

# Rural Program Reporting Instructions

The Violence Against Women Act of 2000 requires grantees to report on the effectiveness of 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 grantees to report data related to their OVW funded activities. Grantees should answer questions based on the activities engaged in under this grant during the current reporting period.

This reporting tool details the Semi-Annual Progress Report questions and instructions for the Rural Sexual Assault, Domestic Violence, Dating Violence, and Stalking Assistance Program (Rural Program).

All grantees should read each section to determine which questions they must answer based on the activities engaged in under this grant during the current reporting period. Sections B and F of the form must be completed by all grantees. In section A, subsection A1 must be answered. In section C, subsection C3 must be answered. In section D, E, and subsections A2, C1, C2, and C4-C8, grantees must answer an initial question about whether they engaged in certain activities during the current reporting period. If the response is yes, then the grantee must complete that section or subsection. If the response is no, the rest of that section or subsection is skipped.

All information should reflect activities for the current reporting period only. The activities of volunteers or interns may be reported if they are coordinated or supervised by Rural Program grant-funded staff or if Rural Program funds substantially support their activities.

OVW recognizes that some of the information requested will not be available for many newly funded projects until they have had sufficient time to implement record-keeping procedures to track the information requested. In the meantime, provide the most accurate and complete information possible with the data you have available.

The progress report is due to OVW within 30 days of the end of the current reporting period (for the period ending June 30, the deadline is July 30; for the period ending December 30, the deadline is January 30).

If you have any questions about the progress report, call, email or visit the website of the VAWA Measuring Effectiveness Initiative at the Muskie School of Public Service.

- **VAWA MEI phone:** 1-800-922-VAWA (8292)
- **VAWA MEI email:** [vawamei@maine.edu](mailto:vawamei@maine.edu)
- **Website:** [vawamei.org](http://vawamei.org)

If you have questions about your grant, please contact your OVW program specialist at 1-202-307-6026 (TTY: 202-307-2277).

If you have questions about your JustGrants account, please contact JustGrants.

- **JustGrants OVW Support phone:** 866-655-4482
- **JustGrants OVW support email:** [OVW.JustGrantsSupport@usdoj.gov](mailto:OVW.JustGrantsSupport@usdoj.gov)
- **JustGrants Support website:** <https://justicegrants.usdoj.gov/user-support>

PLEASE NOTE:

This document contains bookmarks for easy navigation. Please use the bookmark panel (usually located on the left sidebar) in your PDF program to skip directly to a section in this document.

This project was supported by Grant No. 2017-TA-AX-K059 awarded by the Office on Violence Against Women, U.S. Department of Justice. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Justice, Office on Violence Against Women.

## **A. General Information**

### **A1. Grant information**

**All grantees must complete this subsection.**

#### **1. Date of report**

Enter the date on which you submit the form.

#### **2. Current reporting period**

The current reporting period and year is pre-populated. You must download a new reporting form for each reporting period.

#### **3. Grantee name**

Enter the "Entity Legal Name" and "Doing Business As" name (if different) that can be found at the top of your JustGrants Funded Award Page.

EXAMPLE:

University of Maine System dba Cutler Institute

#### **4. Grant number**

Enter the federal grant number assigned to your OVW program grant. This number can be found at the top of your JustGrants Funded Award Page.

#### **5. Type of lead agency/organization**

Choose the box that best describes the type of lead agency/organization. Check one box only.

##### **5a. Type of lead agency/organization**

Check yes if the organization receiving funds is faith-based.

#### **6. Point of contact**

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

#### **7. Tribal populations**

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

DEFINITION: Indian tribe

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

## 8. Percentage of grant funds

Report the area(s) addressed by your Rural Program during the current reporting period and estimate the approximate percentage of funds (or resources) committed to each area (consider education, training, victim services, etc.). The grantee may choose how to make this determination.

### EXAMPLE 1:

A victim services agency receives Rural Program funding to offer victim advocacy for victims/survivors of domestic and sexual assault. During the current reporting period approximately one-quarter of the Rural Program-funded clients are victims/survivors of sexual assault and the remaining are victims/survivors of domestic violence. If all clients receive approximately the same level of services, one could estimate that approximately 25% of the project's funds are directed to sexual assault and 75% are directed to domestic violence. However, if the range of services geared toward one population are significantly more comprehensive than those aimed at another, the percentages should be weighted accordingly. If you serve the same number of victims/survivors of sexual assault and domestic violence every year, but spend two hours with the victims/survivors of sexual assault for every hour with victims/survivors of domestic violence, you would count this as 67% sexual assault and 33% domestic violence.

### EXAMPLE 2:

If your project serves domestic violence victims 60% of the time and provides education on the topics of domestic violence and stalking for the other 40%, you would count that as 80% domestic violence (60% plus half of the 40% used for education) and 20% stalking (half of the 40% used for education).

## 9. Percentage of grant funds directed to prevention activities

Report the approximate percentage of Rural Program grant funds used for prevention activities during the current reporting period.

## A2. Staff information

**If Rural Program funds were used to fund staff positions during the current reporting period, check yes and answer question 10. If not, check no and skip to Section B.**

### 10. Staff

Report the number of full-time equivalent (FTE) staff funded under this grant during the current reporting period. Report staff by function(s) performed, not by title or location. Include employees who are part-time and/or partially funded with these grant funds as well as consultants/contractors. Report grant-funded overtime. If an employee or contractor was employed or utilized for only a portion of the reporting period, prorate appropriately. Report all FTEs in decimals, not percentages. If staff members fall into two or more categories of job descriptions, divide their time as appropriate.

One FTE is equal to 1,040 hours—40 hours per week multiplied by 26 weeks.

- **Administrator:** Administrative positions, such as executive director, fiscal manager, and shelter manager.
- **Counselor:** Professional counselors or peer counselors who provide emotional support, guidance, problem solving, etc. to victims/survivors.

- **Legal advocate:** A staff person who assists a victim/survivor with civil or criminal legal issues including preparing paperwork for protection orders; accompanying a victim/survivor to a protection order hearing, administrative hearing, or other civil proceeding; and all other advocacy within the civil justice system. Does not include attorneys, paralegals, or governmental victim advocates (i.e., victim assistant/victim-witness coordinator) or non-governmental victim advocates.
- **Program coordinator:** Staff who coordinate specific aspects of the program, such as training coordinator, victim services coordinator, and legal staff coordinator.
- **Support staff:** Staff who are secretaries, administrative assistants, receptionists, bookkeepers, and/or accountants.
- **Victim advocate (non-governmental, includes domestic violence, sexual assault, and dual):** A person who facilitates a victim/survivor in accessing needed resources or services. An advocate may also provide crisis intervention, safety planning, and support during medical exams.
- **Victim assistant (governmental, includes victim-witness specialist/coordinator):** A staff person who provides victim assessment and coordination in 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. Typically, this is a governmental employee of a law enforcement agency, prosecution office, or court, and confidential communications are usually limited.
- **Other:** Responses in the “Other” category should be very specific. Responses such as “graduate assistant,” “contractor,” or “consultant” are not valid, since they do not specify the function performed by the staff person. Some acceptable “Other” category entries include “data analyst” or “evaluator.”

EXAMPLE 1:

If you have one victim advocate whose salary is 100% funded with Rural Program funds and another victim advocate whose salary is 25% funded with Rural Program funds, report 1.25 FTEs under “Victim advocate.”

EXAMPLE 2:

A staff member spends 20 hours a week working on projects funded by the Rural Program. They/he spends approximately 10 hours of her/his time coordinating a project, 8 hours providing victim advocacy, and 2 hours as a trainer. Report this person’s time as .25 under “Project coordinator”, .20 under “Victim advocate”, and .05 under “training staff.”

EXAMPLE 3:

You were awarded the Rural Program grant 3-months into the reporting period, and during those 3-months the grant funded a full-time law enforcement officer. Report this staff person as .50 under “Law enforcement officer.”

EXAMPLE 4:

If you contracted with an information technology specialist full-time for two months during the reporting period, report that person as .33 FTE under “Information technology staff.”

## B. Purpose Areas

All grantees must complete this section.

### 11. Purpose areas/strategies

Check all purpose areas/strategies that apply to activities engaged in with Rural Program grant funds during the current reporting period, even if those activities are different from the purpose areas/strategies indicated in your original application for funding or in previous reports.

### 12. Program priority areas addressed by your grant

In addition to the purpose areas identified in question eleven, the Rural Grant Program Application and Program Guidelines may have identified several program priority areas that would receive priority consideration. If your program addressed any of these priority areas during the current reporting period, list them. Because these priority areas may change in each year's program guidelines, you should consult the grant guidelines for the fiscal year for which you received your grant funds and/or your grant application.

## C. Function Areas

### C1. Training

If your Rural Program funds were used for training during the current reporting period, check yes and answer questions 13-16. If not, check no and skip to C2.

DEFINITION: Training

For the purposes of this reporting form, **training** means providing information on sexual assault, domestic violence, dating violence, stalking, and child sexual abuse that enables professionals to improve their response to victims/survivors as it relates to their role in the system. **Education** means providing general information that will increase public awareness of sexual assault, domestic violence, dating violence, stalking, and child sexual abuse. In this subsection, report information on training activities. Education should be reported in subsection C2.

Training is **not** an educational presentation or prevention education. If you are presenting to a group that is typically not seen as professionals who work with victims/survivors or offenders, you should consider whether the activity is training or education. Some examples of education (that should be reported in subsection C2) include presentations to groups such as high school students, community groups, men's groups, parents/guardians, victim/survivors, etc.

### 13. Training events provided

Report the total number of training events provided during the current reporting period that were either provided by Rural Program-funded staff or directly supported by Rural Program funds. If non-grant funded staff were sent to training with Rural Program funds, count the training as an event. **Staff development training provided to Rural Program-funded staff should not be counted.**

If a trainer is partially funded with Rural Program funds and partially funded by other sources, develop a system to determine which training activities were supported by Rural Program funds. You may choose how to determine this count, however, do not count the same training activities on more than one grant report form.

EXAMPLE 1:

A full-time trainer is hired by your agency. Half of their salary is paid by the Rural Program Grant, and half through other means. You choose to count alternate trainings that they conducted as Rural Program grant-funded training.

EXAMPLE 2:

A full-time trainer is hired by your agency. Half of her salary is paid by the Rural Program Grant, and half through other means. You choose to count only the trainings that take place in rural areas and/or that include content on rural issues as Rural Program grant-funded.

EXAMPLE 3:

You use Rural Program funds to send five judges to the same judicial institute. Count this as one event, and report five court personnel trained in question 14.

## 14. People trained

Report the number of people trained during training events reported in question 13. Use the category that is most descriptive of the people who attended the training event. If unable to determine the disciplines represented at a training event, estimate to the best of your ability. Do not report the same person in more than one category for the same training event. These should be people trained by Rural Program-funded staff or people attending training events that were directly supported with Rural Program funds during the current reporting period. **Rural Program-funded staff attending training should not be counted.**

## 15. Training content areas

Check all topics covered in training events during the current reporting period with your Rural Program funds. Check all that apply. Do not include topics of staff development training attended by Rural Program-funded staff or Rural Program-funded subgrantees (if attendance at the training is covered by the Rural Program grant). Do not use the "Other" category to report the name of the group that received the training, the title of the training event, or the name of the conference that was attended.

## 16. (Optional) Additional information

Use this space to discuss the effectiveness of training activities funded or supported by your Rural Program grant. You may provide examples, data, or any other information about your training activities that you have not already provided. If you have facilitated a multidisciplinary training event(s) – different professionals attending the same training – with Rural Program funds during the current reporting period, you may elaborate here.

## C2. Community Education

**If Rural Program funds were used for community education during the current reporting period, check yes and answer questions 17-19. If not, check no and skip to C3.**

DEFINITION: Education

For the purposes of this reporting form, **education** means providing general information that will increase public awareness of sexual assault, domestic violence, dating violence, stalking, and/or child sexual abuse. In this subsection, report information on community education activities. **Training** means providing information on sexual assault, domestic violence, dating violence, stalking, and/or child sexual abuse that enables professionals to improve their

response to victims/survivors as it relates to their role in the system. Report training activities in subsection C1.

### 17. Education events

Report the total number of education events provided during the current reporting period that were either provided by Rural Program-funded staff or directly supported by Rural Program funds.

### 18. People educated with Rural Program funds

Report the number of people attending education events by the category that best describes the attendees. Report only on Rural Program-funded community education events provided during the current reporting period. Do not count psychoeducational services for victims/survivors or batterer intervention programs in this section.

DEFINITION: Psychoeducation

For the purposes of this reporting form, **psychoeducation** refers to the education of a victim/survivor, family member, or offender about sexual assault, domestic violence, dating violence, stalking issues, and/or child sexual abuse as part of the goals of intervention, treatment, and/or rehabilitation. Psychoeducation involves teaching people 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.

### 19. Topics of education events

Indicate all topics covered in education events provided by your Rural Program funds during the current reporting period. Do not count psychoeducational services for victims/survivors or batterer intervention programs in this section. Check all that apply.

## C3. Coordinated Community Response

**All grantees must complete this subsection.**

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

Check the appropriate boxes to indicate the agencies or organizations, even if they are not Memorandum of Understanding (MOU) partners, that you provided victim/survivor referrals to, received victim/survivor referrals from, engaged in consultation with, provided technical assistance to, and/or attended meetings with, during the current reporting period, according to the usual frequency of the interactions. If the interactions were not part of a regular schedule, you will need to estimate the frequency with which these interactions occurred during the current reporting period. You should also count the meetings attended by staff who are partially funded by your Rural Program grant. If the meeting was with a task force or work group, indicate the "Meetings" by checking the frequency of the meetings and the types of organizations participating. Indicate the agencies or organizations with which you have an MOU for purposes of the Rural Program grant, as well as any agencies and organizations that are part of a Rural Program-funded DV Homicide Prevention Team or a Sexual Assault Response Team.

The following numbers can help you determine the frequency of contact: For a six month reporting period, daily is approximately 130 contacts, weekly is approximately 26 contacts, monthly is approximately 6 contacts, and quarterly is approximately 1 contact. More than likely, your contact will fall in between these numbers. The grantee may determine the most accurate frequency.



EXAMPLE:

A Rural Program-funded probation officer has regular consultations with victim services advocates regarding issues relating to victim safety and whether offenders are complying with the conditions of their probation regarding contact with victims/survivors. During the current reporting period, the officer logged 95 phone calls and meetings with the advocates. The probation officer is also a member of a regional task force that meets four times a year to address the system response to offender non-compliance with court orders. The task force includes the local courts, prosecutor's office, law enforcement, a domestic violence program, and the director of a mental health center. You would report the CCR activities as "Daily" victim/survivor referrals, consultations, and technical assistance with the "Domestic violence program" and "Quarterly" meetings with the "Domestic violence program", "Court", "Law enforcement", "Prosecutor's office", and "Health/mental health organization."

## 21. (Optional) Additional information

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

## C4. Policies

**If Rural Program grant funds were used to develop, substantially revise or implement policies or protocols during the current reporting period, check yes and answer questions 22 and 23. If not, check no and skip to C5.**

## 22. Protocols or policies developed, substantially revised, and/or implemented

Check all the types of policies or protocols developed, substantially revised, or implemented during the current reporting period. These activities should be completed by Rural Program-funded staff or directly supported by Rural Program funds. Check boxes under "Tribal" if the topic of the policy or protocol was tribal related/initiated. Check boxes under "Non-tribal" if it was not tribal related/initiated. Check all that apply. If the policy or protocol is still in the development or revision phase, it should not be reported until it is actually finished.

DEFINITION:

- **Develop:** To create a new policy or protocol.
- **Substantially revise:** To make a significant amendment to an existing policy or protocol.
- **Implement:** To carry out a new or revised policy or protocol as standard practice.

EXAMPLE 1: Developed

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

EXAMPLE 2: Substantially revised

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

#### EXAMPLE 3: Implemented

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

### 23. (Optional) Additional information

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

## C5. Products

**If Rural Program funds were used to develop or substantially revise products during the current reporting period, answer questions 24. If not, check no and skip to section C6.**

### 24. Use of Rural Program funds for product development or substantial revision

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

#### DEFINITION:

- **Develop:** To create a new product.
- **Substantially revise:** To make a significant amendment to an existing product.

#### EXAMPLE:

A Rural Program-funded staff person substantially revised the contents of a brochure on protection orders during the current reporting period to make the contents consistent with changes in the state's protection order statute. Rural Program funds were used to print copies of the revised brochures: In the Brochure line, enter "1" under Number developed or revised, write in "Staying Safe: How to Obtain a Protection Order" for Title/topic, and write in "domestic violence victims/survivors" for intended audience.

## C6. Data Collection and Communication Systems

**If your Rural Program funds were used for data collection and/or communication systems or for the purchase of hardware or other equipment during the current reporting period, check yes and answer questions 25-26. If not, check no and skip to C7.**

### 25. Use of Rural Program funds for data collection and/or communications systems

Indicate whether Rural Program funds were used to develop, install, expand, and/or link data collection and/or communications systems, purchase computers or other equipment, share information with other community partners, or manage data collection and communication during the current reporting period. Check all that apply.

If you purchased equipment in the previous reporting period, you will not report it as purchased again during the current reporting period, unless you purchased additional equipment during the current reporting period.

## 26. Purpose of data collection and/or communication systems

Indicate the types of information that have been or will be identified and tracked using the technology identified in question 25. Check all that apply.

## C7. Specialized Units

**If your Rural Program grant funded staff as part of a specialized unit in any of the categories listed, or if Rural Program funds were used to directly support a specialized unit, check yes and answer questions 27a and 27b. If not, check no and skip to C8.**

### 27a. Use of Rural Program funds for specialized units

Indicate how Rural Program funds were utilized for specialized units, during the current reporting period. Check all that apply.

DEFINITION: Specialized Units

A centralized or coordinated group, unit, or dedicated staff of law enforcement officers, prosecutors, probation officers, judges, or other court staff responsible for domestic violence cases. A specialized unit may consist of one person, even if that person is partially funded by your Rural Program grant. While a victim advocate or victim assistant may be part of a specialized unit in a criminal justice agency or court, if a victim advocate is the only staff person funded by Rural Program funds in that agency that would not be reported as a specialized unit; "victim advocate" is not an appropriate response in "other."

### 27b. Victimization addressed by Rural Program-funded specialized units

For any specialized unit reported in question 27a, indicate all victimizations addressed by that unit during the current reporting period.

## C8. System Improvement

**If your Rural Program funds were used to support system improvement during the current reporting period, check yes and answer question 28. If not, check no and skip to Section D.**

### 28. Use of Rural Program funds for system improvement

Indicate the system improvement activities engaged in during the current reporting period with Rural program funds and identify the system(s) in which the improvement occurred. Check all that apply.

## D. Victim Services/Legal Services

**If Rural Program-funded staff provided victim services and/or legal services to victims/survivors during the current reporting period, check yes and answer questions 29-44. If your Rural Program funds were not used for victim services and/or legal services, check no and skip to section E.**

PLEASE NOTE:

Only provide information in this section that represents victims/survivors served and services provided with Rural Program funding. Report all victim services provided with Rural Program funds, whether by legal services staff, a victim services agency, or by staff providing victim

services within law enforcement, probation, or the court system, in this section. Report criminal justice activities, such as 911 calls, investigations, and prosecutions, in section E only.

## 29. Number of victims/survivors served, partially served, and victims/survivors seeking services who were not served

**Do not report secondary victims here – secondary victims will be counted in question 32 below.**

Report the following, to the best of your ability, as an **unduplicated** count for each category during the current reporting period. This means that each victim/survivor who was seeking or who received services during the current reporting period should be counted only once in that reporting period. You can report victims/survivors in each reporting period that they request services.

Victims/survivors are those against whom the sexual assault, domestic violence, dating violence, stalking, or child sexual abuse was directed. Some victims/survivors may have experienced more than one type of victimization, such as sexual assault and domestic violence, or domestic violence and stalking. These victims/survivors should be counted only once under the presenting victimization. (See Example 1 below on presenting victimization, and refer to definitions of domestic violence, dating violence, sexual assault, stalking, and child sexual abuse in the Appendix).

A. **Victims/survivors served** are those who received the service(s) they requested, if those services were provided under your Rural Program grant.

B. **Victims/survivors partially served** are those who received some of the service(s), but not all of the services they requested, if those services were provided under your Rural Program grant.

### **TOTAL SERVED and PARTIALLY SERVED (A+B)**

C. **Victims/survivors seeking services who were not served** are those who sought services but did not receive the service(s) they were seeking, if those services were provided under your Rural Program grant.

#### PLEASE NOTE:

If you receive a call or request for service from someone who is NOT a victim/survivor, or if the person is a victim/survivor but is requesting a service you do NOT provide under your Rural Program grant, that person should NOT BE COUNTED in any category. If you contact victims/survivors to offer services, and they do not want services or you cannot locate them, do not count them in this question. (See instructions for question 38, Victim witness notification/outreach to victims/survivors.)

#### EXAMPLE 1: Presenting victimization

A victim/survivor sought assistance from your Rural Program-funded victim advocate with requesting a protection order. Her estranged intimate partner, who had a history of very controlling behavior with some physical abuse, came to her apartment and sexually assaulted her. You could report her under either domestic violence/dating violence or sexual assault, but you must choose only one. In this instance, sexual assault may be more appropriate, because it was the sexual assault that prompted her to seek services. However, because they experienced more than one victimization, you can report the additional victimization (domestic violence) in question 31.

EXAMPLE 2: Unduplicated count

A victim requested criminal justice advocacy from your grant-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 your grant-funded attorney. You were able to provide both services. Although this victim came two times and requested two different services, you will only count that victim once in question 29. You will report the criminal justice advocacy services in question 36a and report the legal services in questions 40-43.

EXAMPLE 3: Served

A domestic violence victim/survivor calls your project requesting assistance obtaining a protection order. You assist them with the paperwork and with the filing and service of the emergency protection order and accompany her to the protection order hearing three weeks later. Since this victim/survivor received the services they requested that were provided under your Rural Program grant, they should be counted as “served” in the domestic violence/dating violence column.

EXAMPLE 4: Partially served

A victim/survivor whose ex-husband has been charged with stalking comes into the prosecutor’s office to get information about the criminal process. Your advocate explains the process to her, what they can expect, the different hearings that will take place, etc. They request the advocate attend the arraignment with her, but, even though this is a service funded under the Rural Program grant, the advocate is already scheduled to be in another court on the date. This victim/survivor received information from your advocate, but not the other service they requested that you normally provide under your Rural Program grant. They should be counted as “partially served” in the stalking column.

EXAMPLE 5: Not served

A woman is sexually assaulted by the person with whom they were living. At her request, a police officer who responded to the call has called your program’s hotline asking if an advocate will accompany the victim/survivor to the hospital during her examination. There is no advocate available to do this, and it is a service your program is funded to do under your Rural Program grant. You are unable to provide the requested service, therefore they should be counted as “not served” in the sexual assault column.

EXAMPLE 6: Not counted

A victim of dating violence called the Rural Program-funded project seeking shelter services. In a previous reporting period, the funded legal advocate had assisted her with a protection order because her former dating partner was stalking her. They were given the phone number for the nearest shelter. Because the victim was requesting a service not supported with Rural Program funding (shelter services), this victim would not be counted at all in question 29.

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

### 30. Number of new victims/survivors served and partially served

For each victim/survivor reported in 29A and 29B, report the number of victims/survivors who began receiving Rural Program-funded services during the current reporting period. If this is your first time using Rural Program funds to provide victim services, then all victims/survivors in 29a and 29Bb should be reported as new. If the victim/survivor has been counted as served or partially served in a previous reporting period do not include them here, even if the victim/survivor sought services for a new victimization.

#### EXAMPLE 1:

During the current reporting period you used grant funds to serve ten victims/survivors. Four of the victims/survivors started receiving services during the current reporting period, five victims/survivors began services during previous reporting period, and one victim/survivor began services over a year ago. You would report “4” in question 30, since only four of the victims/survivors reported in 29A and 29B started receiving services during the current reporting period

#### EXAMPLE 2:

During the previous reporting period, a domestic violence victim/survivor sought and received grant-funded services. Last month, the victim returned to your organization after her estranged intimate partner sexually assaulted her, and requested assistance in obtaining a protection order. Your grant-funded attorney was able to provide this service. You would NOT report this victim here, since they had received services in a previous reporting period.

### 31. Number of victims/survivors served for all types of victimizations

For each victim/survivor reported as served or partially served in question 29, report any additional types of victimizations for which they received Rural Program-funded services during the current reporting period. Report a victim/survivor under each additional victimization in the row that corresponds to the victimization you reported that victim under in 29A and 29B. Report a victim/survivor only once under each additional victimization.

#### PLEASE NOTE:

This table automatically populates the number of victims/survivors served and partially served under each presenting victimization. For instance, if you reported 10 sexual assault victims/survivors in 29A and 29B, the “Presenting victims/survivors of sexual assault” row would be populated with “10” under the “Sexual assault” column.

### 32. Number of secondary victims served

Report all secondary victims that received Rural Program funded services during the current reporting period.

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

EXAMPLE 1:

A domestic violence victim enters a Rural Program-funded shelter with her three children. The woman will be counted as a primary victim, and all three children will be counted as secondary victims, since all of them received shelter services.

EXAMPLE 2:

A stalking victim/survivor receives assistance from a Rural-funded attorney in obtaining a protection order against her former husband, but does not include her child on the protection order. They will be counted as a primary victim, but her child will not be counted as a secondary victim, since the child did not receive a service.

EXAMPLE 3:

The grandmother of a dating violence victim calls a Rural Program-funded sexual assault services hotline to ask for help with how to deal with her adolescent granddaughter who was sexually assaulted on a first date. The grandmother will be counted as a secondary victim, since they received services; the granddaughter will not be counted as a primary victim, since they did not receive services.

### 33. Reasons victims/survivors were not served or were partially served

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

- **Conflict of interest:** The project cannot serve the victim/survivor because current or previous relationships with that client, or other parties related to that client, would not protect the client's interests. For example, when there are dual or multiple relationships, whether professional, social, or business; or, when services are provided to two or more people who have a relationship with each other.
- **Did not meet statutory requirements:** Victim/survivor does not meet requirements of statute. For example, a victim/survivor requests help with a divorce, but has not met statutory residency requirements to file for a divorce in the jurisdiction.
- **Hours of operation:** Hours during which the program provides services are not compatible with the hours the victim/survivor is available to receive requested services.
- **Insufficient/lack of culturally appropriate services:** Services currently provided under the grant are not culturally appropriate for the victim/survivor.
- **Insufficient/lack of language capacity (including sign language):** Interpreter services not available or not available at the time the victim/survivor is seeking services. Victims/survivors may be placed on a waiting list to receive interpreter services, but have not been served by the end of the current reporting period.
- **Insufficient/lack of services for people with disabilities:** The services provided under the grant are not accessible to people with disabilities. For example, a shelter does not allow a care attendant to accompany a victim/survivor to the shelter, which prevents them from being able to use shelter services.
- **Lack of childcare:** Victim/survivor is unable to receive requested services due to the lack of available child care.



- **Program reached capacity:** Program is operating at full capacity. Victims/survivors may be placed on a waiting list.
- **Program rules not acceptable to victim/survivor:** Although eligible for services under the grant, a victim/survivor is not willing to comply with rules of the program. For example, a program maintains a 10:00 p.m. curfew and the victim/survivor declines shelter because they do not agree with the curfew.
- **Program unable to provide service due to limited resources/priority-setting:** Program has set priorities (e.g., that they will only represent victims/survivors in protection order hearings who are in imminent danger, or who have complex legal issues related to their protection orders) and is unable to serve victims/survivors who do not meet the priority criteria because of limited resources.
- **Services inappropriate or inadequate for people with mental health issues:** Staff are not able, for any reason, to provide appropriate or adequate services for victims/survivors with mental health issues. For example, the program does not have overnight staff and the victim/survivor cannot be left alone overnight.
- **Services inappropriate or inadequate for people with substance abuse issues:** Staff are not able, for any reason, to provide appropriate or adequate services for victims/survivors with substance abuse issues.
- **Services not appropriate for victim/survivor:** For any reason, the services available under the grant are not appropriate for a victim/survivor. For example, although support groups are offered under the grant for survivors of sexual assault, a victim/survivor requesting support group services is not served because it is clinically determined that the victim/survivor is not appropriate for the group (for example, they may not be ready for a support group environment.)
- **Services not available for victims/survivors accompanied by male adolescent:** Although shelter services are provided under the grant, your shelter has rules prohibiting adolescent males from residing in the shelter, and the victim/survivor refuses to go to the shelter without the child. Therefore, the victim/survivor is denied shelter services.
- **Transportation:** The victim/survivor is not able to utilize services provided under the grant because they lack adequate transportation, public transportation is unavailable or if available, cannot be paid for and the organization is unable to provide transportation.
- **Other:** Describe any other reason for not serving that is not captured above.

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

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

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

EXAMPLE 2: In the “Other” category, you report “Service was not provided by our program.”

Only consider services supported with Rural Program grant funds. For example, your Rural Program grant funds only crisis intervention services but a victim/survivor contacts your program seeking crisis intervention and a support group. You only consider your program’s ability to provide the crisis intervention when determining if the victim/survivor should be



counted as served, partially served, or not served, since your program is not funded to provide support group services under your Rural Program grant.

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

If your program began to provide the requested services, this person would be counted as served. However, if this person was placed on a waiting list, and when your program was able to provide the service, you were not able to locate the victim/survivor, you would then count this victim/survivor as not served. You would indicate “program reached capacity” in question 33 because your program was not able to provide the service when it was requested.

### 34. Demographics of victims/survivors served or partially served

Based on the victims/survivors reported in 29A and 29B, report the total numbers for all demographic categories that apply. Because victims/survivors may identify in more than one category of race/ethnicity, the total for “Race/ethnicity” may exceed the total number of victim/survivors reported in 29A and 29B. However, the total number of victims/survivors reported under “Race/ethnicity” should not be less than the total number of victims/survivors reported in 29A and 29B. The total number of victims/survivors reported under “Gender” and the total number reported under “Age” should equal the total number of victims/survivors reported in 29A and 29B. Those victims/survivors for whom gender, age, and/or race/ethnicity is not known should be reported in the “unknown” category. Do not report demographics for secondary victims.

The demographic categories listed under “Race/ethnicity” are mandated by the federal Office of Management and Budget.

- **Race/ethnicity:** Report the race or ethnicity with which the victim/survivor identifies. You may count victims/survivors in more than one of the race/ethnicity categories. However, victims/survivors should not be counted more than once in each category. For example, if a victim/survivor identifies as American Indian and Alaska Native, you would only report them once in the category “American Indian and Alaska Native.”
- **Gender:** Report the gender of each victim/survivor or if the gender is unknown, report it as unknown. This is an unduplicated count, and the total number for gender should equal the sum of 29A and 29B.
- **Age:** Report the number of victims/survivors served in the applicable age category, or if the age is unknown, report it as unknown. This is an unduplicated count, and the total number for age should equal the sum of 29A and 29B.

Other demographic information:

- **People with disabilities:** Count victims/survivors with a significant limitation in activities of daily living as people with disabilities. This may include people who are vision-impaired, people with developmental disabilities, and people with diagnosed mental illness, if their activities are so limited.
- **People with limited English proficiency:** Report the number of victims/survivors served who have limited English proficiency. Individuals who do not speak English as their primary language and who have limited ability to read, write, speak, or understand English can be counted as having limited English proficiency.
- **People who are D/deaf or hard of hearing:** Report the number of victims/survivors who identify with and participate in the language, culture, and community of Deaf people based on the use

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

- **People who are immigrants/refugees/asylum seekers:** Where possible, report the number of victims/survivors who are immigrants, refugees, or asylum seekers. This is not a question about immigration or legal status.
- **People who live in rural areas:** Report the number of victims/survivors who live in a rural area or community. If you do not know if an area is rural, you may use the following definition: A rural area is any area or community, respectively, no part of which is within an area designated as a standard metropolitan statistical area by the Office of Management and Budget, consistent with the U.S. Census; or any area or community, respectively, that is within an area designated as a metropolitan statistical area or considered as a part of a metropolitan statistical area and is located in a rural census tract.

EXAMPLE:

You serve a 20-year-old woman who is a victim/survivor of domestic violence, who identifies as American Indian and Latina, whose primary language is Lakota, and who does not read or write English. Count this as a domestic violence victim/survivor under Race/Ethnicity (American Indian and Latina), Gender (Female), Age (18-25), and as a person with limited English proficiency.

### 35. Victims/survivors' relationship to offender by victimization

#### Do not report relationships to offenders for secondary victims.

For those victims/survivors reported as served and partially served in items 29A and 29B, report the relationship of the victims/survivors to the offender by type of victimization. Victims/survivors are those against whom the sexual assault, domestic violence, dating violence, stalking, or child sexual abuse was directed. If a victim/survivor experienced more than one type of victimization and/or was victimized by more than one perpetrator, count the victim/survivor in all categories that apply. The total number of relationships in the sexual assault column must be at least the sum of the number of sexual assault victims/survivors reported in 29A and 29B; the total number in the domestic violence/dating violence column must be at least the sum of the number of domestic violence/dating violence victims/survivors reported in 29A and 29B; the total number in the stalking column must be at least the sum of the number of stalking victims/survivors reported in 29A and 29B; and the total number in the child sexual abuse column must be at least the sum of the number of child sexual abuse victims/survivors reported in 29A and 29B. The total number of victims/survivors reported here all together may total more than the sum of all victims/survivors reported in 29A and 29B.

- **Current or former spouse or intimate partner:** The victim/survivor (a) is currently or formerly married to the offender, (b) shares a child in common with the offender, (c) is cohabitating with or has cohabitated with the offender as a spouse, or (d) is a person similarly situated to a spouse of the offender under the domestic or family violence laws of the jurisdiction receiving the grant monies.
- **Other family member or household member:** The victim/survivor is related to the offender by blood, kinship, or similar relationships. Family is defined to include both traditional and non-traditional family structures, including foster parents, grandparents and other relatives,

single parents, gay or lesbian parents, extended family, clans, etc. This includes victims/survivors who shared a household or have/had a roommate relationship with the offender.

- **Current or former dating relationship:** The victim/survivor is, or has been, in a social relationship of a romantic or intimate nature with the offender. The existence of such a relationship is determined by the following factors: (a) length of the relationship, (b) type of relationship; and (c) frequency of the interaction between the persons involved.
- **Acquaintance:** The victim/survivor is known to the offender. For example, the victim/survivor is a neighbor, employee, co-worker, friend, fellow schoolmate, student, etc. of the offender.
- **Stranger:** The victim and the offender are not known to each other.

EXAMPLE:

A victim/survivor who was being stalked by her former intimate partner and was sexually assaulted by the person with whom they are currently in a dating relationship would be reported as (1) in the “stalking” category under “victim/survivor” and “current or former spouse or intimate partner” and (1) in the “sexual assault” category under “victim/survivor” and “dating relationship.”

### 36a. Victim services

**Do not report secondary victims receiving services in this question.**

Based on the victims/survivors reported in 29A and 29B, report the number of primary victims/survivors who received Rural Program-funded services during the current reporting period. Count each victim/survivor only once for each type of service that the victim/survivor received under the “Number of victims/survivors served” column. Under the “Number of times service was provided” column, report the total number of times victims/survivors received the grant-funded service during the current reporting period. The total for each type of service under the number of victims/survivors column should not be higher than the total of 29A and 29B. Legal assistance provided by a grant-funded attorney or paralegal should be reported in questions 40-43.

- **Child advocacy:** Actions designed to help the child obtain needed resources or services, such as advocating a change of schools. Advocacy would also include guardian ad litem services.
- **Civil legal advocacy/court accompaniment:** Assisting a victim/survivor with civil legal issues including preparing paperwork for protection orders; accompanying a victim/survivor to a protection order hearing, or other civil proceeding; and all other advocacy within the civil justice system. This also includes accompanying a victim/survivor to an administrative hearing, such as unemployment, Social Security, TANF, or food stamp hearing. Does not include services provided by an attorney or paralegal.
- **Criminal justice advocacy/court accompaniment:** Assisting a victim/survivor with criminal legal issues including notifying the victim/survivor of case status, hearing dates, plea agreements, and sentencing terms; preparing paperwork such as victim impact statements; accompanying a victim/survivor to a criminal court proceeding or law enforcement interview; and all other advocacy within the criminal justice system.
- **Crisis intervention:** Process by which a person identifies, assesses, and intervenes with an individual in crisis so as to restore balance and reduce the effects of the crisis in her/his life.

In this category, report only crisis intervention that occurs in person and/or over the telephone.

- **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/other medical response:** Accompanying a victim/survivor to, or meeting a victim/survivor at the hospital, clinic or medical office.
- **Support group/counseling services:** Individual or group counseling or support provided by a volunteer, peer, or professional.
- **Transportation:** Provision of transportation, either directly or through bus passes, taxi fares, or other means of transportation
- **Victim/survivor advocacy:** Actions designed to help the victim/survivor obtain needed resources or services including employment, housing, shelter services, health care, victim's compensation, etc.

### 36b. Shelter Services

Report the total number of victims/survivors and accompanying family members who received emergency shelter or transitional housing provided with Rural Program funds during the current reporting period. This should be an unduplicated count for both victims/survivors and family members. This means that each victim/survivor and each family member who received shelter services during the current reporting period should be counted only once. Emergency shelter can be safe houses or hotel/motel accommodations. Report the total number of bed nights provided in emergency shelter or transitional housing to victims/survivors and family members. The number of bed nights is determined by multiplying the number of victims and family member by the number of nights each stayed in the shelter. The number of bed nights will typically be significantly higher than the number of victims and family members.

#### DEFINITION:

- **Emergency shelter:** Victim/survivor is housed in a safe, sometimes confidential place that provides 24-hour access to living quarters. Emergency shelter can also be safe-homes (generally private homes allowing a victim/survivor who is in immediate danger to stay for a short period of time on an emergency basis) and hotel accommodations.
- **Transitional housing:** Victim/survivor is housed in either 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/survivors and their children are offered the array of direct services that the victim service agency offers other clients such as court advocacy, assistance in getting TANF, WIC, job training, child care, legal assistance, permanent housing, vouchers, support and educational groups, and other services.

#### EXAMPLE:

Ten domestic violence victims/survivors stayed in the emergency shelter for 5 days each and each was accompanied by 3 family members who also stayed for 5 nights each, this would be reported as: (10) "victim/survivors" and (30) "family members" for a total of (200) "bed nights" receiving "emergency shelter."

### 37. Hotline support, information, and referral

Report the number of hotline requests (including web-based, helpline, and crisis line, etc. requests) received from primary victims/survivors, and the total number of hotline requests that were responded to by Rural Program-funded staff or with Rural Program funds, during the current reporting period.

Primary victims/survivors whose requests are reported here should not be reported as victims/survivors served in question 29 unless they also received at least one of the services listed in questions 36a Victims Services or 36b Shelter Services. Victims/survivors who received services such as crisis intervention or victim advocacy in addition to basic hotline information and/or referrals, should also be reported in question 36a. Hotline requests that include victim advocacy or crisis intervention services are those that require more time than average and involve a more intensive focus on the immediate needs and situation of the victim/survivor.

All calls, whether or not from victims/survivors, should be included in Total Number of Calls.

#### EXAMPLE 1:

A victim/survivor calls the grant-funded hotline and is in crisis. The advocate spends 30 minutes on the call assisting the victim/survivor. In this case, the call would be counted in this question under “number of calls from victims/survivors” And “Total number of calls.” The victim/survivor would also be counted in question 29 as a victim served, in Question 36 under “Crisis intervention”, and demographics would need to be collected on this caller in Questions 34 and 35.

#### EXAMPLE 2:

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

### 38. Victim witness notification/outreach to victims

Report the number of unsolicited letters, phone calls, or visits to victims/survivors of specific incidents of sexual assault, domestic violence/dating violence, stalking, and/or child sexual abuse identified in police reports or court documents, informing them of services and/or providing information about the criminal justice system.

Victims/survivors who are the recipients of these notification/outreach activities should **not** be reported as victims served in Question 29 unless they also received at least one of the services reported in Question 36a Victims Services or Question 36b Shelter Services.

#### EXAMPLE 1:

Your agency works closely with local law enforcement and they provide you with copies of the police reports. Your agency sends out 75 letters during the current reporting period and five victims/survivors call and request grant-funded services. In this case, you would report 75 in Question 38 and the 5 victims/survivors requesting grant-funded services would also be counted in Question 36a by the type of grant-funded service they requested. These 5 victims/survivors would be reported in Question 29 and, if they were reported as served or partially served, demographics would also need to be reported in Questions 34 and 35. However, if no victims/survivors requested services, you would only report in Question 38.

EXAMPLE 2:

Your agency conducts outreach activities in the community during the current reporting period. Your grant-funded outreach worker conducts outreach by visiting the homes of 10 victims/survivors during the current reporting period. Each victim/survivor refuses services. In this case, you would only report those 10 outreach activities in question 38. The victims/survivors visited by the outreach worker would not be reported at all in Question 29 and no other demographics would need to be reported.

### 39. Protection orders

Report the total number of temporary and/or final protection orders requested and granted for which Rural Program-funded victim services staff assisted victims/survivors during the current reporting period. This should include all orders having the force of law that are designed to protect the victim/survivor from contact with the offender during the pendency of the order. They may be referred to as protection from abuse, protection from harassment or anti-harassment orders, restraining orders, or “no-contact” or “stay-away” orders in your jurisdiction, and they may be criminal or civil. Temporary orders are generally issued ex parte, meaning without a court hearing, for a short period of time (e.g., 30 days), and final orders are issued after a court hearing for a longer period of time (e.g., two years). For all instances in which victim services staff assisted the victim/survivor in obtaining such an order, the number of those orders requested and granted should be reported here. If Rural Program-funded attorneys or paralegals assisted victims in obtaining protection orders, those orders should be reported in questions 40-43.

### Legal Services

**If Rural Program-funded staff provided legal services to victims/survivors during the current reporting period, check yes and answer questions 40-43. If your Rural Program funds were not used for legal services, check no and skip to question 44.**

PLEASE NOTE:

Answer questions 40-43 only if your Rural Program funds supported an attorney and/or paralegal who provided legal services to victims/survivors during the current reporting period.

### 40. Legal issues

Report the total number of legal issues addressed by Rural Program-funded attorneys or paralegals during the current reporting period. Count a victim/survivor once in each category of legal issue [A-J] for which they received assistance. For B. Family law matters and G. Immigration matters, provide an unduplicated count of victims/survivors who received assistance in one or more of the subcategories listed under each of those general categories, and report the number of victims/survivors who received assistance in each of the subcategories.

EXAMPLE:

You represented a victim of domestic violence in several matters—a divorce proceeding that also included issues of child custody and child support, and a bankruptcy proceeding. You also helped her obtain a final protection order against an acquaintance who was stalking her. You would report that as (1) A. Protection orders, (1) B. Family law matters, (1) B-i. Divorce, (1) B-ii. Custody/visitation, (1) B-iv. Child/spousal support, and (1) C. Consumer/finance.

#### 41. Number of victims/survivors who received assistance with legal issues in question 40

Report an **unduplicated** count of victims/survivors who received assistance with at least one legal issue in question 40. If they received assistance with more than one legal issue, count them only once in this question and report them below in question 42.

#### 42. Number of victims/survivors who received assistance with multiple legal issues

Report the number of victims/survivors who received Rural Program-funded services in more than one of the categories [A-J] listed in question 40 during the current reporting period. For purposes of this question, consider all family law matters [category B] as one category and all immigration matters [category G] as one category.

#### 43. Legal outcomes

For all cases closed or issues resolved during the current reporting period for which services were provided by Rural Program-funded attorneys and paralegals, report the number and type of outcome for each issue addressed and resolved. Include all outcomes for all matters.

- **Information:** supplying self-help materials or verbal information specific to a victim/survivor's particular needs following an intake.
- **Referral:** following legal assessment and some advice or other legal assistance provided, decision to refer.
- **Advice:** reviewing relevant information and providing advice on action to take to address a legal problem.
- **Brief services:** limited action taken (e.g., short letter, phone call to a third party, preparation of a will or other document) resulting in closing of cases within a few days or a week.
- **Administrative decision:** case is resolved as a result of an administrative agency decision.
- **Court decision:** case is resolved as a result of a court decision. Cases in which a victim/survivor is assisted with and obtains a temporary protection order, even where that victim/survivor did not pursue a longer-term or final order, should be counted here.
- **Negotiated resolution (no filed action/filed action):** case is resolved through negotiation prior to/following initiation of court or administrative action.
- **Victim/survivor withdrew:** case closed because client failed to return and could not be contacted OR client decided not to proceed with the case.

#### 44. (Optional) Additional information

Use the space below to discuss the effectiveness of services funded or supported by your Rural Program grant and to provide any additional information you would like to share about services beyond what you have provided in the data above. An example might include that your agency, as the result of Rural Program funding, was able to provide more advocacy, referrals, and court accompaniment to sexual assault survivors, which was associated with a higher percentage of sexual assault survivors cooperating in the prosecution of cases against the offenders accused of assaulting them.



## E. Criminal Justice System

### E1. Law Enforcement

If your Rural Program grant funds were used for law enforcement, check yes and answer questions 45-48. If your Rural Program funds were not used for law enforcement, check no and skip to E2.

PLEASE NOTE:

If you have an advocate employed by or located at the law enforcement agency, but Rural Program funds are not supporting the law enforcement activities listed in 45, you would not fill out this section. You would report the advocate's activities in the Victim Services section.

If your Rural Program grant provides funding only for training, victim services, or other activities in Section C, and does not provide funding for the types of law enforcement activities listed below, do not complete this section.

#### 45. Activities

Report on any of the following activities you engaged in relating to sexual assault, domestic violence, dating violence, stalking, and/or child abuse cases/incidents during the current reporting period, by providing a total number for those activities.

For the purpose of the law enforcement section of this report, each incident is one case and may involve one or more offenses and/or one or more victims/survivors. Each case/incident may also involve one or more offenders. For example, each time a law enforcement officer responds to a domestic violence call, it is one incident or case. If an activity relates to a case/incident involving more than one type of crime, the activity should be counted only once under the primary victimization.

- **Calls for assistance:** All 911 and other calls made to law enforcement reporting on or requesting assistance in sexual assault, domestic violence, dating violence, stalking, and/or child sexual abuse incidents.
- **Incident reports:** All responses to a sexual assault, domestic violence, dating violence, stalking, and/or child sexual abuse incident as reported on an incident report.
- **Cases/incidents investigated:** All cases in which evidence was collected and witnesses were interviewed relating to a sexual assault, domestic violence, dating violence, stalking, and/or child sexual abuse incident.
- **Forensic medical evidence:** All cases in which rape kits were processed.
- **Arrests:** All arrests made by law enforcement, except dual arrests.
- **Dual arrests:** All responses by law enforcement in which both parties involved in the sexual assault, domestic violence, dating violence, stalking, and/or child sexual abuse incident were arrested. (Dual arrests are discouraged by OVW. It is a goal of this office to reduce the number of dual arrests.)
- **Protection/ex parte/temporary restraining orders served:** All instances in which these types of orders have been served on sexual assault, domestic violence, dating violence, stalking, and/or child sexual abuse offenders. They may be referred to as "no contact," "stay away" orders, or use other terminology in your jurisdiction. Ex parte refers to temporary orders issued without a hearing, and are usually for short periods of time such as 30 days.
- **Arrests for violation of bail bond:** All instances in which arrests were made of offenders charged with sexual assault, domestic violence, dating violence, stalking, and/or child sexual abuse crimes who violated conditions set out in their bail bonds.



- **Enforcement of warrants:** All instances in which warrants relating to sexual assault, domestic violence, dating violence, stalking, and/or child sexual abuse offenses were enforced.
- **Arrests for violation of protection order:** All instances in which arrests were made of offenders who violated conditions of protection orders obtained by victims/survivors of sexual assault, domestic violence, dating violence, stalking, and/or child sexual abuse crimes.
- **Protection orders issued:** To be answered only by grantees in jurisdictions that allow law enforcement personnel to issue or to request the issuance of no contact, protection or restraining orders in cases of sexual assault, domestic violence, dating violence, stalking, and/or child sexual abuse. All orders issued by law enforcement or at the request of law enforcement in a sexual assault, domestic violence, dating violence, stalking, and/or child sexual abuse case. Do not report these orders as Protection/ex parte/restraining orders served.
- **Referrals of cases to prosecutor:** Number of sexual assault, domestic violence, dating violence, stalking, and/or child sexual abuse cases/incidents that were referred to the prosecutor's office. These cases may involve multiple offenses.
- **Referred for federal prosecution:** Number of cases/incidents involving firearms charges, interstate protection orders, etc., which were referred to a federal prosecutor or federal law enforcement agency.
- **Lethality assessment:** Number of sexual assault, domestic violence, dating violence, stalking, and/or child sexual abuse cases/incidents in which a lethality assessment was conducted.

EXAMPLE 1:

Your Rural Program grant provides funding only for a law enforcement officer to provide training to other staff in your police department regarding best practices in responding to domestic violence incidents. You report the training data in subsection C1, and DO NOT complete this section since no law enforcement activities were funded.

EXAMPLE 2:

An officer responds to a 911 call that involves a single victim/survivor 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. You will need to choose which category to report this under--sexual assault or domestic violence.

EXAMPLE 3:

Using the same example above but adding that the brother of the husband also participated in the assault of the victim/survivor, this would also be considered one case/incident even though there were multiple perpetrators. You will still need to choose which category to report this under, sexual assault or domestic violence.

EXAMPLE 4:

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

#### 46. Victim/survivor referrals to victim services

Report the total number of victim/survivor referrals to victim services by Rural Program-funded staff during the current reporting period. Victim services refer to services provided by agencies or individuals that serve victims/survivors of sexual assault, domestic violence, dating violence, stalking, and/or child

sexual abuse. These services may be provided by grant-funded advocates who are reporting this information in Section D. These numbers are not unduplicated, if a victim/survivor is referred to victim services several times during the reporting period, count the number of referrals, not the number of victims/survivors.

#### 47. Protection orders

Report the total number of temporary and/or final protection orders requested and granted for which Rural Program-funded law enforcement officers provided assistance to victims/survivors of sexual assault, domestic violence, dating violence, stalking, and/or child sexual abuse during the current reporting period.

This should include all orders having the force of law that are designed to protect the victim/survivor from contact with the offender during the pendency of the order. They may be referred to as protection from abuse, protection from harassment or anti-harassment orders, restraining orders, or “no contact” or “stay away” orders in your jurisdiction, and they may be civil or criminal.

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., one to two years). For all instances in which law enforcement provided assistance to the victim/survivor in obtaining such an order, the number of those orders requested and granted should be reported here. Protection orders include those ordered on behalf of children.

#### 48. (Optional) Additional information

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

## E2. Prosecution

**If your Rural Program grant funds were used for prosecution, check yes and answer questions 49-54. If your Rural Program funds were not used for prosecution, check no and skip to E3.**

PLEASE NOTE:

If you have an advocate employed by or located at the prosecutor’s office, but Rural Program funds are not supporting the prosecution activities listed in 49a, you would not fill out this section. You would report the advocate’s activities in the Victim Services section.

If your Rural Program grant provides funding only for training, victim services, or other activities in Section C, and does not provide funding for prosecution activities, do not complete this section.

EXAMPLE:

Your project receives Rural Program funding for a victim witness specialist housed in the prosecutor’s office who works with victims/survivors and witnesses in sexual assault, domestic violence, dating violence, stalking, and/or child sexual abuse cases. This is the only activity funded with the Rural Program grant. You have reported data in Section D on victim services provided by the specialist. You do **not** complete this section, because your Rural Program funded employee did not engage in prosecution activities.

#### 49a. Number of cases received, accepted for prosecution, declined, transferred, or referred

Report the number of domestic violence, dating violence, sexual assault, stalking and/or child sexual abuse-related case referrals received--including cases already charged before reaching the prosecutor's office. Of those cases received, report the number that were accepted and the number that were declined for prosecution during the current reporting period. A case should be characterized by the most serious offense and may include numerous charges or counts. In most instances, a case will refer to one victim, one offender, and one incident.

Misdemeanor and felony domestic violence/dating violence cases may include any assaults, battery, vandalism, or other offenses that occurred in a domestic violence/dating violence incident. Your state law or tribal codes does not have to name an offense "domestic violence/dating violence" for a case addressing that offense to be counted here. Similarly, cases addressing sexual assault, stalking, and child sexual abuse offenses should be counted, even if your state law or tribal code uses other names for these types of offenses, such as "sexual battery" or "harassment."

- **Number of cases received:** Report the number of new sexual assault, domestic violence, dating violence, stalking, and/or child sexual abuse cases referred from law enforcement during the current reporting period. Each case would reflect an incident and may involve one or more offenses.
- **Number of cases accepted for prosecution:** Report the number of sexual assault, domestic violence, dating violence, stalking, and/or child sexual abuse cases referred from law enforcement in which the decision to take the case forward for prosecution was made. In most cases this will mean that formal charges were filed but it may mean proceeding with cases that were filed by law enforcement.
- **Number of cases declined:** Report the number of sexual assault, domestic violence, dating violence, stalking, and/or child sexual abuse cases referred from law enforcement in which a decision was made not to go forward with prosecution.
- **Transferred to a higher or lower court outside the grant-funded jurisdiction:** Report the number of sexual assault, domestic violence, dating violence, stalking, and/or child sexual abuse cases that were transferred to a higher or lower court for any reason during the current reporting period.
- **Referred for federal prosecution:** Number of cases/incidents involving firearms charges, interstate protection orders, etc., which were referred to a federal prosecutor or federal law enforcement agency.

#### 49b. Reasons for declining cases

Of those cases reported in Question 49a as declined, report only the primary reason for the decision to decline prosecution.

- **Insufficient evidence (returned for further investigation):** The case has been evaluated and determined to not have sufficient evidence to support prosecution at this time. However, the case has been returned to law enforcement, or given to a prosecution-based investigator, for the purpose of developing sufficient evidence.
- **Insufficient evidence/victim unavailable (no further action requested):** The case has been evaluated and determined to not have sufficient evidence to support prosecution. This may include insufficient physical evidence and/or the unavailability of the victim or other witnesses to prove the case.

- **Request of victim/victim safety:** The case has been evaluated and the prosecutor was made aware that bringing charges could further endanger the victim and/or her children. Based on this information, a decision was made not to move forward with the case.

EXAMPLE 1:

After reviewing the evidence presented in a domestic violence case, you determine that there is insufficient evidence on the relationship between the victim and the offender. You decline prosecution and refer the case back to law enforcement to obtain the necessary evidence.

EXAMPLE 2:

You are reviewing the evidence in a sexual assault case. You are informed that the victim has left the jurisdiction and cannot be located. There is insufficient evidence to prosecute the case without the victim's testimony. These cases would be reported as: (1) "Domestic violence/dating violence" case declined for "Insufficient evidence (returned for further investigation)" and (1) "Sexual assault case" declined for "Insufficient evidence/victim unavailable."

#### 49c. Tribal grantees

If you are a tribal agency or government, report the number of sexual assault, domestic violence, dating violence, stalking, and/or child sexual abuse cases that were referred to state or federal prosecutors for prosecution during the current reporting period.

#### 50. Disposition of cases

Report the disposition of listed types of cases that occurred during the current reporting period, including dismissals, deferred adjudications, convictions, and acquittals.

- **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, and indicate whether the offender was convicted as the result of a plea to, or was found guilty of, the highest offense charged ("plead as charged" or "guilty as charged"), of a lesser charge within the same category (e.g., another felony or misdemeanor), or of a lesser charge in a lower category (e.g., a felony reduced to a misdemeanor).
- **Acquitted:** Report cases in which the offender was acquitted.

EXAMPLE 1:

Defendant was charged with a Class A felony, a Class B felony, and two misdemeanor domestic violence offenses. As the result of a plea bargain, the defendant plead guilty to the Class A felony charge and the other charges were dismissed. (Plead as charged.)

EXAMPLE 2:

Defendant was charged with a Class A felony, a Class B felony, and two misdemeanor domestic violence offenses. As the result of a plea bargain, the defendant plead guilty to the Class B felony and the other charges were dismissed. (Plead to lesser in the same category.)

EXAMPLE 3:

Defendant was charged with a Class A felony, a Class B felony, and two misdemeanor domestic violence offenses. As the result of a plea bargain, the defendant plead guilty to the two misdemeanor charges and the felony charges were dismissed. (Plead to lesser in a lower category.)

### 51. (Optional) Other issues present in cases that reached disposition

If possible, discuss the extent to which cases that were characterized as domestic violence, dating violence, sexual assault, stalking, and/or child sexual abuse also included additional charges or elements of domestic violence, dating violence, sexual assault, stalking, and/or child sexual abuse beyond that case characterization. For example, cases reported above as domestic violence cases also included counts of sexual assault, and cases reported as domestic violence or sexual assault also included stalking charges. The purpose of this question is to gather information on how often multiple crimes were present in the cases reported. If detailed information is not available, feel free to provide estimates based on your experience.

### 52. Victim/survivor referrals to victim services

Report the total number of victim/survivor referrals to victim services by Rural Program-funded staff during the current reporting period. Victim services refer to services provided by agencies or individuals that serve victims/survivors of sexual assault, domestic violence, dating violence, stalking, and/or child sexual abuse. These services may be provided by grant-funded advocates who are reporting this information in Section D. These numbers are not unduplicated; if a victim/survivor is referred to victim services several times during the reporting period, count the number of referrals, not the number of victims.

### 53. Protection orders

Report the numbers of temporary and/or final protection orders requested and granted, for which Rural Program-funded prosecutors provided assistance to victims/survivors of sexual assault, domestic violence, dating violence, stalking, and/or child sexual abuse during the current reporting period. This should include all orders having the force of law that are designed to protect the victim/survivor from contact with the offender during the pendency of the order.

They may be referred to as protection from abuse, protection from harassment or anti-harassment orders, restraining orders, or “no contact” or “stay away” orders in your jurisdiction, and they may be civil or criminal. 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., one to two years).

For all instances in which prosecutors funded under the Rural Program provided assistance to the victim/survivor in obtaining such an order, the number of those orders requested and granted should be reported here. Protection orders include those ordered on behalf of children.

### 54. (Optional) Additional information

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

## E3. Courts

If your Rural Program grant funds were used for courts, check yes and answer questions 55-61. If your Rural Program funds were not used for courts, check no and skip to E4.

### 55. Disposition of criminal cases

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

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

- **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 cases against that defendant is usually dismissed.
- **Convicted:** Report cases for which there was a conviction.
- **Acquitted:** Report cases for which the offender was acquitted.

### 56. Judicial monitoring

Report the number of sexual assault, domestic violence, dating violence, stalking, and/or child sexual abuse 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 individual 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. Include judicial monitoring that occurs in family and juvenile courts.

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.

### 57. Dispositions of violations

Report the number of sexual assault, domestic violence, dating violence, stalking, and/or child sexual abuse cases in which there were dispositions of violations during the current reporting period. 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 during this reporting period. If a violation occurred in a previous reporting period but was heard and disposed of during the current reporting period, that should be counted during this reporting period. Only report when there was a final adjudication of the violation. A case may be counted more than once if there were multiple violations with dispositions during the current reporting period. This question refers specifically to violations of judicial monitoring reported in question 56.

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

### 58. Victim/survivor referrals to victim services

Report the total number of victim/survivor referrals to victim services by Rural Program-funded staff during the current reporting period. Victim services refer to services provided by agencies or individuals that serve victims/survivors of sexual assault, domestic violence, dating violence, stalking, and/or child sexual abuse. These services may be provided by grant-funded advocates who are reporting this information in Section D. These numbers are not unduplicated, if a victim/survivor is referred to victim services several times during the reporting period, count the number of referrals, not the number of victims.

### 59. Civil protection orders

Report the numbers of requests received for temporary protection orders and final protection orders and the total number of temporary protection orders and final protection orders granted during the current reporting period in the court(s) receiving funds under the Rural Program grant. This should include all civil orders having the force of law that are designed to protect the victim/survivor from contact with the offender during the pendency of the order.

These may be referred to as protection from abuse, protection from harassment, anti-harassment orders, or restraining orders in your jurisdiction. 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., one to two years). Protection orders include those ordered on behalf of children. Civil protection orders are those requested by the plaintiff.

### 60. Criminal protection orders

Report the total number of requests for criminal protection orders and the total number of criminal protection orders granted for victims/survivors of sexual assault, domestic violence, dating violence, stalking and child sexual abuse during the current reporting period in the court(s) receiving funds under the Rural Program grant. This should include all orders having the force of law that are designed to protect the victim/survivor from contact with the offender during the pendency of the order.

They may be referred to as “no contact” or “stay away” orders. Generally, these orders are requested by the prosecutor’s office, do not require the victim/survivor 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.

### 61. (Optional) Additional information

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



## E4. Probation and Parole

If your Rural Program funds were used for probation and parole, check yes and answer questions 62-66. If your Rural Program funds were not used for probation and parole, check no and skip to section E5.

### 62. Number of offenders

Report the total number of domestic violence/dating violence, sexual assault, child sexual abuse and/or stalking offenders. This is an unduplicated count. Report the number of offenders who completed supervision without any violations. Also, report the number of offenders who completed supervision with at least one violation during the time they were under supervision.

### 63. Monitoring activities

For new and continuing offenders reported in question 57, 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 should be at least equal to the number of offenders for each activity.

For cases reported in question 62, report the number of times the probation office engaged in outreach to a victim/survivor. In the second column, “number of victims/survivors,” report the total number of victims/survivors who were contacted by the probation office during the current reporting period. This should be an unduplicated count of victims/survivors. In the third column “total contacts,” report the total number of times victims/survivors were contacted.

- **Face-to-face meeting with offender:** The probation or parole officer has 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 has regularly scheduled or unscheduled contact with the offender by telephone.
- **Unscheduled surveillance of offender:** The probation or parole officer observes specific locations (e.g., victim/survivor’s home, offender’s workplace) or monitors the whereabouts of the offender with or without the offender’s prior knowledge.
- **Outreach to victims/survivors:** The probation officer has telephone or in-person contact with the victim/survivor to provide information about the terms of the offender’s probation and/or to inquire about the victim’s safety.

#### EXAMPLE:

The Rural 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. In this case the table would be filled out as: (20) “offenders” in the “face-to-face meeting with offender” category for a total of (200) “total contacts” (10 x 20) and (10) “offenders” in the “telephone contact with offender” category for a total of (60) “total contacts” (6 x 10).

### 64. Dispositions of violations

For cases reported in question 62 in which there were violations that were reviewed by the court and in which dispositions were reached during the current reporting period, report the type of violation and



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. If a violation occurred in a previous reporting period but was heard and disposed of during the current reporting period, that should be counted. Only report when there was a final adjudication of the violation. One case may have multiple violations with dispositions during the current reporting period; all should be counted.

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

### 65. Victim/survivor referrals to victim services

Report the total number of victim/survivor referrals to victim services by Rural Program-funded staff during the current reporting period. Victim services refer to services provided by agencies or individuals that serve victims/survivors of sexual assault, domestic violence, dating violence, stalking, and/or child sexual abuse. These services may be provided by grant-funded advocates who are reporting this information in Section D. These numbers are not unduplicated; if a victim/survivor is referred to victim services several times during the reporting period, count the number of referrals, not the number of victims.

### 66. (Optional) Additional information

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

## E5. Batterer Intervention Program (BIP)

**If your Rural Program funds were used for BIP, check yes and answer questions 67-69. If your Rural Program funds were not used for BIP, check no and skip to section F.**

### 67. Offenders in program

Report the number of offenders in your BIP during the current reporting period.

### 68. Outcomes

Report the number of domestic violence and dating violence offenders in your BIP who successfully completed the program, who were terminated from the program, or who returned after termination during the current reporting period.

### 69. Length of BIP in weeks

Report the number of weeks batterers are expected to remain in the program to achieve successful completion. If you have programs of more than one length and/or curriculum, report the length of each type of program under A, B, and C.

#### EXAMPLE:

Your BIP program has two different models, one designed for male offenders that is 48 weeks long and a second model designed for female offenders that is 26 weeks long. During the

current reporting period, there were four groups for the male offenders and one group for the female offenders. In this case, you would report (48) in column A for the first model for the male offenders and (26) in column B for the second model for the female offenders.

## F. Narrative

### 70. Report on the status of your Rural Program grant goals and objectives as of the end of the current reporting period.

**All grantees must answer question 70.**

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

Please limit your response to the space provided. Please avoid the use of any formatting including bullets and apostrophes.

**If you have not accomplished objectives that should have been accomplished during the current reporting period, you must provide an explanation.**

EXAMPLE:

**Objective:** Coordinate the sharing of information on bail bonds with local law enforcement agencies and victim services.

**Activity:** Hire data specialist to create tracking system for bail bond information

**Status:** Delayed.

**Comments:** We hired someone who left the position because of a family emergency six weeks after he was hired. We are interviewing new candidates and hope to have someone in the position by February 15, 2021.

### 71. What do you see as the most significant areas of remaining need, with regard to improving services to victims/survivors of sexual assault, domestic violence, dating violence, stalking and child sexual abuse, increasing victims/survivors' safety, and enhancing community response (including offender accountability for both batterers and sex offenders)?

**All grantees must answer this question on an annual basis. Submit these answers on the January to June reporting form only.**

Describe any significant remaining areas of need. Consider geographic regions, underserved populations, service delivery systems, types of victims/survivors, and/or challenges and barriers unique to your state or service area.

Please limit your response to the space provided (8,000 characters for this question). Please avoid the use of any formatting including bullets and apostrophes.

EXAMPLE:

We still need to reach the frontier areas of our service area. There are no services in these areas, so battered women and their children are particularly vulnerable.

## **72. What has Rural Program funding allowed you to do that you could not do prior to receiving this funding?**

**All grantees must answer this question on an annual basis. Submit these answers on the January to June reporting form only.**

Describe anything Rural Program funding has enabled you to do that you could not do before you received Rural Program funding.

Please limit your response to the space provided (8,000 characters for this question). Please avoid the use of any formatting including bullets and apostrophes.

EXAMPLE:

Prior to receiving Rural Program funding, our rural program served 60 domestic violence victims per year. Due to Rural Program funding, in the first 6 months of this year, we served 120 domestic violence victims.

## **73. Provide any additional information regarding the effectiveness of your grant-funded program.**

**This question is optional.**

If you have other data or information that you have not already reported in answer to previous questions on this form that demonstrates the effectiveness of your Rural Program-funded program, please provide it below. Feel free to discuss any of the following: systems-level changes, community collaboration, the removal or reduction of barriers and challenges for victims/survivors, promising practices, and positive or negative unintended consequences.

Please limit your response to the space provided (8,000 characters for this question). Please avoid the use of any formatting including bullets and apostrophes.

EXAMPLE:

Our grant-funded investigator provides training to other law enforcement agencies that are part of our coordinated community response task force. We have only provided you with the data on our own police department, but because we are trying to impact law enforcement practices (such as dual arrests) in these other agencies, we are including data we have collected from these other agencies on the number and percentages of dual arrests in their jurisdictions.

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

**This question is optional.**

If you have any information that could be helpful in understanding the data you have submitted in this report, please answer this question.

Please limit your response to the space provided (8,000 characters for this question). Please avoid the use of any formatting including bullets and apostrophes.

EXAMPLE:

If you submitted two different progress reports for the same reporting period, you may explain how the data was apportioned to each report; or if your Rural Program funds supported staff—e.g. victim advocates, law enforcement officers, etc.—but did not report any corresponding victim services or law enforcement activities, you may explain why; or if you did not use program funds to support either staff or activities during the reporting period, please explain how program funds were used, if you have not already done so.

## Appendix: Glossary of Frequently Used Terms

### 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/survivor. 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 persons involved in the relationship.

### Domestic violence:

The Violence Against Women Act (VAWA) defines domestic violence as felony or misdemeanor crimes of violence (including threats or attempts) committed by a current or former spouse of the victim/survivor, by a person with whom the victim/survivor shares a child in common, by a person who is cohabitating with or has cohabitated with the victim/survivor as a spouse, by a person similarly situated to a spouse of the victim/survivor under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other adult person against whom a victim/survivor is protected from that person's acts under the domestic or family violence laws of the jurisdiction receiving grant monies. It should be understood that domestic violence/dating violence applies to any pattern of coercive behavior that is used by one person to gain power and control over a current or former intimate partner or dating partner. This pattern of behavior may include physical or sexual violence, emotional and psychological intimidation, threats, verbal abuse, stalking, isolation, and economic control. In compiling domestic violence figures, grantees should include grant funds directed at dating violence.

### Child sexual abuse:

Child sexual abuse includes sexual assault committed against children under the age of 13.

### Not served:

Victims/survivors who sought services and did not receive the service(s) they were seeking, if those services were funded by your program grant.

**Not Served Example:** Your agency uses grant funds to provide victims/survivors with criminal justice advocacy/court accompaniment services.

A victim/survivor of domestic violence asks for court accompaniment to a criminal court proceeding. On the day the client needs court accompaniment, the grant-funded advocate is busy assisting another client and is unable to provide that service. Because the victim/survivor did not receive the grant-funded service requested during the six-month reporting period, report this victim/survivor as not served.

### Partially served:

Victims/survivors who received some service(s), but not all of the services they requested, if those services were funded by your program grant.

**Partially Served Example:** Your agency uses grant funds to provide victims/survivors with crisis intervention, counseling, and civil legal advocacy/court accompaniment services.

A victim/survivor of sexual assault asks for crisis intervention and counseling services. You are able to provide this victim/survivor with crisis intervention, but you are unable to provide counseling services because of staffing limitations. Because the victim/survivor received some

(but not all) of the grant-funded services that were requested during the six-month reporting period, report this victim/survivor as partially served.

### **Secondary victims:**

Individuals who are indirectly affected by the domestic violence, dating violence, sexual assault, stalking, and/or sex trafficking —i.e., children, siblings, spouses or intimate partners, grandparents, other affected relatives, friends, neighbors, etc.

### **Served:**

Victims/survivors who received the service(s) they requested, if those services were funded by your program grant.

**Served Example:** Your agency uses grant funds to provide victims/survivors with assistance obtaining protection orders, both temporary and permanent. Your agency also has a separate funding stream to provide transportation services.

A victim/survivor of dating violence comes to your agency requesting assistance with obtaining a protection order, as well as transportation services to court. You assist the victim/survivor in filling out the paperwork for the protection order, however your agency is unable to provide the transportation services. Remember, the transportation services are not grant-funded, but the protection order assistance is grant-funded. Therefore, because they received all the grant-funded services requested during the six-month reporting period, report this victim as served.

### **Sexual assault:**

A continuum of behaviors defined in the Violence Against Women Act to include both sexual assaults committed by offenders who are strangers to the victim/survivor, and sexual assaults committed by offenders who are known to, related by blood or marriage to, or in a dating relationship with the victim/survivor. VAWA defines sexual assault as any conduct proscribed as sexual abuse by federal statute. Such proscribed behavior includes knowingly causing another person to engage in a sexual act by using force against that other person or by threatening or placing that other person in fear. It also includes engaging in a sexual act with another person after knowingly rendering that person unconscious, or administering to another person by force or threat of force, or without the knowledge or permission of that person, a drug, intoxicant, or other similar substance and thereby substantially impairing the ability of that other person to appraise or control sexual conduct. Sexual assault also includes knowingly engaging in a sexual act with another person if that other person is incapable of appraising the nature of the conduct or is physically incapable of declining participation in, or communicating unwillingness to, engage in that sexual act. Sexual assault also includes knowingly engaging in sexual contact with another person without the other person's permission.

### **Sex trafficking:**

Sex trafficking is defined as trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; and/or the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

**Stalking:**

VAWA defines stalking as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.