

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

Semi-Annual Performance Report for the Enhancing Investigation and Prosecution Initiative Grant Program

Brief Instructions

This reporting tool details the Semi-Annual Performance Report questions for the Enhancing Investigation and Prosecution Initiative Program (EIP). 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 EIP 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 EIP Program-funded staff or if EIP 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 EIP Program grant.

5. Type of performance report

- Final
- Regular

6. 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

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

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

8. 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

- 9. What percentage of your EIP Program grant was directed to each of these areas?**
Estimate the approximate percentage of funds (or resources) used to address each area with your EIP Program grant during the current reporting period. The grantee may choose how to make the determination of how to calculate this. Grantees should consider training, staff time, victims services, etc. when making this determination.

*Throughout this form, the term **sexual assault** means any nonconsensual sexual act proscribed by Federal, tribal, or State law, including when the victim lacks the capacity to consent. The term **domestic violence/dating violence** applies to any pattern of abusive behavior that is used by one person to gain power and control over a current or former intimate partner or dating partner. **Stalking** is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety, or the safety of others, or suffer substantial emotional distress. See separate instructions for additional victimizations and more complete definitions.*

	Percentage of grant funds
Sexual assault	
Domestic violence/dating violence	
Stalking	
Total (must equal 100%)	

Staff Information

1. Were EIP Program 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 EIP 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 VAWA 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	
Information technology staff	
Law enforcement officer	
Outreach worker	
Paralegal	
Program coordinator	
Prosecutor	
Sexual assault nurse examiner/sexual assault forensic examiner (SANE/SAFE)	
Support staff	
Trainer	
Translator/interpreter	
Victim assistant (<i>governmental, includes victim-witness specialist/coordinator</i>)	

Staff Function	FTE(s)
Other (specify):	
Total	

SAMPLE

Training

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

Select yes if EIP Program-funded staff provided training or if EIP Program funds directly supported the training.

Training means providing information on sexual assault, domestic violence, dating violence, stalking, and/or any additional victimizations funded under the OVW grant that provides professionals (or volunteers acting in the role of professionals) with a tool, skill, or resource that better allows them to support victims/survivors.

- Yes
- No

2. Live training events

Report the total number of live training events that were provided by EIP Program-funded staff or directly supported by EIP Program funds during the current reporting period. Include both virtual and in-person live events. Do not include training provided to EIP Program-funded staff.

3. Total number of people trained at live training events

Report the total number of people trained at both virtual and in-person live training events that were supported with EIP Program funds during the current reporting period. EIP Program-funded staff who attended training events should not be counted as people trained.

4. Most frequently trained

Report the top three types of professionals trained at the EIP Program-funded live training events. Select the type of professional from the dropdowns.

Dropdown options:

- Adult protective services
- Advocacy organization staff
- Attorneys/law students (does not include prosecutors)
- Abuser intervention program staff
- Child care staff
- Child protective services
- Corrections personnel (probation, parole, and correctional facilities staff)
- Court personnel (judges, clerks)
- Disability organization staff (non-governmental)
- Educators (teachers, administrators, etc.)
- Elder organization staff (non-governmental)
- Faith-based organization staff
- Government agency staff (vocational rehabilitation, food stamps, TANF)
- Health professionals (doctors, nurses, does not include SANEs or SAFEs)
- Immigrant organization staff (non-governmental)

- Law enforcement officers
- Legal services staff (does not include attorneys)
- Mental health professionals
- Prosecutors
- Sex offender treatment providers
- Sexual assault nurse examiners/sexual assault forensic examiners
- Social service organization staff (non-governmental)
- Substance abuse organization staff
- Supervised visitation and exchange center staff
- Translators/interpreters
- Tribal government/Tribal government agency staff
- Victim advocates (non-governmental)
- Victim assistants (governmental, includes victim-witness specialists/coordinators)
- Volunteers
- Other (specify)

5. Describe the content of the EIP Program-funded live training events.

6. Were EIP Program funds used to develop, create, and/or launch pre-recorded trainings during the current reporting period?

- Yes
- No

7. Number of pre-recorded trainings

Report the number of pre-recorded trainings developed, created, and/or launched with EIP Program funds during current reporting period.

8. Describe the target audience and content of the pre-recorded trainings supported with EIP Program funds during the current reporting period.

9. Discuss the effectiveness of training activities funded or supported with your EIP Program funds and provide any information you would like to share about your training activities beyond what you have provided in the data above. *Examples might include an improved system response to victims/survivors with disabilities following a multidisciplinary training provided to advocates, law enforcement, and prosecution agencies on issues specific to victims/survivors with disabilities.*

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. If EIP 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
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 EIP Program grant and provide any additional information you would like to share about your CCR activities.

SAMPLE

Policies and Legislation

1. Were EIP 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

2. 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 EIP Program funds during the current reporting period.

- Law enforcement
- Prosecution
- Other (specify)

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

4. Describe the development or promotion of State, local, or tribal legislation and policies with EIP 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 EIP Program funds.

Products

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

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

- Yes
- No

- 2. Describe the products developed or substantially revised with EIP 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

Data Collection & Communication Systems

1. Were EIP Program funds used to develop, install, or expand data collection and/or communication systems during the current reporting period?

Select yes if EIP Program funds or EIP Program-funded staff were used to develop, install, or expand data collection and/or communication systems.

- Yes
- No

2. Indicate the use of EIP Program funds for data collection and/or communication systems:

- Develop new data collection/communication systems
- Install data collection/communication systems
- Expand existing data collection/communication systems
- Link existing data collection/communication systems
- Share information with other community partners
- Manage data collection and communication
- Purchase computers and other equipment

3. Describe the purpose of the EIP Program funded data collection and/or communication systems.

Specialized Units

1. Were EIP Program funds used for specialized units in the criminal justice system during the current reporting period?

Select yes if any EIP Program-funded staff were part of a specialized unit or if EIP Program funds were used to directly support a specialized unit.

A specialized unit is a centralized or coordinated group, unit, or dedicated staff of police officers, prosecutors, probation officers, or judges or other court personnel responsible for handling cases involving sexual assault, domestic violence/dating violence, stalking and/or any additional victimizations funded under the OVW grant. A specialized unit may consist of one person, even if that person is partially funded by your OVW Program grant.

- Yes
- No

2. Indicate the victimizations addressed by the EIP-funded specialized unit.

Check all that apply.

	Law Enforcement	Prosecution
Sexual assault		
Domestic violence/dating violence		
Stalking		

System Improvement

1. Were EIP Program funds used for system improvement during the current reporting period?

Select yes if any EIP Program-funded staff engaged in system improvement activities or if EIP Program funds directly supported system improvements (e.g., interpreters, safety audits, security).

- Yes
- No

2. Indicate the type of system improvement efforts you engaged in during the current reporting period with EIP Program funds.

Check all that apply.

	System improvement efforts
Evaluation or performance management	
Fatality review	
Interpreters	
Language access plan	
Languages lines	
Meetings between tribal and non-tribal entities	
Safety audits	
Security personnel or equipment	
Translation of forms and documents	
Other (specify):	

3. Describe the system improvement activities supported with your EIP Program funds during the current reporting period.

Case Investigations

1. Were EIP Program funds used to support case investigations during the current reporting period?

Select yes if EIP Program funds directly supported law enforcement activities during the current reporting period. This includes if your EIP Program funds support prosecution-based investigators.

- Yes
- No

2. Case flow

Report the number of EIP Program-funded activities related to EIP Program grant-funded cases/incidents during the current reporting period. If an activity relates to a case/incident involving more than one type of crime, the activity should be counted only once under the primary victimization. Only report on EIP Program-funded activities.

	Sexual assault	Domestic/dating violence	Stalking
Calls for assistance			
Incident reports			
Cases Investigated			
Enforcement of warrants			
Arrests (all arrests made by LE, including arrests for violations of court orders)			
Dual arrests			
Referrals of cases to prosecutor (including federal prosecution)			

3. How many cases supported with EIP Program funds were reviewed by supervisors for quality control and appropriate charges during the reporting period?

4. Sexual assault kits

Report the number of sexual assault kits that were transferred to the law enforcement agency, submitted to the crime lab, and processed by the crime lab with EIP Program funds during the current reporting period.

	Number of Sexual Assault Kits
Transferred to law enforcement agency	
Submitted by law enforcement agency to crime lab	
Processed by crime lab	

5. Law enforcement assistance with protection orders

Report the total number of temporary and/or final protection orders granted that EIP Program-funded law enforcement 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		

6. Enforcement of protection orders

Report the number of protection orders served by EIP Program-funded law enforcement staff. Report the number of arrests for violation of protect orders conducted by EIP Program-funded law enforcement staff.

	Sexual assault	Domestic/dating violence	Stalking
Protection orders served			
Arrests for violation of protection orders			

7. Indicate if EIP Program funds were used by law enforcement to provide victims/survivors with the following information:

- Available resources
- The legal process
- How to obtain/enforce a no-contact order
- Status of case
- Sentencing/probation conditions

8. Describe how law enforcement used EIP Program funds to support victims/survivors through the criminal justice system.

9. Discuss the effectiveness of EIP Program funded case investigation and law enforcement activities.

Discuss the effectiveness of case investigation and/or law enforcement activities funded or supported by your EIP Program grant and to provide any additional information you would like to share about these activities beyond what you have already provided.

SAMPLE

Prosecution

1. Were EIP Program funds used to support prosecution activities during the current reporting period?

Select yes if EIP Program funds directly supported prosecution activities. If EIP Program funds supported only a victim assistant/victim-witness specialist or victim advocate located in a prosecution office, or a prosecution-based investigator, check no.

- Yes
- No

2. Number of cases received, accepted, declined, transferred or referred

Report on the cases handled by EIP Program grant-funded prosecutors and activities directly supported with EIP Program funds. In most instances, a case will refer to one victim, one offender, and one incident. A case should be characterized by the most serious offense and may include numerous charges or counts.

Of those cases received by grant-funded prosecutor staff, report the number that were accepted, declined, transferred outside jurisdiction, and referred for federal prosecution during the current reporting period.

Your state law does not have to name an offense “domestic violence” for a case addressing that offense to be counted here. Similarly, cases addressing sexual assault and stalking offenses should be counted, even if your state law uses other names for these types of offenses, such as “sexual battery” or “harassment.”

	Sexual assault	Domestic/dating violence	Stalking
Cases received			
Cases accepted			
Cases declined			
Transferred to higher or lower court outside the grant-funded jurisdiction			
Referred for federal prosecution			

3. Tribal grantees referring cases

Report the total number of EIP Program grant-funded cases referred for state or federal prosecution during the current reporting period.

	Number of cases
Referred to federal entity for prosecution	
Referred to state entity for prosecution	
Total	

4. Disposition of cases

Report the dispositions of all cases resolved by EIP Program-funded prosecutors during the current reporting period. A case should be characterized by the most serious charge (may include numerous charges or counts). In most instances, a case will refer to one victim, one offender, and one incident.

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

Type of Case	Dismissed	Deferred Adjudications	Convicted	Acquitted	Total
Misdemeanor sexual assault					
Felony sexual assault					
Sexual assault homicide					
Domestic/dating violence ordinance					
Misdemeanor domestic/dating violence					
Felony domestic/dating violence					
Domestic/dating violence homicide					
Stalking ordinance					
Misdemeanor stalking					

Type of Case	Dismissed	Deferred Adjudications	Convicted	Acquitted	Total
Felony stalking					
Stalking homicide					
Violation of protection order					
Violation of court order					
Other (specify): _____					
Total					

5. Discuss the extent to which dispositions of cases resolved by EIP Program-funded prosecutors also included additional charges or elements of sexual assault, domestic violence, dating violence, and stalking.

For example, cases reported above as domestic violence felony cases may also have included counts of misdemeanor sexual assault, and cases reported as felony sexual assaults may also have included stalking charges.

6. Indicate if EIP Program funds were used by prosecutors to provide victims/survivors with following information:

- Available resources
- The legal process
- How to obtain/enforce a no-contact order
- Status of case
- Sentencing/probation conditions

7. Describe how EIP Program funds were used by prosecutors to support victims/survivors through the criminal justice system.

8. Prosecutor assistance with protection orders

Report the total number of temporary and/or final protection orders granted that EIP Program-funded prosecutors helped with obtaining during the current reporting period. These orders may also be referred to as protection from abuse or protection from harassment orders, restraining orders, no-contact orders, or stay-away orders.

	Temporary	Final
Protection orders granted		

9. Discuss the effectiveness of prosecution activities supported by your EIP Program grant and any additional information you would like to share about those activities.

SAMPLE

Narrative

- 1. Report on the status of your EIP 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 (including offender accountability)?**

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 EIP 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 EIP 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 EIP Program funds to support either staff or activities during the reporting period, please explain how EIP Program funds were used.