Enhancing Investigation and Prosecution Initiative 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 Semi-Annual Performance Report questions and instructions for the Enhancing Investigation and Prosecution Program (EIP) grant programs. 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 EIP 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 EIP Program grant-funded staff or if EIP 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. Does this grant specifically address and focus on Tribal populations?

Select "yes" if the EIP 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 VAWA 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 VAWA Program-funded activities offered.

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

Select "yes" if the agency used EIP 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 EIP Program funds to provide services or products in languages other than English.

9. What percentage of your EIP Program grant was directed to each of these areas?

Report the area(s) addressed by the EIP Program grant during the current reporting period and estimate the approximate percentage of funds (or resources) committed to each area. This question is required even if the grantee was not able to spend grant funds during the reporting period. The grantee may choose how to calculate this. Grantees should consider training, staff time, victims services, etc. when determining how to calculate the percentage of funds directed to each area.

EXAMPLE:

A victim services agency receives VAWA Program funding to offer legal advocacy services for victims/survivors of sexual assault and domestic violence. During the current reporting period approximately 25% of the VAWA Program-funded clients are sexual assault victims/survivors and the rest are victims/survivors of domestic violence. If all services received are approximately the same to all clients, one could estimate that approximately 25% of the project's funds are directed to sexual assault and 75% to

domestic violence. If the services received by domestic violence victims/survivors are more comprehensive than those received by sexual assault victims/survivors, the percentage of funds directed to domestic violence would be greater.

DEFINITION: Victimization categories

- **Sexual assault:** Any nonconsensual sexual act proscribed by Federal, Tribal, or State law, including when the victim lacks capacity to consent.
- **Domestic violence:** Includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction and includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim, is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner, shares a child in common with the victim or who commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.
- **Dating violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined by the length of the relationship, the type of relationship, and the frequency of interaction between the people involved in the relationship.
- **Stalking:** A course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

Staff

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?

Select "yes" if EIP Program funds were used to pay for staff salary/wages. EIP 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 EIP Program-funded staff. A 100% EIP 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 EIP Program funds should be prorated to reflect the portion directly supported with EIP Program funds.

What is 1.00 FTE at your agency?

If the EIP 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 VAWA 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 VAWA 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 EIP 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 EIP 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.
- **Investigator (prosecution-based):** Staff employed by a prosecution office who investigate criminal cases by gathering facts, collecting evidence, and referring cases for prosecution. Activities conducted by an Electronic Service of Protection Orders Pilot Program-funded investigator will be captured in the Case Investigations Section.
- **Law enforcement officer:** A sworn officer or agent of the United States authorized by law or by a government or Tribal government agency to engage in or supervise the prevention, detection, investigation, or prosecution of any violation of law. Most general law enforcement officers are uniformed personnel who carry out patrols, answer calls for service or help, investigate incidents, refer cases for prosecution, enforce or serve orders of protection/no-contact orders, or conduct community policing. Law enforcement-based detectives might be staff who are not mandated to wear uniforms but do investigate criminal cases by gathering facts, collecting evidence, and referring cases for prosecution. These EIP Program-funded activities will be captured in the Case Investigations Section.
- **Outreach worker:** Staff time spent conducting unsolicited outreach to victim/survivors to inform them about services available to them.
- **Paralegal:** Staff assigned tasks by attorneys/lawyers, such as to review and organize client files, conduct factual and legal research, prepare documents for legal transactions, draft pleadings and discovery notices, interview clients and witnesses, and assist at closings and trials. Generally, paralegals may not advise clients or represent clients in court, take depositions, or sign pleadings. Activities conducted by a EIP Program-funded paralegal will be captured in the Victim Services and Legal Services Sections.

- **Program coordinator:** Staff time spent coordinating specific aspects of the program. This category includes staff functioning as a training coordinator, a prevention/education coordinator, a victim services coordinator, and/or as a legal services coordinator.
- **Prosecutor:** Professional prosecutors conduct activities such as reviewing the charges against any person arrested by the police, deciding whether to charge an individual with an offense and determining what that offense should be, making sentencing recommendations, and prosecuting cases. These EIP Program-funded activities will be captured in the Prosecution Section.
- **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 EIP 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/educator:** 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 EIP Program-funded activities will be captured in the Training Section. Also report educator staff time in the trainer category. Staff time spent educating the non-professionals such as students, parents, victims, and the public by presenting educational material and information. EIP Program-funded education activities will be captured in the Community Education Section.
- **Translator/interpreter:** Staff who translate or interpret from one language to another for victims who are receiving services. EIP 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 assistant (governmental, includes victim-witness specialist/coordinator):** Typically, this is a governmental employee of a law enforcement agency, prosecution office, or court. This type of staff provides victim assessment and coordination/support of case prosecution activities, assists with victim-witness statements, coordinates victim court appearances, and provides victims with court dates. The services provided are generally limited to the period and scope of court proceedings. These EIP 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 VAWA Program funds and a full-time bookkeeper whose salary is 25% funded with VAWA Program funds, report 1.25 FTE under support staff.

EXAMPLE 2:

A staff member, whose salary is 100% funded with VAWA Program funds, spends approximately 20 hours a week coordinating the victim services program, 16 hours providing victim advocacy, and 4 hours collecting and analyzing evaluation data. Report as 0.50 under "program coordinator", 0.40 under "victim advocate", and 0.10 under other as "evaluator."

EXAMPLE 3:

During the six-month reporting period, an employee was hired to work full-time and worked only during the last three months of the reporting period. In this case, you would need to pro-rate the FTEs to reflect three months of the six-month reporting period. The correct FTE for that staff person would be 0.50 FTEs, or 3 months/6months.

EXAMPLE 4:

If you contracted with an information technology specialist for full-time services for two months during the reporting period, report that person as "Information technology staff", 0.33 FTEs, or 2 months/6 months.

EXAMPLE 5:

A staff member works 20 hours a week. The staff member spends 10 hours a week coordinating the victim services program, and 10 hours providing victim advocacy. Report this as 0.25 under "program coordinator", and 0.25 under "victim advocate."

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

If EIP 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 EIP 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 EIP Program funds used to support live training events during the current reporting period?

If EIP 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 EIP Program-funded staff or directly supported by EIP 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 2.

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 2.

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 VAWA 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 2 and report five professionals trained in Training Question 3. Remember, do not consider VAWA Program-funded staff for this section. OVW considers training of VAWA 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 VAWA 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 VAWA Program-funded live training events in Training Question 2 and report the number of professionals who attended those events in Training Question 3.

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 EIP Program funds during the current reporting period. EIP 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 EIP Program-funded live training events. Select the type of professional from the dropdowns. Use the category that is most descriptive of the people who attended the training events. These should be people trained by EIP Program-funded staff or people attending training events that were directly supported with EIP Program funds during the current reporting period. EIP Program-funded staff attending training should not be considered when answering this question.

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

Discuss the topics addressed in training events reported in Training Question 2. For example, this space could be used to describe the conferences that were reported in Training Question 2 and to discuss the types of presentations at the conferences.

Responses must be limited to 2,000 characters.

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

Select "yes" if EIP 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.

8. 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.

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

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

10. Discuss the effectiveness of training activities funded or supported by your EIP 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 VAWA 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

In the first column, select all agencies/organizations that you provided EIP Program-funded referrals to/received 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. In the second column, indicate the agencies or organizations with which you have a mandatory collaboration for purposes of your grant (MOU partner).

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 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 EIP 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.

Policies

1. Were EIP Program funds used to develop, substantially revise, or implement policies or protocols or to develop or promote State, local, or Tribal policies during the current reporting period?

If EIP Program funds were used to developed, substantially revise, and/or implement policies or protocols, or to develop or promoted State, local, or Tribal policies during the current reporting period, select "yes." This includes if EIP Program-funded staff worked directly on these activities.

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

Check all the organizations/agencies in which policies or protocols were developed, substantially revised, or implemented using EIP Program funds during the current reporting period.

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

Some examples of topics that could be addressed here include:

- What successes and challenges/barriers have the grantee experienced when developing, revising, or implementing policies/protocols?
- What systemic issues are being addressed with the newly developed, revised, or implemented policies/protocols?

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. 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 EIP 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."

Data Collection and 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.

2. **Indicate the use of EIP Program funds for data collection and/or communications systems.**
   Specify how EIP Program funds were used to support data collection and/or communication systems during the current reporting period. Check all categories that apply.

3. **Describe the purpose of the EIP Program-funded data collection and/or communication systems.**
   For example, this space could be used to describe how the data collection and/or communication system improvements will support the agency or will impact agency staff.

   Responses must be limited to 2,000 characters.

Specialized Units

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

If your EIP Program-funded staff were part of a specialized unit or if EIP Program funds were used to directly support a specialized unit, select "yes." If not, select "no."

DEFINITION: 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.

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

Indicate all victimizations addressed by that the Specialized Unit during the current reporting period.

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).

2. **Indicate the type of system improvement efforts you engaged in during the current reporting period with EIP Program funds.**
   Check all categories that apply.

3. **Describe the system improvement activities supported with your EIP Program funds during the current reporting period.**
   For example, this space could be used to describe how the system improvements will improve the agency and/or impact staff.

   Responses must be limited to 2,000 characters.

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 case investigations or law enforcement activities during the current reporting period. This includes if EIP Program funds support prosecution-based investigators.

For victim advocates who are employed by or located at a law enforcement agency, report their activities in the Victim Services Section.

2. Case flow

Report the total number of the following activities that were supported with EIP Program funds relating to sexual assault, domestic violence, dating violence, and/or stalking cases/incidents during the current reporting period. "Supported with EIP Program funds" typically means that grant funds were used to pay for salary/wages/overtime of law enforcement officers or prosecution-based investigators who conducted activities related to case investigations. Remember to report EIP Program-funded staff time in the Staff Section. Do not report on activities that are not performed by EIP Program-funded staff.

For the purposes of this reporting form, each incident is one case and may involve one or more offenses, offenders, and/or victims.

DEFINITION: Case Flow Activities

- **Calls for assistance**: 911 and other calls made to law enforcement reporting on or requesting assistance in sexual assault, domestic violence, dating violence, or stalking incidents.
- **Incident reports**: Responses to a sexual assault, domestic violence, dating violence, or stalking-related call that is reported on an incident report.
- **Cases Investigated**: Cases in which evidence was collected and witnesses were interviewed relating to a sexual assault, domestic violence, dating violence, or stalking incident.
- **Enforcement of warrants**: Instances in which warrants relating to sexual assault, domestic violence, dating violence, or stalking offenses were enforced.
- **Arrests**: Arrests made by VAWA Program-funded law enforcement, except dual arrests. This includes arrests for violations of court orders.
- **Dual arrests**: Responses by VAWA Program-funded law enforcement in which both parties involved in the sexual assault, domestic violence, dating violence, or stalking incident were arrested. Dual arrests are discouraged by OVW and it is a goal of this office to reduce the number of dual arrests.
- **Referrals of cases to prosecutor**: Number of cases/incidents that were referred to the prosecutor's office, including those referred for federal prosecution. These cases may involve multiple offenses.

EXAMPLE 1:

A VAWA Program-funded officer responds to a 911 call that involves a single victim who has been sexually assaulted and beaten by her current husband. The officer writes a report and collects evidence. This would be considered one case/incident even though it involves more than one type of crime. The VAWA Program-funded program will need to choose which category to report this under – sexual assault or domestic violence.

EXAMPLE 2:

Use the same example above but add that the brother of the husband also participated in the assault of the victim. This would also be considered one case/incident even though there were multiple perpetrators. The VAWA Program-funded program will need to choose which category to report this under, sexual assault or domestic violence.

EXAMPLE 3:

Use the same example except that the brother was not present during the first incident but arrived later in the day and assaulted the victim. These would now be considered two separate cases/incidents because they did not occur at the same time.

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

A review of a case is a formal examination of a case file by someone in authority (e.g., supervisor) to determine whether practices can be improved or corrected. Report the total number of EIP Program-funded cases that were reviewed for quality control and to determine if appropriate charges were pursued.

4. Sexual assault kits

Sexual assault kits are used by medical examiners to collect evidence during a sexual assault forensic exam; they include a checklist, materials, and instructions, along with envelopes and containers to package any specimens collected during the exam. The process for handling these kits varies greatly across jurisdictions.

Report the total number of sexual assault kits that were transferred to the local law enforcement agency by examiners and the number that were submitted by the law enforcement agency to the crime lab. Lastly, provide the number of kits that were fully processed by the crime lab for analysis during the current reporting period.

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.

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 protection orders conducted by EIP Program-funded law enforcement staff.

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

Report the types of information routinely provided to victims using EIP Program funds by checking all that apply.

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

EXAMPLE:

If the VAWA Program-funded law enforcement officer explains the legal process to every victim they support, the grantee would check off "The legal process."

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

Some examples of topics that could be addressed here include:

- Promising practices EIP Program-funded staff are implementing to respond to victims; or
- The impact EIP Program-funded law enforcement activities such as overtime hours have on victims.

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

This space could be used to share examples, data, or any other information about EIP Program-funded law enforcement or prosecution-based investigator activities that has not already been provided. For example, this space could be used to discuss if any changes happened in the number of cases accepted for prosecution as a result of a EIP Program-funded specialized investigator focusing on domestic violence.

Responses must be limited to 2,000 characters.

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. Typically, this is by paying (partially or fully) for a prosecutor's salary/wages.

If you just received your award and have not yet begun activities, select no.

If EIP Program funds supported a victim assistant, victim-witness specialist, or a victim advocate located in a prosecution office, report their EIP Program-funded activities in the Victim Services Section. If EIP Program funds supported a prosecution-based investigator, report their EIP Program-funded activities in the Case Investigations Section.

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

Report the number of cases received, accepted for prosecution, declined for prosecution, transferred or referred during the current reporting period. Report data that reflect the cases handled by EIP Program-funded prosecutors and/or activities directly supported with EIP Program funds. Do not report agency-wide data.

Defining a "Case":

In most instances, a case will refer to one victim, one offender, and one incident. Characterize a case by the most serious offense even if the case includes numerous charges or counts.

Categorizing a case:

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 as ''domestic violence'' for a case addressing that offense to be counted here. Similarly, report cases addressing sexual assault, dating violence, and stalking offenses as such, even if your relevant statute, code, or law uses other names for these types of offenses, such as ''sexual battery'' or "harassment."

DEFINITION: Cases Received, Accepted, Declined, Transferred, and Referred

- **Cases received:** Report the number of new sexual assault, domestic violence, dating violence, and stalking cases referred from law enforcement during the current reporting period. Each case would reflect an incident and may involve one or more offenses.
- **Cases accepted:** Report the number of sexual assault, domestic violence, dating violence, and stalking cases in which the case went forward for prosecution. For most cases this will mean that formal charges were filed, but it may mean proceeding with cases that were filed by law enforcement.
- **Cases declined:** Report the number of sexual assault, domestic violence, dating violence, and stalking cases in which a decision was made not to go forward with prosecution by EIP Program-funded prosecutors.

- **Transferred to higher or lower court outside the EIP Program-funded jurisdiction:** Report the number of sexual assault, domestic violence, dating violence, and stalking cases that were transferred to a higher or lower court during the current reporting period.
- **Referred for federal prosecution:** Report the number of cases/incidents involving firearms charges, interstate protection orders, etc., which were referred to a federal prosecutor or federal law enforcement agency.

3. Tribal grantees referring cases

If the agency receiving the EIP Program grant is a Tribal agency or government, report the number of sexual assault, domestic violence, dating violence, and/or stalking cases that were referred to state or federal prosecutors for prosecution during the current reporting period.

4. Disposition of cases

Report the dispositions of all cases supported with EIP Program grant-funds that reached a disposition during the 6-month reporting period. Report their dispositions by categorizing and reporting them as dismissals, deferred adjudications, convictions, and acquittals.

Defining a "Case":

In most instances, a case will refer to one victim, one offender, and one incident. Do not report on every individual charge associated with a case. Characterize a case by the most serious offense even if the case includes numerous charges or counts. For example, a defendant was charged with a Class A felony, a Class B felony, and two misdemeanor domestic violence offenses. As a result of a plea bargain, the defendant pleaded guilty to the Class A felony charge and the other charges were dismissed. This would be reported as "convicted" under "Felony Domestic/dating violence."

Determining case type:

A misdemeanor or felony domestic violence case 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 as ''domestic violence'' for a case addressing that offense to be counted here. Similarly, report cases addressing sexual assault and stalking offenses, even if your relevant statute, code, or law uses other names for these types of offenses, such as ''sexual battery'' or ''harassment.''

DEFINITION: Dispositions

- **Dismissed**: Report cases that were dismissed.
- **Deferred adjudication**: Report cases in which there was a deferred adjudication. Deferred adjudication is a process in which adjudication of the case is deferred pending successful completion of certain terms. If a defendant successfully completes those terms, the case is then dismissed.
- **Convicted**: Report cases in which there was a conviction.
- **Acquitted**: Report cases in which the offender was acquitted.

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.

The purpose of this question is to gather information on how often multiple crimes were present in the cases reported. For example, this space could be used to describe the percentage of domestic violence cases that also included counts of sexual assault.

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

Report the types of information routinely provided to victims using EIP Program funds by checking all that apply.

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

EXAMPLE:

If the VAWA Program-funded prosecutor explains the legal process to every victim they support, as well as provides regular case status updates to them, the grantee would check off "The legal process" and "Status of case."

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

Some examples of topics that could be addressed here include:

- The number of victim referrals made to governmental and/or non-governmental services; or
- Feedback the agency collected from victims post-service.

Responses must be limited to 2,000 characters.

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. Include all orders having the force of law that are designed to protect the victim from contact with the offender during the pendency of the order. They may be criminal or civil. Temporary orders are generally issued ex parte, meaning without a court hearing, for a short period of time (e.g., 30 days), and final orders are issued after a court hearing for a longer period of time (e.g., two years).

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.

This section may be used to provide examples, data, or any other information about EIP Program-funded prosecution activities that have not already been provided. Some examples of topics that could be addressed here include:

- Expedited prosecution of felony domestic violence and sexual assault cases because of funding a specialized prosecutor to handle those cases;
- Reasons for high numbers of cases declined or dismissed; or
- The impact of a "no drop" policy on conviction rates.

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 EIP 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 EIP 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 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.

Use this space to describe anything EIP 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. Describe the direct impact of trauma-informed training, policies, procedures, or other changes on improving the law enforcement and/or prosecution response to VAWA crimes.

This question is optional and strongly encouraged.

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

5. 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.

6. 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 EIP 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 VAWA 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."

7. 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 VAWA 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 VAWA 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.