ESPOC 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 Electronic Service of Protection Orders Pilot grant programs. 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 Electronic Service of Protection Orders Pilot 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 Electronic Service of Protection Orders Pilot Program grant-funded staff or if Electronic Service of Protection Orders Pilot 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
- **Website:** 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
- **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.

7. Is this a faith-based organization?

Indicate whether the grantee is a faith-based organization.

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

Indicate whether the grantee is a culturally-specific community-based organization. A culturally-specific community-based organization is one that:

- Has a focus on any underserved population, i.e., has as its primary mission to address the needs of an underserved population or has developed a special expertise regarding a particular underserved population;
- Is not merely providing services to an underserved population, but is providing culturally competent services designed to meet the specific needs of that population;

- At a minimum, has some expertise or demonstrated capacity to work effectively on domestic violence, dating violence, sexual assault, or stalking or acquires that expertise through collaboration with another entity.

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

Select "yes" if the Electronic Service of Protection Orders Pilot Program grant specifically focuses on tribal populations and indicate which tribes or nations the grantee agency serves or intends to serve. Report only on tribes or nations intentionally served. Do not include a tribe or nation if they are served incidentally by the program.

EXAMPLE 1:

A victim services organization is located on the Nez Perce reservation. There are members of over a dozen other tribes living on the reservation, and the grantee provides services to anyone who lives on the reservation that needs services. Select "yes" and report that the grant specifically addresses and focuses on the Nez Perce tribe, but do not report other tribes whose members reside on the reservation.

EXAMPLE 2:

A grantee agency used VAWA Program funds to provide training events for law enforcement in a non-tribal area. Police from a nearby reservation attend a training event. This training did not address tribal codes, nor was there an intention to specifically train tribal police, even though they are welcome to attend the training. Select "no" because the grant does not specifically address or focus on tribal populations, even though tribal populations are welcome to attend VAWA Program-funded activities offered.

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

Select "yes" if the agency used Electronic Service of Protection Orders Pilot Program funds to provide services or products in languages other than English. Selecting "yes" will prompt the grantee to list out any languages. Please be specific and name the relevant languages. Select "no" if the agency does not use Electronic Service of Protection Orders Pilot Program funds to provide services or products in languages other than English.

11. What percentage of your Electronic Service of Protection Orders Pilot Program grant was directed to each of these areas?

Report the area(s) addressed by the Electronic Service of Protection Orders Pilot Program grant during the current reporting period and estimate the approximate percentage of funds (or resources) committed to each area. This question is required even if the grantee was not able to spend grant funds during the reporting period. The grantee may choose how to calculate this. Grantees should consider training, staff time, victims services, etc. when determining how to calculate the percentage of funds directed to each area.

A victim services agency receives VAWA Program funding to offer legal advocacy services for victims/survivors of sexual assault and domestic violence. During the current reporting period approximately 25% of the VAWA Program-funded clients are sexual assault victims/survivors and the rest are victims/survivors of domestic violence. If all services received are approximately the same to all clients, one could estimate that approximately 25% of the project's funds are directed to sexual assault and 75% to domestic violence. If the services received by domestic violence victims/survivors are more comprehensive than those received by sexual assault victims/survivors, the percentage of funds directed to domestic violence would be greater.

DEFINITION: Victimization categories

- **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.

Staff Information

1. **Were Electronic Service of Protection Orders Pilot 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 Electronic Service of Protection Orders Pilot Program funds were used to pay for staff salary/wages. Electronic Service of Protection Orders Pilot 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 Electronic Service of Protection Orders Pilot Program-funded staff. A 100% Electronic Service of Protection Orders Pilot 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 Electronic Service of Protection Orders Pilot Program funds should be prorated to reflect the portion directly supported with Electronic Service of Protection Orders Pilot Program funds.

   ### What is 1.00 FTE at your agency?
   If the Electronic Service of Protection Orders Pilot 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 VAWA 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:
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   If the VAWA 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 Electronic Service of Protection Orders Pilot 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 Electronic Service of Protection Orders Pilot 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

- **Administrator**: Staff time spent in administrative positions including, but not limited to financial manager, executive director, and shelter manager.

- **Attorney (does not include prosecutor):** An attorney or lawyer who is legally acting on behalf of a victim/survivor. Activities conducted by an Electronic Service of Protection Orders Pilot Program-funded attorney will be captured in the Victim Services and Legal Services Sections.

- **Abuser Intervention Program staff:** Staff who work within an Electronic Service of Protection Orders Pilot Program-funded offender rehabilitation program. These Electronic Service of Protection Orders Pilot Program-funded activities will be captured in the Abuser Intervention Program Section.

- **Counselor:** Professional counselors or peer counselors who provide emotional support, guidance, problem solving, etc. to victim/survivors. Electronic Service of Protection Orders Pilot Program-funded counseling activities will be captured in the Victim Services Section.

- **Court personnel:** Court officials and other staff within the court (including judicial assistants, reporters, law clerks, and bailiffs) who are subject to the judge's direction and control. This does not include the attorneys or lawyers in a judicial proceeding. A grantee should fill out the Courts Section if court personnel time is supported by Electronic Service of Protection Orders Pilot Program funding.

- **Information technology staff:** Staff conducting activities related to technology maintenance, such as building or maintaining computer infrastructures of the company, assisting users with computer and software issues, handling software updates and license renewals and technology contracts, ensuring compliance with quality standards, or overseeing data storage.

- **Investigator (prosecution-based)**: Staff employed by a prosecution office who investigate criminal cases by gathering facts, collecting evidence, and referring cases for prosecution. Activities conducted by an Electronic Service of Protection Orders Pilot Program-funded investigator will be captured in the Case Investigations Section.

- **Law enforcement officer:** A sworn officer or agent of the United States authorized by law or by a government or tribal government agency to engage in or supervise the prevention, detection, investigation, or prosecution of any violation of law. Most general law enforcement officers are uniformed personnel who carry out patrols, answer calls for service or help, investigate incidents, refer cases for prosecution, enforce or serve orders of protection/no-contact orders, or conduct community policing. Law enforcement-based detectives might be staff who are not mandated to wear uniforms but do investigate criminal cases by gathering facts, collecting evidence, and referring cases for prosecution. These Electronic Service of Protection Orders Pilot Program-funded activities will be captured in the Case Investigations Section.

- **Legal advocate (does not include attorney or paralegal):** A staff person who assists victims with civil or criminal legal issues including preparing paperwork for protection orders; accompanying a victim to a protection order hearing, administrative hearing, or other civil proceeding; and all other advocacy activities within the civil justice system. This category does not include the work of attorneys, paralegals, or governmental victim advocates (i.e., victim assistant/victim-witness coordinator) or non-governmental victim advocates. These Electronic Service of Protection Orders Pilot Program-funded activities will be captured in the Victim Services Section.

- **Outreach worker:** Staff time spent conducting unsolicited outreach to victim/survivors to inform them about services available to them.

- **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 an Electronic Service of Protection Orders Pilot Program-funded paralegal will be captured in the Victim Services and Legal Services Sections.

- **Probation officer/offender monitor:** Staff time spent advising and monitoring the movements of criminal offenders who are on probation, recommending rehabilitation programs for offenders, or conducting monitoring activities to ensure offender compliance with the conditions of probation. These Electronic Service of Protection Orders Pilot Program-funded activities will be captured in the Probation/Offender Monitoring Section.

- **Program coordinator:** Staff time spent coordinating specific aspects of the program. This category includes staff functioning as a training coordinator, a prevention/education coordinator, a victim services coordinator, and/or as a legal services coordinator.

- **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 Electronic Service of Protection Orders Pilot Program-funded activities will be captured in the Prosecution Section.

- **Support staff:** Staff time spent conducting activities related to administration assistance, bookkeeping, accountant tasks, and/or receptionists' tasks.

- **Trainer/educator:** Staff time spent training or presenting training material to non-grant funded staff and other professional staff (who may be located at other agencies/organizations). These Electronic Service of Protection Orders Pilot Program-funded activities will be captured in the Training Section. Also report educator staff time in the trainer category. Staff time spent educating the non-professionals such as students, parents, victims, and the public by presenting educational material and information. Electronic Service of Protection Orders Pilot Program-funded education activities will be captured in the Community Education Section.

- **Translator/interpreter:** Staff who translate or interpret from one language to another for victims who are receiving services. Electronic Service of Protection Orders Pilot Program-funded translation and interpretation services provided to victims will be captured in the Victim Services Section. Translation of printed materials such as flyers or training materials will be reported in the Products 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 Electronic Service of Protection Orders Pilot 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 Electronic Service of Protection Orders Pilot 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 receptionist whose salary is 100% funded with VAWA Program funds and a full-time bookkeeper whose salary is 25% funded with VAWA Program funds, report 1.25 FTE under support staff.

EXAMPLE 2:

A staff member, whose salary is 100% funded with VAWA Program funds, spends approximately 20 hours a week coordinating the victim services program, 16 hours providing victim advocacy, and 4 hours collecting and analyzing evaluation data. Report as 0.50 under "program coordinator", 0.40 under "victim advocate", and 0.10 under other as "evaluator."

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 an information technology specialist for full-time services for two months during the reporting period, report that person as "Information technology staff", 0.33 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 the victim services program, and 10 hours providing victim advocacy. Report this as 0.25 under "program coordinator", and 0.25 under "victim advocate."

Coordinated Community Response

All grantees must complete this section.

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

   Select all agencies/organizations that the Electronic Service of Protection Orders Pilot Program-funded agency provided referrals to/received referrals from, met with, or engaged in consultation with during the current reporting period. If VAWA 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 VAWA 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 Electronic Service of Protection Orders Pilot 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.

Policies and Legislation

1. **Were Electronic Service of Protection Orders Pilot Program funds used to develop, substantially revise, or implement policies or protocols or to develop or promote State, local, or tribal legislation and policies during the current reporting period?**

   If Electronic Service of Protection Orders Pilot Program funds were used to developed, substantially revise, and/or implement policies or protocols, or to develop or promoted State, local, or tribal legislation and policies during the current reporting period, select "yes." This includes if Electronic Service of Protection Orders Pilot Program-funded staff worked directly on these activities.

2. **Type of organizations/agencies in which policies or protocols were developed, substantially revised, or implemented.**

   Check all the organizations/agencies in which policies or protocols were developed, substantially revised, or implemented using Electronic Service of Protection Orders Pilot Program funds during the current reporting period.

3. **Describe the protocols and/or policies developed, substantially revised, or implemented with Electronic Service of Protection Orders Pilot Program funds during the current reporting period.**

   Some examples of topics that could be addressed here include:
   - What successes and challenges/barriers have the grantee experienced when developing, revising, or implementing policies/protocols?
   - What systemic issues are being addressed with the newly developed, revised, or implemented policies/protocols?

4. **Describe the development or promotion of State, local, or tribal legislation and policies with Electronic Service of Protection Orders Pilot Program funds during the current reporting period.**

   If Electronic Service of Protection Orders Pilot Program funds were used to support the development or promotion of State, local, or tribal legislation and policies that enhance best practices for responding to domestic violence, dating violence, sexual assault, stalking, and child sexual abuse during the current reporting period, please discuss those activities in the space provided.

   Responses must be limited to 2,000 characters.

Products

1. **Were Electronic Service of Protection Orders Pilot Program funds used to develop or substantially revise products during the current reporting period?**

   Select "yes" if Electronic Service of Protection Orders Pilot Program-funded staff developed or revised products or if Electronic Service of Protection Orders Pilot Program funds directly supported the development or revision of products. If not, select "no."

   DEFINITION: Develop, substantially revise, distribute
   - **Develop:** To create a new product.
   - **Substantially revise:** To make a significant amendment to an existing product.
   - **Distributed:** Number of products actually used during the reporting period.

2. **Describe the products developed or substantially revised with Electronic Service of Protection Orders Pilot Program funds during the current reporting period.**

   Describe what type of products were developed or substantially revised. Provide details including the title/topic of the product and its intended audience. If the product was translated into a language other than English, please also state what languages the product was translated into (including Braille).

   Responses must be limited to 2,000 characters.

Data Collection and Communication Systems

1. **Were Electronic Service of Protection Orders Pilot Program funds used to develop, install, or expand data collection and/or communication systems during the current reporting period?**

   Select "yes" if Electronic Service of Protection Orders Pilot Program funds or Electronic Service of Protection Orders Pilot Program-funded staff were used to develop, install, or expand data collection and/or communication systems.

2. **Indicate the use of Electronic Service of Protection Orders Pilot Program funds for data collection and/or communications systems.**

   Specify how Electronic Service of Protection Orders Pilot Program funds were used to support data collection and/or communication systems during the current reporting period. Check all categories that apply.

3. **Describe the purpose of the Electronic Service of Protection Orders Pilot Program-funded data collection and/or communication systems.**

   For example, this space could be used to describe how the data collection and/or communication system improvements will support the agency or will impact agency staff.

   Responses must be limited to 2,000 characters.

System Improvement

1. **Were Electronic Service of Protection Orders Pilot Program funds used for system improvement during the current reporting period?**

   Select "yes" if any Electronic Service of Protection Orders Pilot Program-funded staff engaged in system improvement activities or if Electronic Service of Protection Orders Pilot Program funds directly supported system improvements (e.g., interpreters, safety audits, security).

2. **Indicate the type of system improvement efforts you engaged in during the current reporting period with Electronic Service of Protection Orders Pilot Program funds.**

   Check all categories that apply.

3. **Describe the system improvement activities supported with your Electronic Service of Protection Orders Pilot Program funds during the current reporting period.**

   For example, this space could be used to describe how the system improvements will improve the agency and/or impact staff.

   Responses must be limited to 2,000 characters.

Courts

1. **Were Electronic Service of Protection Orders Pilot Program funds used to support court activities during the current reporting period?**

   If Electronic Service of Protection Orders Pilot Program funds were used for court activities during the current reporting period, select "yes."

2. **Discuss the effectiveness of court activities supported by your Electronic Service of Protection Orders Pilot Program grant and to provide any additional information you would like to share.**

   Use the space provided to discuss the effectiveness of court activities funded or supported by Electronic Service of Protection Orders Pilot Program funds. Examples, data, or any other information about court activities that has not already been provided can be included here.

   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 Electronic Service of Protection Orders Pilot 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 Electronic Service of Protection Orders Pilot 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 Electronic Service of Protection Orders Pilot Program grant goals and objectives as of the end of the current reporting period.**

   This question is required.

   Briefly report on the status of the goals and objectives for your Electronic Service of Protection Orders Pilot 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 Electronic Service of Protection Orders Pilot 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 Electronic Service of Protection Orders Pilot 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 Electronic Service of Protection Orders Pilot Program-funded program used or relationship building among community partners.

Responses must be limited to 8,000 characters.

EXAMPLE:

"Our VAWA 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 an 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 Electronic Service of Protection Orders Pilot 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 Electronic Service of Protection Orders Pilot 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.