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

Semi-Annual Performance Report for Grants to Engage Men and Youth in Preventing Domestic Violence, Dating Violence, Sexual Assault, and Stalking Program

Brief Instructions

This reporting tool details the Semi-Annual Performance Report questions for the Grants to Engage Men and Youth in Preventing Domestic Violence, Dating Violence, Sexual Assault, and Stalking Program (EM 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 EM 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 EM-funded staff or if EM 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.

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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 EM 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 EM 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

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

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

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

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Staff

1. **Were EM 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 EM Program funds were used to pay for staff salary/wages. EM 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 EM 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 EM Program grant for the entire reporting period.*
   - *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)
Total	

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

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Training

1. **Were EM Program funds used to support training activities during the current reporting period?**
   Select yes if EM Program-funded staff provided training or if EM 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 EM grant-funded staff in these questions. OVW considers this to be professional development.

   - Yes
   - No

2. **Were EM 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 EM Program-funded staff or directly supported by EM Program funds during the current reporting period. Include both virtual and in-person live events. Do not include training provided to EM 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 EM Program funds during the current reporting period. EM 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 EM Program-funded live training events. Select the type of professional from the dropdowns.

   Dropdown options:
   - Adult protective services
   - Advocacy organization staff
   - Attorneys/law students (does not include prosecutors)
   - Abuser intervention program staff
   - Child care staff
   - Child protective services
   - Corrections personnel (probation, parole, and correctional facilities staff)

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- 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 EM Program-funded live training events.**

7. **Were EM 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 EM Program funds during current reporting period.

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

10. **Discuss the effectiveness of training activities funded or supported by your EM Program grant 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.

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Community Education/Public Awareness

1. **Were EM Program funds used for community education/public awareness activities during the current reporting period?**
   Select yes if EM-funded staff engaged in community education or public awareness activities or if EM 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 EM Program funds during the current reporting period. Include both virtual and in-person events.

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

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

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

   - Yes
   - No

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5. **Target audiences for PSAs or social media posts**
   Identify the target audiences for the EM-funded PSAs or social media posts during the current reporting period. Check all that apply.

   - o Childcare providers
   - o Community advocacy groups
   - o Community businesses
   - o Community groups
   - o Community members
   - o Educators
   - o Elementary school students
   - o Faith-based groups
   - o Men's groups
   - o Middle and high school students
   - o Parents or guardians
   - o University or college students
   - o Victims/survivors
   - o Women's groups
   - o Other (specify)

6. **Describe the content of the education and public awareness activities funded with your EM Program funds during the current reporting period.**

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Coordinated Community Response

1. **Coordinated community response activities**
   This question is required. Select all agencies/organizations that you provided EM Program-funded referrals to/received from, met with, or engaged in consultation with during the current reporting period. If EM 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	MOU Partner
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)*		
Other (specify): _____		

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

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Policies

1. **Were EM 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 EM 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 EM funds during the current reporting period.**

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Products

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

   - Yes
   - No

2. **Describe the products developed or substantially revised with EM 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

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Narrative

1. **Report on your EM 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 EM 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 EM 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 EM Program funds to support either staff or activities during the reporting period, please explain how program funds were used.

SAMPLE