

# TSASP 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 Sexual Assault Services Program (TSASP). 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 TSASP 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 TSASP Program grant-funded staff or if TSASP 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.

For performance report related questions, 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)

For grant related questions, please contact your OVW program specialist at 1-202-307-6026 (TTY: 202-307-2277).

For JustGrants account related questions, 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

**All grantees must complete this section.**

### 1. Date of report

Enter the date this form is completed.

### 2. Current reporting period

Enter the reporting period and year for the current 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. 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.

### 6. Type of funded organization

Check the box for the category that best describes the type of agency receiving the TSASP grant.

### 7. What tribal population(s) is(are) served by this grant?

Indicate which tribal populations are served under your grant. You should list only tribes that your grant focuses on or intends to focus on.

### 8. 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 TSASP 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 TSASP funds to provide services or products in languages other than English.

## Staff Information

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

Select “yes” if TSASP funds were used to pay for staff salary/wages. TSASP-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. Report all FTEs in decimals, not percentages. 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 TSASP-funded staff. A 100% TSASP-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 TSASP funds should be prorated to reflect the portion directly supported with TSASP funds. See the VAWA MEI website for the FTE Calculator, which walks through how to calculate FTEs that need to be prorated in any of these situations.

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

If the TSASP-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 TSASP-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 TSASP-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 TSASP-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 TSASP-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.

### Staff Category Functions Defined

- **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 a TSASP-funded attorney will be captured in the Victim Services and Legal Services Sections.
- **Counselor:** Professional counselors or peer counselors who provide emotional support, guidance, problem solving, etc. to victim/survivors. TSASP-funded counseling activities will be captured in the Victim Services Section.
- **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.
- **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 TSASP-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 a TSASP-funded paralegal will be captured in the Victim Services and Legal Services Sections.

- **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.
- **Support staff:** Staff time spent conducting activities related to administration assistance, bookkeeping, accountant tasks, and/or receptionists' tasks.
- **Translator/interpreter:** Staff who translate or interpret from one language to another for victims who are receiving services. TSASP-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 TSASP-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 TSASP funds and a full-time bookkeeper whose salary is 25% funded with TSASP funds, report 1.25 FTE under support staff.

#### Example 2:

A staff member, whose salary is 100% funded with TSASP 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 TSASP-funded agency provided referrals to/received referrals from, met with, or engaged in consultation with during the current reporting period. In the last column, indicate the agencies or organizations with which you have a mandatory collaboration for purposes of your TSASP grant. If TSASP-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 TSASP grant and provide any additional information you would like to share about your CCR activities.

Some examples of topics that could be addressed here include:

- What relationships with other agencies/organizations is the TSASP-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?

## Policies and Legislation

### 1. Were TSASP 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 TSASP 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 TSASP-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 TSASP funds during the current reporting period.

### 3. Describe the protocols and/or policies developed, substantially revised, or implemented with TSASP 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 TSASP funds during the current reporting period.

If TSASP 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, and stalking during the current reporting period, please discuss those activities in the space provided.

## Products

1. Were TSASP funds used to develop or substantially revise products during the current reporting period?

Select “yes” if TSASP-funded staff developed or revised products or if TSASP funds directly supported the development or revision of products. If not, select “no.”

### Definition:

- **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 TSASP 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).

## Victim Services

In this section, only provide information that represents victims who accepted and/or requested TSASP-funded services during the 6-month reporting period. Victim services are typically provided by TSASP-funded staff or are services that grant funds directly paid for. Report all TSASP-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.

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

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

Select yes if TSASP 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 TSASP-funded work.

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

Report the number of victims who were served, partially served, and not served with TSASP 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. Secondary victims will be reported in Victim Services Question 6.

### Defining Served, Partially Served, and Not Served

When determining how to report a victim, consider their choice in accepting or receiving a TSASP-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 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 TSASP-funded services. When it is not clear which victimization type has led the victim to accept/request TSASP-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 TSASP-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 TSASP-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 TSASP-funded attorney. The grantee was able to provide both services. Although this victim received two different



TSASP-funded services, the grantee will only count that victim once as served in Victim Services Question 2.

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

Do not report a victim on this form if they:

- Did not request or accept any TSASP-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.

Example of Served:

A victim of sexual assault called a victim services program looking for help with getting a protection order. The TSASP-funded legal advocate 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 TSASP-funded services they requested.

Example of Partially Served:

A victim of sexual assault came to the prosecutor’s office to get information about the criminal process. The TSASP-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 TSASP-funded advocate, but not the grant-funded court accompaniment she requested that are normally provided under the TSASP grant. Report this victim of stalking as “partially served” because the victim received some, but not all, of the TSASP-funded services they requested.

Example of 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 TSASP 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 TSASP-funded service requested.

Example of when someone should not be reported:

A TSASP-funded outreach worker sent out letters to 175 victims of sexual assault based on police reports. 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 TSASP-funded services. Report the 35 victims who

requested TSASP-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 TSASP-funded service.

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.

3. **Number of victims/survivors who received TSASP-funded services for multiple victimizations**  
Report an unduplicated count of victims reported in the previous question who received TSASP-funded support for more than one victimization.

4. **Select all the additional victimization types, including specific forms of abuse, for which these victims received TSASP-funded services**

Check all that apply.

- **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 TSASP funds were used to serve victims/survivors 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.

6. Number of secondary victims served

Each secondary victim who received TSASP-funded services during the current reporting period should be counted only once. Do not report these secondary victims anywhere else on this reporting form.

### Defining Secondary Victims

**Secondary victims** are those who are indirectly affected by the sexual assault. They will be children, siblings, spouses or intimate partners, parents, grandparents, and other affected relatives.

### Example of Secondary Victims

A victim of sexual assault received assistance with obtaining a protection order from a TSASP-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 TSASP-funded service she requested. Do not report the two children in Victim Services Question 6 because they did not receive a TSASP-funded service.

### 7. Select all of the reasons primary victims who requested TSASP-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.

### Defining 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 TSASP-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 TSASP-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 TSASP-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 TSASP-funded services.

- **Insufficient or lack of services for people with disabilities:** The TSASP-funded services were not accessible to a victim with disabilities. For example, a TSASP-funded shelter has a rule against care attendants accompanying victims, and this prevented a victim with disabilities from being able to receive the TSASP-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 TSASP-funded services because they needed childcare to attend/receive the TSASP-funded services but there was no childcare available.
- **Program reached capacity:** Program was operating at full capacity when a victim requested a TSASP-funded service. This includes instances where TSASP-funded staff caseloads were full and they could not accept additional clients, as well as instances when all available TSASP-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 TSASP-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 TSASP-funded activity was unavailable or entirely spent down. For example, the program had to turn down TSASP-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 TSASP-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 TSASP-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 TSASP-funded services was referred to another agency.
- **Services otherwise not appropriate for victim:** For any reason, the program determined that a TSASP-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 TSASP-funded services. This includes situations in which public transportation is not available or could not be paid for with TSASP 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 TSASP-funded services. Victim choice to request and/or accept TSASP funded services is one of the most important factors to consider whether or not to report them. If TSASP-funded victim services staff offered services and the victim refused the services or did not respond to accept any TSASP-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 TSASP grant. Do not consider services that were funded by other sources. Only consider the program’s ability to provide the TSASP-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 TSASP grant, **do not count** this victim at all in the Victim Services Section.
- If a victim requested/accepted a TSASP-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 TSASP 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 TSASP-funded services or that the victim chose not to accept/engage in TSASP-funded services.

- If the victim accepted some grant-funded services and then stopped accepting/engaging in TSASP-funded services, count this victim as **served**.
- If the victim indicated interest in accepting a TSASP-funded service but then never received any TSASP-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 TSASP-funded services.
- If the victim was placed on a waiting list for a TSASP-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 TSASP-funded services. Even though the agency might consider the services incomplete, the reporting form is asking about the victim’s choice to accept/receive

TSASP-funded services.

- If the victim received as much of the TSASP-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 TSASP-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 TSASP-funded services.

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

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. Gender

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

11. Age

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 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.

- **People who are lesbian, gay, bisexual, transgender, or queer (LGBTQ)**
- **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 TSASP-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 TSASP-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 TSASP-funded attorney or paralegal should be reported in the Legal Services Section.

#### Service Definitions

- **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:** Activities such as sweat lodge, talking circles, wellness gatherings, cultural ceremonies, etc.
- **Culturally specific services:** 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 searchers, 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.
- **Hospital/clinic/medical response:** Accompanying a victim to, or meeting a victim at, a hospital, clinic, or medical office.
- **Job training:** Providing training in specific employment-related skills to a victim/survivor, e.g., on computer literacy.
- **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.

#### 14. 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 paid for with TSASP funds or answered by TSASP-funded staff during the current reporting period. Do not report on agency-wide hotline calls. 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.

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

If grant funds are supporting a portion or percentage of the hotline budget, prorate the total hotline calls to reflect only the percentage of the budget supported by the TSASP funds.

Example 1:

A victim called the TSASP-funded hotline seeking information/referrals. Report this as 1 hotline call from a victim and include this in the total calls. The victim would not be reported in any other questions.

Example 2:

A parent of a victim called the TSASP-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 calls from victims reported as primary victims who received TSASP-funded support services?**

If a victim called the TSASP-funded hotline and received TSASP-funded services beyond a simple referral, report that victim as a primary victim served in Victim Services Question 2.

Example 1:

A victim called the TSASP-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 TSASP-funded services beyond a simple referral, report this victim as served in Victim Services Question 2.

**15. Victim witness notification/unsolicited outreach to victims**

Report the number of TSASP-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 TSASP-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 TSASP-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 TSASP-funded service, then report that victim as a primary victim served in Victim Services Question 2.

**Example 1:**

A TSASP-funded outreach worker 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 16. These victims would not be reported in any other questions because these victims did not accept any TSASP-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 TSASP-funded legal advocacy services at the agency. In this situation, the program would report 75 victims as receiving

unsolicited outreach in Victim Services Question 16. The eight victims that requested TSASP-funded services would also be reported in Victim Services Question 2 as victims who accepted and/or requested victim services.

#### 16. Victim services staff assistance with protection orders

Report the total number of temporary and/or final protection orders granted that TSASP-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 TSASP-funded attorneys or paralegals in this question. If a TSASP-funded attorney or paralegal assisted victims with obtaining protection orders, report those activities in the Legal Services Section.

#### 17. Discuss the effectiveness of victim services and legal services supported by your TSASP grant and to provide any additional information you would like to share.

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

## Legal Services

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

Select "yes" if TSASP-funded staff (i.e., attorneys or paralegals) provided these services or TSASP 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 TSASP-funded attorneys or paralegals during the current reporting period. Count a victim once in each legal issue category for which they received assistance with TSASP 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 TSASP-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 TSASP-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.

## **Narrative**

### ***Resources for Crafting Narrative:***

Grantees may choose to review the [Crafting Narratives Training Video](#) available on the VAWA MEI website. This training video discusses the ways that OVW uses narrative data, describes best practices for documenting activities and writing compelling narratives, and provides narrative examples taken straight from real grantee reports.

For additional examples of grantee narrative data, access the [Examples of Grantee Narrative Data document](#) available on the VAWA MEI website. This document includes a detailed section outlining the many uses and impact of narrative data.

### **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 TSASP-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 TSASP 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 TSASP 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:**

A completed grant goals and objectives question:

- **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
- **Status:** Delayed.
- **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.

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.**

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 TSASP 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 TSASP 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 TSASP-funded program used or relationship building among community partners.

Responses must be limited to 8,000 characters.

**Example:**

Our TSASP-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 you would like to share 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 TSASP-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 TSASP 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.