SAFE Grant Program Reporting Instructions

The Violence Against Women Act of 2000 requires grantees to report on the effectiveness of activities carried out with grant funds. To meet this Congressional reporting requirement and the requirements of the Government Performance and Results Act, the Office on Violence Against Women (OVW) requires all grantees to report data related to their OVW funded activities. Grantees should answer questions based on the activities engaged in under this grant during the current reporting period.

This document details the Sexual Assault Forensic Exam Hiring and Training (SAFE) Program's Semi-Annual Performance Report questions and instructions. 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 SAFE 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 SAFE Program grant-funded staff or if SAFE Program funds substantially support their activities. If a grantee has not been able to collect or report data as requested on the performance reporting form, please discuss this in the last question within the Narrative section.

If you have any questions about the performance report, call, email or visit the website of the VAWA Measuring Effectiveness Initiative (VAWA MEI).

- **VAWA MEI phone:** 1-800-922-8292
- **VAWA MEI email:** vawamei@maine.edu
- **Website:** vawamei.org

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

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

- **JustGrants OVW Support phone**: 866-655-4482
- **JustGrants OVW support email**: OVW.JustGrantsSupport@usdoj.gov
- **JustGrants Support website**: https://justicegrants.usdoj.gov/user-support

General Information

This section is required. All grantees must complete this section.

1. Date of report

Enter the date this form is completed.

2. Current reporting period (6-month)

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

Current reporting period year (4-digit year)

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

A new reporting form must be filled out for each reporting period.

3. Grantee name

Enter the "Entity Legal Name" and "Doing Business As" name (if different) that can be found at the top of your JustGrants Funded Award Page.

EXAMPLE:

University of Maine System dba Cutler Institute

4. Grant number

Enter the federal grant number assigned to your OVW program grant. This number can be found at the top of your JustGrants Funded Award Page.

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

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

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

5. Type of performance report

Indicate if this is a regular performance report or the final performance report for the grant award being reported on.

6. Point of contact

Provide the name, agency name, mailing address, telephone number, and e-mail address for the contact person responsible for the day-to-day coordination of the grant. This person should understand what the grant funds were used for and should be familiar with the performance reporting information submitted.

7. Is this a faith-based organization?

Indicate whether the grantee is a faith-based organization.

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

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

- Has a focus on any underserved population, i.e., has as its primary mission to address the needs of an underserved population or has developed a special expertise regarding a particular underserved population;
- Is not merely providing services to an underserved population, but is providing culturally competent services designed to meet the specific needs of that population;
- At a minimum, has some expertise or demonstrated capacity to work effectively on domestic violence, dating violence, sexual assault, or stalking or acquires that expertise through collaboration with another entity.

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

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

EXAMPLE 1:

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

EXAMPLE 2:

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

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

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

Staff

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

Select "yes" if SAFE Program funds were used to pay for staff salary/wages. SAFE Program-funded staff may be located at an agency other than the grantee agency. Also consider all stipends and contracted staff.

2. Staff

Report the number of full-time equivalent (FTE) staff funded under this grant during the current reporting period. Report staff by function(s) performed, not by title or location. Include employees who are part-time and/or only partially funded with these grant funds as well as consultants/contractors. FTEs are reported in decimals, not as percentages.

Report grant-funded overtime. If an employee or contractor was employed or utilized for only a portion of the reporting period, prorate appropriately. If staff members fall into two or more categories of job descriptions, divide their time as appropriate. One FTE is equal to 1,040 hours—40 hours per week multiplied by 26 weeks.

What is an FTE?

An FTE (full-time equivalent) is the unit of measurement used to report the hours worked by SAFE Program-funded staff. A 100% SAFE Program-funded staff person who worked full time for the entire 6-month reporting period will be reported as 1.00 FTE.

Prorating FTEs

FTEs must be prorated whenever grant funds paid for a portion of a staff person's time, a contractor, stipend, and when staff are hired partway through the reporting period. Any staff time that represents less than a full-time person working the entire reporting period and paid entirely with SAFE Program funds should be prorated to reflect the portion directly supported with SAFE Program funds.

What is 1.00 FTE at your agency?

If the SAFE Program-funded agency considers 40 hours per week to be full-time, then 1.00 FTE is equal to 1,040 working hours in a 6-month reporting period: 40 hours per week multiplied by 26 weeks. If the grantee agency considers something other than 40 hours to be full-time, determine how many hours per week is considered full-time and multiply that number of hours by 26 weeks. This will be the total number of hours in a 6-month reporting period for 1.00 FTE.

EXAMPLE 1:

If the SAFE Program-funded agency considers 35 hours per week to be full-time, then 1.00 FTE is equal to 910 working hours in a 6-month reporting period: 35 hours per week multiplied by 26 weeks.

EXAMPLE 2:

If the SAFE Program-funded agency considers 37.5 hours per week to be full-time, then 1.00 FTE is equal to 975 working hours in a 6-month reporting period: 37.5 hours per week multiplied by 26 weeks.

Choosing a Staff Category

Report staff by function/activity performed, not by job title or location of the employee. If a staff member spends their SAFE Program-funded time conducting different types of activities, separate their FTE value into those different staff categories. First calculate the total FTE of that staff person based on how many SAFE Program-funded hours they worked each reporting period. Then split up their FTE into the staff categories by estimating the percentage of their time performing each job function.

DEFINITION: Staff Categories

- **Administrator**: Staff time spent in administrative positions including, but not limited to financial manager, executive director, and shelter manager.
- **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.
- **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.
- **Sexual assault nurse examiner/sexual assault forensic examiner (SAFE/SANE):** A registered nurse who provides comprehensive health care to victims of sexual assault. Services provided by a SAFE Program-funded SANE/SAFE will be captured in the Victim Services Section.
- **Support staff:** Staff time spent conducting activities related to administration assistance, bookkeeping, accountant tasks, and/or receptionists' tasks.
- **Trainer:** Staff time spent training or presenting training material to non-grant funded staff and other professional staff (who may be located at other agencies/organizations). These SAFE Program-funded activities will be captured in the Training Section.
- **Translator/interpreter:** Staff who translate or interpret from one language to another for victims who are receiving services. SAFE Program-funded translation and interpretation services provided to victims will be captured in the Victim Services Section. Translation of printed materials such as flyers or training materials will be reported in the Products Section.
- **Victim advocate**: Staff time spent supporting a victim with accessing needed resources or services, providing crisis intervention and safety planning, and providing support during medical exams. These SAFE Program-funded activities will be captured in the Victim Services Section.
- **Other (specify):** Responses in the "Other" category should be very specific. Responses such as graduate assistant, contractor, and consultant are not valid, since they do not specify the function performed by the staff person. Some acceptable "Other" category entries include "data analyst" and "evaluator."

FTE Calculation Examples

EXAMPLE 1:

If you have one full-time receptionist whose salary is 100% funded with SAFE Program funds and a full-time bookkeeper whose salary is 25% funded with SAFE Program funds, report 1.25 FTE under support staff.

EXAMPLE 2:

A staff member, whose salary is 100% funded with SAFE Program funds, spends approximately 20 hours a week coordinating the victim services program, 16 hours providing forensic exams, and 4 hours providing interpretation services. Report as 0.50 under "Program coordinator", 0.40 under "SANE/SAFE", and 0.10 under "Translator/interpreter."

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.

3. Describe how staffing (recruitment and vacancies) impacted your ability to implement your grant-funded activities during the current reporting period.

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

Responses must be limited to 2,000 characters.

Training

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

If SAFE Program funds were used for training during the current reporting period, select "yes."

DEFINITION: Training

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

Do not report trainings provided to SAFE Program-funded staff in these questions. OVW considers this to be professional development.

Do not report any OVW trainings you attended as a participant in this section.

2. Were SAFE Program funds used to support live training events during the current reporting period?

If SAFE Program funds were used to support live training events during the current reporting period, select "yes."

3. Live training events

Report the total number of live training events provided during the current reporting period that were either provided by SAFE Program-funded staff or directly supported by SAFE Program grant funds. Include both virtual and in-person events. Do not report on pre-recorded (i.e., asynchronous) trainings in this question.

DEFINITION: Training Event

A training event is defined by the intended audience. A training event is not defined by how long the training event lasted. If the intended audience is different for each presentation of material, each presentation is considered a separate event. If the intended audience is the same across multiple presentations (such as at a conference), the presentations are considered one single event for one intended audience.

EXAMPLE 1: Multiple-day event for one audience

A training was provided to one intended audience over the course of three days. The sum of the material presented over the three-day course was considered the "curricula" which the intended audience was expected to learn. Report this as one live training event in Training Question 3.

EXAMPLE 2: Multiple-day event for different audiences

A training was provided to three different audiences over the course of a week-long conference. The material presented to each audience was the same material. Report this as three live training events in Training Question 3.

EXAMPLE 3: Using funds to send non-grant-funded staff to a training

A local agency offered a training on sex trafficking. The agency used SAFE Program grant funds to pay for the cost of sending five non-grant-funded staff to that training. Report this as one live training event in Training Question 3 and report five professionals trained in Training Question 4. Remember, do not consider SAFE Program-funded staff for this section. OVW considers training of SAFE Program-funded staff to be professional development.

EXAMPLE 4: Partially-funded trainer

A grantee has a full-time trainer. Half of the trainer's salary is paid for by the SAFE Program grant, and half through other means. All trainings are conducted either in-person or through a live webinar, which means they are live events. Report half of the trainings that the trainer conducted as SAFE Program-funded live training events in Training Question 3 and report the number of professionals who attended those events in Training Question 4.

4. Total number of people trained at live training events

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

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

Discuss the topics addressed in training events reported in Training Question 3. For example, this space could be used to describe the conferences that were reported in Training Question 3 and to discuss the types of presentations at the conferences.

Responses must be limited to 2,000 characters.

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

Select "yes" if SAFE Program funds were used to develop, create, and/or launch pre-recorded trainings during the 6-month reporting period. If a grantee indicates yes, it will prompt follow-up questions to provide more details on these trainings.

7. Number of pre-recorded trainings

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

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

Discuss the content topics addressed by the pre-recorded trainings developed, created, and/or launched with SAFE Program funds during current reporting period. Describe the intended audiences by stating which types of professionals the trainings were created for.

9. Discuss the effectiveness of training activities funded or supported by your SAFE Program grant and provide any information you would like to share about your training activities beyond what you have provided in the data above.

Some examples of topics that could be addressed here include:

- If training was provided to law enforcement officers, what changes in law enforcement practices is the grantee hoping to see? For instance, has there been a reduction in dual arrest rates in the community following a training on identifying the predominant aggressor?
- What are some changes to coordinated community response activities that have been adopted in response to SAFE Program-funded trainings?
- What are some challenges or barriers the grantee agency has experienced when providing training?

Responses must be limited to 2,000 characters.

Coordinated Community Response

All grantees must complete this section.

1. Coordinated community response (CCR) activities

Select all agencies/organizations that you provided SAFE Program-funded referrals to/received from, met with, or engaged in consultation with during the current reporting period. If SAFE Program-funded staff participated in a task force or work group, check all attendees.

2. Discuss the effectiveness of CCR activities funded or supported by your SAFE Program grant and provide any additional information you would like to share about your CCR activities beyond what you have provided in the data above.

Some examples of topics that could be addressed here include:

- What relationships with other agencies/organizations is the SAFE Program-funded agency trying to improve or enhance?
- What changes is the grantee hoping to see within the community because of coordinated community response efforts?
- What systemic issues have been identified as areas for improvement in this community?

Responses must be limited to 2,000 characters.

Products

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

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

DEFINITION: Develop, substantially revise, distribute

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

2. Describe the products developed or substantially revised with SAFE Program funds during the current reporting period.

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

Responses must be limited to 2,000 characters.

3. Were the products mentioned in the narrative above reviewed and approved by OVW?

If the products discussed in the narrative above were approved by OVW during the current reporting period, select "yes."

Victim Services

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

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

Select "yes" if SAFE Program funds were used to support victim services during the current reporting period.

2. Number of primary victims served, partially served, and not served

Report the number of victims who were served, partially served, and not served with SAFE Program 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.

DEFINITION: Served, Partially Served, and Not Served

When determining how to report a victim, consider their choice in accepting or receiving a SAFE Program-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 experienced by the primary victim.
- **Unduplicated count**: Each victim who requested or received SAFE Program-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.

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.

When are victims not counted on the form?

Do not report a victim on this form if they:

- Did not request or accept any SAFE Program-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: Served

A victim of sexual assault calls a local agency looking for help with getting a protection order. The SAFE Program-funded advocate helped the victim with the paperwork and the filing process and then accompanied the victim to the protection order hearing. Report this victim as "served" because the victim received all the SAFE Program-funded services they requested.

EXAMPLE: Partially Served

A local program offers crisis intervention and transportation under a SAFE Program grant. A victim asks for these two services, but the program can only provide crisis intervention because the advocate is busy and unable to provide transportation. This victim would be counted as "partially served," because the program could not provide the grant-funded transportation.

EXAMPLE: 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, which is a grant-funded service. 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 SAFE Program-funded service requested.

3. Number of victims who received SAFE Program-funded services for multiple victimizations

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

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

Check all that apply. If you have reported at least one victim in Question 3, you must check

at least one box in Question 4. This applies regardless of when the additional victimization happened, so long as the victim received grant-funded services for it during the current reporting period.

DEFINITION: Additional victimization types

- **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 survivor 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 SAFE Program funds were used to serve victims 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.

Responses must be limited to 2,000 characters.

6. Select all of the reasons primary victims who requested SAFE Program-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.

DEFINITION: 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 SAFE Program-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 SAFE Program-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 SAFE Program-funded counseling requested.
- **Insufficient or lack of culturally specific services:** Services currently provided under the grant are not culturally specific 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 SAFE Program-funded services.
- **Insufficient or lack of services for people with disabilities:** The SAFE Program-funded services were not accessible to a victim with disabilities. For example, a SAFE Program-funded shelter has a rule against care attendants accompanying victims, and this prevented a victim with disabilities from being able to receive the SAFE Program-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 SAFE Program-funded services because they needed childcare to attend/receive the SAFE Program-funded services but there was no childcare available.
- **Program reached capacity:** Program was operating at full capacity when a victim requested a SAFE Program-funded service. This includes instances where SAFE Program-funded staff caseloads were full and they could not accept additional clients.
- **Program rules not acceptable to victim:** A victim was technically eligible to receive a SAFE Program-funded service, but the victim was not willing to comply with rules of the program.
- **Program unable to provide service due to limited resources:** Limited resources may include situations where the SAFE Program-funded activity was unavailable or entirely spent down. For example, the program had to turn down SAFE Program-funded transportation requests because the budget for that type of service was maxed out for the reporting period.
- **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 SAFE Program-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 SAFE Program-funded services was referred to another agency.
- **Services otherwise not appropriate for victim:** For any reason, the program determined that a SAFE Program-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 SAFE Program-funded services. This includes situations in which public transportation is not available or could not be paid for with SAFE Program 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 SAFE Program-funded services. Victim choice to request and/or accept SAFE Program-funded services is one of the most important factors to consider whether or not to report them. If SAFE Program-funded victim services staff offered services and the victim refused the services or did not respond to accept any SAFE Program-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 SAFe Program grant. Do not consider services that were funded by other sources. Only consider the program's ability to provide the SAFE Program-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 SAFE Program grant, **do not count** this victim at all in the Victim Services Section.
- If a victim requested/accepted a SAFE Program-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 SAFE Program 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 SAFE Program-funded services or that the victim chose not to accept/engage in SAFE Program-funded services.

- If the victim accepted some grant-funded services and then stopped accepting/ engaging in SAFE Program-funded services, count this victim as **served**.
- If the victim indicated interest in accepting a SAFE Program-funded service but

then never received any SAFE Program-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 SAFE Program-funded services.

- If the victim was placed on a waiting list for a SAFE Program-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 6 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 SAFE Program-funded services. Even though the agency might consider the services incomplete, the reporting form is asking about the victim's choice to accept/receive SAFE Program-funded services.

- If the victim received as much of the SAFE Program-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 SAFE Program-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 SAFE Program-funded services.

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

Responses must be limited to 2,000 characters.

8. 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.

9. Sex

Report only on the victims reported as served and partially served. Do not report demographics for secondary victims.

Report victims/survivors in each category that applies.

Due to Presidential Executive Order 14168 and accompanying guidance from the Office on Management and Budget, OVW amended demographic questions as follows. The term

"gender" was changed to "sex," and the available responsive categories were limited to "male" and "female." Grantees should report the data that is relevant to those categories in those categories. Grantees should not report data for victims for whom sex is unknown. The total number of victims reported in this section must be less than or equal to the total number of victims served and partially served. As always, victims do not have to share their demographic information to obtain services. Please direct any questions to OVW.Research@usdoj.gov.

10. Age

Report only on the victims reported as served and partially served. Do not report demographics for secondary victims.

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.

11. Victim services

Based on the victims reported as served and partially served, report the number of primary victims who received SAFE Program-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 SAFE Program-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.

DEFINITION: Victim services

- **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. Report crisis intervention provided by grant-funded victim advocates and any other victim service staff.
- **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. Report culturally specific services provided by grant-funded victim advocates and any other victim service staff.
- **Forensic exam**: A medical examination to collect and document evidence, evaluate and treat STDs and pregnancy, and refer victims to follow-up or medical care or counseling. Does not include accompanying the victim to a hospital, clinic, or medical office.
- **Hospital/clinic/medical response**: Accompanying a victim to, or meeting a victim at, a hospital, clinic, or medical office.

- **Language services**: Provision of interpretation and/or translation. Report language services provided by grant-funded victim advocates and any other victim service staff.
- **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. Report victim advocacy provided by grant-funded victim advocates and any other victim service staff.
- **Other**: Services that are not covered in the above available categories.

12. Discuss the effectiveness of victim services supported by your SAFE Program grant and provide any additional information you would like to share.

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

Responses must be limited to 2,000 characters.

Narrative

Never Include Personally Identifiable Information

When writing about the impact of funding and services, never include any information about victims/clients that would allow them to be identified. For example, never include a person's name, address, birth date, case numbers, or anything else in the performance report anywhere. Doing so would breach the person's rights to confidentiality and privacy.

How is narrative data used?

- **Monitoring:** Each OVW Program Specialist has the responsibility to track grantee's progress and compliance both financially and programmatically. Narrative data supports OVW in monitoring how funds were spent.
- **Understanding Numerical Data:** The narrative data grantees provide can give context and story to the numerical data reported. Narrative fields can be used to explain an increase or a decrease in a certain SAFE Program-funded activity, or a staff vacancy. This can also allow VAWA MEI to identify possible misunderstandings in the numerical data and provide support and technical assistance.
- **Biennial Report to Congress:** OVW is required by statute to report to Congress on the use of VAWA funds. These reports to Congress include both aggregate numbers and highlights from narrative data. Quotes from narrative data help tell the story behind the numbers. These quotes can highlight successes, difficulties, barriers to providing services, and needs for policy and legislation.

1. Report on your SAFE Program grant goals, objectives, and activities as of the end of the current reporting period.

This question is required.

Briefly report on the status of the goals and objectives as they were identified in your grant proposal or as they have been added or revised. Your goals and objectives should be those identified in your grant proposal or as revised. Indicate whether the activities related to your objectives for the current reporting period have been completed, are in progress, are delayed or have been revised. Comment on your successes and challenges and provide any additional explanation you feel is necessary for us to understand what you have or have not accomplished relative to your goals and objectives. Please do not include personally identifying information.

If you have not accomplished objectives that should have been accomplished during the current reporting period, you must provide an explanation.

EXAMPLE: Grant goals and objectives response

- **Status:** Delayed.
- **Objective:** Coordinate the sharing of information concerning domestic violence and sexual assault offenses on the reservation with local law enforcement agencies.
- **Activity:** Hire data specialist to create tracking system for sharing information

- **Comments:** We hired someone who left the position because of a family emergency six weeks after they were hired. We are interviewing new candidates and hope to have someone in the position by the next reporting period.

Responses must be limited to 100 characters for "Status," 1,750 characters for "Objective," 1,750 characters for "Activity," and 500 characters for "Comments."

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

This question is required for the January-June reporting period.

Describe any significant remaining areas of need. Consider geographic regions, jurisdictional issues, service delivery systems, types of victimizations, and challenges and barriers unique to your service area. Please do not include personally identifying information.

Responses must be limited to 8,000 characters.

3. What has the SAFE Program funding allowed you to do that you could not do prior to receiving this funding?

This question is required for the January-June reporting period.

Use this space to describe anything SAFE Program funding has enabled the grantee to do that could not be done before receiving the grant funding. Please do not include personally identifying information.

Responses must be limited to 8,000 characters.

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

This question is required if this is your final report.

Share examples from cases or measurable impacts on response indicators. Please do not include personally identifying information.

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

This question is optional and strongly encouraged.

Use this space to describe any topics such as promising practices the SAFE Program-funded program used or relationship building among community partners. Please do not include personally identifying information.

Responses must be limited to 8,000 characters.

EXAMPLE:

"Our SAFE Program-funded victim advocate served on a task force examining ways the criminal justice system could be more responsive to victims/survivors of sexual assault.

As a result, a Sexual Assault Response Team was implemented on the reservation with protocols for forensic exams with a local hospital."

6. Provide any additional information that may provide explanation about the data submitted.

This question is optional.

If you have any information that could be helpful in understanding the data you have submitted in this report, please answer this question. Please do not include personally identifying information.

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 SAFE Program-funded staff were not able to conduct the expected activities due to things such as illness, FMLA, or other extended leave;
- If the agency receiving funds did not use SAFE Program funds to support staff or activities during the reporting period, please explain how the funds were used; or
- If the grantee was not able to obtain data to answer a required question.