

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

### **Semi-Annual Performance Report for the Tribal Special Assistant U.S. Attorney Initiative**

#### **Brief Instructions**

This reporting tool details the Semi-Annual Performance Report questions for the Tribal Special Assistant U.S. Attorney Initiative (Tribal SAUSA Program). A report must be completed for each grant 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 grantees must complete the required sections. Required questions are marked with an asterisk (\*). For all other sections, grantees must answer an initial question about whether they used Tribal SAUSA Program funds to support certain activities during the current reporting period. If the response is yes, then the grantee 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 Tribal SAUSA Program-funded staff or if Tribal SAUSA 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 grantees must complete the General Information section.*

**1. Date of report**

**2. Current reporting period**

**3. Grantee name**

**4. Grant number**

*The federal grant number assigned to your Tribal SAUSA Program grant.*

**5. Type of performance report**

- Final
- Regular

**6. Point of contact**

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

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

## Staff Information

**1. Were Tribal SAUSA Program 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 Tribal SAUSA Program grant 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 1,040 hours (40 hours per week multiplied by 26 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 Tribal SAUSA Program 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)
Attorney (does not include prosecutor)	
Paralegal	
Prosecutor	
Victim advocate (non-governmental)	
Victim assistant (governmental, includes victim-witness specialist/coordinator)	
Other (specify):	
<b>Total</b>	

## Training

**1. Were Tribal SAUSA Program funds used to support training activities during the current reporting period?**

*Select yes if Tribal SAUSA Program-funded staff provided training or if Tribal SAUSA Program funds directly supported the training.*

*Training means providing information on sexual assault, domestic violence, dating violence, stalking, and/or any additional victimizations funded under the OVW grant that provides professionals (or volunteers acting in the role of professionals) with a tool, skill, or resource that better allows them to support victims/survivors.*

- Yes
- No

**2. Describe the content of the Tribal SAUSA Program-funded live training events.**

## Technical Assistance

1. **Were Tribal SAUSA Program funds used to provide technical assistance during the current reporting period?**

*Select yes if Tribal SAUSA Program-funded staff provided technical assistance or if Tribal SAUSA Program funds directly supported the provision of technical assistance.*

2. **Discuss the technical assistance activities funded or supported by Tribal SAUSA Program funds, including the topics of the technical assistance activities. Provide any additional information you would like to share about your technical assistance activities.**

SAMPLE

## Coordinated Community Response

### 1. Coordinated community response activities

*This question is required. Select all agencies/organizations that you provided referrals to/received referrals from, met with, or engaged in consultation with during the current reporting period. If Tribal SAUSA Program-funded staff participated in a task force or work group, check all attendees.*

Agency/organization	Provided referrals to/received referrals from, met with, or engaged in consultation with
Advocacy organization	
Abuser intervention program	
Corrections ( <i>probation, parole, and correctional facility staff</i> )	
Court	
Court ( <i>federal</i> )	
Court ( <i>tribal</i> )	
Educational institutions/organizations	
Faith-based organization	
Health/mental health organization	
Law enforcement	
Law enforcement ( <i>federal</i> )	
Law enforcement ( <i>tribal</i> )	
Legal organization	
Prosecutor's office	
Prosecutor's office ( <i>federal</i> )	
Prosecutor's office ( <i>tribal</i> )	
Social service organization ( <i>non-Governmental</i> )	
Tribal governments /Tribal governmental agency	

Non-profit, tribal domestic/dating violence or sexual assault coalition	
Tribal council	
Tribal elders	
Tribal housing authority	
Women's advisory committee	
Non-governmental tribal victim services program	
Other (specify): _____	

2. **Discuss the effectiveness of CCR activities funded or supported by your Tribal SAUSA Program grant and provide any additional information you would like to share about your CCR activities.**

## Victim Services

1. **Were Tribal SAUSA Program funds used to provide victim services (including legal services provided by an attorney or paralegal) during the current reporting period?**

*Select yes if Tribal SAUSA Program funds were used to support victim services during the current reporting period. Report all victims served and victim services provided with Tribal SAUSA Program funds, whether by a victim services agency or victim services within law enforcement, prosecution, or the court system in this section. If the grantee is funding a victim assistant or victim-witness coordinator within law enforcement, prosecution, or the court system, they should complete the victim services section to capture that staff's grant-funded work.*

- Yes
- No

2. **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 Tribal SAUSA Program-funded services during the current reporting period should be counted only once in that reporting period. If the victim/survivor experienced more than one victimization, that person should be counted only once under the presenting victimization. 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.

	Sexual assault	Domestic violence/ dating violence	Stalking	Sex trafficking	Total
Served					
Partially served					
<b>Total Served &amp; Partially Served</b>					
Not served					



**3. Number of victims/survivors who received Tribal SAUSA Program-funded services for multiple victimizations**

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

**4. Select all the additional victimization types, including specific forms of abuse, for which these victims/survivors received Tribal SAUSA 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

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

**6. Number of secondary victims served**

*Secondary victims must have received Tribal SAUSA 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.*

	Sexual assault	Domestic violence/ dating violence	Stalking	Sex trafficking	Total
Secondary victims served					

**7. Select all of the reasons primary victims/survivors who requested Tribal SAUSA 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)

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

**9. Race/ethnicity**

*Report the demographic information for the victims/survivors reported as served and partially served with Tribal SAUSA 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.*

<b>Race/ethnicity</b>	<b>Number of victims/survivors</b>
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	
<b>Total</b>	

## 10. Sex

*Report victims/survivors in each category that applies.*

Due to Presidential [Executive Order 14168](#) and accompanying guidance from the Office on Management and Budget, OVW amended demographic questions as follows. The term “gender” was changed to “sex,” and the available responsive categories were limited to “male” and “female.” Grantees should report the data that is relevant to those categories in those categories. Grantees should not report data for victims for whom sex is unknown. The total number of victims reported in this section must be less than or equal to the total number of victims served and partially served. As always, victims do not have to share their demographic information to obtain services. Please direct any questions to [OVW.Research@usdoj.gov](mailto:OVW.Research@usdoj.gov).

Sex	Number of victims/survivors
Female	
Male	
<b>Total</b>	

## 11. 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
11-17	
18-24	
25-59	
60+	
Unknown	
<b>Total</b>	

## 12. Additional demographics

*Report the number of victims/survivors who were served and partially served who identify with these additional demographics if they were willingly disclosed/identified by the victims/survivors. These additional demographics are not required.*

Additional demographics	Number of victims/survivors
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 live in rural areas	

### 13. Victim services

*Report the Tribal SAUSA Program-funded services provided to the victims/survivors reported fully and partially served victims. 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 6-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		
Cultural advocacy		
Employment counseling		
Financial counseling		
Forensic exam		
Hospital/clinic/other medical response		
Language services		
Material assistance		
Transportation		
Victim/survivor advocacy		
Other (specify): _____		

**14. Shelter services**

*Report the number of Tribal SAUSA Program-funded emergency shelter and/or transitional housing services provided to victims/survivors and accompanying family members during the current reporting period. Under the “Number of victim/survivors” and “Number of family members,” provide an unduplicated count of the number of victims and family members who received Tribal SAUSA Program-funded shelter services. Under the “Number of bed nights,” provide a total number of nights for those victims/survivors and family members during the 6-month reporting period.*

	Number of victims/survivors	Number of family members	Number of bed nights
Emergency shelter			
Transitional housing			

**15. 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, text lines, or web-based communication paid for with Tribal SAUSA Program funds or answered by Tribal SAUSA 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 Tribal SAUSA Program grant. 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		

**16. 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.*

**17. Victim services staff assistance with protection orders**

*Report the total number of temporary and/or final protection orders granted that Tribal SAUSA 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		

**18. Discuss the effectiveness of victim services and legal services supported by your Tribal SAUSA Program grant and to provide any additional information you would like to share.**

## Legal Services

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

*Select yes if Tribal SAUSA Program-funded staff (i.e., attorneys or paralegals) provided these services or Tribal SAUSA Program funds were used to support these services during the current reporting period. If you select yes, be sure you also fill out the Victim Services section.*

- 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 received 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 Tribal SAUSA Program-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 Tribal SAUSA Program 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 Tribal SAUSA 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.”*

<b>Legal Issues</b>	<b>Number of victims/survivors receiving legal assistance</b>	<b>Number of cases closed or issues resolved</b>
Protection orders		
Divorce		
Custody/visitation		
Establishment of paternity		
Child/spousal support		
Other family law matters		
Consumer/finance		
Employment		
Income maintenance		
Housing		
Criminal issues		
Other (specify):		



## Prosecution

### 1. Were Tribal SAUSA Program funds used to support prosecution activities during the current reporting period?

Select yes if Tribal SAUSA Program funds directly supported prosecution activities. If Tribal SAUSA Program funds supported only a victim assistant/victim-witness specialist or victim advocate located in a prosecution office, or a prosecution-based investigator, select no.

- Yes
- No

### 2. Percent of SAUSA's time dedicated to VAWA and non-VAWA related cases

Estimate the percentage of the Tribal SAUSA's time dedicated to VAWA cases (domestic violence/dating violence, sexual assault, stalking, and sex trafficking) and the percentage dedicated to non-VAWA cases.

	Percent Dedicated
VAWA cases	
Non-VAWA cases	
Total	

### 3. Number of cases received, accepted, or declined

Report on the cases handled by Tribal SAUSA Program grant-funded prosecutors and activities directly supported with Tribal SAUSA Program funds. In most instances, a case will refer to one victim, one offender, and one incident. A case should be characterized by the most serious offense and may include numerous charges or counts.

Of those cases received by grant-funded prosecutor staff, report the number that were accepted, or declined for federal prosecution during the current reporting period.

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

	VAWA	Non-VAWA
Cases received		
Cases accepted		
Cases declined		

#### 4. Indictments

Report the number of your Tribal SAUSA's cases which were indicted in federal court and the number indicted in tribal court for the current reporting period.

	Number of cases
Indicted in federal court	
Indicted in tribal court	
<b>Total</b>	

#### 5. Disposition of cases

*Report the dispositions of all cases resolved by Tribal SAUSA Program-funded prosecutors during the current reporting period. A case should be characterized by the most serious charge (may include numerous charges or counts). In most instances, a case will refer to one victim, one offender, and one incident.*

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

Type of Case	Dismissed	Deferred Adjudications	Convicted	Acquitted	Total
<b>VAWA</b>					
<b>Non-VAWA</b>					

#### 6. Discuss the effectiveness of prosecution activities supported by your Tribal SAUSA Program grant and any additional information you would like to share about those activities.

## Narrative

- 1. Report on the status of your Tribal SAUSA Program grant goals and objectives as of the end of the current reporting period.**

*This question is required. Report on the status of the goals and objectives as they were identified in your grant proposal or as they have been added or revised.*

- 2. 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 (including offender accountability)?**

*This question is required for the January-June reporting period. Consider geographic regions, underserved populations, service delivery systems, types of victimization, and challenges and barriers unique to your jurisdiction.*

- 3. What has Tribal SAUSA funding allowed you to do that you could not do prior to receiving this funding?**

*This question is required for the January-June reporting period.*

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

*If you have any other data or information that you have not already reported that demonstrate the effectiveness of your Tribal SAUSA Program grant, please provide it below.*

- 5. Provide additional information to explain the data submitted on this form.**

*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 Tribal SAUSA Program funds to support either staff or activities during the reporting period, please explain how program funds were used.*