

ICJR 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 Improving Criminal Justice Responses to Sexual Assault, Domestic Violence, Dating Violence, and Stalking Grant Program (ICJR Program)

All grantees should read each section to determine which questions they must answer based on the activities engaged in under this grant during the current reporting period. Sections B, F, and G of this form must be completed by all grantees. In section A, subsection A1 must be answered. In section C, subsection C2 must be answered. In sections D, E, and subsections A2, C1, C3, C4, C5, C6, and 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.

Information reported in sections D (Victim Services) and subsection E5 (Batter Intervention Program) is for grant-funded activities only. Information reported in subsections E1 (Law Enforcement), E2 (Prosecution), E3 (Courts), and E4 (Probation and Parole) must reflect the activities of the entire agency receiving the ICJR Program funding.

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 ICJR Program grant-funded staff or if ICJR 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. Type of lead agency/organization

Choose the box that best describes the type of lead agency/organization. Check one box only. If you are a state government agency granting funds to other entities, please list the sub-grantees in question 68.

5a. Type of government partner

In question 5, if the lead agency is a coalition or a victim services provider, check the government type(s) that best describe your project partners. Check all that apply

5b. Is this a faith-based organization?

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

6. Point of contact

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

7. Does this grant specifically address tribal populations?

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

DEFINITION: Indian tribe

The term "Indian tribe" means a tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native village or regional or village corporation (as defined in, or established pursuant to, the Alaska Native Claims Settlement Act [43 U.S.C. §1601

et seq.]), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

EXAMPLE 1:

Your victim services program is located on the Nez Perce reservation. There are members of over a dozen other tribes living on the reservation, and you provide services to anyone who lives on the reservation that needs services. Report that you provide services to the Nez Perce tribe, but do not report other tribes whose members reside on your reservation.

EXAMPLE 2:

You hold a training event for law enforcement in your non-tribal area and police from a nearby reservation attend. Your training does not address tribal codes, nor did you intend to train tribal police, even though they are welcome to attend the training. Even though tribal police attended, do not report that you served a tribe or nation, because it was not your intent to specifically focus on the tribe.

8. Percentage of grant funds

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

A2. Staff Information

If your ICJR Program funds were used to fund staff positions during the current reporting period, check yes and answer question 9. If not, check no and skip to section B.

9. Staff

Report the total number of full-time equivalent (FTE) staff funded by the ICJR Program grant during the current reporting period. Report staff by function(s) performed, not by title or location. Include employees who are part-time and/or partially funded with these grant funds as well as consultants/contractors. Report grant-funded overtime. If an employee or contractor was employed or utilized for only a portion of the reporting period, prorate appropriately. 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 proceeding; and all other advocacy within the civil justice system. Does not include attorneys, paralegals, or governmental victim advocates (i.e., victim assistant/victim-witness coordinator) or non-governmental victim advocates
- **Program coordinator:** Staff who coordinate specific aspects of the program, such as training coordinator, prevention/education coordinator, victim services coordinator, and legal staff coordinator

- **Support staff:** Staff who are secretaries, administrative assistants, bookkeepers, accountants, and/or receptionists
- **Victim advocate** (non-governmental, includes domestic violence, sexual assault, and dual): A person who facilitates a victim/survivor in accessing needed resources or services. An advocate may also provide crisis intervention, safety planning, and support during medical exams.
- **Victim assistant** (governmental, includes victim-witness specialist/coordinator): A staff person who provides victim assessment and coordination in support of case prosecution activities, assists with victim-witness statements, coordinates victim/survivor court appearances, and provides victims/survivors with court dates. The services provided are generally limited to the period and scope of court proceedings. Typically, this is a governmental employee of a law enforcement agency, prosecution office, or court, and confidential communications are usually limited.
- **Other:** Responses in the “Other” category should be very specific. Responses such as graduate assistant, contractor, and consultant are not valid, since they do not specify the function performed by the staff person. Some acceptable “other” category entries include “data analyst” and “evaluator.”

EXAMPLE 1:

You have one full-time attorney whose salary is 100% funded with ICJR Program funds and another attorney employed full-time whose salary is 25% funded with ICJR Program funds during the current reporting period, report 1.25 FTEs in the “attorney” category.

EXAMPLE 2:

A staff member, whose salary is 100% funded with ICJR Program funds, spends approximately 20 hours of her/his time coordinating the victim services program, 16 hours providing victim advocacy, and 4 hours collecting and analyzing evaluation data. Report this as 0.50 under “program coordinator”, 0.40 under “victim advocate”, and 0.10 under “other” as “evaluator”.

EXAMPLE 3:

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 0.50 FTE.

EXAMPLE 4:

If you contracted with an information technology specialist for the equivalent of two months of full-time work over the course of the reporting period, report that person as 0.33 FTE (2 months divided by 6 months) in the “Information technology staff” category.

B. Purpose Areas

All grantees must complete this section.

10. Statutory purpose areas

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

11. Program priority areas addressed by your grant

In addition to the purpose areas identified in question ten, the ICJR Grant Program Application and Program Guidelines may have identified several program priority areas that would receive priority consideration. If your program addressed any of these priority areas during the current reporting

period, list them. Because these priority areas may change in each year's program guidelines, you should consult the guidelines for the fiscal year for which you received your grant funds and/or your grant application.

C. Function Areas

C1. Training

If your ICJR Program funds were used for training during the current reporting period, check yes and answer questions 12-15. If not, check no and skip to C2.

DEFINITION: Training

For purposes of this reporting form, **training** means providing information on sexual assault, domestic violence, dating violence, and stalking that enables professionals to improve their response to victims/survivors as it relates to their role in the system. Presentations to groups such as high school students, community groups, men's groups, parents/guardians, victim/survivors, etc., would not be counted as training events and attendees would not be counted as people trained, since they are not professionals who work with victims/survivors or offenders.

12. Training events provided

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

If a trainer is partially funded with ICJR Program 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 ICJR Program, and half through other means. You choose to count alternate trainings that they conduct as ICJR Program-funded training.

EXAMPLE 2:

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

EXAMPLE 3:

You use ICJR Program funds to send five judges to the same judicial institute. Count this as one event in question 12, and report five (5) court personnel trained in question 13.

13. Number of people trained

Report the number of people trained during the current reporting period. Use the category that is most descriptive of the people who attended the training event. These should be people trained by ICJR Program-funded staff or people attending training events that were directly supported with ICJR Program funds during the current reporting period. If unable to determine the disciplines represented

at a training event, estimate to the best of your ability. ICJR Program-funded staff attending training should not be counted.

14. Training content areas

Check the topics addressed in training events reported in question 12. Check all that apply.

Do not include topics of staff development training attended by ICJR Program-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.

15. (Optional) Additional information

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

C2. Coordinated Community Response

All grantees must complete this subsection.

16. Coordinated community response (CCR) activities

Check the appropriate boxes to indicate the agencies or organizations, 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. If the meeting was with a task force, you should check all attendees. In the last column, indicate the agencies or organizations with which you have a memorandum of understanding (MOU) for purposes of the ICJR Program grant.

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 contacts will fall between these numbers, so choose the numbers that most accurately captures the contacts that you have.

17. (Optional) Additional information

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

C3. Policies and Legislation

If ICJR Program-funded staff developed, substantially revised, and/or implemented policies or protocols or if ICJR Program-funded staff developed or promoted State, local, or tribal legislation and policies, or if ICJR Program funds were used to directly support the development, revision, or implementation of policies or protocols or to directly support the development or promotion of State, local, or tribal legislation and policies during the current reporting period, check yes and answer questions 18-20. If not, check no and skip to C4.

18. Policies and/or protocols developed, substantially revised, or implemented

Check the types of policies or protocols developed, substantially revised, and/or implemented during the current reporting period. These activities should be completed by ICJR Program-funded staff or directly supported by ICJR Program 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.

19. Development or promotion of State, local, or tribal legislation and policies

If ICJR Program funds were used to support the development or promotion of State, local, or tribal legislation and policies that enhance best practices for responding to domestic violence, dating violence, sexual assault, and stalking during the current reporting period, please discuss those activities here.

20. (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 ICJR Program grant. You may provide examples, data, or any other information about your policy activities that you have not already provided.

C4. Products

If ICJR Program-funded staff developed or substantially revised products or if ICJR Program funds were used to develop or substantially revise products during the current reporting period, check yes and answer question 21. If not, check no and skip to C5.

21. Use of ICJR Program funds for product development or substantial revision

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

DEFINITION:

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

EXAMPLE:

You used ICJR Program funds to develop a training curriculum to help law enforcement officers identify predominant aggressors. You also used ICJR Program funds to translate 200 copies of a brochure on sexual assault. You would report this as follows: for the curriculum, enter “1” as the Number developed or revised in the Training curriculum and materials category, enter the topic, and enter “law enforcement officers” for the intended Audience. For the brochure, enter “1” as the Number developed or revised in the Brochure category, enter the topic, enter “victims/survivors” for Intended audience, and “Spanish” under Other languages.

C5. Data Collection and Communication Systems

If your ICJR Program funds were used for data collection and/or communication systems during the current reporting period, check yes and answer questions 22-23. If not, check no and skip to C6.

22. Use of ICJR Program funds for data collection and/or communications systems

Indicate whether ICJR Program funds were used to develop, install, expand, and/or link data collection and/or communications systems or to purchase computers or other equipment during the current reporting period. Check all that apply. If you purchased equipment in the previous reporting period, you will not report it as purchased again during the current reporting period, unless you purchased additional equipment during the current reporting period.

23. Purpose of data collection and/or communication systems

Indicate the types of information that have been or will be identified and/or tracked using the technology identified in question 22. Check all that apply.

C6. Specialized Units

If your ICJR Program funds were used to support a specialized unit during the current reporting period, check yes and answer questions 24 and 25. If not, check no and skip to C7.

24. Use of ICJR Program funds for specialized units

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

DEFINITION: Specialized units

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

25. Victimization addressed by ICJR-funded specialized units

For any specialized unit reported in question 24, indicate all victimizations addressed by that unit during the current reporting period.

C7. System Improvement

If your ICJR Program funds were used to support system improvement during the current reporting period, check yes and answer question 26. If not, check no and skip to section D.

26. Use of ICJR Program funds for system improvement

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

D. Victim Services

If ICJR Program-funded staff provided victim services, or if grant funds were used to support victim services during the current reporting period, check yes and answer questions 27-35. If your ICJR Program funds were not used for victim services, check no and skip to section E.

Only provide information in this section that represents victims/survivors served and services provided with ICJR Program funding during the current reporting period. Report all victim services provided, whether by legal services, a victim services agency, or by staff providing victim services within law enforcement, prosecution, or the court system, in this section. Report criminal justice activities such as 911 calls, investigations, and prosecutions in section E only.

27. Number of primary victims/survivors served, partially served, and victims/survivors seeking services who were not served

Do not report secondary victims here.

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

Victims/survivors are those against whom the sexual assault, domestic violence, dating violence, 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 presenting victimization (See example 1 below on presenting victimization, and refer to definitions of domestic violence, dating violence, sexual assault, 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 ICJR Program grant.

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

TOTAL SERVED and PARTIALLY SERVED (A+B)

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

PLEASE NOTE:

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

EXAMPLE 1: 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 ICJR Program grant, she should be counted as “served” in the domestic violence/dating violence column.

EXAMPLE 2: Partially served

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

EXAMPLE 3: Not served

A woman is sexually assaulted by the person with whom she was living. A police officer who responded to the call has called your program’s hotline on behalf of the victim asking if an advocate will accompany the victim 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 ICJR Program grant. You are unable to provide the requested service, therefore she should be counted as “not served” in the sexual assault column.

EXAMPLE 4: Not counted

You receive police reports on all domestic violence incidents responded to by police. During the reporting period, you sent out letters to 500 victims/survivors based on these police reports, informing victims/survivors of services you provide; twenty-five 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 ICJR Program funds would be counted in question 27; 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 33c, if this activity was funded by your ICJR Program grant.)

Examples 5A-C use the same scenario to illustrate how the three categories of “served,” “partially served,” and “not served” should be applied to the varying responses the victim/survivor received when requesting services.

EXAMPLE 5: 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 ICJR Program 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 ICJR Program 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 ICJR Program grant and should be counted as **“not served.”**

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

For each victim/survivor reported in 27A and 27B, report the number of victims/survivors who began receiving ICJR Program-funded services during the current reporting period. If this is your first time using ICJR Program funds to provide victim services, then all victims/survivors in 27A and 27B should be reported as new. If the victim/survivor has been counted as served or partially served in a previous reporting period do not include them here, even if the victim/survivor sought services for a new victimization.

EXAMPLE 1:

During the current reporting period you used grant funds to serve ten victims/survivors. Four of the victims/survivors started receiving services during the current reporting period, five victims/survivors began services during previous reporting period, and one victim/survivor began services over a year ago. You would report “4” in question 28, since only four of the victims/survivors reported in 27A and 27B started receiving services during the current reporting period

EXAMPLE 2:

During the previous reporting period, a domestic violence victim/survivor sought and received grant-funded services. Last month, the victim returned to your organization after her estranged intimate partner sexually assaulted her and requested assistance in obtaining a protection

order. Your grant-funded attorney was able to provide this service. You would NOT report this victim here since she had received services in a previous reporting period.

29. Number of victims/survivors served for all types of victimizations

For each victim reported as served or partially served in question 27A and 27B, report any additional types of victimizations for which they received ICJR Program-funded services during the current reporting period. Report a victim under each additional victimization in the row that corresponds to the victimization you reported that victim under in question 27A and 27B. Report a victim only once under each additional victimization.

PLEASE NOTE:

This table automatically populates the number of victims/survivors served and partially served under each presenting victimization. For instance, if you reported 10 sexual assault victims/survivors in 27A and 27B, the “Presenting victims/survivors of sexual assault” row would be populated with “10” under the “Sexual assault” column.

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

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

- **Conflict of interest:** The 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 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 childcare:** Victim/survivor is unable to receive requested services due to the lack of available child care.
- **Program reached capacity:** Program is operating at full capacity. Victims/survivors may be placed on a waiting list.

- **Program rules not acceptable to victim/survivor:** Although eligible for services under the grant, a victim/survivor is not willing to comply with rules of the program. For example, a program 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 adolescent:** Although shelter services are provided under the grant, your shelter has rules prohibiting adolescent males from residing in the shelter, and the victim/survivor refuses to go to the shelter without the child. Therefore, the victim/survivor is denied shelter services.
- **Transportation:** 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:** 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/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 ICJR Program grant funds only crisis intervention services but a victim/survivor contacts your program seeking crisis intervention and a support group. You only consider your program’s ability to provide the crisis intervention when determining if the victim/survivor should be counted as served, partially served, or not served, since your program is not funded to provide support group services under your ICJR Program grant.

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

If your program began to provide the requested services, this person would be counted as served. However, if this person was placed on a waiting list, and when your program was able to provide the service you were not able to locate the victim/survivor, you would then count this victim/survivor as not served. You would indicate “program reached capacity” in question 30 because your program was not able to provide the service when it was requested.

31. Demographics of primary victims/survivors served or partially served

Based on the victims/survivors reported in 27A and 27B, report the total numbers for all that apply. Because victims/survivors may identify as more than one race/ethnicity, the total for “Race/ethnicity” may exceed the total number of victim/survivors reported in 27A and 27B. However, the total number of victims/survivors reported under “Race/ethnicity” should not be less than the total number of victims/survivors reported in 27A and 27B. The total number of victim/survivors reported in the “Gender” and “Age” categories should equal the total number of victims/survivors reported in 27A and 27B. Those victims/survivors for whom gender, age, and/or race/ethnicity is not known should be reported in the “unknown” category.

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

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

Other demographic information:

- **People with disabilities:** Count victims/survivors with a significant limitation in activities of daily living as people with disabilities. This may include people who are vision-impaired, people with developmental disabilities, and people with diagnosed mental illness, if their activities are so limited.
- **People with limited English proficiency:** Report the number of victims/survivors served who have limited English proficiency. Individuals who do not speak English as their primary language and who have limited ability to read, write, speak, or understand English can be counted as having limited English proficiency.
- **People who are D/deaf or hard of hearing:** Report the number of victims/survivors who identify with and participate in the language, culture, and community of Deaf people based on the use of sign language (Deaf); victims/survivors who identify within the audiological definition of severe to profound hearing loss and who don’t have a cultural affiliation (deaf); and/or victims/survivors who identify with any degree of hearing loss from mild to profound and are

committed to participate in society through the use of their residual hearing plus hearing aids, speechreading, and assistive technology to aid communication (hard of hearing).

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

EXAMPLE:

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

32. Victims/survivors' relationship to offender by victimization

Do not report relationships to offenders for secondary victims.

For those victims/survivors reported as served and partially served in questions 27A and 27B, report the relationship of the victim/survivor to the offender by type of victimization. Victims/survivors are those against whom the sexual assault, domestic violence, dating violence, or stalking was directed. If a victim/survivor experienced more than one type of victimization and/or was victimized by more than one perpetrator, count the victim/survivor in all categories that apply. The total number of relationships in the sexual assault column must be at least the sum of the number of sexual assault victims/survivors reported in 27A and 27B; 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 27A and 27B; and the total number in the stalking column must be at least the sum of the number of stalking victims/survivors reported in 27A and 27B. The total number of victims/survivors reported here all together may total more than the sum of all victims/survivors reported in 27A and 27B.

- **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 the grant monies.
- **Other family member or household member:** The victim/survivor is related to the offender by blood, kinship, or similar relationships. Family is defined to include both traditional and non-traditional family structures, including foster parents, grandparents and other relatives, single parents, gay or lesbian parents, extended family, clans, etc. This includes victims/survivors who shared a household or have/had a roommate relationship with the offender.
- **Current or former dating relationship:** The victim/survivor is, or has been, in a social relationship of a romantic or intimate nature with the offender. The existence of such a

relationship is determined by the following factors: 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.

EXAMPLE:

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

33a. Victim services

Do not report secondary victims receiving services in this question.

Based on the victims/survivors reported in 27A and 27B, report the number of primary victims/survivors who received ICJR Program-funded services during the current reporting period. Count each victim/survivor only once for each type of service that the victim/survivor received under the “Number of victims/survivors served” column. Under the “Number of times service was provided” column, report the total number of times victims/survivors received the grant-funded service during the current reporting period. The total for each type of service under the number of victims/survivors column should not be higher than the total of 27A and 27B.

- **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:** 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 only crisis intervention that occurs in person and/or over the telephone.
- **Forensic exam:** A medical examination to collect and document evidence, evaluate, and treat STDs and pregnancy, and refer victims to follow-up or medical care or counseling. Does not include accompanying the victim to a hospital, clinic, or medical office.
- **Hospital/clinic/other medical response:** Accompanying a victim/survivor to, or meeting a victim/survivor at the hospital, clinic, or medical office.
- **Language Services:** Provision of interpretation and/or translation.

- **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.

33b. Hotline support, information and referral

Report the number of hotline requests (including web-based, helpline, and crisis line, etc. requests) received from primary victims, and the total number of hotline requests received on phone lines paid for with ICJR Program funds or answered by ICJR Program-funded staff during the current reporting period. Primary victims whose requests reported here should not be reported as victims/survivors served in question 27 unless they also received at least one of the services listed in question 33a. 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 33a. Hotline requests 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 requests, whether or not from victims/survivors, should be included in “Total number of requests”.

EXAMPLE 1:

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

EXAMPLE 2:

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

33c. Victim-witness notification/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, and stalking identified in police reports or court documents, informing them of services and/or providing information about the criminal justice system.

PLEASE NOTE:

Victims/survivors who are the recipients of these notification/outreach activities should not be reported as victims/survivors served in question 27 unless they also received at least one of the services reported in question 33a Victims Services.

EXAMPLE 1:

Your agency works closely with local law enforcement and they provide you with copies of the police reports. Your agency sends out 75 letters during the current reporting period and five victims/survivors call and request grant-funded services. In this case, you would report 75 in Question 38 and the 5 victims/survivors requesting grant-funded services would also be counted in Question 36a by the type of grant-funded service they requested. These 5 victims/survivors

would be reported in Question 29 and, if they were reported as served or partially served, demographics would also need to be reported in Questions 34 and 35. However, if no victims/survivors requested services, you would only report in Question 38.

EXAMPLE 2:

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

34. Protection orders

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

35. (Optional) Additional information

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

E. Criminal Justice System

The scope of the data requested from criminal justice agencies that receive ICJR Program funds is agency-wide, not just grant-funded activities. Examples under each subsection are designed to help grantees determine the scope of data they are required to report. ICJR Program grantees completing E5-Batterer Intervention Programs, are only required to report data reflecting grant-funded activities. For ICJR Program funds received by a jurisdiction that only fund a smaller jurisdiction, only data from the smaller jurisdiction needs to be reported. For example, if the grantee is New York City but the grant is funding a project in one particular precinct, then report on all activities of the precinct, not the city. If you have any questions regarding the scope of data, call the VAWA Measuring Effectiveness Initiative’s technical assistance hotline (1-800-922-VAWA [8292]).

E1. Law Enforcement

If your ICJR Program funds were used for law enforcement activities during the current reporting period, check yes and answer questions 36-39. Provide information for your entire law enforcement agency, even if ICJR Program funds were not used to fund all of the activities of your law enforcement agency. If your ICJR Program funds were not used for law enforcement activities, check no and skip to E2.

PLEASE NOTE:

If you have an advocate employed by, or located at, the law enforcement agency, but ICJR Program funds are not supporting the law enforcement activities listed in question 36, you would not fill out this subsection. You would report the advocate's activities in the Victim Services section.

EXAMPLE 1:

Your ICJR Program grant provides funding for a law enforcement officer who only provides training to other staff in your police department regarding best practices in responding to domestic violence incidents. You report this data in subsection C1 only and do not complete this section.

EXAMPLE 2:

Your ICJR Program grant funds three officers in a special domestic violence unit in your city law enforcement agency. There are 50 other law enforcement officers employed by your city law enforcement agency. You must report all 911 domestic violence and other activities on domestic violence cases responded to by all officers employed by the city law enforcement agency.

EXAMPLE 3:

Your ICJR Program grant funds an advocate located at the law enforcement agency, but ICJR Program funds are not supporting the law enforcement activities listed in question 36. You must report the advocate's activities in the Victim Services section only and do not complete this section.

36. Activities

Report on any of the following activities engaged in related to sexual assault, domestic violence, dating violence, and/or stalking cases/incidents during the current reporting period, by providing a total number for each of those activities. (See question 8 of these instructions for definitions of sexual assault, domestic violence, dating violence, and stalking.)

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

- **Calls for assistance:** All 911 and other calls made to law enforcement reporting on or requesting assistance in sexual assault, domestic violence, dating violence, or stalking incidents.
- **Incident reports:** All responses to a sexual assault, domestic violence, dating violence, or stalking incident as reported on an incident report.
- **Cases/incidents investigated:** All cases in which evidence was collected and witnesses were interviewed relating to a sexual assault, domestic violence, dating violence, or stalking incident.

- **Forensic medical evidence:** All cases in which rape kits were processed.
- **Arrests:** All arrests made by law enforcement, except dual arrests.
- **Dual arrests:** All responses by law enforcement in which both parties involved in the sexual assault, domestic violence, dating violence, or stalking incident were arrested. (Dual arrests are discouraged by OVW. It is a goal of this office to reduce the number of dual arrests.)
- **Protection/ex parte/temporary restraining orders served:** All instances in which these types of orders have been served on sexual assault, domestic violence, dating violence, or stalking offenders.
- **Arrests for violation of bail bond:** All instances in which arrests were made of offenders charged with sexual assault, domestic violence, dating violence, or stalking crimes who violated conditions set out in their bail bonds
- **Enforcement of warrants:** All instances in which warrants relating to sexual assault, domestic violence, dating violence, or stalking offenses were enforced.
- **Arrests for violation of protection order:** All instances in which arrests were made of offenders who violated conditions of protection orders obtained by victims/survivors of sexual assault, domestic violence, dating violence, or stalking crimes.
- **Protection orders issued:** (To be answered only by grantees in jurisdictions that authorize law enforcement officers to directly issue “no-contact”, protection, or restraining orders in cases of sexual assault, domestic violence, dating violence, and stalking) All orders issued by law enforcement in a sexual assault, domestic violence, dating violence, or stalking case. Do not report these orders as “Protection/ex parte/temporary restraining orders served.”
- **Referrals of cases to prosecutor:** Number of cases/incidents that were referred to the prosecutor’s office. These cases may involve multiple offenses.
- **Referred for federal prosecution:** Number of cases/incidents involving firearms charges, interstate protection orders, etc., which were referred to a federal prosecutor or federal law enforcement agency

37. Victim/survivor referrals to victim services

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

38. Protection orders

Report the total number of temporary and/or final protection orders requested and granted, for which law enforcement staff provided assistance to victims/survivors of sexual assault, domestic violence, dating violence, and/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 civil or criminal.

Temporary orders are generally issued ex parte, meaning without a court hearing for a short period of time (e.g., 30 days), and final orders are issued after a court hearing, for a longer period of time (e.g., one to two years). For all instances in which law enforcement provided assistance to the victim/survivor in obtaining such an order, the number of those orders requested and granted should be reported here.

39. (Optional) Additional information

Use the space provided to discuss the effectiveness of law enforcement activities funded or supported by your ICJR Program grant and provide any additional information you would like to share about those activities beyond what you have provided in the data above. You may provide examples, data, or any other information about your law enforcement activities that you have not already provided.

E2. Prosecution

If your ICJR Program funds were used for prosecution activities during the current reporting period, check yes and answer questions 40-46. Provide the following information for your entire prosecutor's office, even if ICJR Program funds were not used to fund all of the activities of your prosecutor's office. If your ICJR Program funds were not used for prosecution activities, check no and skip to E3.

PLEASE NOTE:

If you have an advocate employed by or located at the prosecutor's office, but grant funds are not supporting the prosecution activities listed in question 40a, you would not fill out this section. You would report the advocate's activities in the Victim Services section.

EXAMPLE 1:

Your program receives ICJR Program funding only for a victim-witness specialist housed in the prosecutor's office who works with victims/survivors and witnesses in domestic violence cases. You must report this data in section D (Victim Services) and do not complete this section.

EXAMPLE 2:

Your program receives ICJR Program funding for a dedicated domestic violence prosecutor who handles the most serious domestic violence crimes. However, other prosecutors also handle domestic violence cases. Provide data in this section that reflects activities and outcomes on all domestic violence cases in your prosecutor's office.

40a. Number of cases received, accepted for prosecution, declined, transferred, or referred

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

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

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

40b. Reasons for declining cases

Of those cases reported in question 40a(c) as declined, report only the primary reason for the decision to decline prosecution.

- **Insufficient evidence (returned for further investigation):** The case has been evaluated and determined to not have sufficient evidence to support prosecution at this time. However, the case has been returned to law enforcement, or given to a prosecution-based investigator, for the purpose of developing sufficient evidence.
- **Insufficient evidence/victim unavailable (no further action requested):** The case has been evaluated and determined to not have sufficient evidence to support prosecution. This may include insufficient physical evidence and/or the unavailability of the victim/survivor or other witnesses necessary to prove the case.
- **Request of victim/victim safety:** The case has been evaluated and the prosecutor was made aware that bringing charges could further endanger the victim/survivor and/or her children. Based on this information, a decision was made not to move forward with the case.

EXAMPLE 1:

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

EXAMPLE 2:

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

41. Disposition of cases

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

- **Dismissed:** Report cases that were dismissed.
- **Deferred adjudication:** Report cases in which there was a deferred adjudication. Deferred adjudication is a process in which adjudication of the case is deferred pending successful completion of certain terms. If a defendant successfully completes those terms, the case is then dismissed.
- **Convicted:** Report cases in which there was a conviction, and indicate whether the offender was convicted as the result of a plea to, or was found guilty of, the highest offense charged (“plead as charged” or “guilty as charged”), of a lesser charge within the same category (e.g., another felony or misdemeanor), or of a lesser charge in a lower category (e.g., a felony reduced to a misdemeanor).
- **Acquitted:** Report cases in which the offender was acquitted.

EXAMPLE 1:

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

EXAMPLE 2:

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

EXAMPLE 3:

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

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

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

43. Tribal grantees

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

44. Victim/survivor referrals to victim services

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

45. Protection orders

Report the total number of temporary and/or final protection orders requested and granted, for which prosecutors provided assistance to victims/survivors of sexual assault, domestic violence, dating violence, and/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 civil or criminal. Temporary orders are generally issued ex parte, meaning without a court hearing for a short period of time (e.g., 30 days), and final orders are issued after a court hearing, for a longer period of time (e.g., one to two years). For all instances in which prosecutors provided assistance to the victim/survivor in obtaining such an order, the number of those orders requested and granted should be reported here.

46. (Optional) Additional information

Use the space provided to discuss the effectiveness of prosecution activities funded or supported by your ICJR Program grant. You may provide examples, data, or any other information about your prosecution activities that you have not already provided. You may also use the space to explain high numbers of cases declined or dismissed or the impact of a “no-drop” policy on conviction rates.

E3. Courts

If your ICJR Program funds were used for court activities during the current reporting period, check yes and answer questions 47-53. Provide the following information for your entire court jurisdiction, even if ICJR Program funds were not used to fund all of the court activities. If your ICJR Program funds were not used for court activities, check no and skip to E4.

PLEASE NOTE:

If you have an advocate employed by or located at the court, but grant funds are not supporting the court activities listed in question 47, you would not fill out this section. You would report the advocate’s activities in the Victim Services section.

EXAMPLE 1:

Your County receives ICJR Program funds for a special domestic violence court in one city court jurisdiction. The special domestic violence court handles cases for the entire city. However, domestic violence cases are also heard in the city court outside of the special unit. You would report on all domestic violence cases handled by the entire city court.

EXAMPLE 2:

Your ICJR Program grant provides funds to support the attendance of state court judges at a national training institute that focuses on domestic violence. You would report those training activities in subsection C1 and you would NOT provide information in subsection E3 on Courts.

EXAMPLE 3:

Your ICJR Program grant funds a resource coordinator in the court who assists victims/survivors with protection orders, informs victims/survivors about the civil and criminal legal process and options, and refers victims/survivors to appropriate community agencies and resources. You would report the activities of this person in section D Victim Services and you would NOT provide information in subsection E3 on Courts.

47. Disposition of criminal cases

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

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

- **Dismissed:** Report cases that were dismissed.
- **Deferred adjudication:** Report cases for which there was a deferred adjudication. Deferred adjudication is a process in which the judge requires the defendant to adhere to certain terms prior to any adjudication of guilt. If a defendant successfully fulfills those terms, the case against that defendant is usually dismissed.
- **Convicted:** Report cases for which there was a conviction.
- **Acquitted:** Report cases for which the offender was acquitted.

48. Judicial monitoring

Report the number of sexual assault, domestic violence, dating violence, and/or stalking offenders whose cases were reviewed by the court for compliance with conditions of probation or other court-ordered conditions, or for violations of those conditions. Also report the total number of review hearings conducted. The number of review hearings is the number of individual hearings held for each offender, even when that offender is reviewed during the same monitoring sessions as other offenders.

EXAMPLE:

During the current reporting period, 10 offenders were reviewed at the same three sessions. The number of offenders reviewed would be 10, and the number of review hearings conducted would be 10 multiplied by 3, or 30.

49. Dispositions of violations

Report the number of sexual assault, domestic violence, dating violence, and/or stalking cases reviewed by the court in which there were dispositions of violations during the current reporting period. If violations occurred but no hearing was held, or if the hearing was continued and not resolved during the current reporting period, do not report during this reporting period. If a violation occurred in a

previous reporting period but was heard and disposed of during the current reporting period, that should be counted during this reporting period. Only report when there was a final adjudication of the violation. A case may be counted more than once if there were multiple violations with dispositions during the current reporting period. This question refers specifically to violations of judicial monitoring reported in question 48.

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

50. Victim/survivor referrals to victim services

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

51. Civil protection orders

Report the total number of requests received for temporary protection orders and final protection orders and the total number of temporary protection orders and final protection orders granted for victims/survivors of sexual assault, domestic violence, dating violence, and stalking during the current reporting period in the court(s) receiving funds under the ICJR Program grant. This should include all orders having the force of law that are designed to protect the victim/survivor from contact with the offender during the pendency of the order. They may be referred to as protection from abuse, protection from harassment or anti-harassment orders, or restraining orders in your jurisdiction. Temporary orders are generally issued ex parte, meaning without a court hearing, for a short period of time (e.g., 30 days), and final orders are issued after a court hearing for a longer period of time (e.g., two years). Civil protection orders are those requested by the plaintiff.

52. Criminal protection orders

Report the total number of requests for criminal protection orders and the total number of criminal protection orders granted for victims/survivors of sexual assault, domestic violence, dating violence, and stalking during the current reporting period in the court(s) receiving funds under the ICJR Program grant. This should include all orders having the force of law that are designed to protect the victim/survivor from contact with the offender during the pendency of the order. They may be referred to as "no-contact" or "stay-away" orders. Generally, these orders are requested by the prosecutor's office, do not require the victim/survivor to appear in court, and are effective only while the criminal case is active. Criminal protection orders may be issued as a condition of bail or probation.

53. (Optional) Additional information

Use the space provided to discuss the effectiveness of court activities funded or supported by your ICJR Program grant and provide any additional information you would like to share about those activities beyond what you have provided in the data above. You may provide examples, data, or any other information about your court activities that you have not already provided.

E4. Probation and Parole

If your ICJR Program funds were used for probation and parole activities during the current reporting period, check yes and answer questions 54-58. Provide the following information for your entire probation office, even if ICJR Program funds were not used to fund all of the probation activities. If your ICJR Program funds were not used for probation and parole activities, check no and skip to section E5.

EXAMPLE:

Your County received ICJR Program funds for a domestic violence probation officer. Because this person does not handle all domestic violence probationers, you must report on all supervision cases for domestic violence offenders in the county.

54. Number of offenders

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

55. Monitoring activities

For offenders reported in question 54, report the number of the monitoring activities engaged in during the current reporting period. Report only those offenders who were monitored using the specific activity under “number of offenders.” Report the total number of contacts for all offenders for the specific activity under “total contacts.” The total number of contacts for each activity should be at least equal to the number of offenders for each activity.

For cases reported in question 54, report the number of times the probation office engaged in outreach to a victim/survivor. In the second column, “number of victims/survivors,” report the total number of victims/survivors who were contacted by the probation office during the current reporting period. This should be an unduplicated count of victims/survivors. In the second column “Total contacts,” report the total number of times victims/survivors were contacted.

- **Face-to-face meeting with offender:** The probation or parole officer has regularly scheduled (e.g., once or twice a week) in-person meetings with the offender, consistent with terms of probation.
- **Telephone contact with offender:** The probation or parole officer has regularly scheduled or unscheduled contact with the offender by telephone.
- **Unscheduled surveillance of offender:** The probation or parole officer observes specific locations (e.g., victim/survivor’s home, offender’s workplace) or monitors the whereabouts of the offender with or without the offender’s prior knowledge.
- **Electronic monitoring (GPS, radio frequency):** The probation or parole officer observes the offender’s movements and location through electronic monitoring.

- **Outreach to victims/survivors:** The probation officer has telephone or in-person contact with the victim/survivor to provide information about the terms of the offender’s probation and/or to inquire about the victim/survivor’s safety.

EXAMPLE:

A probation officer had a total caseload of 30 offenders. During the current reporting period, the probation officer had face-to-face contact 10 times each with 20 offenders. The officer also had monthly telephone contact with 10 offenders. In this case the table would be filled out as: (20) “offenders” in the “face-to-face meeting with offender” category for a total of (200) “total contacts” (10 x 20) and (10) “offenders” in the “telephone contact with offender” category for a total of (60) “total contacts” (6 x 10).

56. Dispositions of violations

For offenders reported in question 54 in which there were violations that were reviewed by the court and in which dispositions were reached during the current reporting period, report the type of violation and the disposition of each. If violations occurred but no hearing was held, or if the hearing was continued and not resolved during the current reporting period, do not report here. If a violation occurred in a previous reporting period but was heard and disposed of during the current reporting period, that should be counted. Only report when there was a final adjudication of the violation. One case may have multiple violations with dispositions during the current reporting period; all should be counted.

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

57. Victim/survivor referrals to victim services

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

58. (Optional) Additional information

Use the space provided to discuss the effectiveness of probation or parole activities funded or supported by your ICJR Program grant and to provide any information you would like to share about those activities beyond what you have provided in the data above. You may provide examples, data, or any other information about your probation or parole activities that you have not already provided.

E5. Batterer Intervention Program (BIP)

If your ICJR Program funds were used for BIP activities during the current reporting period, check yes and answer questions 59-61. If not, check no and skip to section F. Report only grant-funded activities.

59. Offenders in program

Report the number of offenders in your batterer intervention program during the current reporting period.

60. Outcomes

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

61. Length of BIP in weeks

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

EXAMPLE:

Your BIP program has two different models, one designed for male offenders that is 48 weeks long and a second model designed for female offenders that is 26 weeks long. During the current reporting period, there were four groups for the male offenders and one group for the female offenders. In this case, you would report (48) in column A for the first model for the male offenders and (26) in column B for the second model for the female offenders.

F. Community Measures

All grantees must complete this section.

62. Domestic violence, dating violence, sexual assault, and stalking civil protection orders in grant jurisdiction

Report the total number of temporary and/or final civil protection orders requested and granted during the current reporting period in the grant jurisdiction. This should be an unduplicated count of all civil protection orders in your grant jurisdiction, whether or not your grant funds were used to obtain the civil protection orders. This should include all civil orders having the force of law that are designed to protect the victim/survivor from contact with the offender during the pendency of the order. 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. 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). Civil protection orders are those requested by the plaintiff.

EXAMPLE:

You are a Domestic Violence Response program funded by an ICJR Program grant to provide victim services and a specialized law enforcement unit in Fayette County. You have reported the total number of protection orders that ICJR Program-funded victim services staff assisted with in section D, and the total of protection orders that law enforcement in the jurisdiction assisted

with in section E. However, you must also complete 62, reporting the total number of protection orders requested and granted for your entire grant jurisdiction, which in this example is Fayette County.

63. Exceptions

If the data in question 62 is not jurisdiction-wide or otherwise does not conform to the question, describe or explain that variance here. For example, if the data includes protection orders that are not related to domestic violence, dating violence, sexual assault, or stalking, or if the data is from an area smaller or broader than your jurisdiction, or if the requested data is unavailable, please report that here.

G. Narrative

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

All grantees must answer this question.

Report on the status of the goals and objectives for your ICJR Program grant as of the end of the current reporting period, as identified in your grant proposal or as they have been added or revised. Indicate whether the activities related to your objectives for the current reporting period have been completed, are in progress, are delayed, or have been revised. Comment 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 and avoid the use of any formatting included bullets and apostrophes.

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

EXAMPLE:

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

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

Status: Delayed.

Comments: We hired someone who left the position because of a family emergency six weeks after he was hired. We are interviewing new candidates and hope to have someone in the position by February 15, 2004.

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

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

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

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

66. What has the ICJR Program funding allowed you to do that you could not do prior to receiving this funding?

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

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

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

EXAMPLE 1:

Before we received our first ICJR Program grant in 2014, we only had one staff person at the shelter. Because we would not leave women and children alone in the shelter, everyone had to go with us when anyone had an appointment. We would put everyone in our station wagon, and children would be sitting on the floorboards. Since we received our grant, we were able to hire two more staff, so there is always someone to stay at the shelter with women and children.

EXAMPLE 2:

Before we received ICJR Program funds, we did not appropriately serve women with disabilities. Since we received ICJR Program funds, we hired a disability specialist and have increased the number of women with disabilities served by our program from two in 2013 to 60 in 2016.

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

This question is optional.

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

PLEASE NOTE:

If your data in response to question 67 exceed the space provided, submit the materials in hard copy form to your OVW program specialist.

EXAMPLE 1:

Our grant-funded domestic violence prosecutor successfully prosecuted 68 out of 81 misdemeanor domestic violence crimes, a success rate of 84% for domestic violence cases. The prosecutor's office as a whole, by comparison, successfully prosecuted 130 domestic violence cases out of 223, a success rate of 58%. See attached data sheet for a more specific breakdown of the case dispositions for cases handled by the grant-funded domestic violence prosecutor during the current reporting period.

EXAMPLE 2:

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

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

This question is optional.

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

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

EXAMPLE:

If you submitted two different progress reports for the same reporting period, you may explain how the data was apportioned to each report; or if 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.