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

Semi-Annual Performance Report for Sexual Assault Services Culturally Specific Program

Brief Instructions

This reporting tool details the Semi-Annual Performance Report questions for the Sexual Assault Services Culturally Specific Program (SASP-CS). 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 SASP-CS 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 SASP-CS Program-funded staff or if SASP-CS 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 SASP-CS 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 SASP-CS 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

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Staff

1. **Were SASP-CS Program grant funds used to fund staff time (at your agency, at a partner agency, contractors, or stipends) during the current reporting period?**
   Select "yes" if SASP-CS Program funds were used to pay for staff salary/wages. SASP-CS 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 SASP-CS 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 SASP-CS Program grant for the entire reporting period.*
   - *Report staff by the function(s) they performed, not by title.*
   - *Round and report FTEs to the second decimal place. For example, if you calculate an FTE to be 0.66667, then rounding to the second decimal would mean this FTE would be reported as 0.67 FTE.*

Staff Function	FTE(s)
Administrator	
Attorney (*does not include prosecutor*)	
Counselor/therapist	
Information technology staff	
Legal advocate *(does not include attorney or paralegal)*	
Outreach worker	
Paralegal	
Program coordinator	
Support staff	
Translator/interpreter	
Victim advocate	
Other *(specify)*:	

SAMPLE

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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Coordinated Community Response

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

SAMPLE

Tribal government/Tribal governmental agency *(other than elected Tribal council or other leadership)*		
Other (specify): _____		

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

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Policies

1. **Were SASP-CS 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 SASP-CS 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 SASP-CS Program funds during the current reporting period.**

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Products

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

   - Yes
   - No

2. **Describe the products developed or substantially revised with SASP-CS 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 products mentioned in the narrative above reviewed and approved by OVW?**

   - Yes
   - No

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Victim Services

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

   Select yes if SASP-CS Program funds were used to support victim services during the current reporting period. Report all victims served and victim services provided with SASP-CS Program funds, whether by a victim services agency or victim services within law enforcement, prosecution, or the court system in this section. If the grantee is funding a victim assistant or victim-witness coordinator within law enforcement, prosecution, or the court system, they should complete the victim services section to capture that staff's grant-funded work.

   - Yes
   - No

2. **Number of victims/survivors who were fully served, partially served, and not served**
   Report the following, to the best of your ability, as an unduplicated count for each category during the current reporting period. This means that each victim/survivor who requested or accepted SASP-CS Program-funded services during the current reporting period should be counted only once in that reporting period. Do not report secondary victims here.

   Served: A victim/survivor should be reported as served if they requested and/or accepted grant-funded services and the program was able to provide all of those services.

   Partially Served: A victim/survivor should be reported as partially served if they accepted and/or requested grant-funded services and the program was able to provide some, but not all, of those services.

   Not Served: A victim/survivor should be reported as not served if the program could not provide any of the grant-funded services that the victim accepted and/or requested.

	Number of primary victims/survivors
Served	
Partially served	
Total Served & Partially Served	
Not served	

3. **Number of victims/survivors who received SASP-CS Program-funded services for multiple victimizations**
   Report an unduplicated count of victims/survivors reported in the previous question who received SASP-CS Program-funded support for more than one victimization.

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4. **Select all the additional victimization types, including specific forms of abuse, for which these victims/survivors received SASP-CS Program-funded services:**
   Check all that apply. If you have reported at least one victim in Question 3, you must check at least one box in Question 4. This applies regardless of when the additional victimization happened, so long as the victim received grant-funded services for it during the current reporting period.

   - o Domestic/dating violence
   - o Stalking
   - o Female genital mutilation/cutting
   - o Adult survivor of child sexual abuse
   - o Sex trafficking
   - o Labor trafficking
   - o Economic abuse
   - o Technological abuse
   - o Forced marriage

5. **Describe how SASP-CS Program funds were used to serve victims/survivors who received grant-funded services for multiple victimizations.**

6. **Number of secondary victims served**
   Secondary victims must have received SASP-CS Program-funded services in order to be reported in this question. They may be children, siblings, spouses or intimate partners, parents, grandparents, and other affected relatives.

7. **Select all of the reasons primary victims/survivors who requested SASP-CS Program-funded services were partially or not served:**

   - o Conflict of interest
   - o Did not meet statutory requirements
   - o Hours of operation
   - o Insufficient or lack of culturally specific services
   - o Insufficient or lack of agency capacity to provide language access (including sign language or assistive communication devices)
   - o Insufficient or lack of services for people with disabilities
   - o Insufficient or lack of services for people who are D/deaf or hard of hearing
   - o Lack of childcare
   - o Program reached capacity
   - o Program rules not acceptable to victim/survivor
   - o Program unable to provide service due to limited resources
   - o Services inappropriate or inadequate for victims/survivors with mental health issues
   - o Services inappropriate or inadequate for victims/survivors with substance abuse issues
   - o Services otherwise not appropriate for victim/survivor
   - o Transportation
   - o Other (specify)

SAMPLE

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

9. **Race/ethnicity**

Report the demographic information for the victims/survivors reported as served and partially served with SASP-CS Program funds. Do not report demographics for secondary victims.

Report victims/survivors in each category they identify as. At least one race/ethnicity must be reported for each victim/survivor reported as fully served and partially served. Those victims for whom the race/ethnicity is not known should be reported in the "unknown" category.

Race/ethnicity	Number of victims/survivors
American Indian or Alaska Native	
Asian	
Black or African American	
Hispanic, Latino, or Spanish origin	
Middle Eastern or North African	
Native Hawaiian or other Pacific Islander	
White	
People of a race or origin not listed *(specify):*	
Unknown	
Total	

10. **Sex**

Report victims/survivors in each category that applies.

Due to Presidential Executive Order 14168 and accompanying guidance from the Office on Management and Budget, OVW amended demographic questions as follows. The term "gender" was changed to "sex," and the available responsive categories were limited to "male" and "female." Grantees should report the data that is relevant to those categories in those categories. Grantees should not report data for victims for whom sex is unknown. The total number of victims reported in this section must be less than or equal to the total number of victims served and partially served. As always, victims do not have to share their demographic information to obtain services. Please direct any questions to OVW.Research@usdoj.gov.

Sex	Number of victims/survivors
Female	
Male	
Total	

11. **Age**

Report the age of each victim/survivor reported as fully and partially served. Exactly one age must be reported for each victim/survivor reported as fully and partially served. Those victims for whom the age is not known should be reported in the "unknown" category.

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Age	Number of victims/survivors
0-6	
7-10	
11-17	
18-24	
25-59	
60+	
Unknown	
Total	

12. Victim services

Report the SASP-CS Program-funded services provided to the victims/survivors reported fully and partially served. Do not report legal assistance provided by grant-funded attorneys or paralegals in this question, as that information will be asked for in future questions. Refer to the separate instructions for service definitions.

The first column "Number of victims/survivors served" is an unduplicated count of the number of victims/survivors who received each type of grant-funded service. No individual service category should have a number of victims served greater than the total number of victims served and partially served.

The second column "Number of times service was provided" is a total of the number of times each victim in the first column received that services type during the 6-month reporting period.

Type of Service	Number of victims/survivors served	Number of times service was provided
Civil legal advocacy/court accompaniment *(non-attorney legal advocacy)*		
Counseling/support group		
Criminal justice advocacy/court accompaniment *(non-attorney legal advocacy)*		
Crisis intervention		
Culturally specific services		
Employment counseling		
Information provided on economic matters		
Hospital/clinic/other medical response		
Job training		
Language services		

SAMPLE

Type of Service	Number of victims/survivors served	Number of times service was provided
Economic or material assistance		
Transportation		
Victim/survivor advocacy		
Other (specify): _____		

13. Hotline support, information, and referral requests

Report the total number of contacts on all phone lines, text lines, or web-based communication paid for with SASP-CS Program funds or answered by SASP-CS Program-funded staff, during the current reporting period. If grant funds support a portion or percentage of the budget, prorate the total contacts to reflect only the percentage of the budget supported by the SASP-CS Program grant. Victims/survivors who contact the phone or text lines should not be reported as victims/survivors served or partially served unless they also received at least one of the services reported in Victim Services questions.

	Total number of contacts
Support, information and referral (phone, text, or web-based)	

14. Victim witness notification/unsolicited outreach activities to victims

Report the number of grant-funded victim witness notification activities and unsolicited outreach activities. Victims/survivors who are the recipients of these notification/outreach activities should not be reported as victims/survivors served or partially served unless they also received at least one of the services reported in Victim Services questions.

15. Victim services staff assistance with protection orders

Report the total number of temporary and/or final protection orders granted that SASP-CS Program-funded victim services staff 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		

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16. Discuss the effectiveness of victim services supported by your SASP-CS Program grant and to provide any additional information you would like to share.

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Narrative

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

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