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

Semi-Annual Performance Report the Cybercrimes for Law Enforcement Program

Brief Instructions

This reporting tool details the Semi-Annual Performance Report questions for the Cybercrimes for Law Enforcement Program. 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 Cybercrimes for Law Enforcement 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 Cybercrimes for Law Enforcement Program-funded staff or if Cybercrimes for Law Enforcement 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.

SAMPLE

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 (6-month)**

   - January to June
   - July to December

   Current reporting period (4-digit year)

3. **Grantee name**

4. **Grant number**
   The federal grant number assigned to your Cybercrimes for Law Enforcement Program grant.

   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 Cybercrimes for Law Enforcement 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.

   - 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. **Is this a faith-based organization?**

   - Yes
   - No

SAMPLE

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

- Yes
- No

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

- Yes
- No

Indicate which Tribal populations are served under your grant.

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

- Yes
  - If yes, what languages?
- No

11. What percentage of your Cybercrimes for Law Enforcement Program grant was directed to each of these areas?

Estimate the approximate percentage of funds (or resources) used to address each area with your Cybercrimes for Law Enforcement *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	
Other covered crimes	
Total (must equal 100%)	

SAMPLE

Staff

1. **Were Cybercrimes for Law Enforcement 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 [program] Program funds were used to pay for staff salary/wages. Cybercrimes for Law Enforcement Program-funded staff may be located at an agency other than the grantee agency. Also consider all stipends and contracted staff.

   - Yes
   - No

2. **Staff**
   Report the total number of full-time equivalent (FTE) staff funded by the Cybercrimes for Law Enforcement 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* Cybercrimes for Law Enforcement *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)
Abuser Intervention Program staff	
Administrator	
Attorney *(does not include prosecutor)*	
Counselor/therapist	
Court personnel	
Information technology staff	
Investigator *(prosecution-based)*	
Law enforcement officer	
Legal advocate *(does not include attorney or paralegal)*	
Outreach worker	
Paralegal	

SAMPLE

Staff Function	FTE(s)
Probation officer/offender monitor	
Program coordinator	
Prosecutor	
Sexual assault nurse examiner/sexual assault forensic examiner *(SANE/SAFE)*	
Support staff	
Trainer	
Translator/interpreter	
Victim advocate	
Victim assistant *(governmental, includes victim-witness specialist/coordinator)*	
Other (specify):	
Total	

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

SAMPLE

Training

1. **Were Cybercrimes for Law Enforcement Program funds used to support training activities during the current reporting period?**
   Select yes if Cybercrimes for Law Enforcement Program-funded staff provided training or if Cybercrimes for Law Enforcement 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.

   Do not report trainings provided to Cybercrimes for Law Enforcement grant-funded staff in these questions. OVW considers this to be professional development.

   - Yes
   - No

2. **Were Cybercrimes for Law Enforcement Program funds used to support live training events during the current reporting period?**

   - Yes
   - No

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

4. **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 Cybercrimes for Law Enforcement Program funds during the current reporting period. Cybercrimes for Law Enforcement Program-funded staff who attended training events should not be counted as people trained.

5. **Most frequently trained**
   Report the top three types of professionals trained at the Cybercrimes for Law Enforcement *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

SAMPLE

- 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)

6. **Describe the content of the Cybercrimes for Law Enforcement Program-funded live training events.**

7. **Were Cybercrimes for Law Enforcement Program funds used to develop, create, and/or launch pre-recorded trainings during the current reporting period?**

   - Yes
   - No

8. **Number of pre-recorded trainings**
   Report the number of pre-recorded trainings developed, created, and/or launched with Cybercrimes for Law Enforcement Program funds during current reporting period.

SAMPLE

9. **Describe the target audience and content of the pre-recorded trainings supported with Cybercrimes for Law Enforcement Program funds during the current reporting period.**

10. **Discuss the effectiveness of training activities funded or supported with your Cybercrimes for Law Enforcement 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.

SAMPLE

Community Education/Public Awareness

1. **Were Cybercrimes for Law Enforcement Program funds used for community education/public awareness activities during the current reporting period?**
   Select yes if Cybercrimes for Law Enforcement Program-funded staff engaged in community education or public awareness activities or if Cybercrime Program funds directly supported community education or public awareness activities during the current reporting period.

   Activities may include presentations or public service announcements to non-professional peoples, such as the general public, victim/survivors, or parents, for the purpose of increasing awareness of sexual assault, domestic violence, stalking and/or any additional victimizations funded under the OVW grant.

   - Yes
   - No

2. **Live education events**
   Report the total number of live education events (including exhibits/tabling events) that were supported with Cybercrimes for Law Enforcement Program funds during the current reporting period. Include both virtual and in-person events.

3. **Groups educated with Cybercrimes for Law Enforcement Program funds**
   Identify the groups of people that attended the live education events during the current reporting period. Check all that apply.

   - Community advocacy groups
   - Community groups
   - Community members
   - Educators
   - Elementary school students
   - Middle and high school students
   - Parents or guardians
   - University or college students
   - Victims/survivors
   - Women's groups
   - Other (specify)

4. **Were Cybercrimes for Law Enforcement Program funds used to develop and post/share public service announcements (PSAs) or social media content during the current reporting period?**

   - Yes
   - No

SAMPLE

5. Target audiences for PSAs or social media posts

Identify the target audiences for the Cybercrimes for Law Enforcement Program-funded PSAs or social media posts during the current reporting period. Check all that apply.

- Community advocacy groups
- Community groups
- Community members
- Educators
- Elementary school students
- Middle and high school students
- Parents or guardians
- University or college students
- Victims/survivors
- Women's groups
- Other (specify)

6. Describe the content of the education and public awareness activities funded with your Cybercrimes for Law Enforcement Program funds during the current reporting period.

SAMPLE

Coordinated Community Response

1. **Coordinated community response activities**
   This question is required. Select all agencies/organizations that you provided Cybercrimes for Law Enforcement Program-funded referrals to/received from, met with, or engaged in consultation with during the current reporting period. If Cybercrimes for Law Enforcement Program-funded staff participated in a task force or work group, check all attendees. If applicable, indicate the agencies or organizations with which you have a mandatory collaboration for purposes of your grant (MOU partner).

Agency/organization	Provided referrals to/received referrals from, met with, or engaged in consultation with
Advocacy organization	
Abuser intervention program	
Corrections *(probation, parole, and correctional facility staff)*	
Court	
Dual sexual assault and domestic violence program	
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 *(non-governmental)*	
Tribal government/Tribal governmental agency *(other than elected Tribal council or other leadership)*	

SAMPLE

Agency/organization	Provided referrals to/received referrals from, met with, or engaged in consultation with
Other (specify): _____	

2. **Discuss the effectiveness of CCR activities funded or supported by your Cybercrimes for Law Enforcement Program grant and provide any additional information you would like to share about your CCR activities.**

SAMPLE

Policies

1. **Were Cybercrimes for Law Enforcement Program funds used to develop, substantially revise, or implement policies or protocols 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 Cybercrimes for Law Enforcement Program funds during the current reporting period. Check all that apply.

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

3. **Describe the protocols and/or policies developed, substantially revised, or implemented with Cybercrimes for Law Enforcement Program funds during the current reporting period.**

SAMPLE

Products

1. **Were Cybercrimes for Law Enforcement Program funds used to develop or substantially revise products during the current reporting period?**
   Select yes if Cybercrimes for Law Enforcement Program-funded staff developed or revised products or if Cybercrimes for Law Enforcement Program funds directly supported the development or revision of products.

   - Yes
   - No

2. **Describe the products developed or substantially revised with Cybercrimes for Law Enforcement 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).

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

   - Yes
   - No

SAMPLE

Data Collection & Communication Systems

1. **Were Cybercrimes for Law Enforcement Program funds used to develop, install, or expand data collection and/or communication systems during the current reporting period?**
   Select yes if Cybercrimes for Law Enforcement Program funds or Cybercrimes for Law Enforcement Program-funded staff were used to develop, install, or expand data collection and/or communication systems.

   - Yes
   - No

2. **Indicate the use of Cybercrimes for Law Enforcement Program funds for data collection and/or communication systems:**
   Check all that apply.

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

3. **Describe the purpose of the Cybercrimes for Law Enforcement Program funded data collection and/or communication systems.**

SAMPLE

Specialized Units

1. **Were Cybercrimes for Law Enforcement Program funds used for specialized units in the criminal justice system during the current reporting period?**
   Select yes if any Cybercrimes for Law Enforcement Program-funded staff were part of a specialized unit or if Cybercrimes for Law Enforcement 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 Cybercrimes for Law Enforcement -funded specialized unit.**
   Check all that apply.

	Law Enforcement	Prosecution	Court	Probation or Parole
Sexual assault				
Domestic violence/dating violence				
Stalking				

SAMPLE

Case Investigations

1. **Were Cybercrimes for Law Enforcement Program funds used to support case investigations during the current reporting period?**
   Select yes if Cybercrimes for Law Enforcement *Program funds directly supported law enforcement activities during the current reporting period. This includes if your* Cybercrimes for Law Enforcement *Program funds support prosecution-based investigators.*

   - Yes
   - No

2. **Case flow**
   Report the number of Cybercrimes for Law Enforcement Program-funded activities related to Cybercrimes for Law Enforcement 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 Cybercrimes for Law Enforcement *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 Cybercrimes for Law Enforcement 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 Cybercrimes for Law Enforcement Program funds during the current reporting period.

SAMPLE

	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 Cybercrimes for Law Enforcement 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 Cybercrimes for Law Enforcement Program-funded law enforcement staff. Report the number of arrests for violation of protect orders conducted by Cybercrimes for Law Enforcement *Program-funded law enforcement staff.*

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

7. **Indicate if Cybercrimes for Law Enforcement 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

SAMPLE

8. **Describe how law enforcement used Cybercrimes for Law Enforcement Program funds to support victims/survivors through the criminal justice system.**

9. **Discuss the effectiveness of Cybercrimes for Law Enforcement Program funded case investigation and law enforcement activities.**
   Discuss the effectiveness of case investigation and/or law enforcement activities funded or supported by your Cybercrimes for Law Enforcement 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 Cybercrimes for Law Enforcement Program funds used to support prosecution activities during the current reporting period?**

   Select yes if Cybercrimes for Law Enforcement Program funds directly supported prosecution activities. If Cybercrimes for Law Enforcement Program funds supported only a victim assistant/victim-witness specialist or victim advocate located in a prosecution office, or a prosecution-based investigator, select no. If you just received your award and have not yet begun activities, select no.

   - Yes
   - No

2. **Indictments**
   Report the number of your Cybercrimes for Law Enforcement cases which were indicted in federal and Tribal court for the current reporting period.

	Number of cases
Indicted in federal court	
Indicted in Tribal court	
Total	

3. **Number of cases received, accepted, declined, transferred or referred**
   Report on the cases handled by Cybercrimes for Law Enforcement Program grant-funded prosecutors and activities directly supported with Cybercrimes for Law Enforcement 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 relevant statute, code, or 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 relevant statute, code, or law uses other names for these types of offenses, such as "sexual battery" or "harassment."

	Sexual assault	**Domestic/ dating violence**	**Stalking**	**Sex trafficking**
Cases received				

SAMPLE

Cases accepted				
Cases declined				
Transferred to higher or lower court outside the grant-funded jurisdiction				
Referred for federal prosecution				

4. Tribal grantees referring cases

Report the total number of Cybercrimes for Law Enforcement 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	

5. Disposition of cases

Report the dispositions of all cases resolved by Cybercrimes for Law Enforcement 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 relevant statute, code, or 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 relevant statute, code, or 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					

SAMPLE

Type of Case	Dismissed	Deferred Adjudications	Convicted	Acquitted	Total
Felony domestic/dating violence					
Domestic/dating violence homicide					
Stalking ordinance					
Misdemeanor stalking					
Felony stalking					
Stalking homicide					
Sex trafficking					
Violation of protection order					
Violation of court order					
Other (specify): ____					
Total					

6. **Discuss the extent to which dispositions of cases resolved by Cybercrimes for Law Enforcement 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.

7. **Indicate if Cybercrimes 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

SAMPLE

8. **Describe how Cybercrimes for Law Enforcement Program funds were used by prosecutors to support victims/survivors through the criminal justice system.**

9. **Prosecutor assistance with protection orders**
   Report the total number of temporary and/or final protection orders granted that Cybercrimes for Law Enforcement 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		

10. **Discuss the effectiveness of prosecution activities supported by your Cybercrimes for Law Enforcement Program grant and any additional information you would like to share about those activities.**

SAMPLE

Narrative

1. **Report on your Cybercrimes for Law Enforcement Program grant goals, objectives, and activities 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. A goal or objective's status may be reported as "on hold," "not started, "pending," "ongoing," "complete," or any other descriptor as appropriate. Please do not include Personally Identifying Information (PII).

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)? (Maximum-8,000 characters)**
   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. Please do not include Personally Identifying Information (PII).

3. **What has Cybercrimes for Law Enforcement Program funding allowed you to do that you could not do prior to receiving this funding? (Maximum-8,000 characters)**
   This question is required for the January-June reporting period. Please do not include Personally Identifying Information (PII).

4. **As you finalize your OVW award, please describe any lessons learned regarding the most effective approaches in implementing your project. (Maximum-8,000 characters)**
   This question is required if this is your final report. Please do not include Personally Identifying Information (PII).

5. **Provide additional information regarding the effectiveness of your grant-funded program. (Maximum-8,000 characters)**
   If you have any other data or information that you have not already reported that demonstrates the effectiveness of your Cybercrimes for Law Enforcement Program grant, please provide it below. Please do not include Personally Identifying Information (PII).

6. **Provide additional information to explain the data submitted on this form. (Maximum-8,000 characters)**
   Please do not include Personally Identifying Information (PII). 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 Cybercrimes for Law Enforcement Program funds to support either staff or activities during the reporting period, please explain how Cybercrimes for Law Enforcement Program funds were used.

SAMPLE