

U.S. Department of Justice Office on Violence Against Women

**Annual Progress Report for
Sexual Assault Services Formula Grant Program**

Brief Instructions

This reporting tool details the Annual Progress Report questions for subgrantees of the Sexual Assault Services Formula Grant Program (SASP Program). A report must be completed for each SASP Program subgrant received. The grant administrator or coordinator must ensure that the form is completed. Grant partners may complete sections relevant to their portion of the grant. Grant administrators and coordinators are responsible for compiling and submitting a single report that reflects all information collected from grant partners.

All subgrantees must complete the General Information, Purpose Areas, Victim Services, and Narrative sections. For all other sections, subgrantees must answer an initial question about whether they used SASP Program funds to support certain activities during the current reporting period. If the response is yes, then the subgrantee must complete that section. If the response is no, the rest of that section is skipped.

The activities of volunteers or interns should be reported if they were coordinated or supervised by SASP Program-funded staff or if SASP Program funds substantially supported their activities.

For further information on filling out this report, refer to the separate instructions, which contain detailed definitions and examples.

Public Reporting Burden

Paperwork Reduction Act Notice. Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this form is 60 minutes per form. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street NE, Washington, DC 20530.

General Information

All subgrantees must complete the General Information section.

1. Date of report

2. Current reporting period

3. Subgrantee name

4. Subgrant numbers

List the number for all subgrants supporting activities engaged in during the current reporting period.

5. Point of Contact

Provide information for the person responsible for the day-to-day coordination of the subgrant.

- First name
- Last name
- Agency/organization name
- Address
- City
- State
- Zip code
- Telephone
- Email

6. Type of funded organization

Check the one answer that best describes the organization receiving the SASP Program subgrant.

- Community-based organization
- Sexual assault/dual coalition
- Tribal coalition
- Tribal sexual assault program
- Victim services (dual – domestic violence/sexual assault)
- Victim services (sexual assault)
- Other (specify): _____

7. Is this a faith-based organization?

- Yes
- No

8. Is this a culturally-specific community-based organization?

- Yes
- No

9. Does this subgrant specifically address and focus on tribal populations?

- Yes
 - If yes, which tribes/nations?
- No

10. Does the funded organization receive its subgrant from a State or Territory Sexual Assault Coalition?

- Yes
- No

11. Does your subgrant support the creation of products in languages other than English or provide services in languages other than English??

Check yes if your SASP Program subgrant was used to support the creation of products in languages other than English or provided services in languages other than English.

- Yes
 - If yes, what languages?
- No

Staff Information

1. Were SASP Program grant funds used to fund staff time (at your agency, at a partner agency, contractors, or stipends) during the current reporting period?

- Yes
- No

2. **Staff**

Report the total number of full-time equivalent (FTE) staff funded by the SASP Program subgrant during the current reporting period.

- Reporting 1.00 FTEs means a staff person worked full-time and was 100% funded by the grant for the entire reporting period. One FTE is equal to 2,080 hours (40 hours per week multiplied by 52 weeks).
- FTEs should be prorated to reflect when a staff person did not work-full time and/or when was not 100% funded by the SASP grant for the entire reporting period.
- Report staff by the function(s) they performed, not by title.
- Round and report FTEs to the second decimal place. For example, if you calculate an FTE to be 0.66667, then rounding to the second decimal would mean this FTE would be reported as 0.67 FTE.

Staff Function	FTE(s)
Administrator	
Attorney	
Children's advocate	
Counselor	
Legal advocate (does not include attorney or paralegal)	
Outreach worker	
Paralegal	
Program coordinator	
Support staff	
Translator/interpreter	
Victim advocate (non-governmental)	
Other (specify):	
Total	

Purpose Areas

1. Statutory Purpose Areas

All subgrantees must complete this question. Check all purpose areas that apply to activities supported with SASP Program funds during the current reporting period.

	Purpose Areas
	24-hour hotline services providing crisis intervention services and referral.
	Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings.
	Crisis intervention, short-term individual and group support services, direct payments, and comprehensive service coordination and supervision to assist sexual assault victims and family or household members.
	Information and referral to assist the sexual assault victim and family or household members.
	Community-based, culturally specific services and support mechanisms, including outreach activities for underserved communities.
	Development and distribution of materials on issues related to the services described above.

Products

- 1. Were SASP Program funds used to develop or substantially revise products during the current reporting period?**

Check yes if SASP Program-funded staff developed or revised products or if SASP Program funds directly support the development or revision of products.

- Yes
- No

- 2. Use the space provided to describe the products developed or substantially revised with SASP Program funds during the current reporting period.**

Describe what type of product it was, the title/topic of the product, as well as its intended audience. Also provide information on if the product was translated into a language other than English (including Braille).

Victim Services

All subgrantees must complete this section.

Report only victims/survivors served and victim services/activities provided by SASP Program-funded staff or supported with SASP Program funds in this section.

1. Number of victims/survivors who were fully served, partially served, and not served

Report the following, to the best of your ability, as an unduplicated count for each category during the current reporting period. This means that each victim/survivor who requested or accepted SASP Program-funded services during the current reporting period should be counted only once in that reporting period. For purposes of this question, victims/survivors are those against whom the sexual assault was directed. Do not report secondary victims here.

Served: A victim/survivor should be reported as served if they requested and/or accepted grant-funded services and the program was able to provide all of those services.

Partially Served: A victim/survivor should be reported as partially served if they accepted and/or requested grant-funded services and the program was able to provide some, but not all, of those services.

Not Served: A victim/survivor should be reported as not served if the program could not provide any of the grant-funded services that the victim accepted and/or requested.

	Number of primary victims/survivors
Served	
Partially served	
Total Served & Partially Served	
Not served	

2. Number of victims/survivors who received SASP Program-funded services for multiple types of victimizations

Report an unduplicated count of victims/survivors reported in the previous question who received SASP Program-funded support for more than one type of victimization.

3. Select all the additional victimizations types, including specific forms of abuse, for which these victims/survivors received SASP Program-funded services:

- Sexual Assault
- Domestic/dating violence
- Stalking
- Female genital mutilation/cutting

- Adult survivor of child sexual abuse
 - Sex trafficking
 - Labor trafficking
 - Economic abuse
 - Technological abuse
 - Forced marriage
- 4. Use the space provided to describe the extent to which SASP Program funds were used to serve victims/survivors who disclosed multiple victimizations types.**
- 5. Number of secondary victims served**
Secondary victims must have received grant-funded services in order to be reported in this question. Secondary victims are those who are indirectly affected by the sexual assault. They may be children, siblings, spouses or intimate partners, parents, grandparents, and other affected relatives.
- 6. Select all of the reasons primary victims/survivors who requested SASP Program-funded services were partially or not served:**
- Conflict of interest
 - Did not meet statutory requirements
 - Hours of operation
 - Insufficient or lack of culturally appropriate services
 - Insufficient or lack of agency capacity to provide language access (including sign language or assistive communication devices)
 - Insufficient or lack of services for people with disabilities
 - Insufficient or lack of services for people who are D/deaf or hard of hearing
 - Lack of childcare
 - Program reached capacity
 - Program rules not acceptable to victim/survivor
 - Program unable to provide service due to limited resources/priority-setting
 - Services inappropriate or inadequate for victims/survivors with mental health issues
 - Services inappropriate or inadequate for victims/survivors with substance abuse issues
 - Services otherwise not appropriate for victim/survivor
 - Transportation
 - Other (specify)

7. Use space provided to describe the reasons for non-service, barriers/challenges your agency experienced with providing SASP Program-funded services, and how those barriers impacted victims/survivors.
8. Demographics of primary victims/survivors served and partially served
Report the demographic information for the victims/survivors reported as served and partially served with SASP Program funds. Do not report demographics for secondary victims.

Race/ethnicity

Report victims/survivors in each category they identify as. At least one race/ethnicity must be reported for each victim/survivor reported as fully served and partially served. Those victims for whom the race/ethnicity is not known should be reported in the “unknown” category.

Race/ethnicity	Number of victims/survivors
American Indian or Alaska Native	
Asian	
Black or African American	
Hispanic, Latino, or Spanish origin	
Middle Eastern or North African	
Native Hawaiian or Pacific Islander	
White	
People of a race, ethnicity, or origin not listed <i>Specify: _____</i>	
Unknown	
Total	

Gender

Report victims/survivors in each category they identify as. At least one gender identity must be reported for each victim/survivor reported as fully and partially served. Those victims for whom the gender identity is not known should be reported in the “unknown” category.

Gender Identity	Number of victims/survivors
Women or girls	
Men or boys	
Transgender	
Non-binary or non-conforming	
Two-Spirit	
A gender not listed <i>Specify: _____</i>	
Unknown	
Total	

Age

Report the age of each victim/survivor reported as fully and partially served. Exactly one age must be reported for each victim/survivor reported as fully and partially served. Those victims for whom the age is not known should be reported in the “unknown” category.

Age	Number of victims/survivors
0-6	
7-10	
11-17	
18-24	
25-59	
60+	
Unknown	
Total	

Additional demographics

Report the number of victims/survivors who were served and partially served who identify with these additional demographics only to the extent that have been willingly disclosed/identified by the victims/survivors. These additional demographics are not required.

Additional demographics	Number of victims/survivors
People who are lesbian, gay, bisexual, transgender, or queer (LGBTQ)	
People with disabilities	
People whose primary language is not English	
People who are D/deaf or hard of hearing	
People who are immigrants/refugees/asylum seekers	
People who are or were incarcerated (including probation or parole)	
People who live in rural areas	

9. Victims/survivors’ relationships to offender

At least one relationship must be reported for each victim/survivor reported as served and partially served. If a victim/survivor was victimized by more than one perpetrator, count the victim/survivor in all categories that apply. If the offender relationship was not disclosed to the agency/staff, capture that primary victim/survivor in the “Unknown” relationship category.

Relationship to Offender	Number of victim/survivor relationships
Current or former spouse or intimate partner	
Other family or household member	
Dating relationship	
Acquaintance	
Stranger	
Other (specify)	
Unknown	
Total	

10. Victim services

Report the SASP Program-funded services provided to the victims/survivors reported fully and partially served victims. Refer to the separate instructions document for service definitions.

The first column “Number of victims/survivors served” is an unduplicated count of the number of victims/survivors who received each type of grant-funded service. No individual service category should have a number of victims served greater than the total number of victims served and partially served.

The second column “Number of times service was provided” is a total of the number of times each victim in the first column received that services type during the 12-month reporting period.

Type of Service	Number of victims/survivors served	Number of times service was provided
Civil legal advocacy/court accompaniment		
Counseling/support group		
Criminal justice advocacy/court accompaniment		
Crisis intervention		
Culturally specific services		
Direct payments/financial assistance		

Employment counseling		
Financial counseling		
Hospital/clinic/other medical response		
Job training		
Language services		
Material assistance		
Transportation		
Victim/survivor advocacy		
Other (specify): _____		

11. Hotline support, information, and referral

Report the number of hotline requests received from primary victims and the total number of hotline requests received on phone lines paid for with SASP Program funds or answered by SASP Program-funded staff, during the current reporting period. If grant funds are supporting a portion or percentage of the hotline budget, prorate the total hotline calls to reflect only what percentage of the budget is supported by the SASP subgrant. Hotline calls should not be reported as victims/survivors served or partially served unless they also received at least one of the services reported in Victim services questions.

	Number of requests from primary victims	Total number of requests
Hotline support, information and referral requests		

12. Victim witness notification/unsolicited outreach activities to victims

Report the number of grant-funded victim witness notification activities and unsolicited outreach activities. Victims/survivors who are the recipients of these notification/outreach activities should not be reported as victims/survivors served or partially served unless they also received at least one of the services reported in Victim services questions.

13. Victim services staff assistance with protection orders

Report the total number of temporary and/or final protection orders granted for which SASP Program-funded victim services staff assisted in obtaining. These orders may also be referred to as restraining orders, anti-harassment orders, no contact orders, or stay-away orders.

	Temporary	Final
Protection Orders granted		

SAMPLE

Legal Services

1. **Were SASP Program funds used to provide legal service to victims/survivors during the current reporting period?**

Select yes if SASP Program-funded staff (i.e., attorneys or paralegals) provided these services or SASP Program funds were used to support these services during the current reporting period.

- Yes
- No

2. **Number of victims/survivors who received assistance with legal issues**

Report an unduplicated count of victims/survivors who received assistance with at least one legal issue.

3. **Number of victims who receive assistance with multiple legal issues**

Of the victims/survivors who received assistance with legal issues, report the number of victims/survivors who received assistance with more than one type of legal issue during the current reporting period.

4. **Legal issues**

Under “Number of victims/survivors receiving legal assistance”, report the number of primary victims/survivors who received legal assistance from SASP-funded attorneys or paralegals during the current reporting period. Count a victim/survivor once in each legal issue category for which they received assistance with SASP grant funds.

Under “Number of cases closed or issues resolved”, report each case that was closed and each legal issue that was resolved during the current reporting period for which services were provided by SASP Program-funded attorneys or paralegals. Do not include cases that are pending or were not yet closed during the reporting period. It is okay if “Number of cases closed or issues resolved” is less than “Number of victims/survivors receiving legal assistance.”

Legal Issues	Number of victims/survivors receiving legal assistance	Number of cases closed or issues resolved
Protection orders		
Divorce		
Custody/visitation		

Establishment of paternity		
Child/spousal support		
Other family law matters		
Consumer/finance		
Employment		
Income maintenance		
Housing		
VAWA self-petition		
Cancellation of removal		
U visa		
T visa		
Other immigration matters		
Criminal issues		
Educational issues		
Other (specify): _____		

5. Use the space provided to discuss the effectiveness of victim services supported by your SASP Program subgrant and to provide any additional information you would like to share.

For example, you might include that your agency, as a result of SASP funding, was able to provide medical accompaniment to an increased percentage of sexual assault survivors and this resulted in a higher percentage of survivors seeking additional support services.

Narrative

- 1. What do you see as the most significant areas of remaining need, with regard to improving services to victims/survivors of sexual assault, increasing victims/survivors' safety, and enhancing community response? This question is required.**

Consider geographic regions, underserved populations, service delivery systems, types of victimization, and challenges and barriers unique to your jurisdiction.

- 2. What has SASP Program funding allowed you to do that you could not do prior to receiving this funding? This question is required.**

e.g., expand services to include criminal justice advocacy; expand coordination and cross referrals with sexual assault agencies in your community)

- 3. Provide any additional information that you would like us to know about your SASP Program subgrant and/or the effectiveness of your grant.**

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

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

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 did not use SASP 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; or you might explain that though you were able to report all protection orders requested for which you provided assistance, you were not able to report accurately on how many of those were granted.