP Program-funded probation officer had a total caseload of 30 offenders. During the current reporting period, the probation officer had face-to-face contact 10 times each with 20 offenders. The officer also had monthly telephone contact with 10 offenders. The subgrantee would report 20 offenders in the “face-to-face meeting with offender” category for a total of 200 “total contacts” (10 x 20) and would also report 10 offenders in the “telephone contact with offender” category for a total of 60 “total contacts” (6 x 10).

4. Dispositions of violations

For offenders reported in which there were violations that were reviewed by the court and in which dispositions were reached during the current reporting period, report the disposition of each. If violations occurred but no hearing was held, or if the hearing was continued and not resolved during the current reporting period, do not report here. Report cases dispositions that occurred during the current reporting period even if a violation occurred in a previous reporting period. If one offender’s case had multiple violations, report all dispositions reached during the current reporting period.

DEFINITION: Dispositions

- **No action taken:** No action was taken by the presiding judge or magistrate.
- **Verbal/written warning:** The offender was given a warning of future consequences.
- **Fine:** A fine was imposed on the offender.
- **Conditions added:** Conditions were added to offender’s term of probation.
- **Partial or full revocation of probation:** The offender’s probation was partially or fully revoked, and the offender was ordered to serve part of a suspended sentence or ordered to serve the entire sentence.

5. Indicate if STOP Program funds were used by probation and parole to provide victims with following information:

Report the types of information routinely provided to victims using STOP Program funds by checking all that apply.

- Available resources
- The legal process
- How to obtain/enforce a no-contact order
- Status of case
- Sentencing/probation conditions

EXAMPLE:

If the STOP Program-funded probation and offender monitoring staff explain the legal process to every victim they support, as well as provide regular case status updates to them, the subgrantee would check off “The legal process” and “Status of case.”

6. Describe how STOP Program funds were used by probation and parole to support victims through the Criminal Justice System.

For example, this space could be used to describe the number of victim referrals, or the number of contacts program funded staff had with victims and how those interactions went.

7. Discuss the effectiveness of probation activities supported by your STOP program subgrant and to provide any additional information you would like to share.

This space can be used to provide detailed examples, data, or any other information about probation or parole activities that has not already been provided.

Abuser Intervention Program

1. Were STOP Program funds used to support abuser intervention programs during the current reporting period?

If STOP Program funds were used for Abuser Intervention Program activities during the current reporting period, check “yes.”

2. Offenders in program

Report the total number of offenders in the STOP Program-funded abuser intervention program during the current reporting period.

3. Outcomes

Report the total number of offenders in the STOP-funded program who successfully completed the program, who were terminated from the program, and who returned to the program after termination during the current reporting period.

4. Describe the model your STOP Program-funded intervention program uses.

Provide detailed information about the Abuser Intervention Program model being implemented.

Narrative

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

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 performance 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 STOP 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.

1. What do you see as the most significant areas of remaining need, with regard to improving services to victims/survivors, increasing victims/survivors' safety, and enhancing community response (including offender accountability)?

All subgrantees must answer this question.

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 STOP Program funding allowed you to do that you could not do prior to receiving this funding?

All subgrantees must answer this question.

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

3. Crystal Judson Domestic Violence Protocol Program activities

If STOP Program funds were used to develop or implement the Crystal Judson Domestic Violence Protocol Program during the current reporting period, please describe those activities. All subgrantees using funds to develop or implement the Crystal Judson Domestic Violence Protocol must answer Question 3.

4. Provide any additional information that you would like to share about your STOP Program subgrant and/or the effectiveness of your subgrant.

This question is optional and strongly encouraged.

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

EXAMPLE:

“The STOP Program-funded victim advocate served on a task force examining ways the criminal justice system could be more responsive to victims of sexual assault. This STOP Program-funded victim advocate helped implement a Sexual Assault Response Team and create a Forensic Exam Program.”

5. Provide any additional information that you would like to share about the data submitted.

This question is optional and strongly encouraged.

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

- If one agency submitted two different performance reports for the same reporting period, explain how the data was divided between the two reports;
- If the STOP 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 STOP 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.