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

Annual Performance Report for
Sexual Assault Services Formula Grant Program

Brief Instructions

This reporting tool details the Annual Performance Report questions for the Sexual Assault Services Formula Grant Program (SASP Program). A report must be completed for each subgrant received. 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 required sections. Required questions are marked with an asterisk (*). 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.

General Information

All subgrantees must complete the General Information section.

1. **Date of report**

2. **Current reporting period (year)**

3. **Subgrantee name**

4. **Subgrant number(s) for each subgrant active during the current reporting period**
    List the number for all subgrants active 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
    - State coalition (dual – domestic violence/sexual assault)
    - State coalition (sexual assault)
    - Tribal coalition
    - Tribal sexual assault and/or domestic violence 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?**
    - 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. Typically, 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 (*does not include prosecutor*)	
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 supported the development or revision of products.

   - Yes
   - No

2. **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.

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

3. **Select all the additional victimizations types, including specific forms of abuse, for which these victims/survivors received SASP Program-funded services:**
   o Sexual assault
   o Domestic/dating violence
   o Stalking
   o Female genital mutilation/cutting
   o Adult survivor of child sexual abuse
   o Sex trafficking
   o Labor trafficking
   o Economic abuse

- o Technological abuse
- o Forced marriage

4. **Describe how SASP Program funds were used to serve victims/survivors who received grant-funded services for multiple victimizations.**

5. **Number of secondary victims served**
   Secondary victims must have received SASP Program-funded services in order to be reported in this question. Secondary victims should correspond to the category of victimization of the primary victim/survivor. 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:**
   - o Conflict of interest
   - o Did not meet statutory requirements
   - o Hours of operation
   - o Insufficient or lack of culturally specific services
   - o Insufficient or lack of agency capacity to provide language access (including sign language or assistive communication devices)
   - o Insufficient or lack of services for people with disabilities
   - o Insufficient or lack of services for people who are D/deaf or hard of hearing
   - o Lack of childcare
   - o Program reached capacity
   - o Program rules not acceptable to victim/survivor
   - o Program unable to provide service due to limited resources
   - o Services inappropriate or inadequate for victims/survivors with mental health issues
   - o Services inappropriate or inadequate for victims/survivors with substance abuse issues
   - o Services otherwise not appropriate for victim/survivor
   - o Transportation
   - o Other (specify)

7. **Describe why grant-funded services were not provided, including barriers/challenges your agency faced when providing SASP Program-funded services, and how those barriers impacted victims/survivors.**

8. **Race/ethnicity**
   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.

   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 other Pacific Islander	
White	
People of a race or origin not listed *(specify):*	
Unknown	
Total	

9. Sex

Report victims/survivors in each category that applies. Do not include victims for whom sex is not known.

Sex	Number of victims/survivors
Female	
Male	
Total	

10. 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	

11. Victims/survivors' relationships to offender

Report at least one relationship for each victim/survivor reported as served and partially served. If a victim/survivor experienced more than one type of victimization and/or was victimized by more than one perpetrator, count the victim/survivor in all categories that apply. 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	

12. Victim services

Report the SASP Program-funded services provided to the victims/survivors reported fully and partially served. Do not capture legal assistance provided by grant-funded attorneys or paralegals in this question, as that information will be asked for in future questions. 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		

Type of Service	Number of victims/survivors served	Number of times service was provided
Culturally specific services		
Direct payments/financial assistance		
Employment counseling		
Information provided on economic matters		
Hospital/clinic/other medical response		
Job training		
Language services		
Economic or material assistance		
Transportation		
Victim/survivor advocacy		
Other (specify):		

13. Hotline support, information, and referral requests

Report the number of hotline requests received from primary victims and the total number of hotline requests received on phone lines, text lines, or web-based communication 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 requests to reflect only what percentage of the budget is supported by the SASP subgrant. Hotline requests 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		

14. 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.

15. Victim services staff assistance with protection orders

Report the total number of temporary and/or final protection orders granted that SASP Program-funded victim services staff helped with 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		

16. Discuss the effectiveness of victim services and legal services supported by your SASP Program subgrant and to provide any additional information you would like to share.

Narrative

1. **What do you see as the most significant areas of remaining need, with regard to improving services to victims/survivors, 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.**

3. **Provide any additional information that you would like to share 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 that demonstrate the effectiveness of your SASP Program subgrant please provide it below.

4. **Provide any additional information that you would like to share 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 performance reports for the same reporting period, you may explain how the data was apportioned to each report; if you reported staff but did not report any corresponding activities, you may explain why; 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.