

# SASP Formula Progress Report Training for Subgrantees Transcript

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## Intro Slides of Recording Session

Hello. Welcome to the training on the Sexual Assault Services Formula Grant Program's annual progress reporting form. This training is intended for SASP Formula subgrantees. If you are a SASP Administrator, there is a separate recording specifically for you available on our website, [vawamei.org](http://vawamei.org).

Thank you for accessing our recording. We hope that this training enables you to provide the most detailed and accurate reporting of your grant-funded work. We have a couple of goals for this session, including increasing your understanding of the overall reporting process, letting you know who you should contact if you ever need assistance, introducing you to the resources available to you, and walking you through how to respond to questions on the SASP annual subgrantee reporting form.

This is what the subgrantee reporting cycle looks like. First, the subgrantee fills out the progress reporting form that reflects grant-funded activities for the calendar year. Once you validate your completed form, you will provide it to your SASP Administrator. SASP Administrators collect statewide or territory-wide reports from subgrantees and provide those reports to VAWA Measuring Effectiveness Initiative. It is our role at VAWA MEI to review the data and the narrative in order to generate reports that are presented to Congress on the effectiveness of OVW programs. Again, this is a way to communicate with Congress and decision makers. It is important that the data tells an accurate story. That is why we spend so much time making sure the data is correct across programs and specifically so that everyone is reporting the numbers in the same way.

So why does this data matter so much? This report is a grant requirement to report accurate data about the work you are doing with your SASP subgrant funds. It is your opportunity to communicate directly with your SASP Administrator and to help OVW share your success stories with Congress and the general public.

At VAWA MEI, once we have finished reviewing all of the subgrantee data, we create reports for OVW and send them back to OVW. These reports are also posted to our website.

Here are a few tips before starting the page-by-page analysis of the progress reporting form. Review the SASP self-paced tutorial, especially if you are a new administrator or a staff person training subgrantees or reviewing subgrantee reports, or if you are a new subgrantee.

Read the separate instructions that can be downloaded with the progress reporting form. There are many helpful examples there to assist you with filling out the reporting form. There are also question marks next to each question on the progress reporting form. And if you click on a question mark, information from the instructions for SASP Formula Grant Progress Report will pop up to help you fill out the form. You will find these question marks throughout the entire form.

Throughout this form, there are Other categories listed for many questions. In general, we ask that you use the Other category sparingly. If you can find a way to put the information into a

category that already exists or that is a close fit, please do so. When we aggregate the data for reports, often items under the Other category will not be included on the report. On the VAWA MEI website, you will be able to find reporting tools, including guides to appropriate and inappropriate Others and what should be included in the list of categories.

Following most sections of the form, you will find optional narrative questions. Use these sections to talk about the unique successes of your program. Tell us stories about when a change was observed in a particular activity that you conduct at your agency. Give us information from evaluation and exit interviews with people served by your program or relate a story of a successful intervention.

Try not to use acronyms or abbreviations in your data. If you do use an acronym, please provide an explanation in each question where you use that acronym so that it's clear to us and anyone else who reviews your data what you are talking about.

And finally, please remember to click on the Validate button on the last page of the reporting form. This will give you the opportunity to correct potential errors and prevent you from having to deal with this at a later time.

Please note that each subgrantee should submit one annual report per calendar year to their administrator with an unduplicated number of victims served for the entire year. That should reflect the number of FTEs for the entire year. Some administrators ask for grantees to provide more frequent reports, but it is expected that only one final report per subgrantee is submitted that reflects the grant-funded activities from the entire calendar year.

Please do not submit scanned or handwritten subgrantee forms. SASP subgrantees will submit their form to their administrator electronically, and it is expected that you complete the form electronically. Please validate your form before submitting it to your SASP Administrator. It will save you a lot of work in the long run.

This form must be submitted to the SASP Administrator in your state or territory within 45 days of the end of the annual reporting period, December 31st. This would mean that it would be due on February 15th. However, some SASP Administrators set their own due dates for subgrantees, and please follow whatever due date is set by your SASP Administrator.

Now, we will go through the subgrantee reporting form section by section. Throughout the form, if you need more clarification about a specific question, I will remind you that you can click on the question mark icon next to the question, and more instructions or examples will pop up to help you.

## **(Minute 7:40) Section A1: General Grant Information**

First is Section A1: General Information. All subgrantees must fill out this section of the form. For **Question 1**, fill in the date you submit your report to your SASP Administrator. In **Question**

**2**, enter the current reporting period, which would be the previous calendar year that you are filling data out for.

In **Question 3**, enter the name of the agency or organization that received the subgrant. Each agency or organization that received SASP Program funds to support a distinct project and/or activities, and that administrated and coordinated its own SASP funds, should fill out an annual progress report and list its name here. If you have questions about who should complete this form or who the true subgrantee is, contact your SASP Administrator in your state or territory.

In **Question 4**, enter the subgrant numbers. Every subgrant that was used in the calendar year is reported here. In **Question 5**, enter the type of funded organization. If your agency has a sexual assault coalition that is passing money through to local programs, the local programs should be filling out the subgrantee report and prorating their FTEs, victims served, and other activities to reflect only what was done with SASP Program funds.

In **Question 5a**, indicate Yes or No if the agency is a faith-based organization. In **Question 5b**, indicate Yes or No if the funded organization received its subgrant from a state or territory sexual assault coalition.

In **Question 6**, enter the point of contact information. This should be the person who is responsible for the day-to-day grant-funded activities. This person should be familiar with this reporting form, because this is the person that SASP State Administrators will contact if they have questions about what is reported on this form. In **Question 7**, if your agency specifically focuses on serving tribal populations, then the grantees should please list out these specific tribes or nations that the agency is aiming to serve.

### **(Minute 10:30) Section A2: Staff Information**

Next is Section A2: Staff Information. You will answer **Question 8** if your SASP subgrant funds were used to fund staff positions during the current reporting period. You will report the total number of full-time equivalent, or FTE, staff funded under the SASP subgrant during the current reporting period. Include employees who are part time or partially grant funded, as well as contractors. Only report SASP-funded staff and do not report on volunteers or interns here.

Prorate when an employee or a contractor was not employed or utilized over the entire reporting period for the entire 12 months, 40 hours a week. For example, if someone was hired partway through the reporting period, such as in May - if this person was hired in May, they didn't have grant funds supporting that position from January to that last day of April. So when you're prorating, you're going to only report on the 8 out of 12 months worked, from May to December. So the FTE would be 0.66 FTE if someone was hired in May and worked full time all the way through the end of the calendar year.

Make sure that you round to the second decimal only and do not report percentages. You're going to want to report all FTEs no matter how small they are for staff that are engaging in any

of the activities that you are grant-funded to provide. This includes contractors, consultants, part-time, temporary or overtime staff. If activities are reported, we'll be looking to match those activities up with the appropriate staff at the FTE level.

This slide shows a chart to help you calculate FTEs. FTEs should be based on the 52-week or 12-month reporting period that is just ending. In 12 months, there are approximately 2,080 working hours, assuming that a full-time position is 40 hours per week.

An employee who worked 2,080 hours is the equivalent of 1.0 FTEs. You should base this full-time FTE for whatever full time is considered at your organization. So if your full time is 37 hours per week instead of 40, then this chart, you would want to change to represent 37 hours a week instead of 40 hours a week equaling 1 FTE.

For stipend or on-call staff, the money spent on stipends for advocates should be translated into full-time equivalents. One suggestion for doing this is to estimate an average of what a full-time advocate is paid for an annual salary in your state or area or region and then use that as the base for estimating their full-time equivalent using the total amount that you paid out in stipends.

So what does that mean? Well, for example, imagine that your agency usually pays \$30,000 for a full-time advocate salary, or maybe that's what the average salary is in your region. During the 12-month reporting period, let's pretend your agency spent \$10,000 of SASP grant funds to cover stipends. We would use the \$10,000 and divide that by what the average annual salary is, \$30,000. So \$10,000 divided by \$30,000 is the same as 1 divided by 3, and 1/3 of 1.0 FTEs means that you would report 0.33 under the victim advocate category to represent that \$10,000 stipend. Please detail how you calculate stipends and on-call staff in narrative **question 24**.

So outreach work may encompass outreach to victims and survivors or outreach to other community agencies. But the aim of outreach is to share information about your SASP Program-funded activities. We want to emphasize that the difference between outreach to victims and direct victim advocacy is that direct victim advocacy is a direct service and entails more than just telling that person about what your grant-funded activities are, so the majority of SASP-funded staff time is likely going towards actual victim advocacy and indirect services.

But if you do have staff conducting targeted outreach activities to try to let other programs know or survivors know about the services that they could access at your agency, then you will want to count that as outreach in **Question 8** under the Outreach Worker. So you will want to divvy up that FTE calculation to reflect how much time is spent doing victim advocacy and how much time is spent doing outreach work. And we'll do a couple of examples about how to calculate full-time equivalents.

In the Other category, if your agency contracts out with another agency for a fixed period of time - for example, to do the work of someone who is grant funded who is out on maternity leave - so even though that contracted person may technically be a contractor, subgrantees should report the function of that person, what they are being paid to do. So if the contractor has a staff function of providing advocacy, then please report them under the Victim Advocate category. Or if you contract out for translation services, report that FTE under the Translator/Interpreter

category. So you're not going to want to report temporary employee or contractor in Other, because that doesn't describe the function of the staff person.

Please try to consider using a close-fit category to the type of staff FTE you are trying to capture. So for example, if your agency has a grant-funded hotline advocate, you may report that the Victim Advocate category rather than writing "hotline advocate" in the Other category. And please note that there is a guide to staff Others available at our [vawamei.org](http://vawamei.org) website, and you can use that as a tool while you fill out this reporting form.

So we're going to go through an example for how to calculate a full-time equivalent, or an FTE. Let's pretend that an organization who is awarded a SASP subgrant uses their subgrant to fund one full-time Victim Advocate, and this victim advocate salary was 100% funded by the SASP subgrant. But this person was hired and started working March 1.

So in this case, you're going to report the SASP Program-funded staff, and you're going to prorate their FTE to reflect that they were hired partway through the reporting period. The correct FTE under Victim Advocate would be 0.83 FTEs. And I calculated 0.83, because that person was not doing grant-funded work in January or February. So this FTE is reflecting March through December of the calendar year only. So what you could do is 10 months divided by 12 months, because we know that this person is 100% grant-funded to work full time. 10 divided by 12 is 0.83. And that is how we calculated this victim advocate.

So here's another example. An organization used their awarded SASP subgrant to contract with translators or interpreters throughout the calendar year. So this agency collected all of the hours that they were billed to total for 245 hours during the calendar year, and those are all translation services hours. So we do want to translate this into an FTE, because the contracted staff time was for a translator. In this case, we're going to use that 245 total hours to calculate the FTE value.

So if you remember a few slides back, we said that there are 2,080 hours in a 12-month calendar year where someone can work full time. That's 2,080 hours of full-time work. We're going to divide this 245 hours by the 2,080 possible full-time hours to get our FTE. So 245 divided by 2,080 equals 0.117. But it's important that we remember that we have to report or round up to only two decimal points - places. So we're going to round 0.117 up to 0.12, and that is the FTE that we would report under the Translator or Interpreter category.

### **(Minute 22:00) Section B: Purpose Areas**

Next is Section B: Statutory Purpose Areas. All grantees must complete this section. You will check off all the purpose areas that apply to your subgrant for the current reporting period.

## **(Minute 22:30) Section C: Informational Materials**

Next is Section C: Informational Materials. If you use SASP Program funds to develop, substantially revise, or distribute informational materials during the current reporting period, you will check Yes at the top of this page, and you will complete **Question 10**. If you did not use grant funds for this activity, you will click No and continue on to the next section.

For the purposes of this form, "substantially revised" means that significant time was spent revising an existing product. So if you just had a typo that you had to fix, you don't need to say that you revised that product here.

So for example, let's pretend that during the current reporting period, you developed one brochure with subgrant funds or subgrant-funded staff and had 1,000 copies made. You would only report one in the Number Developed or Revised column, one product. This should represent the unique number of products that were created.

The number printed should not be reported under Number Developed or Revised or anywhere else in this question. If you distributed 500 copies of the brochure and report 500 under the Number Used or Distributed column, that is the accurate way to report the number used or distributed. So you maybe printed off 1,000 copies, but you distributed only 500. You'll report the 500 copies under that column. Additionally, do not report that you have printed a product before it has been developed. If it was developed in a language other than English, please indicate that specific language under the Other Languages column.

If you developed a product during the current reporting period but you did not distribute the product during the current reporting period, you would only report under the Number of Developed or Revised column. So you would not report that you distributed it or used it yet. That column would stay empty, and that's OK. You do not have to report that they are planning to distribute copies during the next reporting period.

And similarly, if you developed a product in a previous reporting period and the subgrant funds were used to distribute that product during the current reporting period, you will not report it as developed. So that column would stay empty. But you would report the title or topic, the intended audience, the number that were distributed during the current reporting period, and the other languages it might have been translated into or printed in. The OVW Program Manager will pay particular attention to this, as they are monitoring and interested in what products subgrantees are supporting with grant funds.

## **(Minute 26:00) Section D: Victim Services**

Next is Section D: Victim Services. SASP subgrantees must complete this section. So there is not a Yes or No check box at the top of it, because everyone is expected to complete this section.

Most of the data requested in the Victim Services section is congressionally mandated. Congress wants to know how many of the number of victims or survivors seeking services were served and how many could not be served. This section is structured to collect data in accordance with the congressional mandate. If any information you report in this section - or I'll rephrase - any information that you report in this section will only reflect victims and survivors who sought SASP grant-funded services and any services provided with SASP subgrant funding. So, if it's a service that is funded through a different funding stream and SASP subgrant funds do not support it, then do not report it on this form.

Please review this section carefully, because some questions in this section may seem counterintuitive. Remember that you can always contact the VAWA MEI web page if you have any questions regarding how to report on this data in the form, and you can also reach out to your administrator if you need assistance. Remember that there are separate instructions that you can use as a resource for examples and definitions. And additionally, subgrantees should not be reporting FTEs for volunteers. But they can report that they're doing grant-funded activities in Section D.

So when you are looking at **Question 11**, these are a couple of questions that are helpful to keep in mind, because partially served, fully served, and not served are actually not as straightforward as they look. So you're going to want to consider, what services did the victim accept or request? What services are you SASP grant funded to provide? And is the person a primary victim of sexual assault?

These are some definitions for how you will report in **Question 11**, and they can be really helpful to have with you, especially when you're filling out the form for the first time. You're going to report a victim as served if they requested grant-funded services and your program was able to provide all of those grant-funded services.

You're going to report a person as partially served if they requested grant-funded services but, because of programmatic issues, such as those listed in **Question 13**, your program could not provide all of the services that were requested. You're going to report a victim as not served if your program could not provide any of the grant-funded services that the victim requested due to programmatic issues, such as those listed in **Question 13**. A victim will not be reported in **Question 11** if that person is not a primary victim of sexual assault, if that victim does not accept or request services that you are SASP grant funded to provide.

So before we move on, we want to take a moment to talk about partially served and not served victims and survivors. We find that grantees are often worried about reporting victims and survivors as partially served or not served, because they might fear that it will appear that they are not meeting their goals or objectives or if it might shed a negative light on the program. However, by reporting victims partially served and not served, grantees are helping OVW and decision makers and policy makers understand the scope and the burden of violence that stretches far beyond what VAWA funding is able to support. OVW knows that VAWA funding is not enough to support every single victim who requests services from grantees. Therefore, we want to encourage you to all carefully track and report using both quantitative data and narrative data to highlight instances of partial or non-service.



Narrative data can highlight long waiting lists for services or full emergency shelters or a program's inability to support victims in court due to lack of available staff. Any areas of remaining need or barriers to service can help detail the great need for this funding and services and does not reflect badly on your agency in any way.

In **Question 12**, this is the place where you will be able to report secondary victims. And these are secondary victims who have received SASP Program-funded services during the current reporting period. It's also important to keep in mind that secondary victims may receive grant-funded services even if the primary victim is not receiving services or not requesting services from the SASP-funded agency.

It's important to also remember that you are reporting an unduplicated count of the number of unique people in **Question 11** and **Question 12**. Victims can be reported in each reporting period that they are served. So if someone came to your agency seeking grant-funded services in 2017 and 2018 and in 2019, they could be reported on all of those forms that you are filling out, so once per calendar year.

And there is an example on this slide. So a victim who requested SASP grant-funded counseling in May, maybe they got that service. And then they came back in November and requested SASP grant-funded civil legal advocacy. This victim should only be reported one time in **Question 11** for the calendar year, and then they should be counted once under each grant-funded service that they received in **Question 16**.

The next question is **Question 13**. And I see on my slide, I accidentally typed "**Question 33**" right there. But as you can see in the header and on the form to the right, I meant to type "**Question 13**" for the reasons of people being reported as not served or partially served. I apologize for the typo. So in **Question 13**, you're going to check off the reasons for any instances of partially served or not served victims reported in **Question 11**. So the following reasons reported in the Other category are actually not appropriate, and they indicate that you might have misunderstood how to report in **Question 11**.

So if you are reporting that a victim did not return in the Other category for **Question 13**, that is not an appropriate response for **Question 13**. If your program began to provide a victim with grant-funded services that they requested and then the victim does not return or the victim withdraws or the victim relocates, you would report this person as served in **Question 11**, even if the service was not completed to your agency's standards.

And if the program did not take any action to remove that victim and the victim removed themselves or stopped showing up, that is reported as served because it is not a programmatic issue that you could not continue to serve them. The **Question 11** and **Question 13**, you want to think about it as victim choice versus programmatic issues that you were a barrier to serving somebody.

If you tried to report victim refused services in the Other category, that's also not appropriate here. If your program offers services, usually through outreach, and the victim refuses services or they don't contact you to accept services, you're not going to report that person in **Question 11**.

You might report them in the outreach question at the end of this section if that was a grant-funded outreach activity.

So if you call the victim and told them all about the services that your program provides and they declined all of those services, you will not report on this person in **Question 11**. If you called and the victim requested and received counseling because of your call, then you will report that person in **Question 11** and any grant-funded services that they accepted or requested. That's how we distinguish that one.

It is also not appropriate to report services were not provided by our program in the Other category. You're only considering grant-funded services for the purpose of this reporting form. So for example, if your SASP subgrant funds only support crisis intervention services and a victim contacts your program seeking crisis intervention and some other service, like support groups, you should only consider your program's ability to provide the grant-funded services when determining if the victim should be reported as served, partially served, or not served. So someone who is requesting one grant-funded service and one non-grant-funded service, do not consider the non-grant-funded service for the purposes of this form.

OK. The last one is that you could not locate the victim. If your program began to provide the requested services and then you could not locate the victim, you're going to report this person as served. If this person was placed on a wait list and then your program was able to provide the service but you were not able to locate the victim to provide the service, you're going to report this person as not served. And most likely, you would then indicate Program Reached Capacity in **Question 13**, because your program was not able to provide that grant-funded service when it was requested.

OK. And this includes victims who began receiving grant-funded services but withdrew for any reason related. So if they withdrew on their own, not related to the program, or if a victim drops out but you served them when they were there, you're going to report that as fully served, assuming that they received all of the grant-funded services that they were requesting up until the point that they stopped accepting or requesting that grant-funded service.

OK. We're going to do a quick example - a couple of examples, I think, actually. So in example one, a victim called your program looking for crisis intervention and support group services. Both of these are grant-funded services under your SASP subgrant, and you're able to provide both of those requested services. So in this case, this victim is receiving all of the grant-funded services that they have requested that you are grant-funded to provide. This person is reported one time under Served in **Question 11**. And then in **Question 16**, you would report this person one time under Crisis Intervention and one time under Counseling to indicate that one person received both of those grant-funded services.

OK, in our second example - your program offers crisis intervention and transportation under your SASP subgrant. A victim asks for both of these grant-funded services, but your program can only provide crisis intervention, because the advocate is booked and not able to provide the transportation at the time of the request. So in this case, this victim received some but not all of the grant-funded services that they have requested.

This person will be reported as partially served in **Question 11**. And then you will report this person one time under Crisis Intervention in **Question 16**, because that is the one grant-funded service that they were able to receive. And we're going to go back to **Question 13**, because this person is reported as Partially Served, and we need to indicate why. So we would probably check off Program Unable To Provide Services Due To Limited Resources/Priority-Setting. That sufficiently captures that your agency was not able to provide a grant-funded service because the grant-funded staff was booked. There's limited resources available to your agency, and occasionally, there are scheduling conflicts that prohibit you from being able to provide all the services being requested. And that's OK, just part of this field. OK.

In our third example, a woman is sexually assaulted and a police officer who responded to the incident has called your program's hotline on behalf of the victim. They request that an advocate accompany her to the hospital for her examination. However, there is no advocate available to do this, and that is a service funded by your SASP subgrant.

I'll scroll back up. In this case, your program is not able to provide that grant-funded service that has been requested by a victim, and this victim should be reported as Not Served in **Question 11**. Then we would go down to **Question 13** and check off Program Unable To Provide Services Due To Limited Resources/Priority-Setting to explain why this victim was not fully served.

All right. The next question on the form is **Question 14**, which is a place to report demographics of primary victims reported as fully served or partially served in **Question 11**. Subgrantees should collect this data to the best of their ability. There will be cases in which collecting this data will create a barrier for services for a victim, or it could violate client confidentiality. The victim's safety and well-being should always be the primary consideration. So if your agency is not able to obtain demographic information for a victim, that's OK. Please report that victim in the Unknown categories.

Report demographic information for the primary victims only. So you're not reporting secondary victims anywhere else on the form except for **Question 12**. Under the Race/Ethnicity category, subgrantees can indicate all that apply for a victim. So someone might identify as multiple Race/Ethnicity categories, and you can capture them one time under each one of those categories. The total under the Race/Ethnicity category can be higher than the number of served and partially served, because someone can identify as multiple race/ethnicities. But it cannot be lower. There needs to be at least one race/ethnicity indicated for each person reported as served or partially served. So remember that. If you are not able to obtain the demographic information for a victim, they may please use the Unknown category to capture that person. For gender and age, the total does actually need to equal the total number of people reported as partially served and fully served. So one age and gender can be selected and needs to be selected per victim who is reported as served or partially served.

When you get to the end of the form and you click the Validate button, that validation will let you know if you have forgotten to answer this question or if the totals do not match up. And that will allow you to fix whatever information the validation checker has found. And it will save you work in the long run if you validate and are able to go back and fix any issues that are highlighted.

For the age categories of 0 through 6 and 7 through 12 years old, those two categories are for reporting victims and survivors of sexual assault, including child sexual assault, in a dating relationship. So it should not be used to count children of victims. That is not the appropriate place to report here.

And then for the other demographic categories, you can report the number of people with disabilities and people who are immigrants, refugees, or asylum seekers only to the extent that the agency has learned of those demographics incidentally through providing services. So subgrantees should not include questions about a person's disabilities or immigration status on any forms used to serve victims or survivors as a means of collecting this information. These are optional, additional demographics, and you do not need to fill them out at all.

In **Question 15** - I'll fix this slide, as well - you're going to report the victim's or survivor's relationships to the offenders. So if a victim or survivor was victimized by more than one perpetrator, count that victim or survivor in each of the categories that applies. So the total number of relationships needs to be at least equal or higher to the number of people reported as partially served and fully served.

So we mean that each victim needs to be reflected in this question at least one time. But there is that Unknown category again, so you can indicate relationship unknown if you're not able to capture this information or if the victim or survivor does not want to disclose this information. That's OK. Just report on them in the Unknown category. So for example, if you reported 50 victims or survivors as served and partially served in **Question 11**, then there should be at least 50 relationships reported in this question. But again, this should not be a barrier to service provision. So utilize the Relationship Unknown category if necessary.

**Question 16** is where you will capture victim services that are funded by your SASP subgrant. So report the number of victims who are served or partially served with your SASP subgrant-funded services in **Question 16**. You should report all types of grant-funded services that a victim received.

So in this question, we are looking for the number of victims or survivors who received a particular service, not the number of times a service was provided. So the total in any individual category should not be greater than the number of people who were served or partially served in **Question 11**. So again, you should only count a victim one time under each type of service that they received. It's important to understand in this question, you do not count how many times you provided the service but just how many unique victims received this service during the calendar year.

So for example, if a victim requested victim/survivor advocacy and over the course of the reporting period, the advocate met with that victim six times to provide this grant-funded service, you will still only report this person one time under this service. And as a reminder, we are talking about SASP subgrant-funded services only. Your subgrant may support all of the activities listed in this question, or it may only support some of the activities. But make sure that you do not report on activities that are not grant-funded here. So if you have a different funding

stream for employment counseling services, then you wouldn't report on those services here, because you're only considering what your SASP subgrant funds are used for.

Next is **Question 17: Hotline Calls, Information, and Referrals**. So many subgrantees incorrectly report agency-wide totals here. If grant-funded staff are answering the hotline or supervising volunteers to answer the hotline, then please report all hotline calls handled by the grant-funded staff or the volunteers that they supervise.

If grant funds support a portion of the hotline budget, you need to prorate the agency total hotline calls to reflect what portion or percent is supported by SASP grant funds. So if you have one out of the three people on the hotline staff who are supported by SASP grant funds, then you would report only one-third of the agency-wide totals of the hotline calls, because only one out of the three staff are grant funded.

And then the other example would be that if 10% of your hotline budget is supported by SASP grant funds, then 10% of your agency's total hotline calls would be reported here. So the aim is to prorate to reflect only what SASP grant funds are really able to support. You could also report the total number of hotline calls in a narrative question if you are really excited and proud about how many hotline calls your agency is able to take and service. But make sure that's the narrative only. **Question 17** needs to really only reflect what SASP grant funds are able to support.

Next is **Question 18**, which is the Outreach question. And again, we sometimes see incorrectly reported agency-wide totals here. So if you report an extremely large number here, please double check that you are adhering to OVW's request that subgrantees only report on grant-funded services. So only report the grant-funded, unsolicited outreach activities in **Question 18**. If 100% of the unsolicited outreach activities are SASP grant-funded, then you can report that total number of outreach, such as outreach letters that are 100% grant funded. You could report all of those here. If SASP Formula grant funds make up a piece of the subgrant budget for unsolicited outreach activities, then only report on that percent of the agency's budget that is SASP grant-funded for outreach activities.

So here is another example of what that means. Let's pretend that a full-time outreach advocate is 50% SASP Formula grant-funded. So this outreach advocate mailed 1,000 unsolicited letters during the calendar year offering information about support services. But because this advocate is not 100% grant funded, then their outreach activities are not really 100% grant funded, either. So the advocate is 50% grant-funded and we're going to prorate the number of unsolicited outreach activities they conduct to 50% to report on this report. So instead of reporting all 1,000 unsolicited letters that person was able to send out, we're going to report 500 of them in **Question 18** to reflect and prorate down to what SASP Formula grant funds were able to support.

And the last question in this section is **Question 19**. You're going to report the total number of requests received for temporary and final protection orders and the total number of granted temporary and final protection orders. But it's important to remember that this is, again, only asking for what was supported by SASP subgrant-funded service staff. So if your program does not have any staff who conducts this activity, then you would not complete **Question 19**. Or

similar to the previous example, if you have a part-time or a partially-funded staff person who conducts this activity, supporting victims with obtaining protection or restraining orders, you would want to prorate down the total to reflect that person's grant-funded staff time and grant-funded activities.

And there is the optional, additional Narrative Information **Question 20**. Absolutely, we encourage all grantees to fill this out with any details about your program. You can brag about how amazing your program is and all of the grant-funded activities that you do are in this question. You can highlight any data points that you had difficulty calculating or really anything here that you find pertinent to detail. It's appreciated extra information that gives the report more of a story.

### **(Minute 56:00) Section E: Narrative**

Next is the last section of the form, Section E: Narrative. All subgrantees must answer **Question 21 and 22** every time you submit your report. For **Question 21**, report on identified significant areas of remaining need with regard to improving services to victims or survivors of sexual assault, increasing victim, survivor safety, and enhancing community response, including offender accountability for sex offenders. You might consider geographic region, underserved populations, service delivery systems, and challenges or barriers unique to your jurisdiction.

For **Question 22**, write about what SASP Formula grant funds have enabled your agency to do that you could not do prior to receiving this funding. For example, you could write about expanding services to include criminal justice advocacy or expanding coordination and cross referrals to sexual assault agencies in your community.

If you have any information about what it was like before receiving your SASP Formula program subgrant, you can compare that with the results that have occurred after receiving the SASP Formula subgrant. OVW really likes to hear those before and after impact stories in the narrative. VAWA MEI can use these stories and statistics that you detail in these narrative questions when we report back to OVW.

**Questions 23 and 24** are always optional, always encouraged. For **Question 23**, provide additional information regarding the effectiveness of your SASP grant-funded program. You might write about data or information that you did not already report in an answer for previous questions that demonstrates the effectiveness of your SASP-funded program.

So this form might not capture some of the amazing work that you do, and you can detail it in **Question 23**. Because there are a lot of questions on the form, but it's absolutely possible that the work that you're grant funded to do is not reflected in one of those questions. So any details that you can provide or give some data a story or unique program successes, you can use **Question 23** to provide that detail to your SASP Administrator and to OVW.

**For Question 24**, provide any additional information that you would like OVW, your State Administrator, or VAWA MEI to know about the data that you have submitted. So if there were any issues or irregularities in the data reported throughout previous sections of the form, you can provide explanations here in **Question 24** to help entities reviewing your data to understand the data in each question.

So for example, if your computer crashed and you lost your data, or if a person that previously filled out the subgrant form left during the current reporting period and your agency was not able to obtain some data, you want to indicate those kinds of information in this narrative question. You can also indicate how you calculated staff FTEs in **Question 24** so there are no questions about your FTEs. And you can use **Question 24** to indicate how you calculate prorating hotline calls, outreach, or referrals. Anything about prorating that you want to make sure is captured in writing, you can include that in **Question 24**, as well.

### **(Minute 1:00:10) Resources**

Once you complete your form, you would go all the way down to the bottom of the form, as you can see I am doing on the right side of the screen. And this is an example form, but there would be a Validate button right there. And you would want to click Validate before you submit your form to your specialist - I mean, to your State Administrator. It will help find any questions you might have accidentally missed or if you accidentally mistyped a number. Say you meant to type "10 victims," and you accidentally typed that you had 100 females served. That extra 0 would be caught when you validate your form.

That is the end of the reporting form. On the left, this slide tells you what resources you can access at our website if you need any additional support. This closed caption recording is available for SASP subgrantees on our website. There is a guide to SASP categories and a guide to victim service categories. There is also a victim services correction form if ever you are asked by your State Administrator to correct your Victim Services Section. There are frequently asked questions available on our website. And there is also a way to contact us directly through the website if you have any questions about anything on the reporting form.

And that brings us to our final slide for this recording. If you have any questions as you are filling out your reporting form, please feel free to call or email either VAWA MEI, your Program Specialist, or GMS, although I don't think that you would need to reach out to GMS. So you might ignore that contact information. But definitely be in touch with and find out who your State Administrator is so that they can support you if you have any questions about completing your form on time.

And thank you so much for accessing our recording. I really hope that it's been helpful. If you have any questions or if something was unclear through the recording, please feel free to reach out with your questions. We love helping people with these forms, we know that they can be confusing so if you're new to this, it's OK to ask questions. I wish you the best of luck with completing your reporting form. Thank you.