

Tribal Sexual Assault 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 Tribal Sexual Assault Services Program (T-SASP).

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, D, and E and subsections A1 and C1 of this form must be completed by all grantees. In subsection A2, C2, and C3, and Section D, 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 T-SASP grant-funded staff or if T-SASP 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. Type of funded organization

Check the box that best describes the type of grantee organization. Check one box only.

6. Point of contact

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

7. Tribal populations served

Indicate which tribal populations are served under your grant. You should list only tribes on which your grant focuses or intends to focus.

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 special Culturally Specific Programs and services provided by the United States to Indians because of their status as Indians.

A2. Staff information

If your T-SASP grant funds were used to fund staff positions during the current reporting period, check yes and answer question 8. If not, check no and skip to section B.

8. Staff

Report the number of full-time equivalent (FTE) staff funded under this grant during the current reporting period. Report staff by function(s) performed, not by title or location. Include employees who are part-time and/or 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. Report all FTEs in decimals, not percentages. If staff members fall into two or more categories of job descriptions, divide their time as appropriate. One FTE is equal to 1,040 hours—40 hours per week multiplied by 26 weeks.

- **Administrator:** Administrative positions, such as fiscal manager, executive director, and shelter manager.
- **Counselor:** Professional counselors or peer counselors who provide emotional support, guidance, problem solving, etc. to victims/survivors.
- **Legal advocate:** A staff person who assists a victim/survivor with civil or criminal legal issues including preparing paperwork for protection orders; accompanying a victim/survivor to a protection order hearing, administrative hearing, or other civil proceeding; and all other advocacy within the civil justice system. Does not include services provided by an attorney or paralegal or by a governmental victim advocate (i.e., victim witness specialist/coordinator.)
- **Program coordinator:** Staff who coordinate specific aspects of the program, such as CCR Coordinator, Training Coordinator, Victim Services Coordinator, Transitional Housing Coordinator, and Visitation Services Coordinator.
- **Support staff:** Staff persons who are secretaries, administrative assistants, receptionists, bookkeepers, and/or accountants.
- **Translator/interpreter:** Providing translation or interpretation to victims/survivors.
- **Tribal cultural specialist:** Specializes in tribal culture in a way that aids victims/survivors.
- **Victim advocate:** Victim advocacy includes actions designed to help the victim/survivor obtain needed resources or services including employment, housing, shelter services, health care, victim's compensation, etc.
- **Other:** Responses in the "Other" category should be very specific. Responses such as graduate assistant, contractor, and consultant are not valid. Some acceptable "other" category entries include "data analyst," and "evaluator."

EXAMPLE 1:

If you have one full-time receptionist whose salary is 100% funded with T-SASP grant funds and a full-time bookkeeper whose salary is 25% funded with T-SASP grant funds, report 1.25 FTE under support staff.

EXAMPLE 2:

A staff member, whose salary is 100% funded with T-SASP grant funds, spends approximately 20 hours a week coordinating the victim services program, 16 hours providing victim advocacy, and 4 hours collecting and analyzing evaluation data. Report as .50 under "program coordinator," .40 under "victim advocate," and .10 under other as "evaluator."

EXAMPLE 3:

During the six month reporting period, an employee was hired to work full-time and worked only during the last three months of the reporting period. In this case, you would need to prorate the FTEs to reflect three months of the six-month reporting period. The correct FTE for that staff person would be .50 FTEs, or 3 months/6months.

EXAMPLE 4:

A staff member works 20 hours a week. The staff member spends 10 hours a week coordinating the victim services program, and 10 hours providing victim advocacy. Report this as .25 under “program coordinator,” and .25 under “victim advocate”.

B. Purpose Areas

All grantees must complete this section.

9. Statutory purpose areas

Check all purpose area(s) that apply to activities engaged in with T-SASP grant funds during the current reporting period, even if those activities are different from the purpose area(s) indicated in your original application for funding or in previous reports.

C. Function Areas

C1. Coordinated Community Response

All grantees must complete this subsection.

10. Coordinated community response activities

Check the appropriate boxes to indicate the agencies or organizations, even if they are not partners with which you have a memorandum of understanding (MOU), that you provided victim/survivor referrals to, received victim/survivor referrals from, engaged in consultation with, provided technical assistance to, and/or attended meetings with, during the current reporting period, according to the usual frequency of the interactions. If the interactions were not part of a regular schedule, you will need to estimate the frequency with which these interactions occurred during the current reporting period. You should also count the meetings attended by staff who are partially funded by your T-SASP grant. If T-SASP grant-funded staff participated in a task force or work group, indicate the “Meetings” by checking the frequency of the meetings and the types of organizations participating.

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

10A. Additional information (Optional)

Use the space provided to discuss the effectiveness of your coordinated community response activities funded or supported by your T-SASP grant and to provide further explanation on how these activities increase the safety of American Indian/Alaska Native women.

C2. Policies

If T-SASP grant funds were used to develop, substantially revise, or implement policies or protocols during the current reporting period, check yes and answer questions 11-12. If not, check no and skip to section C3.

11. Policies or protocols developed, revised, or implemented during the current reporting period

Check all the types of policies or protocols developed, substantially revised, or implemented during the current reporting period. These activities should be completed by T-SASP grant-funded staff or directly

supported by T-SASP grant funds. Check all that apply. If the policy/protocol is still in the development or revision phase, it should not be reported until it is actually finished.

DEFINITION:

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

EXAMPLE 1: Developed

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

EXAMPLE 2: Substantially revised

Your tribal law enforcement agency had a policy concerning appropriate response to sexual violence, but it only referred to the law enforcement role relative to tribal offenders. During the current reporting period, grant-funded law enforcement staff amended the policy to include appropriate response to non-tribal offenders. You report this activity during the current reporting period because the revisions were completed.

EXAMPLE 3: Implemented

Your tribal law enforcement agency revised their policy concerning appropriate response to sexual assault victims/survivors to include protocols for people who are disabled. During the current reporting period, the new protocols were distributed, and became standard practice. You would report this activity during the current reporting period because the policy was implemented. You would not continue to report this same activity in future reporting periods.

12. Additional information (Optional)

Use the space provided to discuss the effectiveness of policies funded or supported by your T-SASP grant that you have developed or implemented and to provide further explanation on how these policies increase the safety of American Indian/Alaska Native women.

C3. Products

If your T-SASP grant funds were used to develop, substantially revise, or distribute products or codes during the current reporting period, check yes and answer question 13. If not, check no and skip to Section D.

PLEASE NOTE:

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

13. Product development, substantial revision, and/or distribution

Report the number of products developed, substantially revised, or distributed with T-SASP funds during the current reporting period. Report the number of new products developed or substantially revised during the current reporting period; the title/topic, the intended audience for each product developed, revised, or distributed; and the number of products used or distributed.

Report on products that were newly developed or substantially revised during the current reporting period whether or not they were used or distributed. Report 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.

If a product was created in or translated into a language other than English, including Braille, indicate the language. If you developed a product during the current reporting period, but did not distribute the product during the current reporting period, you would report one developed in the “Number developed or revised” column, but would not report anything for this product in the “Number used or distributed” column. You do not have to report that you are planning to distribute 100 copies during the next reporting period.

EXAMPLE:

You create a new brochure and distribute 50 copies. The brochure is for victims/survivors about tribal law enforcement response to sexual assault. It is written in Athabscan. You also distribute 20 copies of a brochure created during a previous reporting period. This brochure is about victim services on the reservation. 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 “Sexual assault victims/survivors” under Intended audience, “50” under Number used or distributed, and “Athabscan” under Other languages. For the second brochure, enter the title in the Brochure category, enter the intended audience, and enter “20” as the Number used or distributed.

D. Victim Services

All grantees must complete this section.

Only provide information in this section that represents victims/survivors served and services provided with T-SASP grant funding.

14. 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 15 below

DEFINITION: Primary victim

Primary victims/survivors are those against whom the sexual assault was directed.

Only provide information in this section that represents victims/survivors of sexual assault served and services provided with T-SASP funding during the current reporting period.

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

A. Victims/survivors served are those who received the service(s) they requested, if those services were provided under your T-SASP 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 T-SASP 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 T-SASP 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 T-SASP grant, that person should NOT BE COUNTED in any category in question 14. (If the person calling or requesting services is a secondary victim, that person's calls/requests may be reported in question 20 [Hotline calls and information and referral]. If they received services under your T-SASP grant, they should be reported in question 16 [Number of secondary victims served]. See definition of secondary victims in question 16.)

EXAMPLE 1: Unduplicated count

A victim/survivor requested counseling at the beginning of the reporting period and then the same victim/survivor came back at the end of the reporting period and requested civil legal advocacy. Although this victim/survivor came two times and requested two different services, you will only count that victim once in item 14. You will count the victim/survivor once for each type of service.

EXAMPLE 2: Served

A victim/survivor who was sexually assaulted by her former roommate requests services at your T-SASP project. You have been funded under the T-SASP to assist victims/survivors to obtain protection from abuse orders, both temporary and permanent. You assist her in filling out the paperwork and your staff attorney provides representation at the hearing. This victim/survivor also wants to file for civil damages against her roommate. You are not funded to represent victims/survivors in tort actions, so you refer this person to a private attorney for help with her tort action. This person would be counted in A, "victims/survivors served," because she received the services she requested that were funded under your T-SASP grant.

EXAMPLE 3: Partially served

A victim/survivor whose ex-husband has been charged with sexual assault comes into your office to request if someone can attend the arraignment with her and assist with obtaining a protection order. Your advocate assists her with the protection order, but is already scheduled to be in another court on the date of the arraignment. Both of these activities are funded by your T-SASP grant but since this victim/survivor only received assistance with the protection order and not court accompaniment, she would be counted as "partially served."

EXAMPLE 4: Not served

A victim/survivor of sexual assault walks into your clinic program requesting assistance changing the visitation provisions in her divorce decree. Her ex-husband has been using the exchange times to harass her regarding her new relationship, and she wants to go back into court to make changes in how the exchange happens. Your clinic receives T-SASP funding to provide assistance in family law matters for victims/survivors. You do an intake on this person, but you are not able to take her case at that time because of staffing limitations, and her name is put on a waiting list. As of the end of the reporting period, she is still on the waiting list. This person should be counted as "not served."

Examples 5A-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 5: Served – Partially Served – Not Served

A. A sexual violence victim/survivor calls your T-SASP funded program and requests crisis intervention and group support. You provide crisis intervention services and she attends a support group for sexual assault victims/survivors. This victim/survivor has received a range of the services you provide under your T-SASPs Program grant and should be counted as "served."

B. A sexual violence victim/survivor calls your T-SASP funded program and requests crisis intervention and group support. You provide crisis intervention services but the support group for sexual assault victims/survivors is full and she does not receive this service during the current reporting period. This victim/survivor has received some, but not all, of the services you provide under your T-SASPs Program grant and should be counted as "partially served."

C. A sexual violence victim/survivor calls your T-SASP funded program and requests crisis intervention and group support. You have a waiting list for all services and cannot provide her with any services during the current reporting period. This victim/survivor has not received any of the services you provide under your T-SASPs Program 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 should be reported as “served.” The same is true if a victim/survivor moves, even if they do not inform you, and they are unable to complete the services. When determining whether a victim/survivor is served, partially served or not served, do not consider services the victim/survivor declined, unless the victim requested a service but found the program rules unacceptable.

15. Number of secondary victims 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 secondary victim who received services during the current reporting period should be counted only once. Secondary victims do not need to be connected with a primary victim who is receiving services.

DEFINITION: Secondary Victims

Secondary victims are those who are indirectly affected by the sexual assault. They are those who are collaterally affected by the victimization and 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 T-SASP funded services.

EXAMPLE 1:

A woman with two children is sexually assaulted by her husband. The children are not directly assaulted by their father, but they will now be moving to a new home with their mother and visitations with their father will be supervised. These children are secondary victims since they are affected by the victimization of their mother by their father.

EXAMPLE 2:

A woman is sexually assaulted by an acquaintance. Her supportive husband will be taking time off from work to attend court hearings with her. The husband will also be joining a support group. The husband is affected by the assault on his wife and would be counted as a secondary victim.

16. Reasons victims/survivors were not served or were partially served

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

- **Conflict of interest:** The project cannot serve the victim/survivor because current or previous relationships with that client, or other parties related to that client, would not protect the client's interests. For example, when there are dual or multiple relationships, whether professional, social, or business; or, when services are provided to two or more people who have a relationship with each other.
- **Did not meet statutory requirements:** 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.
- **Insufficient/lack of 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 victims/survivors who are D/deaf or hard of hearing:** Staff or volunteers are unable to adequately communicate with the victim/survivor. D/deaf or hard of hearing services are not available or not available at the time the victim/survivor is seeking services.
- **Insufficient/lack of services for victims/survivors 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 the 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 9:00 p.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 or 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 or 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.)
- **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.

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

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

If your program offers services, usually through outreach, and the victim refuses the services or does not contact your program to accept services, you would not count this person 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 T-SASP grant funds only support crisis intervention services but a victim/survivor contacts your program seeking crisis intervention and a support group. You only consider your program’s ability to provide the crisis intervention when determining if the victim/survivor should be counted as served, partially served, or not served since your program is not funded to provide support group services under your T-SASP 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 wait 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. Most likely, you would indicate, “program reached capacity” in item 16 because your program was not able to provide the service when it was requested.

17. Demographics of victims/survivors served or partially served

Based on the victims/survivors reported in 14A and 14B, report the total numbers for all demographic categories that apply. Because victims/survivors may identify in more than one category of race/ethnicity, the total for “Race/ethnicity” may exceed the total number of victim/survivors reported in 14A and 14B. However, the total number of victims/survivors reported under “Race/ethnicity” should

not be less than the total number of victims/survivors reported in 14A and 14B. The total number of victims/survivors reported under “Gender” and the total number reported under “Age” should equal the total number of victims/survivors reported in 14A and 14B. Those victims/survivors for whom gender, age, and/or race/ethnicity is not known should be reported in the “unknown” category. Do not report demographics for secondary victims. The demographic categories listed under this question are mandated by the federal Office of Management and Budget.

- **Race/ethnicity:** Report the ethnicity or race with which the victim/survivor identifies. You may count victims/survivors in more than one of the race/ethnicity categories. However, victims/survivors should not be counted more than once in either the category “American Indian or Alaska Native” or in the category “Native Hawaiian or other Pacific Islander”.
- **Gender:** Report the gender of each victim/survivor served 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 14A and 14B.
- **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 total of 14A and 14B.

Other demographic information:

- **People with disabilities:** Count victims/survivors with a significant limitation in activities of daily living as people with disabilities. This may include people who are vision impaired, people with developmental disabilities, and people with diagnosed mental illness, if their activities are so limited.
- **People who are D/deaf or hard of hearing:** Count victims/survivors with a significant limitation in activities of daily living as people who are D/deaf or 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 live in rural areas:** Report the number of victims/survivors served who live in a rural area or community. If you do not know if an area is rural, you may use the following definition: A rural area is any area or community, respectively, no part of which is within an area designated as a standard metropolitan statistical area by the Office of Management and Budget, consistent with the U.S. Census; or any area or community, respectively, that is within an area designated as a metropolitan statistical area or considered as a part of a metropolitan statistical area and is located in a rural census tract.

EXAMPLE:

If the project served a twenty year old woman who identifies as American Indian and Latina whose primary language is Lakota and who does not read or write English, you would count this victim/survivor under Race/ethnicity (American Indian and Latina), Gender (Female), Age (18-25), and as a person with limited English proficiency.

18. Victims/survivors' relationships to offenders

For those victims/survivors reported as served and partially served in questions 14A and 14B, report the relationship of the victim/survivor to the offender by type of victimization. Victims/survivors are those against whom the sexual assault was directed. If a victim/survivor experienced more than one type of

victimization and/or was victimized by more than one perpetrator, count the victim/survivor in all categories that apply. The total number of relationships in the relationship column must be at least the sum of the number of sexual assault victims/survivors reported in 14A and 14B. The total number of victims/survivors reported here all together may total more than the sum of all victims/survivors reported in 14A and 14B. Do not report relationships to offenders for secondary victims.

- **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 domestic or family violence 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 have a roommate relationship with the offender.
- **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 and the offender are not known to each other.

19. Victim services

Based on the victims/survivors reported in 14A and 14B, report the number of victims/survivors who received T-SASP-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 in the column under "Number of victims/survivors served." A victim/survivor may only be counted once for each service they received. Do not report secondary victims receiving services in this question.

- **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, administrative hearing, or other civil proceeding; and all other advocacy within the civil justice system.
- **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:** 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 searchers, 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 the 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:** Interpretation, 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.

20. Hotline calls/information and referral

Report the number of hotline calls and requests for information and referral received from primary victims, and the total number of hotline calls received, on phone lines paid for with T-SASP funds or answered by T-SASP funded staff, during the current reporting period. Primary victims whose calls are reported here should not be reported as victims served in question 14 unless they also received at least one of the services listed in question 19, Victim 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 19. 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.

EXAMPLE 1:

A victim/survivor calls the grant-funded hotline and is in crisis. The advocate spends 30 minutes on the call assisting the victim/survivor. In this case, the call would be counted in question 20 and the victim/survivor would also be counted in question 19 under "Crisis intervention." Demographics would need to be collected on this caller since she is now being reported in question 19.

EXAMPLE 2:

A mother of a victim/survivor calls the grant-funded hotline and requests information about available services for her daughter. Your program provides her with the information. In this case, she would be counted here and no demographics would need to be collected for this caller.

21. Outreach to victims/survivors

Report the number of unsolicited letters, phone calls, or visits to victims/survivors of specific incidents of sexual assault, informing them of services and/or providing information. Victims/survivors who are the recipients of these outreach activities should not be reported as victims served in question 14 unless they also received at least one of the services reported in question 19 Victim services. Victims/survivors who receive services such as advocacy over the telephone should be reported in question 19.

EXAMPLE 1:

Your agency works closely with tribal law enforcement and they provide you with copies of the police reports. Your agency sends out 75 letters during the current reporting period and five victims/survivors call and request grant-funded services. In this case, you would report 75 in question 21 and the 5 victims/survivors requesting grant-funded services would also be counted in question 19 by the type of grant-funded service they requested. Demographics would then need to be collected on these 5 victims/survivors. However, if no victims/survivors requested services, you would only report in question 21.

EXAMPLE 2:

Your agency conducts outreach activities in the community during the current reporting period. Your grant-funded outreach worker conducts outreach by visiting the homes of 10 victims/survivors during the current reporting period. Each victim/survivor refuses services. In this case, you would only report those 10 outreach activities in question 21. No demographics would need to be collected.

22. Protection orders

Report the total number of temporary and/or final protection orders requested and granted for which T-SASP funded victim services staff provided assistance to victims/survivors during the current reporting period. These orders may also be referred to as protection from abuse, protection from harassment or anti-harassment orders, restraining orders, or no-contact or stay-away orders. Temporary orders are generally issued ex parte, meaning without a court hearing, for a short period of time (e.g., 30 days), and final orders are issued after a court hearing for a longer period of time (e.g., two years). 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.

E. Narrative

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

All grantees must answer this question.

Briefly report on the status of the goals and objectives for your T-SASP 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.

EXAMPLE:

Objective: Coordinate the sharing of information concerning sexual assault offenses on the reservation with local law enforcement agencies.

Activity: Hire data specialist to create tracking system for sharing information

Status: Delayed.

Comments: We hired someone who left the position because of a family emergency six weeks after she was hired. We are interviewing new candidates and hope to have someone in the position by the next reporting period.

25. What services or resources do you provide that are specifically tailored to reach the American Indian and/or Alaska Native populations that you serve?

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 each question.

26. What do you see as the most significant areas of remaining need, with regard to improving services to victims/survivors of sexual assault, 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, jurisdictional issues, service delivery systems, types of victimizations, and challenges and barriers unique to your service area and the population you serve.

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

27. What has the T-SASP funding allowed you to do that you could not do prior to receiving this funding?(Consider expansion of services to victims/survivors and increased coordination between tribal and local law enforcement.)

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

E.g. expand coordination and cross-referrals with sexual assault agencies in your community.

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

28. Provide additional information regarding the effectiveness of your grant-funded program.

This question is optional.

If you have any other data or information that you have not already reported in answers to previous questions that demonstrate the effectiveness of your T-SASP grant, please provide it below.

If you have not already done so elsewhere on this form, feel free to discuss any of the following: institutionalization of staff positions, policies and/or protocols, systems-level changes, community collaboration, the removal or reduction of barriers and challenges for victims/survivors, utilization of volunteers and/or interns to complete activities, promising practices, and positive or negative unintended consequences.

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

EXAMPLE:

Our T-SASP-funded victim advocate served on a task force examining ways the criminal justice system could be more responsive to American Indian victims/survivors of sexual assault. As a result, a Sexual Assault Response Team was implemented on the reservation with protocols for forensic exams with a local hospital.

29. Provide any additional information that may provide explanation 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 each 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 funded staff--e.g., victim advocates, law enforcement officers, etc.-- but did not report any corresponding victim services or law enforcement activities, you may explain why; or if you did not use program funds to support either staff or activities during the reporting period, please explain how program funds were used, if you have not already done so.

Appendix: Glossary of Frequently Used Terms

Dating violence:

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim/survivor. The existence of such a relationship is determined by the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic violence:

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

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.