

Sexual Assault Forensic-Medical and Advocacy Services for Tribes 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 JustGrants Semi-Annual Progress Report questions and instructions for grantees of the Sexual Assault Forensic-Medical and Advocacy Services for Tribes (FAST) Program.

OVW recognizes that some of the information requested will not be available for many 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
- **Website:** 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
- **JustGrants Support website:** <https://justicegrants.usdoj.gov/user-support>

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General Information Section

General Information

Date of report

Current reporting period

Year

Grantee name

Grant number

Staff Section

Were these grant funds used to fund staff positions during the current reporting period?

- Yes
- No

Staff

Report the total number of full-time equivalent [FTE] staff funded by the 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 only 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.

For example, if you hired a full-time administrator in October whose salary was 100% funded under the FAST Program, you would report that as 0.5 FTEs because they worked for 3 months out of the 6-month reporting period. Report all FTEs in decimals, not percentages. One FTE is equal to 1,040 hours—40 hours per week multiplied by 26 weeks. Please refer to the [Staff FAQs](#) or the [FTE Calculator](#) for more information on how to calculate and report FTEs.

- Administrator (fiscal manager, executive director)
- Counselor
- Information technology staff
- Program coordinator (training coordinator, volunteer coordinator, victim services coordinator)
- Sexual Assault Nurse Examiner/sexual assault forensic examiner
- Support staff (administrative assistant, bookkeeper, accountant)
- Trainer
- Translator/interpreter
- Victim advocate (non-governmental, includes domestic violence, sexual assault, and dual)
- Victim assistant (governmental, includes victim-witness specialist/coordinator)
- Other (please specify)
- Total

Training Section

Were your program funds used for training during the current reporting period?

Check yes if program-funded staff provided training or if program funds were used to directly support training. For purposes of this reporting form, training means providing information on sexual assault, domestic violence, dating violence, and stalking that enables professionals to improve their response to victims/ survivors as it relates to their role in the system.

- Yes
- No

Training events provided

Report the total number of training events provided during the current reporting period that were either provided by grant-funded staff or directly supported by grant funds. Do not include training provided to grant-funded staff.

- Total number of training events provided

Number of people trained

Report the number of people trained during the current reporting period by grant-funded staff or supported by grant program funds. Use the category that is most descriptive of the people who attended the training event. Grant-funded staff who attended training events should not be counted as people trained. Students, community members, and victims/survivors should not be reported as people trained, since they are not professionals responding to victims/survivors.

- Health professionals (doctors, nurses - does not include SANEs or SAFEs)
- Victim service providers
- Mental health professionals
- Sexual assault nurse examiners/sexual assault forensic examiners
- Other (please specify)
- Total

Training: Additional information

Describe the grant-funded training activities provided or received during the current reporting period.

Coordinated Community Response Section

CCR Narrative Response

For the current reporting period, describe the types of organizations and agencies that you collaborated with and/or met with for the purposes of this grant. You can also use this space to describe the effectiveness of your grant-funded coordinated community response activities.

Victim Services Section

Additional definitions related to questions in this section are available in the Appendices.

All victim services 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 FAST Program grant-funded staff or if FAST Program grant funds substantially support their activities.

Were your program funds used to provide victim services?

Check yes if program-funded staff provided victim services or if program funds were used to support victim services during the current reporting period. Report all victims served and victim services provided with program funds, whether by a victim services agency or victim services within law enforcement, prosecution, or the court system in this section.

- Yes
- No

Sexual assault victims/survivors served, partially served, and victims/survivors seeking services who were not served

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 sexual assault victim/survivor who was seeking or who received services during the current reporting period should be counted only once in that reporting period. If the victim/survivor experienced more than one victimization, that person should be counted only once under the presenting victimization. For purposes of this question, victims/survivors are those against whom the sexual assault was directed. Do not report secondary victims/survivors here.

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

B. 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

TOTAL SERVED and PARTIALLY SERVED (A+B)

C. Victims seeking services who were 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

Number of new victims/survivors served and partially served during the current reporting period

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

- Sexual assault

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

Check all that apply.

- Conflict of interest
- Did not meet statutory requirements
- Hours of operation
- Insufficient or lack of culturally appropriate services
- Insufficient or lack of language capacity (including sign language)
- Insufficient or lack of services for people with disabilities

- Lack of childcare
- Program reached capacity
- Program rules not acceptable to victim/survivor
- Program unable to provide service due to limited resources/priority-setting
- Services inappropriate or inadequate for victims/survivors with mental health issues
- Services inappropriate or inadequate for victims/survivors with substance abuse issues
- Services not appropriate for victim/survivor
- Transportation
- Other (please specify)

Race/ethnicity demographics of primary victims/survivors served and partially served

Report the race/ethnicity for each of the victims/survivors reported as served and partially served. Because a victim/survivor can be reported in more than one race/ethnicity demographic, the total number of race/ethnicity demographics should not be less than the total number of victims/survivors reported as served and partially served.

- American Indian or Alaska Native
- Asian
- Black or African American
- Hispanic, Latino, or Spanish origin
- Native Hawaiian or Other Pacific Islander
- White
- Some other race, ethnicity, or origin
- Unknown
- Total race/ethnicity

Gender demographics of primary victims/survivors served and partially served

Report the gender of each of the victims/survivors reported as served and partially served. The total number of gender demographics reported should be equal to the number of victims/survivors reported as served and partially served.

- Female
- Male
- Gender nonconforming or some other gender
- Unknown
- Total gender

Age demographics of primary victims/survivors served and partially served

Report the age of each of the victims/survivors reported as served and partially served. The total number of age demographics reported should be equal to the number of victims/survivors reported as served and partially served.

- 0 – 6
- 7 – 10
- 11 – 17
- 18 – 24
- 25 – 59

- 60 +
- Unknown
- Total age

Other demographics of primary victims/survivors served and partially served

Report to the best of your ability.

- Lesbian, gay, bisexual, transgender, or queer (LGBTQ) individuals
- People with disabilities
- People with limited English proficiency
- People who are D/deaf or hard of hearing
- People who are immigrants/refugees/asylum seekers
- People who live in rural areas

Services provided – Number of victims/survivors receiving services

Report the number of primary victims/survivors served and partially served who received program-funded services during the current reporting period. Count each victim/survivor only once for each type of service they received; do not report the number of times that service was provided to the victim/survivor. The number of victims/survivors reported in any category should not be greater than the total number of victims reported as served and partially served.

- Civil legal advocacy/court accompaniment (Assisting a victim/survivor with civil legal issues, including preparing paperwork for a protection order and accompanying victim/survivor to a protection order hearing, administrative hearing, or other civil court proceeding. Does not include advocacy by attorneys and/or paralegals.)
- Counseling services/support group (Individual or group counseling or support provided by a volunteer, peer, or professional.)
- Criminal justice advocacy/court accompaniment (Assisting a victim/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 (Crisis intervention is a process by which a person identifies, assesses, and intervenes with an individual in crisis so as to restore balance and reduce the effects of the crisis in her/his life. In this category, report crisis intervention that occurs in person and/or over the telephone.)
- Cultural advocacy (Activities such as sweat lodge, talking circles, wellness gatherings, cultural ceremonies, etc.)
- Employment counseling (Actions designed to assist a victim/survivor in obtaining employment, e.g., coaching on career options, skills training, job searches, resume-writing, marketing, job interviews, and preservation of employment)
- Financial counseling (Actions designed to assist a victim/survivor with issues related to improving credit, retiring debt, setting up bank accounts, managing household finances, negotiating with lenders or landlords, developing budgets, managing financial assets, making major purchases such as a home or auto, filing tax returns, etc.)
- Forensic exam (Exam conducted by a sexual assault nurse examiner or by a sexual assault forensic examiner.)

- Hospital/clinic/other medical response (Accompanying a victim survivor to or meeting a victim/survivor at a hospital, clinic, or medical office.)
- Language services (Interpretation, translation)
- Material assistance (Providing victims/survivors with clothing, food, personal items, etc.)
- Pro se clinics/group services
- Transportation
- Victim/survivor advocacy (Actions designed to assist the victim/survivor in obtaining support, resources, or services, including employment, housing, shelter services, health care, victim's compensation, etc.)
- Other (please specify)

Services provided – Number of times service was provided

For each victim/survivor reported as receiving a particular service in the question above, report the total number of times victims/survivors received the program-funded service.

- Civil legal advocacy/court accompaniment (Assisting a victim/survivor with civil legal issues, including preparing paperwork for a protection order and accompanying victim/survivor to a protection order hearing, administrative hearing, or other civil court proceeding. Does not include advocacy by attorneys and/or paralegals.)
- Counseling services/support group (Individual or group counseling or support provided by a volunteer, peer, or professional.)
- Criminal justice advocacy/court accompaniment (Assisting a victim/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 (Crisis intervention is a process by which a person identifies, assesses, and intervenes with an individual in crisis so as to restore balance and reduce the effects of the crisis in her/his life. In this category, report crisis intervention that occurs in person and/or over the telephone.)
- Cultural advocacy (Activities such as sweat lodge, talking circles, wellness gatherings, cultural ceremonies, etc.)
- Employment counseling (Actions designed to assist a victim/survivor in obtaining employment, e.g., coaching on career options, skills training, job searches, resume-writing, marketing, job interviews, and preservation of employment)
- Financial counseling (Actions designed to assist a victim/survivor with issues related to improving credit, retiring debt, setting up bank accounts, managing household finances, negotiating with lenders or landlords, developing budgets, managing financial assets, making major purchases such as a home or auto, filing tax returns, etc.)
- Forensic exam (Exam conducted by a sexual assault nurse examiner or by a sexual assault forensic examiner.)
- Hospital/clinic/other medical response (Accompanying a victim survivor to or meeting a victim/survivor at a hospital, clinic, or medical office.)
- Language services (Interpretation, translation)
- Material assistance (Providing victims/survivors with clothing, food, personal items, etc.)
- Transportation

- Victim/survivor advocacy (Actions designed to assist the victim/survivor in obtaining support, resources, or services, including employment, housing, shelter services, health care, victim’s compensation, etc.)
- Other (please specify)

Hotline support, information, and referral

Report the total number of hotline requests received via program-funded systems or answered by program-funded staff during the current reporting period. Victims/survivors whose requests are reported here should not be reported as victims served or partially served unless they also received at least one of the services listed in the services provided question. Typically, 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.

- Hotline support, information, and referral (Support or information and referral provided over an agency’s hotline, telephone, or web-based communication.)

(Optional) Additional victimizations

If grant funds were used to also address additional types of victimizations besides the presenting victimization for which the victim/survivor was reported under, you can describe those additional victimizations here. For example, you could describe grant-funded services provided to domestic violence victims/survivors who have also been experiencing sexual assault.

(Optional) Victim services: Additional information

Use the space below to discuss the effectiveness of victim services funded or supported by your grant and to provide any additional information you would like to share about your victim services activities beyond what you have provided in the data above. (Maximum 2000 characters.)

Narrative Section

Report on the status of your program grant goals and objectives as of the end of the current reporting period.

Briefly report on the status of the goals and objectives for your FAST Program grant as of the end of the current reporting period. Your goals and objectives should be those identified in your grant proposal or as 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 on your successes and challenges, and provide any additional explanation you feel is necessary for us to understand what you have or have not accomplished relative to your goals and objectives. If you have not accomplished objectives that should have been accomplished during the current reporting period, you must provide an explanation.

- Goal & Objective: Status
- Goal & Objective: Goals/objectives
- Goal & Objective: Key activities
- Goal & Objective: Comments

What do you see as the most significant areas of remaining need, with regard to improving services to victims/survivors, increasing victim/survivor safety, and enhancing community response to domestic/dating violence, sexual assault, and/or stalking?

This question must be answered for the January to June progress report.

What has this grant funding allowed you to do that you could not do prior to receiving the award?

This question must be answered for the January to June progress report.

Provide any additional information that you would like us to know about your project and/or the effectiveness of your grant.

This question is optional.

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

This question is optional.

Appendix 1: 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.

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/survivor 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.

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.

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.

Appendix 2: Definitions of Reasons Partially Served and Not Served

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:

The victim/survivor does not meet requirements of statute (For example, the victim wants to file for a divorce but has not met the statutory requirement for being separated from her spouse for at least six months prior to filing the divorce complaint.)

Hours of operation:

The hours the organization provides services are not compatible with the hours the victim/survivor is available to receive requested services.

Insufficient/lack of culturally appropriate services:

The services currently provided under the grant are not culturally appropriate for the victim/survivor.

Inadequate language capacity (including signing):

Staff or volunteers are unable to adequately communicate with the victim/survivor due to language. Interpreter services are not available or not available at the time the victim/survivor is seeking services.

Insufficient/lack of services for people with disabilities:

The services provided under the grant are not accessible to people with disabilities. For example, a shelter does not allow a victim/survivor's male care attendant to accompany her to the shelter, which prevents her from being able to use shelter services.

Lack of child care:

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

Program reached capacity:

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 shelter has a 9:00p.m. curfew and the victim/survivor declines shelter because s/he is unwilling to agree to a 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 of inadequate for victims/survivors 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, program does not have overnight staff and the victim/survivor cannot be left alone overnight.

Services inappropriate of inadequate for victims/survivors 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 victims/survivors of sexual assault, a victim/survivor requesting support group services is not served because it is clinically determined to be inappropriate for her to attend the group (for example, she may not be ready for a support group environment).

Services not appropriate for victim/survivor:

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 s/he lacks 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.