

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

**Semi-Annual Performance Report for
Sexual Assault Services Culturally Specific Program**

Brief Instructions

This reporting tool details the Semi-Annual Performance Report questions for the Sexual Assault Services Culturally Specific Program (SASP-CS). A report must be completed for each grant received. Grant partners may complete sections relevant to their portion of the grant. Grant administrators and coordinators are responsible for compiling and submitting a single report that reflects all information collected from grant partners.

All grantees must complete the required sections. Required questions are marked with an asterisk (*). For all other sections, grantees must answer an initial question about whether they used SASP-CS Program funds to support certain activities during the current reporting period. If the response is yes, then the grantee must complete that section. If the response is no, the rest of that section is skipped.

The activities of volunteers or interns should be reported if they were coordinated or supervised by SASP-CS Program-funded staff or if SASP-CS Program funds substantially supported their activities.

For further information on filling out this report, refer to the separate instructions, which contain detailed definitions and examples.

Public Reporting Burden

Paperwork Reduction Act Notice. Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this form is 60 minutes per form. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street NE, Washington, DC 20530.

General Information

All grantees must complete the General Information section.

1. Date of report

2. Current reporting period

3. Grantee name

4. Grant number

The federal grant number assigned to your SASP-CS Program grant.

5. Point of Contact

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

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

6. Type of funded organization

Check the one answer that best describes the organization receiving the SASP-CS Program grant.

- Community-based organization
- State coalition (dual – domestic violence/sexual assault)
- State coalition (sexual assault)
- Tribal coalition
- Tribal sexual assault and/or domestic violence program
- Victim services (dual – domestic violence/sexual assault)
- Victim services (sexual assault)
- Other (specify):

7. Is this a faith-based organization?

- Yes
- No

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

- Yes
- No

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

- Yes
 - If yes, which tribes/nations?
- No

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

- Yes
 - If yes, what languages?
- No

SAMPLE

Staff Information

1. Were SASP-CS Program grant funds used to fund staff time (at your agency, at a partner agency, contractors, or stipends) during the current reporting period?

- Yes
- No

2. **Staff**

Report the total number of full-time equivalent (FTE) staff funded by the SASP-CS Program grant during the current reporting period.

- Reporting 1.00 FTEs means a staff person worked full-time and was 100% funded by the grant for the entire reporting period. Typically, one FTE is equal to 1,040 hours (40 hours per week multiplied by 26 weeks).
- FTEs should be prorated to reflect when a staff person did not work-full time and/or when was not 100% funded by the SASP-CS Program grant for the entire reporting period.
- Report staff by the function(s) they performed, not by title.
- Round and report FTEs to the second decimal place. For example, if you calculate an FTE to be 0.66667, then rounding to the second decimal would mean this FTE would be reported as 0.67 FTE.

Staff Function	FTE(s)
Administrator	
Attorney (does not include prosecutor)	
Counselor	
Information technology staff	
Legal advocate (does not include attorney or paralegal)	
Outreach worker	
Paralegal	
Program coordinator	
Support staff	
Translator/interpreter	
Victim advocate (non-governmental)	
Other (specify):	
Total	

Coordinated Community Response

1. Coordinated community response activities

This question is required. Select all agencies/organizations that you provided referrals to/received referrals from, met with, or engaged in consultation with during the current reporting period. Also indicate if the agency/organization is an MOU partner. If SASP-CS Program-funded staff participated in a task force or work group, check all attendees.

Agency/organization	Provided referrals to/received referrals from, met with, or engaged in consultation with	MOU Partner
Advocacy organization		
Abuser intervention program		
Corrections (<i>probation, parole, and correctional facility staff</i>)		
Court		
Domestic violence organization		
Educational institutions/organizations		
Faith-based organization		
Governmental agency		
Health/mental health organization		
Law enforcement		
Legal organization		
Prosecutor's office		
Sex offender management/sex offender treatment provider		
Sexual assault organization		
Social service organization (<i>non-governmental</i>)		
Tribal government/Tribal governmental agency		
Other (specify): _____		

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

SAMPLE

Policies and Legislation

1. **Were SASP-CS 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?**

- Yes
- No

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

Indicate the organizations/agencies in which policies or protocols were developed, substantially revised, or implemented using SASP-CS Program funds during the current reporting period.

- Courts
- Healthcare
- Law enforcement
- Legal services
- Probation, parole, or another correctional agency
- Prosecution
- Supervised visitation
- Transitional housing
- Victim services
- Other (specify)

4. **Describe the protocols and/or policies developed, substantially revised, or implemented with SASP-CS Program funds during the current reporting period.**

5. **Describe the development or promotion of State, local, or tribal legislation and policies with SASP-CS Program funds during the current reporting period.**

Use the space below to discuss the development or promotion of State, local, or tribal legislation and policies that were supported with SASP-CS Program funds.

Products

- 1. Were SASP-CS Program funds used to develop or substantially revise products during the current reporting period?**

Select yes if SASP-CS Program-funded staff developed or revised products or if SASP-CS Program funds directly supported the development or revision of products.

- Yes
- No

- 2. Describe the products developed or substantially revised with SASP-CS Program funds during the current reporting period.**

Describe what type of product it was, the title/topic of the product, as well as its intended audience. Also provide information on if the product was translated into a language other than English (including Braille).

SAMPLE

Victim Services

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

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

- Yes
- No

2. **Number of victims/survivors who were fully served, partially served, and not served**

Report the following, to the best of your ability, as an unduplicated count for each category during the current reporting period. This means that each victim/survivor who requested or accepted SASP-CS Program-funded services during the current reporting period should be counted only once in that reporting period. Do not report secondary victims here.

Served: A victim/survivor should be reported as served if they requested and/or accepted grant-funded services and the program was able to provide all of those services.

Partially Served: A victim/survivor should be reported as partially served if they accepted and/or requested grant-funded services and the program was able to provide some, but not all, of those services.

Not Served: A victim/survivor should be reported as not served if the program could not provide any of the grant-funded services that the victim accepted and/or requested.

	Number of primary victims/survivors
Served	
Partially served	
Total Served & Partially Served	
Not served	

3. Number of victims/survivors who received SASP-CS Program-funded services for multiple victimizations

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

4. Select all the additional victimizations types, including specific forms of abuse, for which these victims/survivors received SASP-CS Program-funded services:

- Sexual assault
- Domestic/dating violence
- Stalking
- Female genital mutilation/cutting
- Adult survivor of child sexual abuse
- Sex trafficking
- Labor trafficking
- Economic abuse
- Technological abuse
- Forced marriage

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

6. Number of secondary victims served

Secondary victims must have received SASP-CS Program-funded services in order to be reported in this question. They may be children, siblings, spouses or intimate partners, parents, grandparents, and other affected relatives.

7. Select all of the reasons primary victims/survivors who requested SASP-CS Program-funded services were partially or not served:

- Conflict of interest
- Did not meet statutory requirements
- Hours of operation
- Insufficient or lack of culturally appropriate services
- Insufficient or lack of agency capacity to provide language access (including sign language or assistive communication devices)
- Insufficient or lack of services for people with disabilities
- Insufficient or lack of services for people who are D/deaf or hard of hearing
- Lack of childcare
- Program reached capacity
- Program rules not acceptable to victim/survivor
- Program unable to provide service due to limited resources/priority-setting
- Services inappropriate or inadequate for victims/survivors with mental health issues

- Services inappropriate or inadequate for victims/survivors with substance abuse issues
- Services otherwise not appropriate for victim/survivor
- Transportation
- Other (specify)

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

9. Race/ethnicity

Report the demographic information for the victims/survivors reported as served and partially served with SASP-CS Program funds. Do not report demographics for secondary victims.

Report victims/survivors in each category they identify as. At least one race/ethnicity must be reported for each victim/survivor reported as fully served and partially served. Those victims for whom the race/ethnicity is not known should be reported in the “unknown” category.

Race/ethnicity	Number of victims/survivors
American Indian or Alaska Native	
Asian	
Black or African American	
Hispanic, Latino, or Spanish origin	
Middle Eastern or North African	
Native Hawaiian or Pacific Islander	
White	
People of a race, ethnicity, or origin not listed (specify):	
Unknown	
Total	

10. Gender

Report victims/survivors in each category they identify as. At least one gender identity must be reported for each victim/survivor reported as fully and partially served. Those victims for whom the gender identity is not known should be reported in the “unknown” category.

Gender Identity	Number of victims/survivors
Women or girls	
Men or boys	
Transgender	
Non-binary or non-conforming	
Two-spirit	
A gender not listed (specify):	
Unknown	
Total	

11. Age

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

Age	Number of victims/survivors
0-6	
7-10	
11-17	
18-24	
25-59	
60+	
Unknown	
Total	

12. Additional demographics

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

Additional demographics	Number of victims/survivors
People who are lesbian, gay, bisexual, transgender, or queer (LGBTQ)	
People with disabilities	
People whose primary language is not English	
People who are D/deaf or hard of hearing	
People who are immigrants/refugees/asylum seekers	
People who live in rural areas	

13. Victim services

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

The first column “Number of victims/survivors served” is an unduplicated count of the number of victims/survivors who received each type of grant-funded service. No individual service category should have a number of victims served greater than the total number of victims served and partially served.

The second column “Number of times service was provided” is a total of the number of times each victim in the first column received that services type during the 6-month reporting period.

Type of Service	Number of victims/survivors served	Number of times service was provided
Civil legal advocacy/court accompaniment		
Counseling/support group		
Criminal justice advocacy/court accompaniment		
Crisis intervention		
Culturally specific services		

Type of Service	Number of victims/survivors served	Number of times service was provided
Employment counseling		
Financial counseling		
Hospital/clinic/other medical response		
Job training		
Language services		
Material assistance		
Transportation		
Victim/survivor advocacy		
Other (specify): _____		

14. Hotline support, information, and referral requests

Report the number of hotline requests received from primary victims and the total number of hotline requests received on phone lines paid for with SASP-CS Program funds or answered by SASP-CS Program-funded staff, during the current reporting period. If grant funds are supporting a portion or percentage of the hotline budget, prorate the total hotline calls to reflect only what percentage of the budget is supported by the SASP-CS Program grant. Hotline calls should not be reported as victims/survivors served or partially served unless they also received at least one of the services reported in Victim services questions.

	Number of requests from primary victims	Total number of requests
Hotline support, information and referral requests		

15. Victim witness notification/unsolicited outreach activities to victims

Report the number of grant-funded victim witness notification activities and unsolicited outreach activities. Victims/survivors who are the recipients of these notification/outreach activities should not be reported as victims/survivors served or partially served unless they also received at least one of the services reported in Victim Services questions.

16. Victim services staff assistance with protection orders

Report the total number of temporary and/or final protection orders granted that SASP-CS Program-funded victim services staff helped with obtaining. These orders may also be referred to as restraining orders, anti-harassment orders, no contact orders, or stay-away orders.

	Temporary	Final
Protection orders granted		

17. Discuss the effectiveness of victim services and legal services supported by your SASP-CS Program grant and to provide any additional information you would like to share.

SAMPLE

Legal Services

1. **Were SASP-CS Program funds used to provide legal services to victims/survivors during the current reporting period?**

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

- Yes
- No

2. **Number of victims/survivors who received assistance with legal issues**

Report an unduplicated count of victims/survivors who received assistance with at least one legal issue.

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

Of the victims/survivors who received assistance with legal issues, report the number of victims/survivors who received assistance with more than one type of legal issue during the current reporting period.

4. **Legal issues**

Under “Number of victims/survivors receiving legal assistance,” report the number of primary victims/survivors who received legal assistance from SASP-CS-funded attorneys or paralegals during the current reporting period. Count a victim/survivor once in each legal issue category for which they received assistance with SASP-CS 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 SASP-CS Program-funded attorneys or paralegals. Do not include cases that are pending or were not yet closed during the reporting period. It is okay if “Number of cases closed or issues resolved” is less than “Number of victims/survivors receiving legal assistance.”

Legal Issues	Number of victims/survivors receiving legal assistance	Number of cases closed or issues resolved
Protection orders		
Divorce		

Legal Issues	Number of victims/survivors receiving legal assistance	Number of cases closed or issues resolved
Custody/visitation		
Establishment of paternity		
Child/spousal support		
Other family law matters		
Consumer/finance		
Employment		
Income maintenance		
Housing		
VAWA self-petition		
Cancellation of removal		
U visa		
T visa		
Other immigration matters		
Criminal issues		
Educational issues		
Other (specify):		

Narrative

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

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

- 2. What do you see as the most significant areas of remaining need, with regard to improving services to victims/survivors, increasing victims/survivors' safety, and enhancing community response?**

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

- 3. What has SASP-CS 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.

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

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

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

If you have any information that could be helpful in understanding the data you have submitted in this report, please answer this question. For example, if you submitted two different performance reports for the same reporting period, you may explain how the data was apportioned to each report; if you reported staff but did not report any corresponding activities, you may explain why; or if you did not use SASP-CS Program funds to support either staff or activities during the reporting period, please explain how program funds were used.