

# Tribal SAUSA 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 document details the Semi-Annual Performance Report questions and instructions for the Tribal Special Assistant U.S. Attorney Initiative (Tribal SAUSA Program). The performance report is due to OVW in JustGrants within 30 days of the end of the current reporting period (for the period ending June 30, the deadline is July 30; for the period ending December 30, the deadline is January 30). The performance report data will first be entered by the grantee into an online, interactive performance reporting form in the VAWA IMPACT Tool. Once the report has been completed online, the tool will generate a PDF for the grantee to download and submit into JustGrants.

All grantees should read each section to determine which questions must be answered based on the activities engaged in under the grant during the current reporting period. Optional sections begin with a question that asks if Tribal SAUSA Program funds were used to support the respective activities during the current reporting period. If grant funds were not used for an activity during the 6-month reporting period, the grantee should select “no.” If the response is no, the rest of that section or subsection is skipped.

All information should reflect activities for the current reporting period only. The activities of volunteers or interns may be reported if they are coordinated or supervised by Tribal SAUSA Program grant-funded staff or if Tribal SAUSA Program funds substantially support their activities. If a grantee has not been able to collect or report data as requested on the performance reporting form, please discuss this in the last question within the Narrative section.

If you have any questions about the performance report, call, email or visit the website of the VAWA Measuring Effectiveness Initiative (VAWA MEI).

- **VAWA MEI phone:** 1-800-922-8292
- **VAWA MEI email:** [yawamei@maine.edu](mailto:yawamei@maine.edu)
- **Website:** [yawamei.org](http://yawamei.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](mailto:OVW.JustGrantsSupport@usdoj.gov)
- **JustGrants Support website:** <https://justicegrants.usdoj.gov/user-support>

## General Information

This section is required. All grantees must complete this section.

### 1. Date of report

Enter the date this form is completed.

### 2. Reporting period

Enter the period and year for the 6-month reporting period being reported on. A new reporting form must be filled out for each reporting period.

### 3. Grantee name

Enter the "Entity Legal Name" and "Doing Business As" name (if different) that can be found at the top of your JustGrants Funded Award Page.

#### EXAMPLE:

University of Maine System dba Cutler Institute

### 4. Grant number

Enter the federal grant number assigned to your OVW program grant. This number can be found at the top of your JustGrants Funded Award Page.

### 5. Type of performance report

Indicate if this is a regular performance report or the final performance report for the grant award being reported on.

### 6. Point of contact

Provide the name, agency name, mailing address, telephone number, and e-mail address for the contact person responsible for the day-to-day coordination of the grant. This person should understand what the grant funds were used for and should be familiar with the performance reporting information submitted.

## 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?

Select “yes” if Tribal SAUSA Program funds were used to pay for staff salary/wages. Tribal SAUSA Program-funded staff may be located at an agency other than the grantee agency. Also consider all stipends and contracted staff.

### 2. Staff

Report the number of full-time equivalent (FTE) staff funded under this grant during the current reporting period. Report staff by function(s) performed, not by title or location. Include employees who are part-time and/or only partially funded with these grant funds as well as consultants/contractors. FTEs are reported in decimals, not as percentages.

Report grant-funded overtime. If an employee or contractor was employed or utilized for only a portion of the reporting period, prorate appropriately. If staff members fall into two or more categories of job descriptions, divide their time as appropriate. One FTE is equal to 1,040 hours—40 hours per week multiplied by 26 weeks.

#### What is an FTE?

An FTE (full-time equivalent) is the unit of measurement used to report the hours worked by Tribal SAUSA Program-funded staff. A 100% Tribal SAUSA Program-funded staff person who worked full time for the entire 6-month reporting period will be reported as 1.00 FTE.

#### Prorating FTEs

FTEs must be prorated whenever grant funds paid for a portion of a staff person’s time, a contractor, stipend, and when staff are hired partway through the reporting period. Any staff time that represents less than a full-time person working the entire reporting period and paid entirely with Tribal SAUSA Program funds should be prorated to reflect the portion directly supported with Tribal SAUSA Program funds.

#### What is 1.00 FTE at your agency?

If the Tribal SAUSA Program-funded agency considers 40 hours per week to be full-time, then 1.00 FTE is equal to 1,040 working hours in a 6-month reporting period: 40 hours per week multiplied by 26 weeks. If the grantee agency considers something other than 40 hours to be full-time, determine how many hours per week is considered full-time and multiply that number of hours by 26 weeks. This will be the total number of hours in a 6-month reporting period for 1.00 FTE.

#### EXAMPLE 1:

If the Tribal SAUSA Program-funded agency considers 35 hours per week to be full-time, then 1.00 FTE is equal to 910 working hours in a 6-month reporting period: 35 hours per week multiplied by 26 weeks.

#### EXAMPLE 2:

If the Tribal SAUSA Program-funded agency considers 37.5 hours per week to be full-

time, then 1.00 FTE is equal to 975 working hours in a 6-month reporting period: 37.5 hours per week multiplied by 26 weeks.

### Choosing a Staff Category

Report staff by function/activity performed, not by job title or location of the employee. If a staff member spends their Tribal SAUSA Program-funded time conducting different types of activities, separate their FTE value into those different staff categories. First calculate the total FTE of that staff person based on how many Tribal SAUSA Program-funded hours they worked each reporting period. Then split up their FTE into the staff categories by estimating the percentage of their time performing each job function.

### DEFINITION: Staff categories

- **Attorney (does not include prosecutor):** An attorney or lawyer who is legally acting on behalf of a victim/survivor. Activities conducted by a Tribal SAUSA Program-funded attorney will be captured in the Victim Services and Legal Services Sections.
- **Paralegal:** Staff assigned tasks by attorneys/lawyers, such as to review and organize client files, conduct factual and legal research, prepare documents for legal transactions, draft pleadings and discovery notices, interview clients and witnesses, and assist at closings and trials. Generally, paralegals may not advise clients or represent clients in court, take depositions, or sign pleadings. Activities conducted by a Tribal SAUSA Program-funded paralegal will be captured in the Victim Services and Legal Services Sections.
- **Prosecutor:** Professional prosecutors conduct activities such as reviewing the charges against any person arrested by the police, deciding whether to charge an individual with an offense and determining what that offense should be, making sentencing recommendations, and prosecuting cases. These Tribal SAUSA Program-funded activities will be captured in the Prosecution Section.
- **Victim advocate:** Staff time spent supporting a victim with accessing needed resources or services, providing crisis intervention and safety planning, and providing support during medical exams. These Tribal SAUSA Program-funded activities will be captured in the Victim Services Section.
- **Victim assistant (governmental, includes victim-witness specialist/coordinator):** Typically, this is a governmental employee of a law enforcement agency, prosecution office, or court. This type of staff provides victim assessment and coordination/support of case prosecution activities, assists with victim-witness statements, coordinates victim court appearances, and provides victims with court dates. The services provided are generally limited to the period and scope of court proceedings. These Tribal SAUSA Program-funded activities will be captured in the Victim Services Section.
- **Other (specify):** Responses in the “Other” category should be very specific. Responses such as graduate assistant, contractor, and consultant are not valid, since they do not specify the function performed by the staff person. Some acceptable “Other” category entries include “data analyst” and “evaluator.”

## FTE Calculation Examples

### EXAMPLE 1:

If you have one full-time attorney whose salary is 100% funded with Tribal SAUSA Program funds and a part-time attorney whose salary is 25% funded with Tribal SAUSA Program funds, report 1.25 FTE under attorney.

### EXAMPLE 2:

A staff member, whose salary is 100% funded with Tribal SAUSA Program funds, spends approximately 15 hours a week coordinating prosecution activities, and 25 hours providing victim advocacy. Report them as 0.38 under “victim assistant,” 0.63 under “victim advocate.”

### EXAMPLE 3:

During the six-month reporting period, an employee was hired to work full-time and worked only during the last three months of the reporting period. In this case, you would need to 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/6months.

### EXAMPLE 4:

If you contracted with a prosecutor for full-time services for two months during the reporting period, report that person as 0.33 prosecutor FTEs, or 2 months/6 months.

### EXAMPLE 5:

A staff member works 20 hours a week. The staff member spends 10 hours a week coordinating prosecution activities, and 10 hours providing victim advocacy. Report this as 0.25 under “victim assistant”, and 0.25 under “victim advocate.”

## Training

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

If Tribal SAUSA Program funds were used for training during the current reporting period, select “yes.”

#### DEFINITION: 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.

**Do not report on Community Education/Public Awareness activities (activities providing general information) in this section.** Providing general information to community members, victims, parents, or the public is not considered training.

**Do not report trainings provided to Tribal SAUSA Program-funded staff.** OVW considers this to be professional development.

**Do not report any OVW trainings you attended as a participant in this section.**

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

Discuss the topics addressed in training events supported with Tribal SAUSA Program funds during the current reporting period. For example, this space could be used to describe the types of presentations given at Tribal SAUSA-funded conferences during the reporting period.

Responses must be limited to 2,000 characters.

## Technical Assistance

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

If Tribal SAUSA Program funds were used to provide technical assistance during the current reporting period, select “yes.” If not, select “no.”

#### DEFINITION: Technical Assistance

For the purposes of this form, technical assistance includes a wide variety of activities designed to facilitate individual or agency change in some systematic manner by providing expertise to solve a problem. Examples of technical assistance activities include clarifying legislative and policy implementation and/or standards of service, technology consultations, and assistance with problem-solving.

### 2. Discuss the technical assistance activities funded or supported by Tribal SAUSA Program funds.

Provide any additional information you would like to share about your technical assistance activities, including the topics of the technical assistance activities.

Responses must be limited to 2,000 characters.

## Coordinated Community Response

All grantees must complete this section.

### 1. Coordinated community response (CCR) activities

Select all agencies/organizations that the Tribal SAUSA Program-funded agency 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.

### 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 beyond what you have provided in the data above.

Some examples of topics that could be addressed here include:

- What relationships with other agencies/organizations is the Tribal SAUSA Program-funded agency trying to improve or enhance?
- What changes is the grantee hoping to see within the community because of coordinated community response efforts?
- What systemic issues have been identified as areas for improvement in this community?

Responses must be limited to 2,000 characters.



## Victim Services

In this section, only provide information that represents victims who accepted and/or requested Tribal SAUSA Program-funded services during the 6-month reporting period. Victim services are typically provided by Tribal SAUSA Program-funded staff or are services that grant funds directly paid for. Report all Tribal SAUSA Program-funded victim services provided, including services provided by legal services agencies, victim services agencies, or by staff providing victim services within the law enforcement, prosecution, or court system. Do not report on activities performed by law enforcement officers or prosecutors in this section.

If funds are used to support Tribal SAUSA Program-funded paralegals or attorneys, report the victims that accepted and/or requested Tribal SAUSA Program-funded legal services in the Victim Services Section and then report the legal services they received in the Legal Services Section.

### 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. If the grantee funded a victim assistant or victim-witness coordinator within the law enforcement, prosecution, or court system, select “yes” and complete the Victim Services Section to capture that staff’s Tribal SAUSA Program-funded work.

### 2. Number of primary victims served, partially served, and not served

Report the number of victims who were served, partially served, and not served with Tribal SAUSA Program funds during the current reporting period. Report an unduplicated count. This means that each victim who requested or received services during the current reporting period should be counted only once in that reporting period. Report victims in each reporting period that they request services. Do not report secondary victims in this question. Report secondary victims in question 6.

#### DEFINITION: Served, Partially Served, and Not Served

When determining how to report a victim, consider their choice in accepting or receiving a Tribal SAUSA Program-funded service.

- **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.

#### DEFINITION:

- **Primary victim:** The sexual assault, domestic violence, dating violence, stalking, or sex trafficking was experienced by the primary victim.
- **Presenting victimization:** Victims should be counted only once under the presenting victimization. Some victims may have experienced more than one type of victimization, and it may be clear which of those victimizations has led the victim to accept and/or request Tribal SAUSA Program-funded services. When it is not clear which victimization type has led the victim to accept/request Tribal SAUSA Program-funded support services, the grantee/service provider should use their discretion to select which victimization will be considered the presenting victimization for the purposes of this reporting form.
- **Unduplicated count:** Each victim who requested or received Tribal SAUSA Program funded services during the current reporting period should be counted only once in Victim Services Question 2 (regardless of how many different times they were served during the reporting period). It is possible for a victim to be fully served at one point during the reporting period and then have their status change to partially served due to requesting additional services that they only partially received.

#### EXAMPLE:

A victim requested criminal justice advocacy from the Tribal SAUSA Program-funded victim advocate at the beginning of the reporting period, and then the same victim came back at the end of the reporting period and requested legal assistance from the Tribal SAUSA Program-funded attorney. The grantee was able to provide both services. Although this victim received two different Tribal SAUSA Program-funded services, the grantee will only count that victim once as served in Victim Services Question 2.

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

#### When are victims not counted on the form?

Do not report a victim on this form if they:

- Did not request or accept any Tribal SAUSA Program-funded services that they were offered/were eligible to receive;
- Only accepted and/or requested services that were funded by a different funding stream; or
- Are not a primary victim of sexual assault, domestic violence, dating violence, stalking, or sex trafficking.

**EXAMPLE: Served**

A victim of domestic violence called a victim services program looking for help with getting a protection order. The Tribal SAUSA Program-funded victim assistant helped the victim with the paperwork and the filing process, and then also accompanied the victim to the protection order hearing. Report this victim as “served” because the victim received all the Tribal SAUSA Program-funded services they requested.

**EXAMPLE: Partially Served**

A victim of stalking came to the prosecutor’s office to get information about the criminal process. The Tribal SAUSA Program-funded advocate spent time with the victim to explain what the victim could expect when filing for a protection order and to describe the different hearings that would take place. The victim asked the advocate to go to the arraignment with her, but the advocate was already scheduled to be in another courtroom on the date. The advocate referred the victim to a different victim services agency. The victim received information from the Tribal SAUSA Program-funded advocate, but not the grant-funded court accompaniment she requested that are normally provided under the Tribal SAUSA Program grant. Report this victim of stalking as “partially served” because the victim received some, but not all, of the Tribal SAUSA Program-funded services they requested.

**EXAMPLE: Not Served**

A police officer responded to a sexual assault incident and the victim agreed to allow the police officer to ask the local agency to send an advocate to the hospital with the victim during her examination. Hospital accompaniment is a service provided by the Tribal SAUSA Program grant. There was not an advocate available at the time requested, so the agency referred the victim to another agency. This would be reported as one victim of sexual assault “not served” because the victim did not receive the Tribal SAUSA Program-funded service requested.

**EXAMPLE: When someone should not be reported**

A Tribal SAUSA Program-funded outreach worker sent out letters to 175 victims of domestic violence based on police reports of domestic violence incidents. These letters were sent to inform victims of services available at the agency. Of the 175 victims contacted through this unsolicited outreach, 35 victims contacted the agency to request Tribal SAUSA Program-funded services. Report the 35 victims who requested Tribal SAUSA Program-funded services in Victim Services Question 2. Do not report on the other 140 victims in this question because they did not accept/request a Tribal SAUSA Program-funded service.

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

Report an unduplicated count of victims 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 received Tribal SAUSA Program-funded services

Check all that apply.

DEFINITION: Additional victimization types

- **Sexual assault:** Any nonconsensual sexual act proscribed by Federal, Tribal, or State law, including when the victim lacks capacity to consent.
- **Domestic violence:** Includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction and includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim, is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner, shares a child in common with the victim or who commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.
- **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. 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 people involved in the relationship.
- **Stalking:** A course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.
- **Female genital mutilation/cutting (FGM/C):** FGM/C refers to procedures involving partial or total removal of female genitalia or other injury to female genital organs for any cultural, religious, or nontherapeutic purpose.
- **Adult victim of child sexual abuse:** A victim who is a legal adult over the age of 18 at the time they seek support services because they suffered any nonconsensual sexual act proscribed by federal, tribal, or state law when the victim lacked capacity to consent as a legal minor under the age of 18.
- **Sex trafficking:** The recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act. Causing a person who has not attained the age of 18 years to engage in a commercial sex act regardless of consent.
- **Labor trafficking:** The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, by force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

- **Economic abuse:** Within the context of domestic, dating violence, and abuse in later life is behavior that is coercive, deceptive, or unreasonably controls or restrains a person's ability to acquire, use, or maintain economic resources to which they are entitled. This includes using coercion, fraud, or manipulation to restrict a person's access to money, assets, credit, or financial information; unfairly using a person's personal economic resources, including money, assets, and credit for one's own advantage, or exerting undue influence over a person's financial and economic behavior or decisions, including forcing default on joint or other financial obligations, exploiting powers of attorney, guardianship, or conservatorship, or failing or neglecting to act in the best interests of a person to whom one has a fiduciary duty.
- **Technological abuse:** An act or pattern of behavior that occurs within domestic violence, sexual assault, dating violence or stalking and is intended to harm, threaten, control, stalk, harass, impersonate, exploit, extort, or monitor, except as otherwise permitted by law, another person that occurs using any form of technology, including but not limited to: internet enabled devices, online spaces and platforms, computers, mobile devices, cameras and imaging programs, apps, location tracking devices, or communication technologies, or any other emerging technologies.
- **Forced marriage:** A marriage to which one or both parties do not or cannot consent and in which one or more elements of force, fraud, or coercion is present. Forced marriage can be both a cause and a consequence of domestic violence, dating violence, sexual assault or stalking.

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

For example, this space could be used to describe the prevalence of co-occurring victimizations in the community or the comprehensive wrap-around services the grantee provided victims who disclosed multiple victimization types.

Responses must be limited to 2,000 characters.

## 6. Number of secondary victims served

Each secondary victim who received Tribal SAUSA Program-funded services during the current reporting period should be counted only once in the category of victimization that corresponds to the crime experienced by the primary victim they are connected to. Do not report these secondary victims anywhere else on this reporting form.

### DEFINITION: Secondary Victims

Secondary victims are those who are indirectly affected by the domestic violence, dating violence, sexual assault, stalking, and/or sex trafficking. They will be children, siblings, spouses or intimate partners, parents, grandparents, and other affected relatives.

#### EXAMPLE 1:

A victim of domestic violence entered a Tribal SAUSA Program-funded shelter with her three children. The grantee would report the victim of domestic violence as “served” in Victim Services Question 2 because she received the Tribal SAUSA Program-funded service she requested. They would also report three children as secondary victims in Victim Services Question 6 because they received a Tribal SAUSA Program-funded service.

#### EXAMPLE 2:

A victim of stalking received assistance with obtaining a protection order from a Tribal SAUSA Program-funded attorney. The victim’s two children are not included on the protection order. Report the victim of stalking victims “served” in Victim Services Question 2 because she received the Tribal SAUSA Program-funded service she requested. Do not report the two children in Victim Services Question 6 because they did not receive a Tribal SAUSA Program-funded service.

### 7. Select all of the reasons primary victims who requested Tribal SAUSA Program-funded services were partially or not served

Indicate all programmatic reasons for partially served and not served victims. Reporting victims as partially served and not served does not reflect negatively on the agency. This information is being collected to identify unmet needs and barriers to service. OVW acknowledges that funded programs may not be able to serve all victims who request services.

#### DEFINITION: Reason Categories

- **Conflict of interest:** The program could not serve the victim because current or previous relationships with that victim or other parties related to that victim would interfere with the ability of the program to serve that victim. For example, a Tribal SAUSA Program-funded counselor declined to work with a victim because of a prior non-professional relationship with the victim.
- **Did not meet statutory requirements:** The program could not serve the victim with the Tribal SAUSA Program-funded service requested because the victim did not meet requirements of statute. For example, a victim requested help with a divorce, but did not meet statutory residency requirements to file for a divorce in the jurisdiction.
- **Hours of operation:** Hours during which the program provides services were not compatible with the hours the victim was available to receive requested services. For example, a victim was only available to receive counseling after 6pm due to their work schedule, but the program was closed after 5pm and could not provide the Tribal SAUSA Program-funded counseling requested.
- **Insufficient or lack of culturally appropriate services:** Services currently provided under the grant are not culturally appropriate for the victim. For example, a victim requested a counselor with a particular ethnic background to incorporate cultural practices into the counseling, but the program did not have a staff member to meet

that request and referred the victim to another program to best meet the needs of the victim.

- **Insufficient or lack of agency capacity to provide language access (including sign language or assistive communication devices):** Interpreter and/or translation services were not available when the victim requested to receive Tribal SAUSA Program-funded services.
- **Insufficient or lack of services for people with disabilities:** The Tribal SAUSA Program-funded services were not accessible to a victim with disabilities. For example, a Tribal SAUSA Program-funded shelter has a rule against care attendants accompanying victims, and this prevented a victim with disabilities from being able to receive the Tribal SAUSA Program-funded shelter services.
- **Insufficient or lack of services for people who are D/deaf or hard of hearing:** The services provided under the grant were not accessible to people who are D/deaf or hard of hearing.
- **Lack of childcare:** The victim was unable to receive requested Tribal SAUSA Program-funded services because they needed childcare to attend/receive the Tribal SAUSA Program-funded services but there was no childcare available.
- **Program reached capacity:** Program was operating at full capacity when a victim requested a Tribal SAUSA Program-funded service. This includes instances where Tribal SAUSA Program-funded staff caseloads were full and they could not accept additional clients, as well as instances when all available Tribal SAUSA Program-funded shelter services were at capacity when a victim requested shelter.
- **Program rules not acceptable to victim:** A victim was technically eligible to receive a Tribal SAUSA Program-funded service, but the victim was not willing to comply with rules of the program.
- **Program unable to provide service due to limited resources/priority setting:** Limited resources may include situations where the Tribal SAUSA Program-funded activity was unavailable or entirely spent down. For example, the program had to turn down Tribal SAUSA Program-funded transportation requests because the budget for that type of service was maxed out for the reporting period. Priority setting may include programmatic priorities set for types of cases staff will accept. For example, if the Tribal SAUSA Program-funded legal advocate specializes in immigration matters and prioritizes those cases, and during the reporting period other types of cases were declined or referred to non-grant-funded staff or another agency.
- **Services inappropriate or inadequate for people with mental health issues:** Staff were not able, for any reason, to provide appropriate or adequate services for a victim with mental health problems. For example, the program did not have overnight staff, and the victim needed 24-hour supervision.
- **Services inappropriate or inadequate for people with substance abuse issues:** Staff were not able, for any reason, to provide appropriate or adequate services for a victim with substance abuse problems. For example, the Tribal SAUSA Program-



funded staff were not trained in best-practices for supporting substance abuse issues in a clinical setting, and so a victim with substance abuse issues who was requesting Tribal SAUSA Program-funded services was referred to another agency.

- **Services otherwise not appropriate for victim:** For any reason, the program determined that a Tribal SAUSA Program-funded service being requested by a victim was not appropriate for the victim, perhaps for clinical reasons or programmatic reasons.
- **Transportation:** The victim was unable to arrange for transportation to receive Tribal SAUSA Program-funded services. This includes situations in which public transportation is not available or could not be paid for with Tribal SAUSA Program funds.
- **Other:** Describe any other reason for not serving that is not captured above.

#### Examples of Inappropriate “Other” Reasons for Partially or Not Served Victims

Below are examples of responses in the “other” category that indicate the victim should have been reported in a different category or should not have been reported at all.

##### EXAMPLE 1: “Victim refused services”

This is an inappropriate “other” reason because it indicates that the victim chose not to request/accept Tribal SAUSA Program-funded services. Victim choice to request and/or accept Tribal SAUSA Program-funded services is one of the most important factors to consider whether or not to report them. If Tribal SAUSA Program-funded victim services staff offered services and the victim refused the services or did not respond to accept any Tribal SAUSA Program-funded services, **do not count** this victim at all in the Victim Services Section.

##### EXAMPLE 2: “Service was not provided by our program”

This is an inappropriate “other” reason because the form is only interested in collecting data about services that were funded by the Tribal SAUSA Program grant. Do not consider services that were funded by other sources. Only consider the program’s ability to provide the Tribal SAUSA Program-funded services that a victim chose to request and/or accept when determining if the victim should be counted as served, partially served, or not served.

- If a victim only requested/accepted services that are not funded by the Tribal SAUSA Program grant, **do not count** this victim at all in the Victim Services Section.
- If a victim requested/accepted a Tribal SAUSA Program-funded service and received that service, report this victim as **served**. This is regardless of any service the victim requested/accepted that was not funded by the Tribal SAUSA Program grant.



#### EXAMPLE 3: “Could not locate victim”

This is an inappropriate “other” reason because it indicates that the victim chose to stop accepting/engaging in Tribal SAUSA Program-funded services or that the victim chose not to accept/engage in Tribal SAUSA Program-funded services.

- If the victim accepted some grant-funded services and then stopped accepting/engaging in Tribal SAUSA Program-funded services, count this victim as **served**.
- If the victim indicated interest in accepting a Tribal SAUSA Program-funded service but then never received any Tribal SAUSA Program-funded services because they chose not to attend scheduled services or they chose not to answer phone calls, **do not count** this victim. The victim did not end up accepting Tribal SAUSA Program-funded services.
- If the victim was placed on a waiting list for a Tribal SAUSA Program-funded service they wanted to receive, and the program was not able to locate the victim at the time they would come off the waiting list (because the agency was then able to provide the service), report this victim as **not served**. Indicate “program reached capacity” in Victim Services Question 7 because the program was not able to provide the service when it was requested.

#### EXAMPLE 4: “Victim withdrew”

This is an inappropriate “other” reason because it indicates that the victim chose to stop accepting/engaging in Tribal SAUSA Program-funded services. Even though the agency might consider the services incomplete, the reporting form is asking about the victim’s choice to accept/receive Tribal SAUSA Program-funded services.

- If the victim received as much of the Tribal SAUSA Program-funded services as they wanted to accept, and then chose to withdraw from services, report this victim as served.
- If the victim initially indicated that they would accept/request Tribal SAUSA Program-funded services, went through an intake process, and then chose to withdraw their request for services, do not report this victim. The victim did not end up accepting Tribal SAUSA Program-funded services.

### 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.

Responses must be limited to 2,000 characters.

## 9. Race/ethnicity

**Report only on the victims reported as served and partially served. Do not report demographics for secondary victims.**

Report victims in each category they identify as. At least one race/ethnicity must be reported for each victim reported as fully served and partially served. Those victims for whom race/ethnicity is not known should be reported in the “unknown” category. The total race/ethnicity reported must be equal to or greater than the number of victims reported as served and partially served.

## 10. Sex

**Report only on the victims reported as served and partially served. Do not report demographics for secondary victims.**

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).

## 11. Age

**Report only on the victims reported as served and partially served. Do not report demographics for secondary victims.**

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

## 12. Additional demographics

**Report only on the victims reported as served and partially served. Do not report demographics for secondary victims.**

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

**DEFINITION: Additional victimization types**

- **People with disabilities:** This may include people who are vision-impaired, people with developmental disabilities, and people with diagnosed mental illness.

- **People whose primary language is not English:** Individuals who do not speak English as their primary language and who have limited ability to read, write, speak, or understand English can be counted as having limited English proficiency.
- **People who are D/deaf or hard of hearing:** This includes individuals who identify with and participate in the language, culture, and community of Deaf people based on the use of sign language (Deaf); victims who identify within the audiological definition of severe to profound hearing loss and who don't have a cultural affiliation (deaf); and/or victims 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/or assistive technology to aid communication (hard of hearing).
- **People who are immigrants/refugees/asylum seekers:** This includes individuals who are/were immigrants/refugees/asylum seekers. This is not a question about immigration or legal status.
- **People who live in rural areas:** This includes individuals who live in a rural area or community. If unsure if an area is rural, any of the following definitions may be used: 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; or any incorporated place or census-designated place with fewer than 2,500 inhabitants that is located outside an urbanized area.

### 13. Victim services

Based on the victims reported as served and partially served, report the number of primary victims who received Tribal SAUSA Program-funded services during the current reporting period. Count each victim only once for each type of service that the victim received under the "Number of victims served" column.

Under the "Number of times service was provided" column, report the total number of times victims received the Tribal SAUSA Program-funded service during the current reporting period. The total for each type of service under the "Number of victims served" column should not be higher than the total number of victims reported as served and partially served. Do not report secondary victims receiving services in this question. Legal assistance provided by a Tribal SAUSA Program-funded attorney or paralegal should be reported in the Legal Services Section.

#### DEFINITION: Types of service

- **Civil legal advocacy/court accompaniment:** Assisting a victim with civil legal issues, including preparing paperwork for protection orders; accompanying a victim to a protection order hearing or other civil proceeding; and all other advocacy within the civil justice system. This also includes accompanying a victim to an administrative hearing, such as unemployment, Social Security, TANF, or SNAP hearing.

- **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 with criminal legal issues including notifying the victim of case status, hearing dates, plea agreements, and sentencing terms; preparing paperwork such as victim impact statements; accompanying a victim 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 their life. Report crisis intervention that occurs in person and/or over the telephone.
- **Cultural advocacy:** Any services specifically designed to meet the cultural preferences/ideologies of the population of victims, including culturally-specific counseling/therapy, culturally-specific support groups etc.
- **Employment counseling:** Actions designed to assist a victim/survivor in obtaining employment, e.g., coaching on career options, skills training, job searches, resume-writing, marketing, job interviews, and preservation of employment.
- **Financial counseling:** Actions designed to assist a victim/survivor with issues related to improving credit, retiring debt, setting up bank accounts, managing household finances, negotiating with lenders or landlords, developing budgets, managing financial assets, making major purchases such as a home or auto, filing tax returns.
- **Forensic exam:** A medical examination to collect and document evidence, evaluate and treat STDs and pregnancy, and refer victims to follow-up or medical care or counseling. Does not include accompanying the victim to a hospital, clinic, or medical office.
- **Hospital/clinic/medical response:** Accompanying a victim to, or meeting a victim at, a hospital, clinic, or medical office.
- **Language services:** Provision of interpretation and/or translation.
- **Material assistance:** Providing victims/survivors with clothing, food, personal items, etc.
- **Transportation:** Provision of transportation, either directly or through bus passes, taxi fares, or other means of transportation
- **Victim advocacy:** Actions designed to help the victim obtain needed resources or services including employment, housing, shelter services, health care, victim's compensation, etc.
- **Other:** Services that are not covered in the above available categories. Tribal SAUSA Program-funded activities that might be reported in the "other" category include holistic services and supervised visitation/exchange services.

## 14. Shelter services

Report the number of Tribal SAUSA Program-funded emergency shelter and/or transitional housing services provided to victims and accompanying family members during the current reporting period.

### DEFINITION: Emergency Shelter and Transitional Housing

- **Emergency shelter:** Victim is housed in a safe, sometimes confidential place that provides 24-hour access to living quarters for a limited amount of time. Emergency shelters can also be safe-homes (generally private homes allowing a victim who is in immediate danger to stay for a short period of time on an emergency basis) and hotel accommodations.
- **Transitional housing:** Victim is housed either in an apartment or single-family unit. This housing often includes a case management component that would include a work plan for what the client will accomplish while staying at the facility. Victims and their children are offered an array of direct services that the victim service agency offers other clients, such as court advocacy and assistance in getting TANF, WIC, job training, childcare, legal assistance, permanent housing, vouchers, support and educational groups, and other services.

Under the “Number of victims” and “Number of family members” columns, provide an unduplicated count of the number of victims and family members who received Tribal SAUSA Program-funded shelter services during the current reporting period. Count each individual victim and each family member who received shelter services only once, regardless of how many times they received shelter services.

Under “Number of bed nights,” provide a total number of nights for those victims and family members during the 6-month reporting period. The number of bed nights is calculated by multiplying the number of victims and family members by the number of nights they stayed in the shelter. The number of bed nights will typically be significantly higher than the number of victims and family members.

### EXAMPLE:

Four victims stayed in the emergency shelter for five nights each. One victim was accompanied by three family members who also stayed five nights each. The other three victims were not accompanied by family members. This would be reported as:

Number of Victims: **4**

Number of family members: **3**

Number of bed nights:

Four victims each stayed five nights, for a total of 20 nights.

Three family members stayed five nights each, for a total of 15 nights:

Total nights = 15 + 20 = **35 nights**

## 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. Do not report on agency-wide hotline requests. 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.

#### **Partially-funded hotline:**

If grant funds are supporting a portion or percentage of the hotline budget, prorate the total hotline requests to reflect only the percentage of the budget supported by the Tribal SAUSA Program funds.

#### **EXAMPLE 1:**

A victim texted the Tribal SAUSA Program-funded hotline seeking information/referrals. Report this as 1 hotline request from a victim and include this in the total requests. The victim would not be reported in any other questions.

#### **EXAMPLE 2:**

A parent of a victim messaged the Tribal SAUSA Program-funded hotline and requested information about available services for their child. The hotline staff provided the parent with the information. This parent would be counted once under “Total number of requests.”

#### **When are hotline requests from victims reported as primary victims who received Tribal SAUSA Program-funded support services?**

If a victim reached out to the Tribal SAUSA Program-funded hotline and received Tribal SAUSA Program-funded services beyond a simple referral, report that victim as a primary victim served in Victim Services Question 2.

#### **EXAMPLE:**

A victim called the Tribal SAUSA Program-funded hotline and requested information on available resources. While on the phone, the victim also received crisis intervention and victim advocacy. Since this victim received Tribal SAUSA Program-funded services beyond a simple referral, report this victim as served in Victim Services Question 2.

### **16. Victim witness notification/unsolicited outreach to victims**

Report the number of Tribal SAUSA Program-funded victim witness notification and unsolicited outreach activities during the current reporting period. These activities include informing victims of the available support services and/or providing information about the criminal justice system. For these activities, the Tribal SAUSA Program-funded agency is initiating the first contact with the victim. These victims might have been identified in police reports or court documents.

Victims who are the recipients of these notification/outreach activities should not be reported as victims served or partially served unless they also received at least one of the Tribal SAUSA Program-funded services reported in the victim services or shelter services questions. If a victim who received these unsolicited notification/outreach activities chooses to request and/or accept at least one Tribal SAUSA Program-funded service, then report that victim as a primary victim served in Victim Services Question 2.

**EXAMPLE 1:**

A Tribal SAUSA Program-funded advocate visited the homes of 10 victims during the current reporting period, providing them with information about available services. All ten victims choose not to accept or request any services. In this case, the program would only report 10 outreach activities in Victim Services Question 14. These victims would not be reported in any other questions because these victims did not accept any Tribal SAUSA Program funded services.

**EXAMPLE 2:**

A local agency sent out 75 letters during the current reporting period to inform victims of services available to them and provide information about the criminal justice system. Of these victims, eight of them chose to request Tribal SAUSA Program-funded legal services at the agency. In this situation, the program would report 75 victims as receiving unsolicited outreach in Victim Services Question 14. The eight victims that requested Tribal SAUSA Program-funded services would also be reported in Victim Services Question 2 as victims who accepted and/or requested victim services.

**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 victims during the current reporting period. Include all orders having the force of law that are designed to protect the victim from contact with the offender during the pendency of the order. They may be referred to as protection from abuse orders, protection from harassment or anti-harassment orders, restraining orders, no-contact orders, or stay-away orders, and they may be criminal or civil. Temporary orders are generally issued ex parte, meaning without a court hearing, for a short period of time (e.g., 30 days), and final orders are issued after a court hearing for a longer period of time (e.g., two years).

Do not report on the work of Tribal SAUSA Program-funded attorneys or paralegals in this question. If a Tribal SAUSA Program-funded attorney or paralegal assisted victims with obtaining protection orders, report those activities in the Legal Services Section.

**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.**

For example, this space could be used to describe the promising practices Tribal SAUSA Program-funded staff are implementing to respond to victims or how Tribal SAUSA Program funds have impacted the agency's capacity to provide services.

Responses must be limited to 2,000 characters.

## Legal Services

### 1. Were Tribal SAUSA Program funds used to provide legal services to victims during the current reporting periods?

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

The VAWA 2022 reauthorization expanded the definition of legal assistance to cover assistance provided by attorneys, Board of Immigration Appeals (BIA) accredited representatives, Veterans’ Affairs (VA) authorized representatives, and lay advocates in tribal court; and to include assistance in restorative practice processes and in post-conviction relief proceedings where conviction of a victim arose from the victimization.

All victims reported in the Legal Services Section must be reported in the Victim Services Section.

### 2. Number of victims who received assistance with legal issues.

Report an unduplicated count of victims who received assistance with at least one legal issue during the current reporting period. If a victim received assistance with more than one legal issue, count that individual once in this question and then also count that individual once in the following question. The number of victims reported as receiving assistance with legal issues cannot be greater than the number of victims reported as served and partially served in Victim Services Question 2.

### 3. Number of victims who received assistance with multiple legal issues.

Of the victims who received assistance with legal issues, report the number of victims who received assistance with more than one type of legal issue during the current reporting period. The total number of victims reported in this question cannot be greater than the total number of victims reported in Legal Services Question 2.

### 4. Legal issues

Under “Number of victims receiving legal assistance,” report the number of primary victims who received legal assistance from Tribal SAUSA Program-funded attorneys or paralegals during the current reporting period. Count a victim 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.** “Number of cases closed or issues resolved” may be less than “Number of victims receiving legal assistance.”



**EXAMPLE:**

During the current reporting period, the Tribal SAUSA Program-funded attorney began representing a victim of domestic violence in a divorce proceeding that included issues of child custody and child support, as well as a bankruptcy proceeding. The attorney also helped the victim obtain a final protection order against an acquaintance who was stalking her. The divorce, child custody, and child support matters were not resolved as of the end of the reporting period. This would be reported as (1) Protection orders, (1) Divorce, (1) Custody/visitation, (1) Child/spousal support, and (1) Consumer/finance under the “Number of victims receiving legal assistance” column. Then in the “Number of cases closed or issues resolved” (1) Protection orders and (1) Consumer/finance would be reported. The divorce, child custody, and child support matters would not be reported under “Number of cases closed or issues resolved” because those matters were not settled as of the end of the reporting period.

## 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. Typically, this is by paying (partially or fully) for a prosecutor’s salary/wages.

If Tribal SAUSA Program funds supported a victim assistant, victim-witness specialist, or a victim advocate located in a prosecution office, report their Tribal SAUSA Program-funded activities in the Victim Services Section.

### 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. The grantee may choose how to calculate this.

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

Report the number of cases received, accepted for prosecution, and/or declined for prosecution during the current reporting period. Report data that reflect the cases handled by Tribal SAUSA Program-funded prosecutors and/or activities directly supported with Tribal SAUSA Program funds. Do not report agency-wide data.

#### Defining a “Case”:

In most instances, a case will refer to one victim, one offender, and one incident. Characterize a case by the most serious offense even if the case includes numerous charges or counts.

#### Categorizing a case:

Domestic violence cases may include any assaults, battery, vandalism, or other offenses that occurred in a domestic violence incident. State law does not have to name an offense as “domestic violence” for a case addressing that offense to be counted here. Similarly, report cases addressing sexual assault, dating violence, and stalking offenses as such, even if state law uses other names for these types of offenses, such as “sexual battery” or “harassment.”

#### DEFINITION: Cases Received, Accepted, or Declined

- **Cases received:** Report the number of new sexual assault, domestic violence, dating violence, stalking, and sex trafficking cases referred from law enforcement during the current reporting period. Each case would reflect an incident and may involve one or more offenses.
- **Cases accepted:** Report the number of sexual assault, domestic violence, dating violence, stalking, and sex trafficking cases in which the case went forward for prosecution. For most cases this will mean that formal charges were filed, but it may mean proceeding with cases that were filed by law enforcement.
- **Cases declined:** Report the number of sexual assault, domestic violence, dating

violence, stalking, and sex trafficking cases in which a decision was made not to go forward with prosecution by Tribal SAUSA Program-funded prosecutors.

#### 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.

#### 5. Disposition of cases

Report the dispositions of all cases supported with Tribal SAUSA Program grant-funds that reached a disposition during the 6-month reporting period. Report their dispositions by categorizing and reporting them as dismissals, deferred adjudications, convictions, and acquittals.

##### Defining a "Case":

In most instances, a case will refer to one victim, one offender, and one incident. Do not report on every individual charge associated with a case. Characterize a case by the most serious offense even if the case includes numerous charges or counts. For example, a defendant was charged with a Class A felony, a Class B felony, and two misdemeanor domestic violence offenses. As a result of a plea bargain, the defendant pleaded guilty to the Class A felony charge and the other charges were dismissed. This would be reported as "convicted" under "Felony Domestic/dating violence."

##### Determining case type:

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

##### Defining Dispositions

- **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.
- **Convicted:** Report cases in which there was a conviction.
- **Acquitted:** Report cases in which the offender was acquitted.

#### 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.

This section may be used to provide examples, data, or any other information about Tribal SAUSA Program-funded prosecution activities that have not already been provided. Some examples of topics that could be addressed here include:

- Expedited prosecution of felony domestic violence and sexual assault cases because of funding a specialized prosecutor to handle those cases;
- Reasons for high numbers of cases declined or dismissed; or
- The impact of a “no drop” policy on conviction rates.

Responses must be limited to 2,000 characters.

## Narrative

### Never Include Personally Identifiable Information

When writing about the impact of funding and services, never include any information about victims/clients that would allow them to be identified. For example, never include a person's name, address, birth date, case numbers, or anything else in the performance report anywhere. Doing so would breach the person's rights to confidentiality and privacy.

### How is narrative data used?

- **Monitoring:** Each OVW Program Specialist has the responsibility to track grantee's progress and compliance both financially and programmatically. Narrative data supports OVW in monitoring how funds were spent.
- **Understanding Numerical Data:** The narrative data grantees provide can give context and story to the numerical data reported. Narrative fields can be used to explain an increase or a decrease in a certain Tribal SAUSA Program-funded activity, or a staff vacancy. This can also allow VAWA MEI to identify possible misunderstandings in the numerical data and provide support and technical assistance.
- **Biennial Report to Congress:** OVW is required by statute to report to Congress on the use of VAWA funds. These reports to Congress include both aggregate numbers and highlights from narrative data. Quotes from narrative data help tell the story behind the numbers. These quotes can highlight successes, difficulties, barriers to providing services, and needs for policy and legislation.

## 1. Report on the status of your Tribal SAUSA Program grant goals and objectives.

**This question is required.**

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

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

**EXAMPLE: Grant goals and objectives response**

- **Status:** Delayed.
- **Objective:** Coordinate the sharing of information concerning domestic violence and sexual assault offenses on the reservation with local law enforcement agencies.
- **Activity:** Hire data specialist to create tracking system for sharing information
- **Comments:** We hired someone who left the position because of a family emergency

six weeks after they were hired. We are interviewing new candidates and hope to have someone in the position by the next reporting period.

Responses must be limited to 100 characters for “Status,” 1,750 characters for “Objective,” 1,750 characters for “Activity,” and 500 characters for “Comments.”

**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.**

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

Responses must be limited to 8,000 characters.

**3. What has the Tribal SAUSA Program 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.**

Use this space to describe anything Tribal SAUSA Program funding has enabled the grantee to do that could not be done before receiving the grant funding.

Responses must be limited to 8,000 characters.

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

**This question is optional and strongly encouraged.**

Use this space to describe any topics such as promising practices the Tribal SAUSA Program-funded program used or relationship building among community partners.

Responses must be limited to 8,000 characters.

**EXAMPLE:**

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

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

**This question is optional.**

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

Responses must be limited to 8,000 characters.

**EXAMPLE:**

- If one agency submitted two different progress reports for the same reporting period, explain how the data was divided between the two reports;
- If the Tribal SAUSA Program-funded staff were not able to conduct the expected activities due to things such as illness, FMLA, or other extended leave;
- If the agency receiving funds did not use Tribal SAUSA Program funds to support staff or activities during the reporting period, please explain how the funds were used; or
- If the grantee was not able to obtain data to answer a required question.