

# 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:** [vawamei@maine.edu](mailto:vawamei@maine.edu)
- **Website:** [vawamei.org](http://vawamei.org)

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

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

- **JustGrants OVW Support phone:** 866-655-4482
- **JustGrants OVW support email:** [OVW.JustGrantsSupport@usdoj.gov](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. Current reporting period (6-month)

Select either "January to June" or "July to December" based on the reporting period for which this report is being completed.

#### Current reporting period year (4-digit year)

Enter the year for the 6-month reporting period being covered.

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.

This number, also called your Award Number, can be found at the top of your JustGrants Funded Award Page. Please enter the grant number exactly as it appears, including dashes.

Examples: 15JOVW-12-GG-12345-PROG or 2000-XX-ZZ-1234

If you have multiple active OVW program grants, please enter the grant number associated with the Program grant you are reporting on in this form.

### 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

### 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

- **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 Governments 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.
- **Other (specify):** Responses in the “Other” category should be very specific and should refer to other court personnel or positions that are allowable under the TSAUSA program.

#### FTE Calculation Examples

##### EXAMPLE 1:

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 2:

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 3:

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.

**3. Please describe how staffing impacted your ability to implement your grant-funded activities.**

Use the space to discuss all the ways in which this question applies to your agency's program-funded activities. Staffing issues may include but are not limited to vacancies or unfilled positions, extended leaves or absences, high turnover or staff resignations, delays in recruitment and hiring, lack of trained or qualified staff, and reductions in staffing due to budget shortfalls that made it challenging to implement grant-funded activities. Conversely, staffing may have positively impacted your ability to support more victims, expand outreach programs, or train more professionals.

Responses must be limited to 2,000 characters.

## 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 and to hold offenders accountable.

**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 meetings during the reporting period.

Responses must be limited to 2,000 characters.

## 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.

### 2. 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.

### 3. 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.

#### 4. 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.

#### 5. 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 your Tribal SAUSA Program grant goals, objectives, and activities as of the end of the current reporting period.

**This question is required.**

Briefly 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. 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:** Hiring a SAUSA.
  - **Activity:** Interview candidates and completing the background process.
  - **Comments:** We are working on coordinating onboarding requirements with the Tribe and the US Attorney's office.

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. As you finalize your OVW award, please describe any lessons learned regarding the most effective approaches in implementing your project.**

**This question is required if this is your final report.**

Share examples from cases or measurable impacts on response indicators.

**5. 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.

**6. Our Tribal SAUSA Program-funded-prosecutor worked to bridge the government-to-government relationship between the Tribal and the Federal government. 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.