

Tribal Governments Program Reporting Instructions

The Violence Against Women Act of 2000 requires grantees to report on the effectiveness of activities carried out with grant funds. To meet this Congressional reporting requirement and the requirements of the Government Performance and Results Act, the Office on Violence Against Women (OVW) requires all grantees to report data related to their OVW funded activities. Grantees should answer questions based on the activities engaged in under this grant during the current reporting period.

This reporting tool details the Semi-Annual Progress Report questions and instructions for the Grants to Indian Tribal Governments Program (Tribal Governments 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 subsections A1 and C3 of this form must be completed by all grantees. In sections D, E, and subsections A2, C1, C2, and C4-C7, grantees must answer an initial question in each section or subsection about whether they engaged in certain activities during the current reporting period. If the response is yes, then the grantee must complete that section or subsection. If the response is no, the rest of that section or subsection is skipped.

All information should reflect activities for the current reporting period only. The activities of volunteers or interns may be reported if they are coordinated or supervised by Tribal Governments Program grant-funded staff or if Tribal Governments 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.

This project was supported by Grant No. 2017-TA-AX-K059 awarded by the Office on Violence Against Women, U.S. Department of Justice. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Justice, Office on Violence Against Women.

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. This field will not accept dashes ("") or other symbols, please enter your grant number without dashes.

5. Point of contact

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

6. Tribal populations served

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

DEFINITION: Indian tribe

The term "Indian tribe" means a tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native village or regional or village corporation (as defined in, or established pursuant to, the Alaska Native Claims Settlement Act [43 U.S.C. §1601 et seq.]) that is recognized as eligible for the programs and services provided by the United States to Indians because of their status as Indians.

7. Percentage of grant funds

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

EXAMPLE:

A victim services agency receives Tribal Governments Program funding to offer legal advocacy services for victims/survivors of sexual assault and domestic violence. During the current reporting period approximately 25% of the Tribal Governments Program funded clients are

sexual assault victims/survivors and the rest are victims/survivors of domestic violence. If all services received are approximately the same to all clients, one could estimate that approximately 25% of the project's funds are directed to sexual assault and 75% to domestic violence. If the services received by domestic violence victims/survivors are more comprehensive than those received by sexual assault victims/survivors, the percentage of funds directed to domestic violence would be greater.

A2. Staff information

If your Tribal Governments Program funds were used to fund staff positions during the current reporting period, check yes and answer question 8. If not, check no and skip to section B.

8. Staff

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

- **Administrator:** Administrative positions, such as fiscal manager, executive director, and shelter manager.
- **Counselor:** Professional counselors or peer counselors who provide emotional support, guidance, problem solving, etc. to victims/survivors.
- **Legal advocate:** A staff person who assists a victim/survivor with civil or criminal legal issues including preparing paperwork for protection orders; accompanying a victim/survivor to a protection order hearing, administrative hearing, or other civil proceeding; and all other advocacy within the civil justice system. Does not include services provided by an attorney or paralegal, or by a governmental victim advocate (i.e., victim witness specialist/coordinator.)
- **Program coordinator:** Staff who coordinate specific aspects of the program, such as CCR Coordinator, Training Coordinator, Victim Services Coordinator, Transitional Housing Coordinator, and Visitation Services Coordinator.
- **Support staff:** Staff persons who are secretaries, administrative assistants, receptionists, bookkeepers, and/or accountants.
- **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 court appearances, and provides victims/survivors with court dates. The services provided are limited to the period and scope of court proceedings. Typically, they are employees of a 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," "investigator" (if working for the prosecutor), and "evaluator."

EXAMPLE 1:

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

EXAMPLE 2:

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

EXAMPLE 3:

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

EXAMPLE 4:

If you contracted with an information technology specialist for full-time services for two months during the reporting period, report that person as "Information technology staff", .33 FTEs, or 2 months/6 months.

EXAMPLE 5:

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

B. Purpose Areas

All grantees must complete this section.

9. Statutory purpose areas

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

C. Function Areas

C1. Training

If your Tribal Governments Program funds were used for training during the current reporting period, check yes and answer questions 10-13. If not, check no and skip to C2.

DEFINITION: Training

For the purposes of this reporting form, **training** means providing information on sexual assault, domestic violence, dating violence, and stalking that enables professionals to improve their response to victims/survivors as it relates to their role in the system. **Education** means providing general information that will increase public awareness of sexual assault, domestic violence, dating violence, and stalking. In this subsection, report information on training activities. Education should be reported in subsection C2.

Training is not an educational presentation or prevention education. If you are presenting to a group that is typically not seen as professionals who work with victims/survivors or offenders, you should consider whether the activity is training or education. Some examples of education (that should be reported in subsection C2) include: presentations to groups such as high school students, community groups, men's groups, parents/guardians, victim/survivors, etc. If a trainer is partially funded with Tribal Governments Program funds and partially funded by other sources, develop a system to determine which training activities were supported by Tribal Governments Program funds. You may choose how to determine this count, however, do not count the same training activities on more than one grant report form.

10. Training provided

Report the total number of training events provided during the current reporting period that were either provided by Tribal Governments Program-funded staff or directly supported by Tribal Government Program funds. If non-grant-funded staff were sent to training with Tribal Governments Program funds, count the training as an event.

For example, if you send five tribal law enforcement officers to the same training institute, count this as one event. Staff development training provided to Tribal Government Program funded staff should not be counted.

11. Number of people trained

Report the number of people trained during the current reporting period by Tribal Governments Program funded staff or training supported by Tribal Governments Program funds by type of agency.

Use the category that is most descriptive of the people who attended the training event. Tribal Governments Program-funded staff attending training events should not be counted. If you are unable to report attendees in a specific category because of lack of information, you may report them in "Multidisciplinary", but this category should be used only as a last resort. Report whether the people trained are tribal members or nontribal members.

12. Training content areas

Check all topics covered in training events during the current reporting period with your Tribal Governments Program funds. Check all that apply. Do not include topics of staff development training attended by Tribal Governments Program grant-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.

13. Additional information (Optional)

Use the space provided to discuss the effectiveness of your training activities funded or supported by your Tribal Governments Program grant and to provide further explanation on how these activities increase the safety of American Indian/Alaska Native women.

C2. Community Education

If your Tribal Governments Program funds were used for community education during the current reporting period, check yes and answer questions 14-16. If not, check no and skip to C3.

DEFINITION: Education

For the purposes of this reporting form, **education** means providing general information that will increase public awareness of sexual assault, domestic violence, dating violence, and stalking. In this subsection, report information on community education activities. **Training** means providing information on sexual assault, domestic violence, dating violence, and stalking that enables a person to improve her/his response to victims/survivors as it relates to her/his role in the system. Report training activities in subsection C1.

14. Number of people educated

Report the number of people attending community education events in the category that best describes the attendees. Report only on Tribal Governments Program-funded community education events provided during the current reporting period. Do not count psychoeducational services for victims/survivors or batterer intervention programs in this section.

DEFINITION: Psychoeducation

In this form, **psychoeducation** refers the education of a victim/survivor, family member, or offender about domestic violence and/or child victimization issues as part of the goals of intervention, treatment, and/or rehabilitation. Psychoeducation involves teaching people about a problem, what to do about it, and how to recognize signs of the problem so that they can get help before the problem worsens or occurs again.

15. Topics of education events

Indicate all topics covered in education events provided by your Tribal Governments Program funds during the current reporting period. Do not count psychoeducational services for victims/survivors or batterer intervention programs in this section. Check all that apply.

16. Outreach activities

Indicate the number of outreach activities supported with Tribal Governments Program funds during the current reporting period.

C3. Coordinated Community Response

All grantees must complete this subsection.

PLEASE NOTE:

First indicate if you are an Indian victim services provider organization or a Tribal Coalition by checking yes or no for each question.

17. Coordinated community response activities

Check the appropriate boxes to indicate the agencies or organizations, even if they are not partners with which you have a memorandum of understanding (MOU), that you provided victim/survivor referrals to, received victim/survivor referrals from, engaged in consultation with, provided technical assistance to, and/or attended meetings with, during the current reporting period, according to the usual frequency of the interactions. If the interactions were not part of a regular schedule, you will need to estimate the frequency with which these interactions occurred during the current reporting period.

You should also count the meetings attended by staff who are partially funded by your Tribal Governments Program grant. If Tribal Governments Program-funded staff participated in a task force or work group, indicate the “Meetings” by checking the frequency of the meetings and the types of organizations participating.

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

18. Additional information (Optional)

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

C4. Policies

If Tribal Governments Program funds were used to develop, substantially revise, or implement policies or protocols during the current reporting period, check yes and answer questions 19-20. If not, check no and skip to C5.

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

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

DEFINITION:

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

EXAMPLE 1: Developed

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

EXAMPLE 2: Substantially revised

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

EXAMPLE 3: Implemented

Your tribal law enforcement agency revised their policy concerning appropriate response to sexual assault victims/survivors to include protocols for people who are disabled. During the current reporting period, the new protocols were distributed, and became standard practice.

You would report this activity during the current reporting period because the policy was implemented. You would not continue to report this same activity in future reporting periods.

20. Additional information (Optional)

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

C5. Products and Codes

If your Tribal Governments Program funds were used to develop, substantially revise, or distribute products or codes during the current reporting period, check yes and answer question 21. If not, check no and skip to C6.

21. Use of Tribal Governments Program funds for product or code development, substantial revision, or distribution

Report the number of products or codes developed, substantially revised, or distributed with Tribal Governments Program funds during the current reporting period. Report the number of new products or codes developed or substantially revised during the current reporting period; the title/topic, the intended audience for each product or code developed, revised, or distributed; and the number of products used or distributed. Report on products or codes that were newly developed or substantially revised during the current reporting period whether or not they were used or distributed. Report on products or codes that were previously developed or revised and were used or distributed during the current reporting period.

Do not report the number of products printed or copied; only report the number developed or revised—in most cases that number will be one for each product described—and/or the number used or distributed.

If a product or code was created in or translated into a language other than English, including Braille, indicate the language.

If you developed a product during the current reporting period, but did not distribute the product during the current reporting period, you would report one developed in the “Number developed or revised” column, but would not report anything for this product in the “Number used or distributed” column. You do not have to report that you are planning to distribute 100 copies during the next reporting period.

DEFINITION:

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

EXAMPLE:

You create a new brochure and distribute 50 copies. The brochure is for victims/survivors about tribal law enforcement response to stalking. It is written in Athabaskan. You also distribute 20 copies of a brochure created during a previous reporting period. This brochure is about victim services on the reservation. You would report this as follows: for the first brochure, enter “1” as the Number developed or revised in the Brochure category, enter the topic, enter “victims/survivors” for Intended audience, “50” under Number used or distributed, and

“Athabscan” under Other languages. For the second brochure, enter the title in the Brochure category, enter the intended audience, and enter “20” under Number used or distributed.

C6. Data Collection and Communication Systems

If your Tribal Government Program funds were used for data collection systems or communication systems or for the purchase of hardware or other equipment during the current reporting period check yes and answer questions 22-23. If not, check no and skip to C7.

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

Indicate whether Tribal Government Program funds were used to develop, install, expand, or link data collection and/or communications systems, or to share information, manage data collection and communication, or 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 all types of information being identified or tracked using the technology identified in question 22.

C7. System Improvement

If your Tribal Governments Program funds were used to support system improvement during the current reporting period, check yes and answer question 24. If not, check no and skip to section D.

24. Use of Tribal Governments Program funds for system improvement

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

D. Victim Services/Transitional Housing Services/Legal Services/Supervised Visitation

D1. Victim Services/Transitional Housing Services/Legal Services

If Tribal Governments Program-funded staff provided victim services, legal services, and/or transitional housing services or if grant funds were used to support victim services, legal services, and/or transitional housing services during the current reporting period, check yes and answer questions 25-37 (as relevant) and 44. If your Tribal Governments Program funds were not used for victim services, transitional housing services, and/or legal services, check no and skip to subsection D2.

PLEASE NOTE:

Only provide information in this section that represents victims served and services provided with Tribal Governments Program funding. Report all victim services provided, whether by a victim services agency, legal services organization, or by staff providing victim services within law enforcement, prosecution, or the court system in section D1. Report supervised visitation and exchange services in subsection D2 only. Report criminal justice activities, such as 911 calls, cases investigated, and cases prosecuted, in section E only.

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

Do not report children here—children will be counted in question 29 below.

Report the following, to the best of your ability, as an **unduplicated** count for each category during the current reporting period. This means that each victim/survivor who 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, and/or stalking was directed. Some victims/survivors may have experienced both sexual assault and domestic violence, or domestic violence and stalking. These victims/survivors should be counted only once under the primary victimization. (See Example 1 below on primary victimization, and refer to 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 Tribal Governments 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 Tribal Governments 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 Tribal Governments 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 NOT funded under your Tribal Governments Program grant, or if the person is victim/survivor but has NOT REQUESTED a service, 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 can not locate them, do not count them in this question. (See instructions for question 30C, Victim witness notification/outreach to victims.)

EXAMPLE 1: Served

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

EXAMPLE 2: Partially served

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

EXAMPLE 3: Not served

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

Examples 4A-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.

EXAMPLE 4: Served – Partially Served – Not Served

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

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

C. A sexual violence victim/survivor calls your Tribal Governments funded program and requests crisis intervention and group support. You have a waiting list for all services and cannot provide them with any services during the current reporting period. This victim/survivor has not received any of the services you provide under your Tribal Governments Program grant and should be counted as "not served."

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

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

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

- **Conflict of interest:** The project cannot serve the victim/survivor because current or previous relationships with that client, or other parties related to that client, would not protect the client's interests. For example, when there are dual or multiple relationships, whether professional, social, or business; or, when services are provided to two or more people who have a relationship with each other.
- **Did not meet statutory requirements:** The victim/survivor does not meet requirements of statute (for example, the victim wants to file for a divorce but has not met the statutory requirement for being separated from her spouse for at least six months prior to filing the divorce complaint.)
- **Hours of operation:** The hours the organization provides services are not compatible with the hours the victim/survivor is available to receive requested services
- **Inadequate language capacity (including signing):** Staff or volunteers are unable to adequately communicate with the victim/survivor due to language. Interpreter services are not available or not available at the time the victim/survivor is seeking services.
- **Insufficient/lack of culturally appropriate services:** The services currently provided under the grant are not culturally appropriate for the victim/survivor.
- **Insufficient/lack of services for people with disabilities:** The services provided under the grant are not accessible to people with disabilities. For example, a shelter does not allow a victim/survivor's male care attendant to accompany them to the shelter, which prevents them from being able to use shelter services.
- **Jurisdictional issues:** Program is unable to provide services under the grant due to jurisdictional issues. For example, grant-funded law enforcement may not be able to arrest an offender who is residing outside of the tribal jurisdiction.
- **Lack of child care:** Victim/survivor is unable to receive requested services due to the lack of available child care.
- **Program reached capacity:** Program is operating at full capacity. Victims/survivors may be placed on a waiting list.
- **Program rules not acceptable to the victim/survivor:** Although eligible for services under the grant, a victim/survivor is not willing to comply with rules of the program. For example, a shelter has a 9:00 p.m. curfew and the victim/survivor declines shelter because they are unwilling to agree to a curfew.
- **Program unable to provide service due to limited resources/priority setting:** Program has set priorities (e.g., that they will only represent victims/survivors in protection order hearings who are in imminent danger, or who have complex legal issues related to their protection orders) and is unable to serve victims/survivors who do not meet the priority criteria because of limited resources.
- **Services inappropriate or inadequate for victims/survivors with mental health issues:** Staff are not able, for any reason, to provide appropriate or adequate services for

- victims/survivors with mental health issues. For example, program does not have overnight staff and the victim/survivor cannot be left alone overnight.
- **Services inappropriate or inadequate for victims/survivors with substance abuse issues:** Staff are not able, for any reason, to provide appropriate or adequate services for victims/survivors with substance abuse issues.
 - **Services not appropriate for victim/survivor:** For any reason, the services available under the grant are not appropriate for a victim/survivor. For example, although support groups are offered under the grant for victims/survivors of sexual assault, a victim/survivor requesting support group services is not served because it is clinically determined to be inappropriate for them to attend the group (for example, they may not be ready for a support group environment).
 - **Services not available for victim/survivor accompanied by male adolescents:** Although shelter services are provided under the grant, your shelter has rules prohibiting adolescent males from residing in the shelter, and the victim/survivor refuses to go to the shelter without the child. Therefore, the victim/survivor is denied shelter services.
 - **Transportation problems:** The victim/survivor is not able to utilize services provided under the grant because they lack adequate transportation, public transportation is unavailable or if available, cannot be paid for and the organization is unable to provide transportation
 - **Other:** Describe any other reason for not serving that is not captured above.

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

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

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

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

Only consider services supported with grant funds. For example, your Tribal Governments Program grant funds only support crisis intervention services but a victim/survivor contacts your program seeking crisis intervention and a support group. You only consider your program’s ability to provide the crisis intervention when determining if the victim/survivor should be counted as served, partially served, or not served since your program is not funded to provide support group services under your Tribal Governments 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 wait list, and when your program was able to provide the service, you were not able to locate the victim/survivor, you would then count this victim/survivor as not served. Most likely, you would indicate, “program reached capacity” in item 26 because your program was not able to provide the service when it was requested.

27. Demographics of victims/survivors served or partially served

Do not report demographics for children.

Based on the victims/survivors reported in 25A and 25B, report the total numbers for all demographic categories that apply. Because victims/survivors may identify in more than one category of race/ethnicity, the total for “Race/ethnicity” may exceed the total number of victim/survivors reported in 25A and 25B. However, the total number of victims/survivors reported under “Race/ethnicity” should not be less than the total number of victims/survivors reported in 25A and 25B. The total number of victims/survivors reported under “Gender” and the total number reported under “Age” should equal the total number of victims/survivors reported in 25A and 25B. 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 this question are mandated by the federal Office of Management and Budget.

- **Race/ethnicity:** Report the ethnicity or race with which the victim/survivor identifies. You may count victims/survivors in more than one of the race/ethnicity categories. However, victims/survivors should not be counted more than once in either the category “American Indian and Alaska Native” or in the category “Native Hawaiian and other Pacific Islander.”
- **Gender:** Report the gender of each victim/survivor served or if the gender is unknown, report it as unknown. This is an unduplicated count, and the total number for gender should equal the sum of 25A and 25B.
- **Age:** Report the number of victims/survivors served in the applicable age category, or, if the age is unknown, report it as unknown. This is an unduplicated count, and the total number for age should equal the total of 25A and 25B.

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 who are hearing 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 live in rural areas:** Report the number of victims/survivors served who live in a rural area or community. If you do not know if an area is rural, you may use the following definition: A rural area is any area or community, respectively, no part of which is within an area designated as a standard metropolitan statistical area by the Office of Management and Budget, consistent with the U.S. Census; or any area or community, respectively, that is within an area designated as a metropolitan statistical area or considered as a part of a metropolitan statistical area and is located in a rural census tract.

EXAMPLE:

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

28. Victims/survivors' relationships to offenders

Do not report relationships to offenders for children.

For those victims/survivors reported as served and partially served in questions 25A and 25B, 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 25A and 25B; 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 25A and 25B; and the total number in the stalking column must be at least the sum of the number of stalking victims/survivors reported in 25A and 25B. The total number of victims/survivors reported here all together may total more than the sum of all victims/survivors reported in 25A and 25B.

- **Intimate partner:** The victim/survivor has a child in common, is cohabitating with or has cohabitated with the offender as a spouse, a person similarly situated as a spouse under the domestic or family violence laws of the jurisdiction receiving grant monies, or any other adult person against whose acts a victim/survivor is protected under the domestic or family violence laws of the jurisdiction receiving grant monies.
- **Other family member or household member:** The victim/survivor is related to the offender by blood, kinship, or similar relationships. Family is defined to include both traditional and non-traditional family structures, including foster parents, grandparents and other relatives, single parents, gay or lesbian parents, extended family, clans, etc. This includes victims/survivors who have a roommate relationship
- **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.

29. Number of services provided to children of victims

Do not report demographic information in question 27 for the children served.

Report the number of children of victims/survivors reported as served or partially served in questions 25A and 25B who also received services and the number of times the services were provided during the current reporting period.

30A. Victim services

Do not report children receiving services in this question—services for children are reported in question 29 above.

Based on the victims/survivors reported in 25A and 25B, report the number of victims/survivors who received Tribal Governments Program-funded services during the current reporting period. Count each victim/survivor only once for each type of service that victim/survivor received during the current reporting period in the column under “Number of victims/survivors.” A victim/survivor may only be counted once for each service they received. Transitional housing and shelter services should be reported in questions 32-34.

- **Civil legal advocacy/court accompaniment:** Assisting a victim/survivor with civil legal issues, including preparing paperwork for protection orders; accompanying a victim/survivor to a protection order hearing, administrative hearing, or other civil proceeding; and all other advocacy within the civil justice system. Does not include services provided by an attorney or paralegal. You will count those services provided by an attorney or a paralegal in questions 35 and 35A.
- **Counseling services/support group:** Individual or group counseling or support provided by a volunteer, peer, or professional.
- **Criminal justice advocacy/court accompaniment:** Assisting a victim/survivor with criminal legal issues including notifying the victim/survivor of case status, hearing dates, plea agreements, and sentencing terms; preparing paperwork such as victim impact statements; accompanying a victim/survivor to a criminal court proceeding or law enforcement interview; and all other advocacy within the criminal justice system.
- **Crisis intervention:** Process by which a person identifies, assesses, and intervenes with an individual in crisis so as to restore balance and reduce the effects of the crisis in her/his life. In this category, report crisis intervention that occurs in person and/or over the telephone.
- **Cultural advocacy:** Activities such as sweat lodge, talking circles, wellness gatherings, cultural ceremonies, etc.
- **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 the hospital, clinic, or medical office.
- **Hospital/clinic/medical response:** Accompanying a victim/survivor to, or meeting a victim/survivor at the hospital, clinic, or medical office
- **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.

30B. Hotline calls

Report the number of crisis or information and referral calls received on phone lines paid for with Tribal Government Program funds or answered by Tribal Governments Program-funded staff during the current reporting period. Calls reported here should **not** be reported as victims served in question 25 unless they also received at least one of the services listed in question 30A Victim Services or questions 32-34 Shelter Services/Transitional Housing Assistance.

EXAMPLE 1:

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

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, they would be counted here and no demographics would need to be collected for this caller.

30C.Victim witness notification/outreach to victims

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.

Victims/survivors who are the recipients of these notification/outreach activities should not be reported as victims served in question 25 unless they also received at least one of the services reported in question 30A Victims Services or questions 32-34, Shelter Services/Transitional Housing Assistance.

EXAMPLE 1:

Your agency works closely with tribal law enforcement and they provide you with copies of the police reports. Your agency sends out 75 letters during the current reporting period and five victims/survivors call and request grant-funded services. In this case, you would report 75 in question 30C and the 5 victims/survivors requesting grant-funded services would also be counted in question 30 by the type of grant-funded service they requested. Demographics would then need to be collected on these 5 victims/survivors. However, if no victims/survivors requested services, you would only report in question 30C.

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 30C. No demographics would need to be collected.

31. Protection orders

Report the total number of temporary and/or final protection orders requested and granted for which Tribal Governments 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 “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.

Shelter/Transitional Housing Assistance

If your Tribal Governments Program funds were used to provide shelter and/or transitional housing assistance to victims/survivors during the current reporting period check yes and answer questions 32-34 and 44. If not, check no and skip to Legal Services.

32. Shelter and transitional housing services

Report the total number of victims/survivors and accompanying family members who received emergency shelter or transitional housing provided with Tribal Governments Program funds during the current reporting period. This should be an unduplicated count for both victims/survivors and for family members. This means that each victim/survivor and each family member who received shelter services during the current reporting period should be counted only once. Report the total number of bed nights provided in emergency shelter or transitional housing to victims/survivors and family members.

Emergency shelter can be safe houses or hotel/motel accommodations. The number of bed nights is determined by multiplying the number of victims and family members by the number of nights they stayed in the shelter. The number of bed nights will typically be significantly higher than the number of victims and family members.

EXAMPLE:

A victim/survivor and her three children requested grant-funded shelter services. They stayed in the shelter for 10 nights. You would report on the victim/survivor under “Number of victims/survivors” and the three children under “Number of family members.” The “Number of bed nights” would be the total number of people (one victim and three children = 4) multiplied by the total number of nights (= 10), which equals 40.

33. Type and number of housing units

Report the number of housing units supported with Tribal Governments Program funds by type and number of housing units. This should be an unduplicated count of units available.

- **Tribal/program-owned:** The Tribal Governments Program owns the housing unit(s) and is responsible for the housing unit(s), including approving tenants, providing repairs and maintenance, collecting rent, etc.
- **Program-rented:** The Tribal Governments Program rents the housing unit(s) and sublets the unit(s) to program participants.
- **Vouchers/rent subsidies:** The Tribal Governments Program provides victims/survivors with rent vouchers, or assists with rent payments, that are used to make payment to a third-party owned unit(s).
- **Scattered units:** Individual housing units located throughout community or service area.
- **Clustered units:** Multiple housing units located in one building or complex.
- **Co-located with domestic violence emergency shelter:** Housing unit(s) located in the same building or on the same property as a domestic violence emergency shelter.
- **Co-located with homeless emergency shelter:** Housing units located in the same building or on the same property as a homeless emergency shelter.

EXAMPLE 1:

Your Tribal Governments Program owns a 6-unit apartment building used to provide transitional housing to victims/survivors of domestic violence. Report the number of units/vouchers as, "Clustered" under Type of housing units and write in "6" under Program-owned units.

EXAMPLE 2:

Using Tribal Governments Program funds, a domestic violence emergency shelter dedicated one bedroom in the shelter as a transitional housing unit. The shelter is owned by the agency. In addition, the Tribal Governments Program is able to fund rent subsidies for up to 5 victims/survivors (at any given time) to rent apartments at a specific apartment complex in the community. Report units/vouchers as, "Clustered" and "Co-located with domestic violence emergency shelter" under Type of housing units and write in "5" under Vouchers/rent subsidies for the "Clustered units" and write in "1" under Program-owned units for the "Co-located with domestic violence emergency shelter."

34. Housing Assistance

For those victims/survivors reported in 25A and 25B, report the number provided with each type of financial housing assistance during the current reporting period. Each person may be counted only once for each type of housing assistance they received during the current reporting period.

EXAMPLE 1:

Three victims/survivors each received rental assistance for 6 months. The assistance was for \$550/month. Monthly rent at \$550 x 3 victims = \$1,650. \$1,650 x 6 months=\$9,900. Under the type of service "Rent subsidy," report \$9,900 in the "Total cost" column. Then report 3 in the "Number of victims/survivors" column and 18 in the "Total number of months" column.

EXAMPLE 2:

A victim/survivor received some household furnishings (valued at \$250) and relocation expenses (\$300). Under the type of service "Household furnishings" report \$250 in the "Total cost" column. Then report 1 in the "Number of victims/survivors" column. Under the type of service "Relocation expenses" report \$300 and then report 1 in the "Number of victims/survivors" column.

Legal Services

If your Tribal Governments Program grant funds were used to provide legal services to victims/survivors during the current reporting period, check yes and answer questions 35-37. If not, check no and skip to subsection D2.

PLEASE NOTE:

Answer questions 35-37 only if your Tribal Governments Program funds supported lawyers, paralegals, or specially appointed advocates who provided legal services to victims/survivors during the current reporting period.

35. Legal issues

For all new and pending matters, report which legal issues funded by Tribal Governments Program-funded lawyers, paralegals, or specially appointed advocates, were addressed during the current reporting period. There may be multiple issues for each victim/survivor. Count a victim/survivor once for each legal issue addressed.

DEFINITION:

A **pending matter** is one that was open as of the first day of the current reporting period; a **new matter** is one that was opened during the current reporting period.

EXAMPLE:

You represented a victim/survivor of domestic violence in several matters – a divorce proceeding that also included issues of child custody and child support, and a bankruptcy proceeding. You also helped her obtain a final protection order against an acquaintance who was stalking her. You would report that as (1) divorce, (1) custody/visitation, (1) child/spousal support, (1) consumer/finance, and (1) protection order.

35A. Number of victims/survivors who received assistance with legal issues in question 35

Report an **unduplicated** count for the number of victims/survivors who received assistance with at least one legal issue in question 35. If they received assistance with more than one legal issue, count them only once in this question and report them below in question 36.

36. Number of victims/survivors who received assistance with multiple legal issues

Referring to the categories listed in question 35, report the number of victims/survivors who received assistance with more than one legal issue falling under at least two of the categories (A-H) during the current reporting period. Consider all family law matters in category B, as one category.

37. Legal Outcomes

For all cases closed or issues resolved during the current reporting period for which services were provided by Tribal Governments Program-funded lawyers, paralegals, or specially appointed advocates, report the number and type of outcomes for each issue addressed and resolved. Include all outcomes in all matters.

- **Information:** supplying self-help materials or verbal information specific to a victim/survivor's particular needs following an intake.
- **Referral:** following legal assessment and some advice or other legal assistance provided, decision to refer.
- **Advice:** reviewing relevant information and providing advice on action to take to address a legal problem.
- **Brief services:** limited action taken (e.g., short letter, phone call to a third party, preparation of a will or other document) resulting in closing of cases within a few days or a week.
- **Administrative decision:** case is resolved as a result of an administrative agency decision.
- **Court decision:** case is resolved as a result of a court decision. Cases in which a victim/survivor is assisted with and obtains a temporary protection order, even where that victim/survivor did not pursue a longer-term or final order, should be counted here.
- **Negotiated resolution (no filed action/filed action):** case is resolved through negotiation prior to/following initiation of court or administrative action.
- **Victim/survivor withdrew:** case closed because client failed to return and could not be contacted OR client decided not to proceed with the case.

D2. Supervised Visitation

If your Tribal Governments Program funds were used to provide supervised visitation and/or exchange services to families during the current reporting period, check yes and answer questions 38-44. If not, check no and skip to section E.

38. Number of families served, partially served, and families seeking services who were not served

Report the number of families who were fully served, partially served, and not served during the current reporting period. Only families seeking (or referred for) services you are funded to provide under the Tribal Governments Program should be counted. This must be an **unduplicated** count for each 6-month reporting period, but may include families reported in previous reporting periods if their services continued. Each family should only be counted once in this question, even if they sought services multiple times during the reporting period.

A. Families served: are those who received the grant-funded services they requested, if those grant-funded services were provided under your Tribal Governments Program grant.

B. Families partially served: are those who received some grant-funded service, but not all of the grant funded services they requested, if those grant-funded services were provided under your Tribal Governments Program grant.

TOTAL SERVED and PARTIALLY SSERVED (A + B)

C. Families seeking services who were not served: are those who sought grant-funded services and did not receive the grant-funded service(s) they requested, if those grant-funded services were provided under your Tribal Governments Program grant.

Below are examples of how to determine if a family is served, partially served, or not served.

EXAMPLE 1: Served

A family is referred for one-to-one supervised visitation and telephone monitoring services. You accept the family into your program and provide both of these services, which are funded under your Tribal Governments Program grant. This family is reported in A, Served, because during the current reporting period they received all of the grant-funded services they requested.

EXAMPLE 2: Served

A family requests supervised exchange services from your organization during the first month of the current reporting period. Grant-funded staff provide supervised exchanges for 4 months, but then the family stops coming. Grant-funded staff are unsuccessful in reaching the family by phone and mail. This family is reported in A, Served, because they received all of the services they requested.

EXAMPLE 3: Partially Served

Your program is grant-funded to provide supervised visitation and telephone monitoring. In the first month of the current reporting period a family is court-ordered to your program for 3 months of supervised visitation services. You are able to provide this service. During the last month of the reporting period the same family returns and requests telephone monitoring services but your program has reached capacity and does not have openings. This family is reported in B, Partially Served, because though they received the supervised visitation services initially requested, they did not receive the telephone monitoring requested later in the

reporting period. For the entire 6-month reporting period, this family received some, but not all, of the grant-funded services they requested.

EXAMPLE 4: Not Served

A family is referred by the court for one-to-one supervised visitation. You cannot provide supervised visitation due to insufficient staff. This family is reported in C, Not Served, because you were unable to provide the requested grant-funded services.

EXAMPLE 5: Not Served

A family is court-ordered to your program for grant-funded supervised visitation services. You have the staff and resources available to provide this service. However, after conducting intakes with all the family members your program determines that the non-custodial parent is an imminent threat to both the children and program staff. This family is reported in C, Not Served, because your program is grant-funded to provide supervised visitation services and the family is willing to partake in these services, but you have decided not to accept the family into your program. You would then report in question 39A.

39. Reasons families seeking services were not served by your agency or were partially served

For all the families counted as Not Served or Partially Served in question 38, report the reasons they were not served or were partially served during the current reporting period. Check all that apply. If you check “Party(ies) not accepted into program” as the reason, you must report the number and reasons for nonacceptance in question 39A.

- **Hours of operation:** Hours during which the program provides services are not compatible with the hours the family is available to receive requested services.
- **Inadequate language capacity (including signing):** Staff are not able to adequately communicate with the family due to language differences. Interpreter services are not available or are not available at the time the family is seeking services. The family may be placed on a waiting list to receive interpreter services, but has not been served by the end of the current reporting period.
- **Insufficient/lack of culturally appropriate services:** The services available are not appropriate or adequately accommodating for a family due to cultural reasons.
- **Insufficient/lack of services for people with disabilities:** The facility lacks accessibility or resources to appropriately serve people with disabilities. For example, a shelter does not allow a victim/survivor’s male care attendant to accompany her to the shelter, which prevents her from being able to use shelter services.
- **Party(ies) not accepted into program:** One or more parties were not accepted into the program. Reasons include conflict of interest, client unwilling to agree with program rules, provision of services is too dangerous, etc. If this box is checked, you must answer question 39A.
- **Program reached capacity:** The program is operating at full capacity. Families may be placed on a waiting list (but have not been served by the end of the current reporting period). The program may not be able to accommodate all of a family’s requested grant-funded services.
- **Program rules not acceptable:** One or both parties determined that program rules were not acceptable and declined to accept a service offered by the program.
- **Services inappropriate or inadequate for people with mental health issues:** Staff are not able, for any reason, to appropriately address mental health issues that may arise within the context of supervised visitation and/or exchange.

- **Services inappropriate or inadequate for people with substance abuse issues:** Staff are not able, for any reason, to provide appropriate or adequate services for families with substance abuse problems that may arise within the context of supervised visitation and/or exchange.
- **Transportation problems:** One or more parties are unable to arrange for transportation to the program. This includes situations in which public transportation is available but cannot be paid for or the program cannot provide transportation.
- **Other:** If due to unusual circumstances, the reasons listed above do not capture the reason the family was partially served or not served, describe that reason here.

Below are examples of responses in the “Other” category that indicate the family should have been classified differently or should not have been counted in this section.

EXAMPLE 1: Not Counted

A family is court-ordered to your program for grant-funded supervised visitation services. You conduct a two-hour intake with the custodial parent and provide her with a variety of referrals and informational materials about domestic violence. The non-custodial parent never shows up for his intake, and your program is not able to provide supervised visitation services to this family. This family would not be counted (reported) at all in question 38 because while your program was willing and able to provide the services, the family never received supervised visitation (or any grant-funded) services.

EXAMPLE 2: Not Counted

A family is court-ordered to your program for grant-funded supervised visitation services. You conduct separate 2-hour intakes with the custodial parent and the non-custodial parent, and provide the custodial parent with a variety of referrals and safety planning. However, the family does not show up for supervised visitation and receives no other services. This family would not be counted (reported) at all in question 38 because while your program was willing and able to provide the services, the family never received supervised visitation (or any grant-funded) services. Intakes, referrals, and safety planning do not qualify as services for the purposes of reporting a family as served or partially served.

39A. Number of families not accepted into program and reasons

Only answer this question if you checked “Party(ies) not accepted in program” in question 39.

Report the number of families who were **not** accepted by your program during the current reporting period and the reasons they were not accepted. These are only the families who requested grant-funded services and were willing and able to partake in those services, but who your program did not accept.

- **Too dangerous:** Provision of services would jeopardize the well-being of program staff and/or family members.
- **Conflict of interest:** The program cannot serve the family because a current or previous relationship between a member of the family or other parties related to the family would interfere with the ability of the program to serve that family. For example, in a program with only one supervised visitation staff person, the staff person is the sister of the non-custodial parent seeking services.

- **Client unwilling to agree with program rules:** One or more family members is/are unwilling to agree with program rules and/or procedures, including attending appointments, providing required documents, etc.
- **Other:** If due to unusual circumstances, the reasons listed above do not capture the reason the family was not accepted, describe that reason here.

40. Demographics of family members served or partially served

Based on the victims/survivors reported in 38A and 38B, report the total numbers for all demographic categories that apply. Because custodial parents, non-custodial parents, and children may identify in more than one category of race/ethnicity, the total for “Race/ethnicity” may exceed the total number of families reported in 38A and 38B. However, the total number of custodial parents, non-custodial parents, and children reported under “Race/ethnicity” should not be less than the total number of families reported in 38A and 38B. For “Age” and “Gender”, this is usually an unduplicated count (i.e. for Age and Gender, the total for Custodial and for Non-custodial parents usually equals 38A and 38B. The exception is when a family consists of more than one custodial or non-custodial parent [see below for example]).

The demographic categories listed under this question are mandated by the federal Office of Management and Budget.

- **Race/ethnicity:** Report the ethnicity or race with which the family member identifies. You may count family members in more than one race/ethnicity category. However, individuals should not be counted more than once in either the category “American Indian and Alaska Native” or in the category “Native Hawaiian and other Pacific Islander.”
- **Gender:** Report the gender of each family member, or, if the gender is unknown, report it as unknown. This is an unduplicated count.
- **Age:** Report the number of family members served in the applicable age category, or, if the age is unknown, report it as unknown. This is an unduplicated count.

Other demographic information:

- **People with disabilities:** Count members of the family who have significant limitation in activities of daily living as people with disabilities. This may include people who are blind or vision impaired, people who are deaf or hearing impaired, people with physical disabilities, and people with diagnosed mental illness, if their activities are so limited.
- **People with limited English proficiency:** Report the number of family members who have limited English proficiency. Individuals who do not speak English as their primary language and who have limited ability to read, write, speak, or understand English can be counted as having limited English proficiency
- **People who live in rural areas:** Report the number of family members 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 1:

Your program served a family who was court-ordered for supervised visitation services. The custodial parent is a 21-year-old American Indian woman. Report her in the Custodial column under: Race/ethnicity (American Indian), Gender (female), Age (18-24). The non-custodial parent is a 25-year-old white man. Report him in the Non-custodial column under: Race/ethnicity (White), Gender (male), Age (25-59). There are two children, a 5-year-old girl and a 10-year-old boy, both of whom the mother identifies as Lakota and White. Report them in the Children's column under: Race/ethnicity (two in American Indian and two in White), Gender (one male and one female), and Age (one in 0-6 and one in 7-12).

EXAMPLE 2:

Your program served a family consisting of a custodial parent who was married and divorced twice and has a child from each marriage. Both of the non-custodial parents have been court ordered for your program's supervised visitation services. These visits are not scheduled simultaneously. In question 38 you would report this family only once. The custodial parent is a 34-year-old Cherokee woman. Report her in the Custodial column under: Race/ethnicity (American Indian), Gender (female), and Age (25-59). One of the non-custodial parents is a 32-year-old White male. Report him in the Non-custodial column under: Race/ethnicity (White), Gender (male), and Age (25-59). The other non-custodial parent is a 41-year-old Cherokee male. Report him in the Non-custodial column under: Race/ethnicity (American Indian), Gender (male), and Age (25-59). The child from the first marriage is a 10-year-old, American Indian and White female. The child from the second marriage is a 4-year-old, American Indian male, who has a severe learning disability. In the Children's column, report in Race/ethnicity (two in American Indian and one in White), Gender (one female and one male), Age (one in 0-6 and one in 7-12), and one as a person with disabilities.

41. Number of families by primary victimization and referral source

For all the families counted as Served or Partially Served in question 38, report the total number by referral source and primary type of victimization. This is an unduplicated count and each family should only be counted once. The total in the first column (Total number of families) should equal the sum of 38A and 38B. First report the number of families by referral source, and then indicate the primary type of victimization present in that family. The primary victimization should be determined by the referrant unless the referral is not specific or is for a service that is not supported with Tribal Governments Program funds. In those cases if, after assessment, your program determines that the family is eligible for grant-funded services, report the primary victimization based upon your assessment.

- **Criminal court order:** The family is referred as part of a criminal case, such as a bail or post-conviction order other than a protection order.
- **Family court order:** The family is referred as part of an order issued by the family court, including divorce, visitation, or paternity, other than a protection order.
- **Juvenile court order:** The family is referred as part of a court proceeding in the juvenile court. This could be a dependency case (child protection), a delinquency case, or child/person in need of supervision case.
- **Protection order:** The family is referred as part of an order of protection (either criminal or civil). 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 in your jurisdiction, and they may be criminal or civil.

- **Other civil court order:** The family is referred as part of any civil order except those already listed above, (i.e., family, juvenile, or protection orders) including probate orders.
- **Other:** If due to unusual circumstances, the referral sources listed above do not capture the referral source for a family, describe that source here.

42. Services provided with Tribal Governments Program funds

For all the families counted as Served or Partially Served in question 38, report the number who received each of these services, if these services were supported with your Tribal Governments Program funds. Also report the total number of times each service was provided during the current reporting period. This number is calculated by multiplying the number of families who received the type of service, by the number of times each family received that service. A family may be counted more than once, if that family received more than one of the listed services.

PLEASE NOTE:

For the purpose of this form, referrals, intakes and orientations, and safety planning are not reported as Services. OVW recognizes that some programs may conduct thorough and lengthy intake interviews, requiring significant staff time. If your Tribal Governments Program funds were used to support these activities during the current reporting period, you may report those activities in section F. Narrative.

43. Services terminated or completed

If a family did not begin grant-funded services for any reason, they should not be reported here. For example, if a family completed an intake but did not participate in services, that family would not be counted (on this form). Or if one party completed the intake but the other did not, that family would not be counted (on this form).

For all the families counted as Served or Partially Served in question 38, report the number of families who completed, or were terminated from, Tribal Governments Program-funded services during the current reporting period, based on the reason for the end of services. This is an **unduplicated** count, if a family was terminated for more than one reason, report the primary reason only. The total number of families should not exceed the number of families reported in questions 38A and 38B. See below for definitions of "Cessation of threats/use of violence" and "Parent completed treatment program".

DEFINITION:

- **Cessation of threats/use of violence:** A family may no longer need or utilize your Tribal Governments Program-funded services because the use of violence and/or threats have ended.
- **Parent completed treatment program:** One or both parties have completed the Tribal Governments Program-funded services by fulfilling the requirements of a court order or other referral. This may also apply to families who self-refer and determine they have completed services.

EXAMPLE:

Your grant-funded program served 20 families during the current reporting period, 4 of which either completed or were terminated from services. In 1 family, the non-custodial parent became increasingly violent toward the children and the judge changed their court order to cease supervised visitation. Report this family as 1 under "Change in court order." In another

family, both the custodial and noncustodial parent determined that supervised visits were no longer necessary. Report this family as 1 under "Mutual agreement of both parties." For another family, your program terminated their services because the custodial parent did not show up for the first 5 scheduled visits, and your program was not successful in contacting her. Report this family as 1 under "Habitual no-shows/cancellations." Finally, for the fourth family, your program director determined that progress was made and the family no longer needed supervised visitation. Report this family as 1 under "Supervisor's discretion."

These 4 families would be reported as follows, for reasons terminated or completed "change in court order," "habitual no-shows or cancellations," "mutual agreement of both parties," and "supervisor's discretion" write in "1" number of families for each. Then write in "4" number of families in the total column.

44. Additional information (Optional)

Use the space provided to discuss the effectiveness of your victim services, shelter/transitional housing, legal, and supervised visitation services funded or supported by your Tribal Governments Program grant and to provide further explanation on how these services increase the safety of American Indian/Alaska Native women.

E. Criminal Justice System

E1. Tribal Law Enforcement

If your Tribal Governments Program grant funded tribal law enforcement activities, check yes and answer questions 45-48. If not, check no and skip to E2.

PLEASE NOTE:

If you have an advocate employed by or located at the law enforcement agency, but Tribal Governments Program grant funds are not supporting the law enforcement activities listed in question 45, you would not fill out this section. You would report the advocate's activities in the Victim Services section.

45. Activities

Report tribal law enforcement activities engaged in relating to sexual assault, domestic violence, dating violence, and stalking cases/incidents during the current reporting period, by providing a total number for those activities. (See the Appendix 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.

EXAMPLE 1:

An officer responds to a 911 call that involves a single victim/survivor who has been sexually assaulted and beaten by her current husband. The officer writes a report and collects evidence. This would be considered one case/incident even though it involves more than one type of

crime. You will need to choose which category to report this under, sexual assault or domestic violence/dating violence.

EXAMPLE 2:

Using the same example above but adding that the brother of the husband also participated in the assault of the victim/survivor. This would also still be considered one cases/incident even thought there were multiple perpetrators. You will still need to choose which category to report this under, sexual assault or domestic violence.

EXAMPLE 3:

Using the same example except that the brother was not present during the first incident but arrived later in the day and assaulted the victim/survivor, this would now be considered two separate cases/incidents because they did not occur at the same time.

Tribal Law Enforcement activities:

- **Calls for assistance:** All 911 and other calls made to law enforcement reporting on or requesting assistance in domestic violence, dating violence, sexual assault, 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 arrest 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 domestic violence, dating violence, sexual assault, and stalking offenders. They may be referred to as “no contact,” “stay away” orders, or use other terminology in your jurisdiction. (Ex parte refers to temporary orders issued without a hearing, and are usually for short periods of time such as 30 days.)
- **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 allow law enforcement personnel to issue no contact, protection, or restraining orders in cases of sexual assault, domestic 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/restraining orders served.
- **Cases referred to tribal prosecutors:** Number of cases/incidents that were referred to the tribal prosecutor’s office. These cases may involve multiple offenses.

- **Cases referred to local or state law enforcement or prosecutors:** All sexual assault, domestic violence, dating violence and stalking cases referred to local or state law enforcement or prosecutors.
- **Cases referred to federal law enforcement or prosecutors (not including federal firearms violations):** All sexual assault, domestic violence, dating violence, and stalking cases referred to federal law enforcement or prosecutors. This may occur when the offense is a felony.
- **Referrals of federal firearms charges to federal prosecutor:** Number of cases/incidents involving firearms that were referred to a federal prosecutor.

46. Victims/survivor referrals to victim services

Report the total number of victim/survivor referrals to victim services by Tribal Governments Program funded staff 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.

47. Protection orders

Report the total number of temporary and/or final protection orders requested and granted, for which Tribal Governments Program-funded law enforcement officers provided assistance to victims/survivors of sexual assault, domestic violence, dating violence, or stalking during the current reporting period.

This should include all orders having the force of law that are designed to protect the victim/survivor from contact with the offender during the pendency of the order. They may be referred to as “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.

48. Additional information (Optional)

Use the space provided to discuss the effectiveness of your law enforcement activities funded or supported by your Tribal Governments Program grant and to provide further explanation on how these activities increase the safety of American Indian/Alaska Native women.

E2. Tribal Prosecution

If your Tribal Governments Program grant funds were used for tribal prosecution activities during the current reporting period, check yes and answer questions 49-54. If not, 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 49, you would not fill out this section. You would report the advocate’s activities in the Victim Services section.

49. Number of sexual assault, domestic violence, dating violence, and stalking cases received, accepted for prosecution, or declined

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.

Report the number of cases accepted for prosecution, declined, and declined due to jurisdictional issues (i.e., no tribal ordinance, PL 280, no tribal court). For these cases, report the number that were referred to local, state, or federal entities for prosecution and the number of cases not referred to local, state, or federal entities for prosecution.

Domestic violence cases may include any assaults, battery, vandalism, or other offenses that occurred in a domestic violence incident. Your tribal code 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 tribal code uses other names for these types of offenses, such as “sexual battery” or “harassment.”

49A. Reasons for declining cases

Of those cases reported in 49C as declined and 49D2 as not referred, report only the primary reason for the decision to decline or not refer for prosecution.

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 and the offender. You decline prosecution and refer the case back to law enforcement to obtain the necessary evidence.

Report this as 1 in the Domestic violence/dating violence column under the reason for declining “Insufficient evidence.”

EXAMPLE 2

You are reviewing the evidence in a sexual assault case. You are informed that the victim has left the jurisdiction and cannot be located. There is insufficient evidence to prosecute the case without the victim’s testimony. Report this as 1 in the Sexual assault column under the reason for declining “Insufficient evidence or victim/survivor unavailable.”

50. Disposition of cases

Report the disposition of listed types of cases that occurred during the current reporting period, including cases dismissed, 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 where the judge requires the defendant to adhere to 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 found guilty of offense as charged, found guilty of a lesser offense, plead guilty as charged, or plead to a lesser offense.
- **Acquitted:** Report cases in which the offender was acquitted.

51. (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 may also have included counts of sexual

assault, and cases reported as sexual assaults may also have 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.

52. Victims/survivor referrals to victim services

Report the total number of victim/survivor referrals to victim services by Tribal Governments Program funded staff 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.

53. Protection orders

Report the total number of temporary and/or final protection orders requested and granted, for which Tribal Governments Program-funded prosecutors provided assistance to victims/survivors of sexual assault, domestic violence, dating violence, or stalking during the current reporting period.

This should include all orders having the force of law that are designed to protect the victim/survivor from contact with the offender during the pendency of the order. They may be referred to as “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).

54. Additional information (Optional)

Use the space provided to discuss the effectiveness of your prosecution activities funded or supported by your Tribal Governments Program grant and to provide further explanation on how these activities increase the safety of American Indian/Alaska Native women.

E3. Tribal Courts

If your Tribal Governments Program grant funded court activities check yes and answer questions 55-62. If not, check no and skip to E4.

55. Number of criminal cases

Report the total number of new sexual assault, domestic violence, dating violence, and stalking-related cases filed during the current reporting period.

PLEASE NOTE:

Your code does not have to name the offense sexual assault, domestic violence, dating violence, or stalking for it to be counted here. Your code may use other names for these types of offenses, such as sexual battery or harassment. Similarly, domestic violence and dating violence offenses include any assaults, battery, vandalism, or other offenses that occurred in a domestic violence or dating violence incident.

56. 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.

- **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 in which the offender was acquitted.

57. Judicial monitoring

Report the number of sexual assault, domestic violence, dating violence, and 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.

58. Dispositions of violations

Report the number of sexual assault, domestic violence, dating violence, and 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 57.

- **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 revocation of probation:** The offender is ordered to serve part of a suspended sentence.
- **Probation revoked/incarcerated:** The offender's probation is revoked and the offender is ordered to serve the entire sentence

59. Victims/survivor referrals to victim services

Report the total number of victim/survivor referrals to victim services by Tribal Governments Program funded staff 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.

60. Civil protection orders

Report the total number of requests received for temporary and/or final civil protection orders and the total number of temporary and/or final civil protection orders granted for victims/survivors of sexual assault, domestic violence, dating violence, and stalking during the current reporting period in the court receiving funds under the Tribal Governments Program grant.

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 “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.

61. Criminal protection orders

Report the total number of criminal protection orders requested and the total number granted by the court to victims/survivors of domestic violence/dating violence, sexual assault, or stalking during the current reporting period in the court receiving funds under the Tribal Governments Program grant.

This should include all criminal 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 in your jurisdiction. They may be orders issued as a condition of bail or probation.

62. Additional information (Optional)

Use the space provided to discuss the effectiveness of your court activities funded or supported by your Tribal Governments Program grant and to provide further explanation on how these activities increase the safety of American Indian/Alaska Native women.

E4. Tribal Probation/Offender Monitoring

If your Tribal Governments Program funds were used for probation during the current reporting period, check yes and answer questions 63-67. If not, check no, and skip to E5

63. Number of cases

Report the total number of continuing and new sexual assault, domestic violence, dating violence and stalking cases. This is an **unduplicated** count. If you have not previously filed a semi- annual report, include all cases pending at the beginning of the current reporting period as “number of continuing cases.” Report on cases that were closed during that completed supervision without any violations. Also, report the number of cases that completed supervision with at least one violation during the time they were under supervision.

64. Monitoring activities

For new and continuing cases reported in question 63, report the number of 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 new and continuing cases reported in question 63, report the number of times the probation officer/offender monitor 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 officer/offender monitor during the current reporting period. This should be an unduplicated count of victims/survivors. In the third 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.
- **Outreach to victims/survivors:** The probation officer/offender monitor has telephone or in-person contact with the victim/survivor to provide information about the terms of the offender's probation and inquire about the victim/survivor's safety.

EXAMPLE:

The tribal probation officer/offender monitor has a total caseload of 50 offenders. During the current reporting period, the probation officer/offender monitor had face-to-face contact five times each with 20 offenders. The officer also had monthly telephone contact with 15 offenders. In this case, report 20 offenders under the "Face-to-face meetings with offender" activity type and report 100 total contacts (20×5). Then report 15 offenders under the "Telephone contact with offender" and report 90 total contacts (15×6).

65. Disposition of probation violations

Report the total number of sexual assault, domestic violence, dating violence, and/or stalking cases reviewed for which there were dispositions of probation 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 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.** A case may be counted more than once if there were multiple violations with dispositions during the current reporting period.

- **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 offender.
- **Conditions added:** Conditions are added to the offender's term of probation.
- **Partial revocation:** The offender is ordered to serve part of a suspended sentence.
- **Probation revoked/incarcerated:** The offender's probation is revoked and the offender is ordered to serve the entire sentence imposed by the court.

66. Victims/survivor referrals to victim services

Report the total number of victim/survivor referrals to victim services by Tribal Governments Program funded staff 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.

67. Additional information (Optional)

Use the space provided to discuss the effectiveness of your probation activities funded or supported by your Tribal Governments Program grant and to provide further explanation on how these activities increase the safety of American Indian/Alaska Native women.

E5. Batterer Intervention Program (BIP)

If your Tribal Governments Program funds were used for BIP activities during the current reporting period, check yes and answer questions 68-71. If not, check no, and skip to section F.

68. Offenders in program

Report the number of continuing and new offenders in your Batterer Intervention Program during the current reporting period. If you have not previously filed a semi-annual report, include all cases at the beginning of the current reporting period as “Number of offenders continuing in BIP from last reporting period.”

69. 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.

70. 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 and/or curriculum, provide length for each type of program.

EXAMPLE:

Your BIP program has two different models, one model is designed for male offenders and is 48 weeks long and the second model is designed for female offenders and 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.

71. Additional information (Optional)

Use the space provided to discuss the effectiveness of your BIP activities funded or supported by your Tribal Governments Program grant and to provide further explanation on how these activities increase the safety of American Indian/Alaska Native women.

F. Narrative

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

All grantees must answer question 72.

Briefly report on the status of the goals and objectives for your Tribal Governments Program grant as of the end of the current reporting period. Your goals and objectives should be those identified in your grant proposal or as revised. Indicate whether the activities related to your objectives for the current reporting period have been completed, are in progress, are delayed or have been revised. Comment on your successes and challenges, and provide any additional explanation you feel is necessary for us to understand what you have or have not accomplished relative to your goals and objectives.

Responses must be limited to four pages for this question.

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

EXAMPLE:

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

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

Status: Delayed.

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

73. 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 this information on the January to June reporting form only.

Describe any significant remaining areas of need. Consider geographic regions, jurisdictional issues, service delivery systems, types of victimizations, and challenges and barriers unique to your service area.

Responses must be limited to 8000 characters.

74. What has the Tribal Governments 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 this information on the January to June reporting form only.

Consider expansion of services to victims/survivors and increased coordination between tribal and local law enforcement.

Responses must be limited to 8000 characters.

EXAMPLE:

Prior to receiving Tribal Governments Program funding, our tribal law enforcement was limited in their ability to respond to victims/survivors of domestic violence and stalking because the existing tribal codes did not adequately address domestic violence or stalking. With Tribal Governments Program funds, we created codes that are now adequate and are being enforced by tribal law enforcement.

75. Non-tribal criminal justice dispositions

This question is optional.

If you have information about the dispositions of sexual assault, domestic violence, dating violence, and stalking offenses that occurred in Indian country and were referred to local, state, or federal law enforcement or prosecutors, please report that information here. If available, include information on dispositions and whether the offenders and victims were tribal members.

Responses must be limited to 8000 characters.

EXAMPLE:

Thirty domestic violence cases in which tribal women were abused by non-tribal men were referred to local law enforcement. Of those cases, three were referred to the prosecutor and none resulted in convictions. Five sexual assault cases were referred to the federal prosecutor. Three cases were tribal women assaulted by non-tribal men; two were tribal women assaulted by tribal men. Both tribal men and one non-tribal man were prosecuted. Only the tribal man was convicted.

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

This question is optional.

If you have any other data or information that you have not already reported in answers to previous questions that demonstrate the effectiveness of your Tribal Governments Program grant, please provide it below. If you have not already done so elsewhere on this form, feel free to discuss any of the following: Institutionalization of staff positions, policies and/or protocols, systems-level changes, community collaboration, the removal or reduction of barriers and challenges for victims/survivors, utilization of volunteers and/or interns to complete activities, promising practices, and positive or negative unintended consequences.

Responses must be limited to 8000 characters.

EXAMPLE:

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

77. Provide any additional information that may provide explanation about the data submitted.

This question is optional.

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

For 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.

Responses must be limited to 8000 characters.

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.