

Culturally Specific Services 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 Grants to Enhance Culturally Specific Services for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking Program (Culturally Specific Services Program or CSSP). Please note: The Semi-Annual Progress Report that corresponds with this tool was created for the Culturally and Linguistically Specific Services program. Therefore, that program title appears throughout the form, rather than the Culturally Specific Services Program title.

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 E of this 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 and subsections A2, C1, C2, and C4-C7, 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 Culturally Specific Services Program-funded staff or if Culturally Specific Services 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
- **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>

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.

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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., 5a., 5b. Type of lead agency/organization

In question 5, choose the box that best describes the type of agency/organization administering the Culturally Specific Services Program grant. Choose only one.

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

In question 5b, indicate whether the partner agency is a faith-based organization.

6. Point of contact

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

7. Tribal populations

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

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., 8a. Culturally and linguistically specific populations

Indicate which culturally and linguistically specific population(s) were served with your CSSP grant during the current reporting period by checking all that apply.

In question 8a, provide additional information regarding the culturally specific population(s) served.

9. Percentage of grant funds

Report the area(s) addressed by your CSSP grant during the current reporting period and estimate the approximate percentage of funds (or resources) committed to each area. The grantee may choose how to make this determination.

10. Percentage of grant funds used for prevention activities

Estimate the approximate percentage of your CSSP funds used for prevention activities.

11. Percentage of grant funds used for children exposed to violence

Estimate the approximate percentage of your CSSP funds used for providing culturally and linguistically specific services to children exposed to domestic violence, dating violence, sexual assault, and/or stalking.

A2. Staff Information

If CSSP funds were used to fund staff positions during the current reporting period, check yes and answer question 12. If not, check no and skip to section B.

12. Staff

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

- **Administrator:** Administrative positions, such as director and fiscal manager
- **Counselor:** Professional counselors or peer counselors who provide emotional support, guidance, problem-solving, etc., to victims/survivors.
- **Legal advocate:** A staff person who assists a victim/survivor with civil or criminal legal issues, including preparing paperwork for protection orders; accompanying a victim/survivor to a protection order hearing, administrative hearing, or other civil or criminal proceeding; and all other advocacy within the justice system.
- **Program coordinator:** Staff who coordinate specific aspects of the program, such as Victim Services Coordinator.
- **Support staff:** Staff who are secretaries, administrative assistants, bookkeepers, accountants, and/or receptionists.
- **Victim advocate (includes 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.

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

EXAMPLE 1:

You have one full-time victim advocate whose salary is 100% funded with CSSP funds and another victim advocate employed full-time whose salary is 25% funded with CSSP funds. Report them as 1.25 FTEs under victim advocate.

EXAMPLE 2:

A staff member, whose salary is 100% funded with CSSP funds, spends an average of 20 hours of her/his time per week training and coordinating hotline volunteers and 20 hours providing direct victim advocacy. Report this person’s time as .50 under program coordinator and .50 under victim advocate.

EXAMPLE 3:

If you used your CSSP funds to contract with an interpreter for the equivalent of three months of full-time work over the course of the reporting period, report that person as .50 FTE (520 hours worked divided by 1,040 hours in the six-month reporting period) under translator/interpreter.

EXAMPLE 4:

If an employee worked full time for the first three months and had no time on the grant during the last three months of the reporting period, report that staff person as .50 FTE.

B. Purpose Areas

All grantees must complete this section.

13. Statutory purpose areas

Check all purpose areas that apply to activities supported with CSSP funds during the current reporting period.

14. Areas of interest addressed by your grant

In addition to the purpose areas identified in question 13, the Culturally Specific Services Program Application and Program Guidelines may have identified several areas in which OVW encouraged applications from grantees. If your program addressed any of these areas during the current reporting period, list them here. Because these areas of interest may change in each year’s program guidelines, you should consult the guidelines for the fiscal year for which you received your grant funds and/or your grant application.

C. Function Areas

C1. Training

If CSSP funds were used for training during the current reporting period, check yes and answer questions 15-18. If not, check no and skip to subsection C2.

DEFINITION: Training

For the 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. **Education** means providing general information that will increase public awareness of sexual assault, domestic violence, dating violence, and stalking. In this subsection, report information on training activities. Education should be reported in subsection C2.

15. Training events provided

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

If a trainer is partially funded with CSSP funds and partially funded by other sources, develop a system to determine which training activities will be reported here. 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 CSSP, and half through other means. You choose to count alternate trainings that they conduct as CSSP-funded training.

EXAMPLE 2:

A full-time trainer is hired by your agency. Half of their salary is paid by the CSSP, and half through other means. The CSSP funds focus on training people in rural areas, and the other funds pay for training in urban areas. You count only the training events that take place in rural areas and/or that include content on rural issues as CSSP-funded.

EXAMPLE 3:

You use CSSP funds to send two victim advocates, who are not funded under your grant, to a statewide training conference. Count this as one training event in question 15, and report two (2) victim advocates in question 16.

16. Number of people trained

Report the number of people trained during training events reported in question 15. Use the category that is most descriptive of the people who attended the training event. These should be people trained by CSSP-funded staff or people attending training events that were directly supported with CSSP funds during the current reporting period. If you are unable to determine the disciplines represented at a training event, report those people under "Multidisciplinary," but this category should be used only as a last resort. CSSP-funded staff attending training should not be counted.

17. Training content areas

Check the topics covered in training events reported in question 15. Check all that apply. Do not include topics of training attended by CSSP-funded staff. 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.

18. (Optional) Additional information

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

C2. Community Education

If CSSP funds were used for community education during the current reporting period, check yes and answer questions 19-22. If not, check no and skip to subsection 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, and/or stalking. In this subsection, report information on community education activities. **Training** means providing information on sexual assault, domestic violence, dating violence, and/or stalking 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.

19. Education events

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

20. Number of people educated

Report the number of people attending education events by the category that best describes the attendees. Report only on CSSP-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

In this form, **psychoeducation** refers to the education of a victim/survivor, family member, or offender about sexual assault, domestic violence, dating violence, and/or stalking issues 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.

21. Topics of education events

Indicate all topics covered in education events provided by CSSP 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.

22. (Optional) Additional information

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

C3. Coordinated Community Response

All grantees must complete this subsection.

23. Coordinated community response (CCR) activities

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

to estimate the frequency with which these interactions occurred during the current reporting period. If the meeting was with a task force, you should check all attendees.

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

EXAMPLE:

You participate in a quarterly task force meeting on improving understanding of cross cultural and immigration issues in the community. Members of the task force include representatives from a legal services agency, law enforcement department and a domestic violence victim services organization with which you have an MOU. CSSP funds directly support the above activities. You would report the CCR activities by checking the boxes under the Quarterly column in the Meetings section for legal organization, law enforcement agency and domestic violence program, and also checking the box under the MOU column for domestic violence program.

24. (Optional) Additional information

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

C4. Policies

If CSSP-funded staff developed, substantially revised, and/or implemented policies or protocols or if CSSP funds were used to develop, substantially revise, and/or implement policies or protocols during the current reporting period, check yes and answer questions 25 and 26. If not, check no and skip to subsection C5.

25. Policies developed, substantially revised, or implemented

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

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.

26. (Optional) Additional information

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

C5. Products

If CSSP-funded staff developed, substantially revised, and/or implemented products or if CSSP funds were used to develop, substantially revise, and/or distribute products during the current reporting period, check yes and answer question 27. If not, check no and skip to subsection C6.

PLEASE NOTE:

As of the July-December 2019 reporting period, OVW no longer asks grantees to report the number of products distributed. The progress reporting form and these reporting instructions do not reflect this change and still include instructions for product development, revision, and distribution.

27. Product development, revision, and/or distribution

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

DEFINITION:

- **Develop:** To create a new product.
- **Substantially revise:** To make a significant amendment to an existing product.
- **Distributed:** Number of products actually used during the reporting period.

EXAMPLE:

You used your CSSP funds to develop a brochure in Spanish on services for Latina victims/survivors of sexual assault and to distribute 1,000 copies during the current reporting period. You also distributed 500 copies of an existing brochure. You developed a new poster on sexual assault, also with CSSP funds, but have not distributed any posters in this reporting

period. You would report this as follows: for the first brochure, enter “1” as the Number developed or revised in the Brochure category, enter the topic, enter “Latina victims/survivors” under Intended audience, “1,000” under Number used or distributed, and “Spanish” under Other languages. For the second brochure, enter the title in the Brochure category, enter the intended audience, and enter “500” as the Number used or distributed. For the poster, enter “1” under Number developed or revised, describe the poster, and enter the intended audience.

C6. Public Awareness

If CSSP-funded staff engaged in public awareness activities or if CSSP funds were used to directly support public awareness activities during the current reporting period, check yes and answer questions 28 and 29. If not, check no and skip to section C7.

28. Public awareness activities

Indicate the activities that were supported with CSSP funds during the current reporting period. Indicate by checking the appropriate box(es) whether the focus of the activity was sexual assault, domestic violence, dating violence, stalking, or a combination of those issues. Check all that apply.

29. (Optional) Additional information

Use the space provided to discuss the effectiveness of public awareness activities funded or supported by your CSSP grant and to provide any additional information you would like to share about your public awareness activities beyond what you have provided in the data above. An example might include conducting community events in languages most frequently encountered in the population served to inform about the available services, resulting in building relationships between the communities and service providers.

C7. System Improvement

If CSSP funds were used to support system improvement during the current reporting period, check yes and answer question 30. If not, check no and skip to section D.

30. Use of CSSP funds for system improvement

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

31. (Optional) Additional information

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

D. Victim Services

If CSSP-funded staff provided services, or if CSSP funds were used to provide victim services during the current reporting period, check yes and answer questions 32-41. If not, check no and skip to section E.

32. Number of primary 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 33 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 requested or received services during the current reporting period should be counted only once in that reporting period. You can report victims/survivors in each reporting period in which they requested or received services.

Primary victims/survivors are those against whom the sexual assault, domestic violence, dating violence, or stalking 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 primary victimization. (See Example 1 below on primary victimization, and refer to the definitions of sexual assault, domestic violence, dating violence, and stalking in the Appendix.)

A. Victims/survivors served are those who received the service(s) they requested, if those services were provided under your CSSP 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 CSSP 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 CSSP 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 CSSP grant, that person should NOT BE COUNTED in any category in question 32. (If the person calling or requesting services is a secondary victim, that person's calls/requests may be reported in question 38 [Hotline calls and information and referral]. If they received services under your CSSP grant, they should be reported in question 33 [Number of secondary victims served]. See definition of secondary victims in question 33.)

EXAMPLE 1: Unduplicated count

A victim/survivor requested services three different times during the current reporting period; you will report this person only once in question 32.

EXAMPLE 2: Unduplicated count

A victim requested counseling at the beginning of the reporting period and then the same victim came back at the end of the reporting period and requested civil legal advocacy. Although this victim came two times and requested two different services, you will only count that victim

once in question 32. You will count the victim once for each type of service received in question 37A Victim services.

EXAMPLE 3: Primary victimization

A victim/survivor comes into your program looking for help with 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.

EXAMPLE 4: Served

A domestic violence victim/survivor calls your program looking for assistance obtaining a protection order. You assist her with the paperwork and with the filing and service of the emergency protection order, and accompany her to the protection order hearing three weeks later. Since this victim/survivor received the services she requested that were provided under your CSSP grant, she should be counted as “served.”

EXAMPLE 5: Partially served

Your program offers crisis intervention and transportation under your CSSP grant. A victim asks for these two services, but your program can only provide crisis intervention because the advocate is busy and unable to provide transportation. You would count this victim as “partially served,” because your program could not provide the transportation.

EXAMPLE 6: Not served

A woman is sexually assaulted by the person with whom she was living. A police officer who responded to the incident has called your program’s hotline on behalf of the victim asking if an advocate will accompany the victim/survivor to the hospital during her examination. There is no advocate available to do this, and it is a service your program is funded to do under your CSSP grant. You are unable to provide the requested service; therefore she should be counted as “not served.”

EXAMPLE 7: Not counted

During the reporting period, you sent out letters to 10 victims/survivors, informing them of services you provide; 5 letters are returned as undeliverable. Only victims/survivors who contact you after receiving the letter and who request a service that you are funded to provide with CSSP funds would be counted in question 32; none of the other victims/survivors to whom you mailed letters would be counted at all in this question. (You would, however, count the letters sent to victims/survivors in question 39 [Outreach to victims/survivors], if this activity was funded by your CSSP grant.)

Examples 8A-C use the same scenario to illustrate how the three categories of “served,” “partially served,” and “not served” differ, and how they should be applied to the varying responses the victim/survivor received.

EXAMPLE 8: Served – Partially Served – Not Served

A. A sexual assault victim/survivor calls your program looking for crisis intervention and group support. You provide crisis intervention and she attends a support group for sexual assault

victims/survivors. This victim/survivor has received the services she requested that you are funded to provide under your CSSP grant and should be counted as **“served.”**

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

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

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

33. Number of secondary victims served

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

Secondary victims are those who are indirectly affected by sexual assault, domestic violence, dating violence, 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 CSSP-funded services.

EXAMPLE 1:

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

EXAMPLE 2:

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

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

Indicate the reasons that victims/survivors seeking services were not served or were partially served by checking all that apply. OVW acknowledges that funded Culturally Specific Programs may not be able to

serve all victims/survivors who request services. This information is being collected to identify unmet needs and barriers to service.

- **Conflict of interest:** The program cannot serve the victim/survivor because current or previous relationships with that victim/survivor or other parties related to that victim/survivor would interfere with the ability of the program to serve that victim/survivor. For example, the program is currently serving a victim/survivor. Her partner, identifying as your client's victim, requests to join the same support group as the person you are already serving.
- **Did not meet statutory requirements:** Victim/survivor does not meet requirements of statute. For example, a victim/survivor requests help with a divorce, but has not met statutory residency requirements to file for a divorce in the jurisdiction.
- **Hours of operation:** Hours during which the program provides services are not compatible with the hours the victim/survivor is available to receive requested services.
- **Insufficient/lack of culturally appropriate services:** Services currently provided under the grant are not culturally appropriate for the victim/survivor.
- **Insufficient/lack of language capacity (including sign language):** Interpreter services not available or not available at the time the victim/survivor is seeking services. Victims/survivors may be placed on a waiting list to receive interpreter services, but have not been served by the end of the current reporting period.
- **Insufficient/lack of services for victims/survivors who are D/deaf or hard of hearing:** Staff are not able, for any reason, to provide appropriate or adequate services for victims/survivors who are D/deaf or hard of hearing.
- **Insufficient/lack of services for people with disabilities:** The services provided under the grant are not accessible to people with disabilities. For example, a shelter does not allow a care attendant to accompany a victim/survivor to the shelter, which prevents her from being able to use shelter services.
- **Lack of child care:** Victim/survivor is unable to receive requested services due to the lack of available child care.
- **Program reached capacity:** Program is operating at full capacity. Victims/survivors may be placed on a waiting list.
- **Program rules not acceptable to victim/survivor:** Although eligible for services under the grant, a victim/survivor is not willing to comply with rules of the program. For example, a program requires eight individual counseling sessions and the victim/survivor does not want to attend individual counseling.
- **Program unable to provide service due to limited resources/priority-setting:** Program has set priorities (e.g., that they will only represent victims/survivors in protection order hearings who are in imminent danger, or who have complex legal issues related to their protection orders) and is unable to serve victims/survivors who do not meet the priority criteria because of limited resources.
- **Services inappropriate or inadequate for people with mental health issues:** Staff are not able, for any reason, to provide appropriate or adequate services for victims/survivors with mental health problems. For example, the program does not have overnight staff and the victim/survivor cannot be left alone overnight.

- **Services inappropriate or inadequate for people with substance abuse issues:** Staff are not able, for any reason, to provide appropriate or adequate services for victims/survivors with substance abuse problems.
- **Services not appropriate for victim/survivor:** For any reason, the services available under the grant are not appropriate for a victim/survivor. For example, although support groups are offered under the grant for survivors of sexual assault, a victim/survivor requesting support group services is not served because it is clinically determined that the victim/survivor is not appropriate for the group.
- **Services not available for victims/survivors accompanied by male adolescents:** 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:** Victim/survivor is unable to arrange for transportation to receive services or to attend court hearings. This includes situations in which public transportation is not available or, if available, cannot be paid for.
- **Other:** Please specify.

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 question 32.

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

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

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

Only consider services supported with grant funds. For example, your CSSP grant funds only crisis intervention services but a victim/survivor contacts your program seeking both crisis intervention and a support group. You only consider your program’s ability to provide the crisis intervention when determining if the victim/survivor should be counted as served, partially served, or not served, since your program is not funded to provide support group services under your CSSP 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 34 because your program was not able to provide the service when it was requested.

35. Demographics of victims/survivors served or partially served

Based on the victims/survivors reported in 32A and 32B, report the total numbers for all that apply. Because victims/survivors may identify as more than one race or ethnicity and with more than one of the “other demographics” options, the totals for these two categories may exceed the total number of victims/survivors reported in 32A and 32B. However, the total number of victim/survivors reported in the “gender” and “age” categories should equal the total number of victims/survivors reported in 32A and 32B.

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

- **Race/ethnicity:** Report the race or ethnicity with which the victim/survivor identifies. You may count victims/survivors in more than one of the race/ethnicity categories.
- **Gender:** Report the gender of each victim/survivor, or if the gender is unknown, report it as unknown. This is an unduplicated count, and the total number for gender should equal the sum of 32A and 32B.
- **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 32A and 32B.

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 blind or who have low vision, people with developmental disabilities, people with mental health issues or who have mental illness, or people with a chronic, debilitating illness, if their activities are so limited.
- **People who are D/deaf or hard of hearing:** Report the number of victims/survivors who identify with and participate in the language, culture, and community of Deaf people based on the use of sign language (Deaf); victims/survivors who identify within the audiological definition of severe to profound hearing loss and who do not have a cultural affiliation (deaf); and/or victims/survivors who identify with any degree of hearing loss from mild to profound and are committed to participate in society through the use of their residual hearing plus hearing aids, speechreading, and assistive technology to aid communication (hard of hearing).
- **People with limited English proficiency:** Report the number of victims/survivors served who have limited English proficiency. Individuals who do not speak English as their primary language and who have limited ability to read, write, speak, or understand English can be counted as having limited English proficiency.
- **People who are immigrants/refugees/asylum seekers:** Where possible, report the number of victims/survivors who were immigrants/refugees/asylum seekers. This is not a question about immigration or legal status.
- **People who live in rural areas:** Report the number of victims/survivors who live in a rural area or community. (If you do not know if an area is rural, you may use either of the following definitions: any area or community, respectively, no part of which is within an area designated as a standard metropolitan statistical area by the Office of Management and Budget, consistent with the U.S. Census; or any area or community, respectively, that is within an area designated as a metropolitan statistical area or considered as a part of a metropolitan statistical area and is located in a rural census tract.)

EXAMPLE:

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

36. Victims/survivors' relationships to offender

Do not report relationships to offenders for secondary victims.

For those victims/survivors reported as served and partially served in questions 32A and 32B, report the relationship of the victim/survivor to the offender. Victims/survivors are those against whom the sexual assault, domestic violence, dating violence, or stalking was directed. If a victim/survivor was victimized by more than one perpetrator, count the victim/survivor in all categories that apply. The total number of relationships in the sexual assault column must be at least the sum of the number of sexual assault victims/survivors reported in 32A and 32B; 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 32A and 32B; and the total number in the stalking column must be at least the sum of the number of stalking victims/survivors reported in 32A and 32B. The total number of victims/survivors reported here all together may total more than the sum of all victims/survivors reported in 32A and 32B.

- **Current or former spouse or intimate partner:** The victim/survivor (1) is currently or formerly married to the offender, (2) shares a child in common with the offender, (3) is cohabitating with or has cohabitated with the offender as a spouse, or (4) is a person similarly situated to a spouse of the offender under the laws of the jurisdiction receiving grant monies.
- **Other family member or household member:** The victim/survivor is related to the offender by blood, kinship, or similar relationships. Family is defined to include both traditional and non-traditional family structures, including foster parents, grandparents and other relatives, single parents, gay or lesbian parents, extended family, clans, etc. This includes victims/survivors who shared a household or have/had a roommate relationship with the offender.
- **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: 1) length of the relationship; 2) type of relationship; and 3) frequency of the interaction between the persons involved.
- **Acquaintance:** The victim/survivor is known to the offender. For example, the victim/survivor is a neighbor, employee, co-worker, friend, fellow schoolmate, student, etc., of the offender.
- **Stranger:** The victim/survivor and the offender are not known to each other.

37A. Victim services

Do not report secondary victims receiving services in this question.

Based on the victims/survivors reported in 32A and 32B, report the number of primary victims/survivors who received CSSP-funded services during the current reporting period. Count each victim/survivor only once for each type of service that victim/survivor received during the current reporting period; do not report the number of times that service was provided to the victim.

- **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.
- **Civil legal assistance:** Civil legal service provided by an attorney and/or paralegal.

- **Counseling services/support group:** Short-term individual or group counseling or support provided by a volunteer, peer, or professional.
- **Criminal justice advocacy/court accompaniment:** Assisting a victim/survivor with criminal legal issues including notifying the victim/survivor of case status, hearing dates, plea agreements, and sentencing terms; preparing paperwork such as victim impact statements; accompanying a victim/survivor to a criminal court proceeding or law enforcement interview; and all other advocacy within the criminal justice system.
- **Crisis intervention:** Process by which a person identifies, assesses, and intervenes with an individual in crisis so as to restore balance and reduce the effects of the crisis in her/his life. In this category, report crisis intervention that occurs in person and/or over the telephone.
- **Employment counseling:** Actions designed to assist a victim/survivor in obtaining employment, e.g., coaching on career options, skills training, job searches, resume-writing, marketing, job interviews, and preservation of employment.
- **Financial counseling:** Actions designed to assist a victim/survivor with issues related to improving credit, retiring debt, setting up bank accounts, managing household finances, negotiating with lenders or landlords, developing budgets, managing financial assets, making major purchases such as a home or auto, filing tax returns.
- **Hospital/clinic/medical response:** Accompanying a victim/survivor to, or meeting a victim/survivor at, a hospital, clinic, or medical office.
- **Job training:** Providing training in specific employment-related skills to a victim/survivor, e.g., on computer literacy.
- **Language services:** Provision of interpretation and/or translation.
- **Material assistance:** Providing victims/survivors with clothing, food, personal items, etc.
- **Transportation:** Provision of transportation, either directly or through bus passes, taxi fares, or other means of transportation.
- **Victim/survivor advocacy:** Actions designed to help the victim/survivor obtain needed resources or services including employment, housing, shelter services, health care, victim's compensation, etc.

37B. Immigration matters

For the victims/survivors reported as receiving victim services in question 37A, report the number who received assistance with immigration matters during the current reporting period. In the row marked "Immigration matters," provide an unduplicated count of victims/survivors who received assistance with any immigration issue, even if they received help with more than one issue or received assistance on more than one occasion. For specific categories of immigration matters, report the number of victims/survivors who received assistance in each of the categories. Count a victim/survivor only once for each category of immigration matter for which they received assistance. The number of victims/survivors reported in either the general category of immigration matters or in any specific category should not be greater than the sum of 32A and 32B.

EXAMPLE:

Your CSSP-funded immigration specialist assisted a victim/survivor with the paperwork and filing of a VAWA self-petition and with an application for work authorization pending the decision on the VAWA self-petition. You have already reported this victim in question 37A under Civil legal advocacy and Victim/survivor advocacy. You would report this person in question 37B once

under the general category Immigration matters, once in the specific category VAWA self-petition, and once in the specific category Work authorization.

37C. Shelter services

Report the total number of victims/survivors and accompanying family members who received emergency shelter and/or transitional housing provided with CSSP funds during the current reporting period. This should be an unduplicated count for both victims/survivors and for 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. Report the total number of bed nights provided in emergency shelter and/or transitional housing to victims/survivors and family members. The number of bed nights is computed by multiplying the number of victims/survivors and family members by the number of nights they stayed in the shelter. The number of bed nights will typically be significantly higher than the number of victims/survivors and family members.

EXAMPLE:

One victim/survivor and her three children all stayed in the shelter for 10 nights. The number of bed nights would be 4 multiplied by 10, or 40.

38. Hotline calls/information and referral

Report the number of hotline calls and requests for information and referral received from primary victims/survivors, and the total number of hotline calls received, on phone lines paid for with CSSP funds or answered by CSSP funded staff during the current reporting period. Also report the specific languages (other than English) used when responding to these requests for information or assistance.

Primary victims/survivors whose calls are reported here should not be reported as victims served in question 32 unless they also received at least one of the services listed in question 37A Victim services or 37C Shelter services. Victims/survivors who receive services such as crisis intervention or victim advocacy over the telephone, in addition to basic hotline information and/or referrals, should also be reported in question 37A. Hotline calls that include victim advocacy or crisis intervention services are those that require more time than the average call and involve a more intensive focus on the immediate needs and situation of the victim. All calls, whether or not from victims/survivors, should be included in "Total number of calls/requests."

EXAMPLE 1:

A victim/survivor calls the grant-funded hotline and is in crisis. The Spanish-speaking advocate spends 30 minutes on the call assisting the victim/survivor. In this case, the call would be counted in this question under both Number of calls from primary victims/survivors and Total number of calls/requests and "Spanish" would be entered under Language(s) other than English used when responding to requests for information or assistance. The victim/survivor would also be counted in question 32 as a victim served, in question 37A under Crisis intervention, and demographic information (even if the responses entered were in the unknown categories) would be reported on this victim/survivor in questions 35 and 36.

EXAMPLE 2:

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

39. Outreach to victims/survivors

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

Victims/survivors who are the recipients of these outreach activities should **not** be reported as victims/survivors served in question 32 unless they also received at least one of the services reported in question 37A Victim services or 37C Shelter services. Victims/survivors who received services such as victim advocacy over the telephone should be reported in question 37A.

EXAMPLE:

Your agency receives calls from the police department when officers are transporting Spanish-speaking sexual assault victims/survivors to the hospital for forensic examinations. Your protocol is to send a victim advocate to the medical facility to stand by and, if the victim/survivor chooses, to be present during the exam. During the current reporting period, your CSSP-funded victim advocates responded to 22 calls from law enforcement and accompanied 18 of the victims during their exams. You would enter “22” in the column Number of outreach activities to victims/survivors in this question. You would also count the 18 victims/survivors for whom you provided accompaniment as victims/survivors served in question 32 as victims served, in question 37A under Hospital/clinic/other medical response, and you would provide demographic information (even if the responses entered were in the “unknown” categories) on these 18 victims/survivors in questions 35 and 36.

40. Protection orders

Report the total number of temporary and/or final protection orders requested and granted for which CSSP-funded victim services staff assisted victims/survivors of sexual assault, domestic violence, dating violence, or stalking 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.

41. (Optional) Additional information

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

E. Narrative

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

All grantees must answer this question.

Report on the status of the goals and objectives for your CSSP grant as of the end of the current reporting period, as identified in your grant proposal or as they have been added or revised. Indicate

whether the activities related to your goals and objectives have been completed, are in progress, are delayed, or have been revised. Comment on your successes and challenges, and provide any additional explanation you feel is necessary for us to understand what you have or have not accomplished relative to your goals and objectives.

Please limit your responses to the space provided.

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

EXAMPLE 1:

Objective: Provide training for new bilingual hotline volunteers.

Activity: Coordinate with local victim services agency to schedule training dates and compile training materials.

Status: Ongoing.

Comments: Training dates have been set and publicized; materials for training notebooks have been selected. Training will be provided as scheduled over a two-month period in February and March of 2021.

EXAMPLE 2:

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

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

Status: Delayed.

Comments: The person we originally hired for this position had to leave the area due to a family emergency before starting work, so the hiring has been delayed. We hope to have someone in the position by March 1, 2021.

43. What services or resources do you provide that are specifically tailored to reach the culturally and linguistically specific population(s) that you serve?

All grantees must answer this question.

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

EXAMPLE:

Staff, volunteers, or advisory board members of your organization reflect the community you serve.

44. 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, or stalking, increasing victims/survivors safety, and enhancing community response (including offender accountability for sex offenders)?

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

Consider geographic regions, underserved populations, service delivery systems, and challenges and barriers unique to your service area and the population[s] you serve.

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

45. What has CSSP 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 this information on the January to June reporting form only.

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

EXAMPLE:

Before we received CSSP funds, our agency did not have appropriate staff to serve Spanish-speaking victims. Since we received this funding, we have hired a Spanish-speaking therapist and have increased the number of Spanish-speaking victims served by our program from 2 to 40.

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

This question is optional.

If you have any other data or information that you have not already reported in answer to previous questions that demonstrate the effectiveness of your CSSP-funded program please provide it below.

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

47. 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 responses to the space provided (8,000 characters) for this question.

EXAMPLE:

If you submitted two different progress reports for the same reporting period, you may explain how the data was apportioned to each report; or if you reported staff—e.g., victim advocates—but did not report any corresponding victim services you may explain why; or if you did not use CSSP 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.

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.

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.