

Tribal Jurisdiction 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 Tribal Jurisdiction to Exercise Special Domestic Violence Criminal Jurisdictions Program (Tribal Jurisdiction Program).

Grantees complete their Semi-Annual Progress Report using a fillable PDF reporting form. Additionally, Tribal Jurisdiction grantees are required to fill out a separate document outlining their grant goals and objectives (please see question 71 for more information). Grantees will submit their progress report by uploading the completed report and grant goals and objectives document into their JustGrants account (please note that only the person identified as the Grant Award Administrator in JustGrants can upload performance reports/progress reports). This step needs to be completed by the report due date.

The progress report is due within 30 days of the end of the current reporting period (for the reporting period from January 1–June 30, the deadline is July 30th; for the reporting period from July 1– December 31, the deadline is January 30th).

Grantees should read each section of the form to determine which questions they must answer based on the activities engaged in under the grant during the current reporting period. As you move through the report you will notice some questions are required to be answered every reporting period and some questions are optional. All mandatory questions will be noted as such throughout the instructions.

In some sections, grantees must answer an initial (mandatory) question about whether they engaged in certain activities during the current reporting period. If the response is yes, then the grantee must complete the questions associated with that section. If the response is no, the rest of that section is skipped. Again, these required questions are noted throughout the instructions.

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 Jurisdiction Program grant-funded staff or if Tribal Jurisdiction 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.

If you have any questions about the progress report, call or email VAWA MEI or visit our website:

- **VAWA MEI phone:** 1-800-922-VAWA (8292)
- **VAWA MEI email:** vawamei@maine.edu
- **Website:** vawamei.org

If you have questions about your grant, please contact your OVW program specialist at 1-202-307-6026 (TTY: 202-307-2277).

If you have questions about your JustGrants account, please contact JustGrants.

- **JustGrants OVW Support phone:** 866-655-4482
- **JustGrants OVW support email:** OVW.JustGrantsSupport@usdoj.gov
- **JustGrants Support website:** <https://justicegrants.usdoj.gov/user-support>

PLEASE NOTE:

This document contains bookmarks for easy navigation. Please use the bookmark panel (usually located on the left sidebar) in your PDF program to skip directly to a section in this document.

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Section A. General Grant Information

All grantees must complete this section.

1. Grant Information (required)

- 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

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

2. Current reporting period (required)

Please select the appropriate reporting period from the two available options, either January 1–June 30 or July 1–December 31. Enter the reporting year. Note, this may be pre-selected for you on the form available for download on the VAWA MEI website.

3. Tribal populations served (required)

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.

4. Staff (optional)

If your Tribal Jurisdiction Program funds were used to fund staff positions during the current reporting period answer questions 4-5. If not, skip to question 6.

If your agency used Tribal Jurisdiction grant money to support the salary of any staff members during the last six-month reporting period or if your agency used Tribal Jurisdiction grant money to support any contracted work during the last six-month reporting period, please report the number of full-time equivalents (FTEs) in this question. Please report the staff based on what job functions they are grant-funded to perform, not by their job title. If a staff member's functions fall into two or more categories of job descriptions, divide their time as appropriate (see examples below).

It is important that you report all FTEs in decimals; do not report FTEs as percentages (e.g., report FTEs as "0.5" FTEs, not as "50%").

Reporting the correct FTEs in the correct categories is important for OVW to get a full picture of your work. For example, if you report activities in the Tribal law enforcement section of the form, then OVW might expect to see a law enforcement officer FTE reported here because that would be the staff person carrying out the activities reported in the Tribal law enforcement section.

How to calculate FTEs:

1.0 FTE equals the total number of hours one full-time staff person would work during the 6-month reporting period. The 6-month reporting period calculated in weeks is 26 weeks. If your agency's normal work week is 40 hours, then 1.0 FTE = 1,040 hours worked (40 hours multiplied by 26 weeks). If your agency's full-time work week is less than 40 hours, you would take the number of hours your agency uses for a full-time work week and multiply them by 26; this equals how many hours your agency will use to represent 1.0 FTE. Then use the total number of hours 1.0 FTEs represent to calculate your staff FTEs based on how many hours they actually worked and were funded with Tribal Jurisdiction Program funds. Examples are provided below.

For more information on how to calculate FTEs, please visit the VAWA MEI website to [view the E-learning video "What's an FTE?"](#), to [view the recorded training video "Calculating FTEs"](#), or to [download the FTE Calculator](#).

Please find additional explanations for various staff categories below:

- **Administrator:** Administrative positions, such as fiscal manager, executive director, and shelter manager.
- **Paralegal:** Staff who work under the direct supervision of a lawyer, and who are typically responsible for researching, analyzing, and managing the daily tasks for cases.
- **Victim advocate:** Person who facilitates a victim/survivor in accessing needed resources or services. An advocate may also provide crisis intervention, safety planning, and support during medical exams. Communications with victims/survivors are usually considered confidential.
- **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.
- **Victim-witness specialist:** 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.
- **Counselor:** Professional counselors or peer counselors who provide emotional support, guidance, problem solving, etc. to victims/survivors.
- **Support staff:** Staff persons who are secretaries, administrative assistants, receptionists, bookkeepers, and/or accountants.
- **Other:** If you do not think you can report a staff's time in any of the available categories, please report their FTEs in the "Other" category.

EXAMPLE 1:

If you have one full-time receptionist whose salary is 100% funded with Tribal Jurisdiction Program funds (=1.0 FTE) and a full-time bookkeeper whose salary is 25% funded with Tribal Jurisdiction funds (=0.25 FTE), report 1.25 FTE under "support staff."

EXAMPLE 2:

A staff member, whose salary is 100% funded with Tribal Jurisdiction 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 0.50 under “program coordinator”, 0.40 under “victim advocate”, and 0.10 under other as “evaluator.”

EXAMPLE 3:

During the 6-month reporting period, an employee was hired for a new full-time position funded fully with Tribal Jurisdiction Program funds. Because of their start date in the middle of the reporting period, the new employee worked only during the last three months of the reporting period. In this case, you would need to pro-rate the FTEs to reflect three months of the six-month reporting period. The correct FTE for that staff person would be 0.50 FTEs, or 3 months/6 months.

EXAMPLE 4:

A staff member works 20 hours a week funded with Tribal Jurisdiction Program funds. The staff member spends 10 hours a week coordinating the victim services program, and 10 hours providing victim advocacy. Report this as 0.25 under “program coordinator”, and 0.25 under “victim advocate.”

5. Other Staff

If you reported any staff as "Other" in the previous question, please tell us the specific job function(s) of the staff you have reported in the “Other” category.

Responses in the “Other” category should be very specific. Responses such as “graduate assistant,” “contractor,” or “consultant” are not valid, because they are generic job titles and do not specify the function performed by the staff person. Some acceptable “Other” category entries include “data analyst,” “investigator” (if working for the prosecutor), or “evaluator” because they clearly describe the specific functions that were performed by the staff person.

EXAMPLE:

If you contracted with an information technology specialist for full-time services for two months during the reporting period funded with Tribal Jurisdiction Program funds, report that person’s FTE in the “Other” category as 0.33 FTEs, or 2 months/6 months, in question 4. Specify their role as “Information technology staff” in question 5.

6. Percentage of grant funds (required)

Report the area(s) addressed by your Tribal Jurisdiction 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.

The total of the three entries must equal 100%.

Section B. Purpose Areas

All grantees must complete this section.

7. Statutory purpose areas (required)

Check all purpose area(s) that apply to activities engaged in with Tribal Jurisdiction 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.

Section C. Coordinated Community Response

All grantees must complete this section.

8. Coordinated community response activities (required)

Indicate the agencies or organizations that you provided victim/survivor referrals to, received victim/survivor referrals from, engaged in consultation with, provided technical assistance to, and/or attended meetings with, during the current reporting period, according to the usual frequency of the interactions from the dropdown box. Report on agencies or organizations, even if they are not partners with which you have a memorandum of understanding (MOU). 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 Jurisdiction Program grant. If Tribal Jurisdiction 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.

9. Additional information

Use this textbox to provide additional information about coordinated community response as part of your Tribal Jurisdiction Program grant. You can also use the space to describe collaborative activities with any agency or organization not appearing on the list in the previous question.

Section D. Training

10. Were Tribal Jurisdiction Program funds used to provide and/or attend training during the current reporting period? (required)

If your Tribal Jurisdiction Program funds were used for training during the current reporting period, select “YES” and answer questions 11-14. If not, select “NO” skip to section E.

DEFINITION: Training

For the purposes of this reporting form, **training** means providing information on sexual assault, domestic violence, dating violence, and/or stalking that enables professionals to improve their response to victims/survivors as it relates to their role in the system.

PLEASE NOTE:

Any training events directed solely to Tribal Jurisdiction grant-funded staff should not be included in this section. Likewise, any Tribal Jurisdiction grant-funded professionals trained should not be reported in this section. This means, if grant-funded staff were sent to a training event using Tribal Jurisdiction Program funds, do not count the training as an event in question 11. But if non-grant-funded staff were sent to a training event using Tribal Jurisdiction Program funds, do count the training as an event in question 11. If both grant-funded and non-grant-funded staff were sent to a training event, do count the training as an event in question 11 but only count the non-grant-funded staff as people trained in question 12.

11. Training events provided

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

12. Number of people trained

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

Use the category that is most descriptive of the people who attended the training event. Tribal Jurisdiction Program-funded staff attending training events should not be reported. 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.

13. Training content areas

Check all topics covered in training events during the current reporting period with your Tribal Jurisdiction Program funds. Check all that apply. Do not include topics of staff development training attended by Tribal Jurisdiction Program grant-funded staff. Use the “Other” category to describe training content areas, if necessary.

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.

14. Additional information

Use this textbox to provide additional information about the effectiveness of your training activities funded or supported by your Tribal Jurisdiction Program grant.

Section E. Policies, Products, and/or Codes

15. Were Tribal Jurisdiction Program funds used to develop or revise policies, products, and/or codes during the reporting period? (required)

If your Tribal Jurisdiction Program funds were used to develop, substantially revise, or distribute policies, products and/or codes during the current reporting period, select “YES” and answer questions 16-22. If not, select “NO” and skip to section F.

16. Use of Tribal Jurisdiction Program funds for policy, product, and/or code development, substantial revision, or distribution

If you used Tribal Jurisdiction Program funds to develop, substantially revise, and/or distribute any tribal code(s) during the reporting period, please discuss it using the available textbox. Be sure to explain what the code is, any work done to develop, revise, or distribute it; whether it has been published and in which format(s) (i.e., web-based or paper), and any other information you would like OVW to know.

DEFINITIONS:

- **Develop:** To create a new policy, product, and/or code.
- **Substantially revise:** To make a significant amendment to an existing policy, product, and/or code.
- **Distribute:** Policies, products, and/or codes actually used during the reporting period.

17. Topic(s) of Tribal Jurisdiction Program funded policies, products, and/or codes developed, substantially revised, or distributed

If your Tribal Jurisdiction Program funds were used to develop, substantially revise, or implement policies or protocols during the current reporting period, please check all topic(s) below addressed by those policies or protocols. If you check the “Other” category, please use the textbox to specify the topic.

18. Activities related to policies and protocols

Use this textbox to describe your Tribal Jurisdiction-funded activities this reporting period related to policies and protocols. Describe the substance of the policies/protocols, to which agencies or organizations those policies/protocols apply, key activities in developing, revising, or implementing the policies/protocols, and any observations you wish to share about the policies/protocols.

19. Constitutional Amendment

Select “Yes” if your tribe’s Constitution was amended during this reporting period to accommodate SDVCJ implementation. If your tribe’s Constitution was not amended to accommodate SDVCJ during the current reporting period, select “No.”

20. Constitutional Amendment Description

If you answered “YES” to the previous question about Constitutional amendments, please use this textbox to describe how it was amended.

21. Products

Report the types and quantities of products that were developed, substantially revised, published online, disseminated in hard copy, and/or translated during the current reporting period. Report a product more than once if, for instance, it was published online and distributed in hard copy.

EXAMPLE:

If you developed a brochure, published it online, and distributed 100 hard copies of it, you would report 1 in Number developed, 1 in Number published online, and 100 in Number disseminated in hard copy.

22. Product Description

Please use the textbox provided to describe the products reported in the previous question, including their titles, their intended audiences, information about the development, revision, publication, distribution, and languages they were translated into. Also explain any products reported as "other items".

PLEASE NOTE:

Answers must include the titles of all products reported in the previous question. This allows OVW and VAWA MEI to understand which products you are referring to.

Section F. Victim Services

23. Were your Tribal Jurisdiction Program funds used to provide victim services during the current reporting period? (required)

If your Tribal Jurisdiction Program funds were used to provide victim services during the current reporting period, select "YES" and answer questions 24-37. If your Tribal Jurisdiction Program funds were not used for victim services, select "NO" and skip to section H.

PLEASE NOTE:

Only provide information in this section that represents victims served and services provided with Tribal Jurisdiction 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 this section.

24. Number of domestic/dating violence victims/survivors served, partially served, and not served

Report how many domestic/dating violence victims were served with Tribal Jurisdiction funds during the current reporting period. Each victim who sought and/or received grant-funded services should be reported **only once** in a reporting period. You can report victims/survivors in each reporting period that they request grant-funded services.

Victims/survivors are those against whom the domestic violence or dating violence was directed.

- **Victims/survivors served** are those who received all of the grant-funded service(s) they requested.
- **Victims/survivors partially served** are those who received some, but not all of the grant-funded service(s) they requested.
- **Victims/survivors who were not served** are those who did not receive any of the grant-funded service(s) they requested.

When deciding whether to report a victim/survivor in the partially served or not served categories, you should only consider programmatic reasons for partial or non-service. If a victim/survivor chooses to discontinue grant-funded services once they have begun receiving them, then the victim/survivor

should be reported as “served” (if they received all of the grant-funded services they requested). The same is true if a victim/survivor moves, even if they do not inform you, and they are unable to complete the services. If you are unable to locate or get in touch with a victim/survivor after you began providing them with grant-funded services, for the purposes of this reporting form, they are no longer requesting grant-funded services and should be reported as “served”.

When determining whether a victim/survivor is served, partially served, or not served, do not consider services the victim/survivor declined, unless the victim/survivor requested a service but found the program rules unacceptable. Please find some examples to illustrate this below.

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 Jurisdiction 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 cannot locate them, do not count them in this question. (See instructions for question 36, Victim witness notification/outreach to victims.)

EXAMPLE 1: Served

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

EXAMPLE 2: Partially served

A victim/survivor whose ex-husband has been charged with domestic violence approaches you 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 activities are funded by your Tribal Jurisdiction Program grant but since this victim/survivor only received assistance with the protection order and not the court accompaniment she requested, she would be counted as “partially served.”

EXAMPLE 3: Not served

A woman is assaulted by her boyfriend. At her request, a police officer who responded to the call has called your program’s hotline asking if an advocate will accompany the victim/survivor to the hospital. While this is a service your program is funded to provide under your Tribal Jurisdiction Program grant, there unfortunately is no advocate available at that time. You are unable to provide the requested service, therefore she should be counted as “not served.”

EXAMPLE 4: Not counted on this report

A victim/survivor of dating violence called your agency seeking shelter services. In a previous reporting period, your grant-funded legal advocate had assisted her with a protection order against her former dating partner so she knew about your agency and reached out. However, shelter services are not something you provide with Tribal Jurisdiction Program funds. Because the victim/survivor was requesting a service not supported with Tribal Jurisdiction funding, this victim would not be counted at all in question 24.

Example 5 (below) uses 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 5: Served – Partially Served – Not Served

- **Served:** A domestic violence victim/survivor calls your Tribal Jurisdiction funded program and requests crisis intervention and group support. You provide crisis intervention services and they attend a support group for domestic violence victims/survivors. This victim/survivor has received all of the services she requested that you provide under your Tribal Jurisdiction Program grant and should be counted as "served."
- **Partially served:** A domestic violence victim/survivor calls your Tribal Jurisdiction funded program and requests crisis intervention and group support. You provide crisis intervention services but the support group for domestic 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 she requested that you provide under your Tribal Jurisdiction Program grant and should be counted as "partially served."
- **Not served:** A domestic violence victim/survivor calls your Tribal Jurisdiction 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 she requested that you provide under your Tribal Jurisdiction Program grant and should be counted as "not served."

25. Additional Victimization

For each victim/survivor reported as served or partially served in the previous question, report any additional types of victimizations for which they received Tribal Jurisdiction Program-funded services during the current reporting period. Report a victim/survivor only once under each additional victimization.

EXAMPLE:

A victim/survivor experienced both sexual assault and domestic violence. You were able to provide them with grant-funded services related to both victimizations. Therefore, you would report this victim in the sexual assault column.

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

Report the number of victims/survivors who began receiving Tribal Jurisdiction Program-funded services for the first time during the current reporting period.

If this is your first time using the Tribal Jurisdiction funds to provide victim services, then all victims/survivors reported as served or partially served should be reported as new here. If the victim/survivor has been reported as served or partially served in a previous reporting period do not include them here, even if the victim/survivor sought services for a new victimization.

27. 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. Check 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/survivor wants to file for a divorce but has not met the statutory requirement for being separated from her spouse for at least six months prior to filing the divorce complaint.
- **Hours of operation:** The hours the organization provides services are not compatible with the hours the victim/survivor is available to receive requested services.
- **Insufficient/lack of culturally appropriate services:** The services currently provided under the grant are not culturally appropriate for the victim/survivor.
- **Inadequate language capacity (including sign language):** Staff or volunteers are unable to adequately communicate with the victim/survivor due to language. Interpreter services are not available or not available at the time the victim/survivor is seeking services.
- **Insufficient/lack of services for people with disabilities:** The services provided under the grant are not accessible to people with disabilities. For example, a shelter does not allow a victim/survivor's male care attendant to accompany them to the shelter, which prevents them from being able to use shelter services.
- **Lack of childcare:** Victim/survivor is unable to receive requested services due to the lack of available childcare.
- **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 domestic violence, a victim/survivor requesting support group services is not served because it is clinically determined to be inappropriate for them to attend the group because they are not ready for a support group environment.

- **Transportation:** 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:** Check and describe any other reason for not serving or only partially serving a victim/survivor that is not already captured with the provided check boxes.

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.

EXAMPLE 1: “Victim refused services” reported in the “Other” category

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 at all.

EXAMPLE 2: “Service was not provided by our program” reported in the “Other” category

Only consider services supported with grant funds. For example, if your Tribal Jurisdiction 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 Jurisdiction Program grant. In this case, the victim/survivor should be counted as fully “served.”

EXAMPLE 3: “Could not locate victim” reported in the “Other” category

If your program began to provide the requested services and stopped because the victim no longer showed up and could not be located, this person would be considered fully “served” and therefore no reason for not providing services would be necessary at all. However, if this person was placed on a waitlist because your program was at capacity when they first requested services, and when your program was able to provide the service, you were not able to locate the victim/survivor, you would then count this victim/survivor as “not served.” You would indicate, “program reached capacity” in question 27.

28. Demographics of victims/survivors served or partially served: Race and ethnicity

Do not report demographics for children of victims/survivors.

Based on the victims/survivors reported in question 24, report the race/ethnicity demographic information to the extent that you know it. 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 question 24. However, the total number of victims/survivors reported under “Race/ethnicity” should not be less than the total number of victims/survivors reported in question 24. Those victims/survivors for whom race/ethnicity is not known should be reported in the “Unknown” category.

Report the ethnicity or race with which the victim/survivor identifies. You may report victims/survivors in more than one of the race/ethnicity categories.

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

29. Demographics of victims/survivors served or partially served: Gender

Do not report demographics for children of victims/survivors.

Based on the victims/survivors reported in question 24, report the gender demographic information to the extent that you know it. This is an unduplicated count. The total number of victims/survivors reported under “Gender” should equal the total number of victims/survivors reported in question 24. Those victims/survivors for whom gender 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.

30. Demographics of victims/survivors served or partially served: Age

Do not report demographics for children of victims/survivors.

Based on the victims/survivors reported in question 24, report the age demographic information to the extent that you know it. This is an unduplicated count. The total number of victims/survivors reported under “Age” should equal the total number of victims/survivors reported in question 24. Those victims/survivors for whom age 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.

31. Demographics of victims/survivors served or partially served: Other

Do not report demographics for children of victims/survivors.

Based on the victims/survivors reported in question 24, report the other demographic information to the extent that you know it. Reporting in these demographic categories is optional.

Please find additional explanations for some of the categories below:

- **People with disabilities:** Report those 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 who are D/deaf or hard of hearing:** Report the number of victims/survivors who identify with and participate in the language, culture, and community of Deaf people based on the use of sign language (Deaf); victims/survivors who identify within the audiological definition of severe to profound hearing loss and who don’t have a cultural affiliation (deaf); and/or victims/survivors who identify with any degree of hearing loss from mild to profound and are committed to participate in society through the use of their residual hearing plus hearing aids, speechreading, and assistive technology to aid communication (hard of hearing).
- **People 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 reported 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.

32. Victims/survivors' relationships to offenders

Do not report relationships to offenders for children.

For those victims/survivors reported as served and partially served, report the victim's relationship to the offender. While SDVCJ applies to certain cases of involving an Indian victim and a non-Indian offender, victim services may be provided under the Tribal Jurisdiction Program to any victim of domestic/dating violence, sexual assault, and/or stalking. If a victim/survivor experienced more than one type of victimization and/or was victimized by more than one perpetrator, report the victim/survivor in all categories that apply.

- **Current of former spouse or 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/survivor and the offender are not known to each other.
- **Unknown:** The victim/survivor and offender relationship is not known.

33. Number of services provided to children of victims/survivors

Report the number of children who received grant-funded services under "Number of children." These are the children of those victims/survivors that were reported as served or partially served in question 24.

Under the "Number of times service was provided", report the total number of times services were provided to children during the current reporting period. These services may include childcare, transportation, counseling etc. The total number of times services were provided should be equal to or greater than the total number of children receiving services.

34. Victim services

Do not report children receiving services in this question—services for children are reported in question 33 above.

Report the number of victims/survivors who received Tribal Jurisdiction Program-funded services during the current reporting period. Report each victim/survivor only once for each type of service that victim/survivor received during the current reporting period in the column for “Number of victims/survivors.” Then report the number of times that service was provided to victims/survivors in the “Number of times service was provided” column. The total times each type of service was provided should not be less than the number of victims/survivors reported as receiving that service.

- **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. This does not include services provided by an attorney or paralegal.
- **Civil legal assistance:** Civil legal services provided by an attorney and/or a paralegal.
- **Counseling services/support group:** Individual or group counseling or support provided by a volunteer, peer, or professional.
- **Criminal justice advocacy/court accompaniment:** Assisting a victim/survivor with criminal legal issues including notifying the victim/survivor of case status, hearing dates, plea agreements, and sentencing terms; preparing paperwork such as victim/survivor 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 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.
- **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.

35. Hotline calls

Report the total number of hotline calls received on phonelines paid for with Tribal Jurisdiction Program funds or answered by Tribal Jurisdiction Program-funded staff, during the current reporting period.

Victim/survivors calling the hotline should not be reported as victims/survivors served or partially served in question 24 unless they **also** received at least one of the victim services listed in question 34.

EXAMPLE 1:

A victim/survivor calls the grant-funded hotline and is in crisis. The advocate spends 30 minutes on the call providing crisis intervention to the victim/survivor. In this case, the call would be

counted as 1 hotline call in question 35 **and** the victim/survivor would also be reported in question 24-32 and in question 34 under “Crisis intervention.” Demographic information etc. would need to be reported on this caller since they are now being reported in question 24-34.

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, this would be counted as 1 hotline call in question 35 but not counted towards the number of victims/survivors served or partially served in question 24. Therefore, they would also not be reported in questions 24-32.

36. Victim witness notification/outreach to victims/survivors

Report the number of unsolicited letters, phone calls, or visits to victims/survivors of specific incidents of sexual assault, domestic violence, dating violence, and stalking identified in police reports or court documents, informing them of services and/or providing information about the criminal justice system.

Victim/survivors who are the recipients of these notification/outreach activities should not be reported as victims/survivors served or partially served in question 24 unless they **also** received at least one of the victim services listed in question 34.

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 to victim/survivors during the current reporting period and five victims/survivors call and request grant-funded services. In this case, you would report 75 in question 36 and the 5 victims/survivors requesting grant-funded services would also be counted in question 24-32 and question 34 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 responded and requested services, you would only report 75 in question 36.

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 36. No demographics would need to be collected.

37. Protection orders

Report the number of temporary and/or final protection orders requested and granted for which Tribal Jurisdiction Program-funded victim services staff helped victims/survivors obtain during the current reporting period. These orders may also be referred to as protection from abuse, protection from harassment or anti-harassment orders, restraining orders, or no-contact or stay-away orders.

Section H. Criminal Defense

38. Were your Tribal Jurisdiction Program funds used to provide criminal defendants with legal representation during the current reporting period? (required)

If your Tribal Jurisdiction Program funds were used to provide defendants with criminal legal representation during the current reporting period, select “YES” and answer questions 39-40. If your Tribal Jurisdiction Program funds were not used to provide defendants with criminal legal representation, select “NO” and skip to section G.

PLEASE NOTE:

Report all defendants represented with Tribal Jurisdiction funds.

39. Criminal defendants represented

Report the number of criminal defendants represented with Tribal Jurisdiction Program funds during the current reporting period.

40. Case status

Enter the case status for each criminal defendant reported in question 39. Each case should be counted only **once**. This means that if a case includes numerous charges or counts, the case should still only be reported once and be characterized by the most serious offense. In most instances, a case will refer to one victim/survivor, one offender, and one incident.

- **Case not yet disposed of:** Report cases that have not been adjudicated.
- **Dismissed:** Report cases that were dismissed.
- **Deferred adjudication:** Report cases in which there was a deferred adjudication. Deferred adjudication is a process in which adjudication of the case is deferred pending successful completion of certain terms. If a defendant successfully completes those terms, the case is then dismissed.
- **Plead as charged:** Report cases in which the offender plead guilty to the highest offense charged.
- **Plead to lesser charge in same category:** Report cases in which the offender plead guilty to a lesser offense in the same category of the charge.
- **Plead to lesser charge in lower category:** Report cases in which the offender plead guilty to a lesser offense in a lower category of the charge.
- **Guilty as charged:** Report cases in which the offender was found guilty of the highest offense charged.
- **Guilty to lesser charge in same category:** Report cases in which the offender was found guilty of a lesser offense in the same category.
- **Guilty to lesser charge in lower category:** Report cases in which the offender was found guilty of a lesser offense in a lower category.
- **Acquitted:** Report cases in which the offender was acquitted.

EXAMPLE:

If grant-funded staff represented three criminal defendants during the current reporting period, two of which have ongoing cases and one who plead guilty to the charges, you would enter 2 next to “Cases not yet disposed of” and 1 next to “Plead as charged.”

Section G. Tribal Law Enforcement

41. Were Tribal Jurisdiction Program funds used for law enforcement activities during the current reporting period? (required)

If your Tribal Jurisdiction Program funds were used for law enforcement activities during the current reporting period, select “YES” and answer questions 42-44. If your Tribal Jurisdiction Program funds were not used for law enforcement activities, select “NO” and skip to section I.

PLEASE NOTE:

If you have an advocate employed by or located at a law enforcement agency, but Tribal Jurisdiction grant funds are not supporting the law enforcement activities listed in question 42, you will not fill out this section. You would report the advocate’s activities in the Victim Services part of the report.

42. Law enforcement activities

Report the number of Tribal Jurisdiction Program-funded law enforcement activities relating to sexual assault, domestic violence, dating violence, and stalking cases/incidents during the current reporting period.

For the purpose of the law enforcement section of this report, each individual incident is counted as one case, even if it involves 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.

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.

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 case/incident even though there were multiple perpetrators.

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 sexual assault, domestic violence, dating violence, or stalking incidents.
- **Incident reports:** All responses to a sexual assault, domestic violence, dating violence, or stalking incident as reported on an incident report.
- **Cases/incidents investigated:** All cases in which evidence was collected and witnesses were interviewed relating to a sexual assault, domestic violence, dating violence, or stalking incident.
- **Arrests:** All arrests made by law enforcement, except dual arrests.

- **Dual arrests:** All responses by law enforcement in which both parties involved in the sexual assault, domestic violence, dating violence, or stalking incident were arrested. (Dual arrests are discouraged by OVW. It is a goal of this office to reduce the number of dual arrests.)
- **Protection/ex parte/temporary restraining orders served:** All instances in which these types of orders have been served on sexual assault, domestic violence, dating violence, or stalking offenders.
- **Arrests for violation of bail bond:** All instances in which arrests were made of offenders charged with sexual assault, domestic violence, dating violence, or stalking crimes who violated conditions set out in their bail bonds
- **Enforcement of warrants:** All instances in which warrants relating to sexual assault, domestic violence, dating violence, or stalking offenses were enforced.
- **Arrests for violation of protection order:** All instances in which arrests were made of offenders who violated conditions of protection orders obtained by victims/survivors of sexual assault, domestic violence, dating violence, or stalking crimes.
- **Protection orders issued:** To be answered only by grantees in jurisdictions that authorize law enforcement officers to directly issue “no-contact”, protection, or restraining orders in cases of sexual assault, domestic violence, dating violence, and stalking. Report all orders issued by law enforcement in a sexual assault, domestic violence, dating violence, or stalking case. Do not report these orders as “Protection/ex parte/temporary restraining orders requested or granted” in question 43.
- **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.
- **Referral-making to victim services:** Number of incidents in which a referral was made to victim services. Count the number of incidents in which a referral was made, not the number of referrals.

43. Protection orders requested and granted

Report the total number of temporary and/or final protection orders requested and granted for which Tribal Jurisdiction Program-funded law enforcement staff helped victims/survivors obtain during the current reporting period. These orders may also be referred to as protection from abuse, protection from harassment or anti-harassment orders, restraining orders, or no-contact or stayaway orders.

44. Additional information

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

Section I. Tribal Prosecution

45. Were Tribal Jurisdiction funds used to support prosecution activities during the current reporting period? (required)

If your Tribal Jurisdiction Program funds were used to support prosecution activities during the current reporting period, select “YES” and answer questions 46-53. If your Tribal Jurisdiction Program funds were not used to support prosecution activities, select “NO” and skip to section J.

46. Number of cases received, accepted for prosecution, or declined.

Report the number of SDVCJ and non-SDVCJ domestic violence, dating violence, sexual assault, and/or stalking-related case referrals received. 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/survivor, one offender, and one incident.

Of the case referrals received, report the number that were accepted and the number that were declined for prosecution during the current reporting period.

Of the cases declined, distinguish between those that were declined not due to jurisdictional limitations and those declined due to jurisdictional issues (i.e., no tribal ordinance, PL 280, no tribal court). For the latter, 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.”

47. Reason for declining cases

Of the cases reported in question 46 as declined or declined and not referred, report only the **primary** reason for the decision to decline or not refer for prosecution.

- **Insufficient evidence (returned for further investigation):** The case has been evaluated and determined to not have sufficient evidence to support prosecution at this time. However, the case has been returned to law enforcement, or given to a prosecution-based investigator, for the purpose of developing sufficient evidence.
- **Insufficient evidence or victim unavailable:** The case has been evaluated and determined to not have sufficient evidence to support prosecution. This may include insufficient physical evidence and/or the unavailability of the victim/survivor or other witnesses to prove the case
- **Request of victims and/or victim safety:** The case has been evaluated and the prosecutor was made aware that bringing charges could further endanger the victim/survivor and/or their children. Based on this information, a decision was made not to move forward with the case.
- **Other:** If you reported any cases as being declined for other reasons, please specify the reasons(s).

48. Case statuses and dispositions

Report on all cases for which Tribal Jurisdiction Program funds supported prosecution efforts during the current reporting period.

DEFINITIONS:

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

49. Jurors

If the tribal court held any jury trials in SDVCJ cases this period, provide the number of non-Indian jurors that served on each jury.

50. Other issues presented in cases that reached disposition

If possible, discuss the extent to which domestic/dating violence, sexual assault, and stalking cases included additional charges and/or elements of other crimes. 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.

EXAMPLE:

If a case reported in the previous question as having domestic violence as a lead charge, but the case also included charges related to sexual assault, then explain that in the provided textbox.

51. Jury pool

If known, specify the percentage of your jury pool that is non-Indian. If you do not know, then provide your best estimate **and note that it is an estimate**.

52. Additional information

Use the textbox provided to describe any other aspects of your OVW-funded prosecution efforts.

53. Protection orders

Report the number of temporary and/or final protection orders requested and granted for which Tribal Jurisdiction Program-funded tribal prosecutors helped victims/survivors obtain during the current reporting period. These orders may also be referred to as protection from abuse, protection from harassment or anti-harassment orders, restraining orders, or no-contact or stay-away orders.

Section J. Tribal Courts

54. Were Tribal Jurisdiction Program funds used for tribal courts during this reporting period? (required)

If your Tribal Jurisdiction Program funds were used for tribal courts during the current reporting period, select “YES” and answer questions 55-60. If your Tribal Jurisdiction Program funds were not used for tribal courts, select “NO” and skip to section K.

55. Criminal cases - new cases and case dispositions

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

DEFINITION: Deferred adjudication

Deferred adjudication is a process in which adjudication of the case is deferred pending successful completion of certain terms. If a defendant successfully completes those terms, the case is then dismissed.

56. 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:

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

57. Dispositions of violations

Report the number of sexual assault, domestic violence, dating violence, and stalking cases in which there were dispositions of violations during the current reporting period. Report on all dispositions, including cases that do not fall under SDVCJ. The violation does not have to have occurred during this reporting period, only the disposition. A case may be counted more than once if there were multiple violations.

- **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 terms of probation.
- **Partial revocation of probation:** The offender’s probation is partially revoked, and the offender is ordered to serve part of a suspended sentence.
- **Probation revoked/incarcerated:** The offender’s probation is fully revoked, and the offender is ordered to serve the entire sentence imposed by the court.

58. Civil protection orders

Report the total number of temporary and final civil protection orders requested and granted by the court during the current reporting period. These orders may be referred to as protection from abuse or protection from harassment or anti-harassment or restraining orders. Include only **civil** orders.

59. Criminal protection orders

Report the total number of criminal protection orders requested and granted by the court to victims/survivors of domestic violence, dating violence, sexual assault, or stalking during the current reporting period. These orders may be referred to as no-contact or stay-away orders.

60. Effectiveness of court activities (Optional)

Use this textbox to discuss the effectiveness of court activities supported by your Tribal Jurisdiction Program grant.

Section K. Probation and Offender Monitoring

61. Were funds used for probation/offender monitoring during the current reporting period? (required)

If your Tribal Jurisdiction Program funds were used for probation/offender monitoring during the current reporting period, select “YES” and answer questions 62-66. If your Tribal Jurisdiction Program funds were not used for probation/offender monitoring, select “NO” and skip to section L

62. Number of offenders

Report the total number of domestic violence offenders on probation, including those who were on probation before this reporting period began and those placed on probation during the reporting period. Also report the number of offenders who completed probation during the current reporting period and specify if that was with or without violations.

63. Monitoring activities

For new and continuing offenders reported in question 62, 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.

- **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.

EXAMPLE:

If you had six face-to-face contacts with five offenders during the 6-month reporting period, you would report 5 under “Face-to-face contact - Number of offenders monitored” and 30 under “Total contacts.”

64. Dispositions of probation violations

Report the number of sexual assault, domestic violence, dating violence, and stalking cases in which there were dispositions of probation violations during the current reporting period. Report on all dispositions, including cases that do not fall under SDVCJ. The violation does not have to have occurred during this reporting period, only the disposition. A case may be counted more than once if there were multiple violations.

- **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 terms of probation.
- **Partial revocation of probation:** The offender’s probation is partially revoked, and the offender is ordered to serve part of a suspended sentence.
- **Probation revoked/incarcerated:** The offender’s probation is fully revoked, and the offender is ordered to serve the entire sentence imposed by the court.

65. Victim outreach and referrals

Report the number of victims that received referrals to victim services and/or were contacted as part of offender monitoring.

- **Outreach to victims:** The probation officer has telephone or in-person contact with the victim/survivor to provide information about the terms of the offender’s probation and/or to inquire about the victim’s safety.
- **Referrals made to victim services:** Report the total number of victim referrals to victim services by Tribal Jurisdiction Program-funded staff during the current reporting period. Victim services refer to services provided by agencies or individuals that serve victims of sexual assault, domestic violence, dating violence, stalking, and/or child sexual abuse.

66. Effectiveness of probation and offender monitoring activities (Optional)

Use this textbox to discuss the effectiveness of probation and offender monitoring activities supported by your Tribal Jurisdiction Program grant.

Section L. Batterer Intervention Programs

67. Were Tribal Jurisdiction program funds used for batterer intervention programs (BIPs) during this reporting period? (required)

If your Tribal Jurisdiction Program funds were used for batterer intervention programs during the current reporting period, select “YES” and answer questions 68-70. If your Tribal Jurisdiction Program funds were not used for batterer intervention programs, select “NO” and skip to section M.

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

70. For any BIPs supported with these Tribal Jurisdiction Program funds, specify the number of weeks batterers are expected to remain in the program to complete it.

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 the length for each type of program.

Section M. Additional Narrative Information

71. Report the status of your Tribal Jurisdiction Program grant goals and objectives as of the end of the current reporting period

All grantees must answer this question.

All Tribal Jurisdiction grantees are required to submit a separate document (in Word or PDF format) detailing the progress they made towards their project goals and objectives. This document should list your project goals and objectives, the status of each, and key activities for each that occurred during the reporting period.

Grantees are required to upload the completed document as a second attachment in their JustGrants account. This is mandatory and your progress report is not considered complete without this document.

There are no formal requirements for what this document should look like; you are free to continue using whatever format you have used in past reporting periods. If you are new to progress reporting, or would like some additional guidance, you can [download a Grant Goals & Objectives template from the VAWA MEI website](#). The template has tables for you to fill in your goals and objectives and also provides some examples.

To fill out your Grant Goals & Objectives document:

- Locate your Tribal Jurisdiction grant proposal.
- Copy and paste the goals and objectives from your grant proposal into your Grant Goals & Objectives document.
- Next, give an update on the status of each objective (“not started,” “in progress,” or “complete”) and describe relevant activities towards the progress of each goal during the respective reporting period.

This means your Grant Goals & Objectives document will mostly stay the same throughout the time your Tribal Jurisdiction award is active, but in each reporting period you will update the information about the progress you have made.

PLEASE NOTE:

If you have not started using your grant funds at the time of progress reporting, you are still required to upload a separate Grant Goals & Objectives document in your JustGrants account. If this is your situation, create a Grant Goals & Objectives document, list the goals and objectives from your grant proposal and then state that you have not made any progress towards them at this time because you have not yet started using your grant funds.

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

EXAMPLE:

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

Status: In progress but delayed.

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

Comments: We hired someone who left the position because of a family emergency six weeks after he was hired. We are interviewing new candidates and hope to have someone in the position by February 15, 2023.

72. What do you see as the most significant areas of remaining need, with regard to implementing special domestic violence criminal jurisdiction, serving victims/survivors and keeping them safe, and enhancing offender accountability?

All grantees must answer this question on an ANNUAL basis. This information is required in the January to June reporting period 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.

73. What has the Tribal Jurisdiction 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. This information is required in the January to June reporting period only.

Think about achievements you have made with Tribal Jurisdiction funds and highlight them here. For example, this could be an expansion of services to victims/survivors or increased coordination between tribal and local law enforcement.

74. Provide any additional information that will help explain or clarify any of the data you reported elsewhere in this form.

This question is optional.

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

EXAMPLE:

There are many situations in which providing additional context about the data can be helpful. 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. If you only started accessing grant funds halfway through the reporting period, you may use this textbox to explain the reported data corresponds to a 3-month time period. If you are closing out your grant and stopped using grant funds partway through the reporting period, you may use this textbox to explain that it is your final report and the date you stopped using funds.

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.