TSASP 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 Tribal Sexual Assault Services Program (TSASP). 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 TSASP 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 TSASP Program grant-funded staff or if TSASP 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

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, city, state, zip code, 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?

Indicate which Tribal populations are served under your grant. You should list only tribes that your grant focuses on or intends to focus on.

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 TSASP 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 TSASP funds to provide services or products in languages other than English.

Staff

1. Were TSASP 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 TSASP funds were used to pay for staff salary/wages. TSASP-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. Report all FTEs in decimals, not percentages. 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 TSASP-funded staff. A 100% TSASP-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 TSASP funds should be prorated to reflect the portion directly supported with TSASP funds. See the VAWA MEI website for the FTE Calculator, which walks through how to calculate FTEs that need to be prorated in any of these situations.

What is 1.00 FTE at your agency?

If the TSASP-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 TSASP-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 TSASP-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 TSASP-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 TSASP-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.
- **Attorney (does not include prosecutor):** An attorney or lawyer who is legally acting on behalf of a victim/survivor. Activities conducted by a TSASP-funded attorney will be captured in the Victim Services and Legal Services Sections.
- **Counselor/therapist:** Professional counselors or peer counselors who provide emotional support, guidance, problem solving, etc. to victim/survivors. TSASP-funded counseling activities will be captured in the Victim Services Section.
- **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.
- **Legal advocate (does not include attorney or paralegal):** A staff person who assists victims with civil or criminal legal issues including preparing paperwork for protection orders; accompanying a victim to a protection order hearing, administrative hearing, or other civil proceeding; and all other advocacy activities within the civil justice system. This category does not include the work of attorneys, paralegals, or governmental victim advocates (i.e., victim assistant/victim-witness coordinator) or non-governmental victim advocates. These TSASP-funded activities will be captured in the Victim Services 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 TSASP-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.
- **Support staff:** Staff time spent conducting activities related to administration assistance, bookkeeping, accountant tasks, and/or receptionists' tasks.
- **Translator/interpreter:** Staff who translate or interpret from one language to another for victims who are receiving services. TSASP-funded translation and interpretation services provided to victims will be captured in the Victim Services Section. Translation of printed materials such as flyers or training materials will be reported in the Products Section.
- **Victim advocate:** Staff time spent supporting a victim with accessing needed resources or services, providing crisis intervention and safety planning, and providing support during medical exams. These TSASP-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 TSASP funds and a full-time bookkeeper whose salary is 25% funded with TSASP funds, report 1.25 FTE under support staff.

EXAMPLE 2:

A staff member, whose salary is 100% funded with TSASP 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.

Coordinated Community Response

All grantees must complete this section.

1. Coordinated community response (CCR) activities

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

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

Some examples of topics that could be addressed here include:

- What relationships with other agencies/organizations is the TSASP-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 TSASP 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 TSASP 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 TSASP-funded staff worked directly on these activities.

2. Describe the protocols and/or policies developed, substantially revised, or implemented with TSASP 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?

Responses must be limited to 2,000 characters.

Products

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

Select "yes" if TSASP-funded staff developed or revised products or if TSASP 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 TSASP funds during the current reporting period.

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

Responses must be limited to 2,000 characters.

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

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

Victim Services

In this section, only provide information that represents victims who accepted and/or requested TSASP-funded services during the 6-month reporting period. Victim services are typically provided by TSASP-funded staff or are services that grant funds directly paid for. Report all TSASP-funded victim services provided, including services provided by legal services agencies, victim services agencies, or by staff providing victim services within the law enforcement, prosecution, or court system.

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

Select yes if TSASP funds were used to support victim services during the current reporting period. If the grantee funded a victim assistant or victim-witness coordinator within the law enforcement, prosecution, or court system, select yes and complete the Victim Services Section to capture that staff's TSASP-funded work.

2. Number of victims/survivors who were fully served, partially served, and not served

Report the number of victims who were served, partially served, and not served with TSASP funds during the current reporting period. Report an unduplicated count. This means that each victim who requested or received services during the current reporting period should be counted only once in that reporting period. Report victims in each reporting period that they request services. Do not report secondary victims in this question. Secondary victims will be reported in Victim Services Question 6.

DEFINITION: Served, Partially Served, and Not Served

When determining how to report a victim, consider their choice in accepting or receiving a TSASP-funded service.

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

DEFINITION:

- **Primary victim:** The sexual assault was experienced by the primary victim.
- **Presenting victimization:** Victims should be counted only once under the presenting victimization. Some victims may have experienced more than one type of victimization, and it may be clear which of those victimizations has led the victim to accept and/or request TSASP-funded services. When it is not clear which victimization type has led the victim to accept/request TSASP-funded support services, the grantee/service provider should use their discretion to select which victimization will be considered the presenting victimization for the purposes of this reporting form.
- **Unduplicated count:** Each victim who requested or received TSASP-funded services during the current reporting period should be counted only once in Victim Services Question 2 (regardless of how many different times they were served during the reporting period). It is possible for a victim to be fully served at one point during the reporting period and then have their status change to partially served due to requesting additional services that they only partially received.

EXAMPLE:

A victim requested criminal justice advocacy from the TSASP-funded victim advocate at the beginning of the reporting period, and then the same victim came back at the end of the reporting period and requested legal assistance from the TSASP-funded attorney. The grantee was able to provide both services. Although this victim received two different TSASP-funded services, the grantee will only count that victim once as served in Victim Services Question 2.

The partially served and not served categories generally have to do with issues within your program that keep you from providing grant-funded services to a victim/survivor who requests those services. If a victim/survivor chooses to discontinue services once they have begun receiving them, then the victim should be reported as "served." The same is true if a victim/survivor moves, even if they do not inform you, and they are unable to complete the services. When determining whether a victim/survivor is served, partially served, or not served, do not consider services the victim/survivor declined, unless the victim requested a service but found the program rules unacceptable.

When are victims not counted on the form?

Do not report a victim on this form if they:

- Did not request or accept any TSASP-funded services that they were offered/were eligible to receive;
- Only accepted and/or requested services that were funded by a different funding stream; or
- Are not a primary victim of sexual assault, sex trafficking, or child sexual abuse.

EXAMPLE: Served

A victim of sexual assault called a victim services program looking for help with getting a protection order. The TSASP-funded legal advocate helped the victim with the paperwork and the filing process, and then also accompanied the victim to the protection order hearing. Report this victim as "served" because the victim received all the TSASP-funded services they requested.

EXAMPLE: Partially Served

A victim of sexual assault came to the prosecutor's office to get information about the criminal process. The TSASP-funded advocate spent time with the victim to explain what the victim could expect when filing for a protection order and to describe the different hearings that would take place. The victim asked the advocate to go to the arraignment with her, but the advocate was already scheduled to be in another courtroom on the date. The advocate referred the victim to a different victim services agency. The victim received information from the TSASP-funded advocate, but not the grant-funded court accompaniment she requested that are normally provided under the TSASP grant. Report this victim of stalking as "partially served" because the victim received some, but not all, of the TSASP-funded services they requested.

EXAMPLE: Not Served

A police officer responded to a sexual assault incident and the victim agreed to allow the police officer to ask the local agency to send an advocate to the hospital with the victim during her examination. Hospital accompaniment is a service provided by the TSASP grant. There was not an advocate available at the time requested, so the agency referred the victim to another agency. This would be reported as one victim of sexual assault "not served" because the victim did not receive the TSASP-funded service requested.

EXAMPLE: When someone should not be reported

A TSASP-funded outreach worker sent out letters to 175 victims of sexual assault based on police reports. These letters were sent to inform victims of services available at the agency. Of the 175 victims contacted through this unsolicited outreach, 35 victims contacted the agency to request TSASP-funded services. Report the 35 victims who requested TSASP-funded services in Victim Services Question 2. Do not report on the other 140 victims in this question because they did not accept/request a TSASP-funded service.

3. Number of victims/survivors who received TSASP-funded services for multiple victimizations

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

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

Check all that apply. If you have reported at least one victim in Question 3, you must check at least one box in Question 4. This applies regardless of when the additional victimization happened, so long as the victim received grant-funded services for it during the current reporting period.

DEFINITION: Additional victimization types

- **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.
- **Female genital mutilation/cutting (FGM/C)**: FGM/C refers to procedures involving partial or total removal of female genitalia or other injury to female genital organs for any cultural, religious, or nontherapeutic purpose.
- **Child sexual abuse**: Any nonconsensual sexual act proscribed by federal, Tribal, or state law when the victim lacks capacity to consent as a legal minor under the age of 18.
- **Adult victim of child sexual abuse**: A victim who is a legal adult over the age of 18 at the time they seek support services because they suffered any nonconsensual sexual act proscribed by federal, Tribal, or state law when the victim lacked capacity to consent as a legal minor under the age of 18.
- **Sex trafficking**: The recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act. Causing a person who has not attained the age of 18 years to engage in a commercial sex act regardless of consent.

- **Labor trafficking**: The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, by force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
- **Economic abuse**: Within the context of domestic, dating violence, and abuse in later life is behavior that is coercive, deceptive, or unreasonably controls or restrains a person's ability to acquire, use, or maintain economic resources to which they are entitled. This includes using coercion, fraud, or manipulation to restrict a person's access to money, assets, credit, or financial information; unfairly using a person's personal economic resources, including money, assets, and credit for one's own advantage, or exerting undue influence over a person's financial and economic behavior or decisions, including forcing default on joint or other financial obligations, exploiting powers of attorney, guardianship, or conservatorship, or failing or neglecting to act in the best interests of a person to whom one has a fiduciary duty.
- **Technological abuse**: An act or pattern of behavior that occurs within domestic violence, sexual assault, dating violence or stalking and is intended to harm, threaten, control, stalk, harass, impersonate, exploit, extort, or monitor, except as otherwise permitted by law, another person that occurs using any form of technology, including but not limited to: internet enabled devices, online spaces and platforms, computers, mobile devices, cameras and imaging programs, apps, location tracking devices, or communication technologies, or any other emerging technologies.
- **Forced marriage**: A marriage to which one or both parties do not or cannot consent and in which one or more elements of force, fraud, or coercion is present. Forced marriage can be both a cause and a consequence of domestic violence, dating violence, sexual assault or stalking.

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

For example, this space could be used to describe the prevalence of co-occurring victimizations in the community or the comprehensive wrap-around services the grantee provided victims who disclosed multiple victimization types.

Responses must be limited to 2,000 characters.

6. Number of secondary victims served

Each secondary victim who received TSASP-funded services during the current reporting period should be counted only once in the category of victimization that corresponds to the crime experienced by the primary victim they are connected to. Do not report these secondary victims anywhere else on this reporting form.

DEFINITION: Secondary Victims

Secondary victims are those who are indirectly affected by the sexual assault, sex trafficking, and/or child sexual abuse. They will be children, siblings, spouses or intimate partners, parents, grandparents, and other affected relatives.

EXAMPLE:

A victim of sexual assault received assistance with obtaining a protection order from a TSASP-funded attorney. The victim's two children are not included on the protection order. Report the victim of stalking victims "served" in Victim Services Question 2 because she received the TSASP-funded service she requested. Do not report the two children in Victim Services Question 6 because they did not receive a TSASP-funded service.

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

Responses must be limited to 2,000 characters.

8. Race/ethnicity

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

Report victims in each category they identify as. At least one race/ethnicity must be reported for each victim reported as fully served and partially served. Those victims for whom race/ethnicity is not known should be reported in the "unknown" category. The total race/ethnicity reported must be equal to or greater than the number of victims reported as served and partially served.

9. Sex

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

Report victims/survivors in each category that applies.

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

10. Age

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

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

11. Victim services

Based on the victims reported as served and partially served, report the number of primary victims who received TSASP-funded services during the current reporting period. Count each victim only once for each type of service that the victim received under the "Number of victims served" column.

Under the "Number of times service was provided" column, report the total number of times victims received the TSASP-funded service during the current reporting period. The total for each type of service under the "Number of victims served" column should not be higher than the total number of victims reported as served and partially served. Do not report secondary victims receiving services in this question. Legal assistance provided by a TSASP-funded attorney or paralegal should be reported in Questions 15-18.

DEFINITION: Types of service

- **Civil legal advocacy/court accompaniment:** Advocacy provided by non-attorney staff who are assisting a victim with civil legal issues, including preparing paperwork for protection orders; accompanying a victim to a protection order hearing or other civil proceeding; and all other advocacy within the civil justice system. This also includes accompanying a victim to an administrative hearing, such as unemployment, Social Security, TANF, or SNAP hearing. Civil legal advocacy/court accompaniment should be reported in Questions 15-18 if provided by a grant-funded attorney.
- **Counseling services/support group**: Individual or group counseling or support provided by a volunteer, peer, or professional.
- **Criminal justice advocacy/court accompaniment**: Advocacy provided by non-attorney staff who are assisting a victim with criminal legal issues including notifying the victim of case status, hearing dates, plea agreements, and sentencing terms; preparing paperwork such as victim impact statements; accompanying a victim to a criminal court proceeding or law enforcement interview; and all other advocacy within the criminal justice system. Criminal justice advocacy/court accompaniment should be reported in Questions 15-18 if provided by a grant-funded attorney.
- **Crisis intervention**: Process by which a person identifies, assesses, and intervenes with an individual in crisis to restore balance and reduce the effects of the crisis in their life. Report crisis intervention that occurs in person and/or over the telephone. Report crisis intervention provided by grant-funded attorneys, paralegals, victim advocates, and any other victim service staff.
- **Culturally specific services**: Any services specifically designed to meet the cultural preferences/ideologies of the population of victims, including culturally-specific counseling/therapy, culturally-specific support groups etc. Report culturally specific services provided by grant-funded attorneys, paralegals, victim advocates, and any other victim service staff.
- **Employment counseling:** Actions designed to assist a victim/survivor in obtaining employment, e.g., coaching on career options, skills training, job searchers, resume-writing, marketing, job interviews, and preservation of employment.

- **Information provided on economic matters:** Actions designed to assist a victim/survivor with issues related to improving credit, retiring debt, setting up bank accounts, managing household finances, negotiating with lenders or landlords, developing budgets, managing financial assets, making major purchases such as a home or auto, filing tax returns.
- **Hospital/clinic/medical response**: Accompanying a victim to, or meeting a victim at, a hospital, clinic, or medical office.
- **Job training:** Providing training in specific employment-related skills to a victim/survivor, e.g., on computer literacy.
- **Language services**: Provision of interpretation and/or translation. Report language services provided by grant-funded attorneys, paralegals, victim advocates, and any other victim service staff.
- **Economic or material assistance:** Providing victims/survivors with clothing, food, personal items, etc.
- **Transportation**: Provision of transportation, either directly or through bus passes, taxi fares, or other means of transportation
- **Victim advocacy**: Actions designed to help the victim obtain needed resources or services including employment, housing, shelter services, health care, victim's compensation, etc. Report victim advocacy provided by grant-funded attorneys, paralegals, victim advocates, and any other victim service staff.
- **Other**: Services that are not covered in the above available categories.

12. Hotline support, information, and referral

Report the total number of contacts received on all phone lines, text lines, or web-based communication paid for with TSASP Program funds or answered by TSASP Program-funded staff, during the current reporting period. Do not report on agency-wide contacts. 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.

Partially-funded hotline:

If grant funds are supporting a portion or percentage of the hotline budget, prorate the contacts to reflect only the percentage of the budget supported by the TSASP funds.

EXAMPLE 1:

A victim texted the TSASP-funded hotline seeking information/referrals. Report this as one contact. The victim would not be reported in any other questions.

EXAMPLE 2:

A parent of a victim messaged the TSASP-funded hotline and requested information about available services for their child. The hotline staff provided the parent with the information. This parent would be counted once under "Total number of contacts."

When are hotline contacts from victims reported as primary victims who received TSASP-funded support services?

If a victim reached out to the TSASP-funded hotline and received TSASP-funded services beyond a simple referral, report that victim as a primary victim served in Victim Services Question 2.

EXAMPLE:

A victim called the TSASP-funded hotline and requested information on available resources. While on the phone, the victim also received crisis intervention and victim advocacy. Since this victim received TSASP-funded services beyond a simple referral, report this victim as served in Victim Services Question 2.

13. Victim witness notification/unsolicited outreach to victims

Report the number of TSASP-funded victim witness notification and unsolicited outreach activities during the current reporting period. These activities include informing victims of the available support services and/or providing information about the criminal justice system. For these activities, the TSASP-funded agency is initiating the first contact with the victim. These victims might have been identified in police reports or court documents.

Victims who are the recipients of these notification/outreach activities should not be reported as victims served or partially served unless they also received at least one of the TSASP-funded services reported in the victim services or shelter services questions. If a victim who received these unsolicited notification/outreach activities chooses to request and/or accept at least one TSASP-funded service, then report that victim as a primary victim served in Victim Services Question 2.

EXAMPLE 1:

A TSASP-funded outreach worker visited the homes of 10 victims during the current reporting period, providing them with information about available services. All ten victims choose not to accept or request any services. In this case, the program would only report 10 outreach activities in Victim Services Question 16. These victims would not be reported in any other questions because these victims did not accept any TSASP-funded services.

EXAMPLE 2:

A local agency sent out 75 letters during the current reporting period to inform victims of services available to them and provide information about the criminal justice system. Of these victims, eight of them chose to request TSASP-funded legal advocacy services at the agency. In this situation, the program would report 75 victims as receiving unsolicited outreach in Victim Services Question 16. The eight victims that requested TSASP-funded services would also be reported in Victim Services Question 2 as victims who accepted and/or requested victim services.

14. Victim services staff assistance with protection orders

Report the total number of temporary and/or final protection orders granted that TSASP-funded victim services staff helped victims during the current reporting period. 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 referred to as protection from abuse orders, protection from harassment or anti-harassment orders, restraining orders, no-contact orders, or stay-away orders, and 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).

Do not report on the work of TSASP-funded attorneys or paralegals in this question. If a TSASP-funded attorney or paralegal assisted victims with obtaining protection orders, report those activities in the Legal Services Section.

Legal Services

15. Were TSASP funds used to provide legal services to victims during the current reporting periods?

Select "yes" if TSASP-funded staff (i.e., attorneys, paralegals, BIA accredited representatives, VA authorized representatives, or lay advocates in Tribal court) provided these services or TSASP funds were used to support these services during the current reporting period.

The VAWA 2022 reauthorization expanded the definition of legal assistance to cover assistance provided by attorneys, Board of Immigration Appeals (BIA) accredited representatives, Veterans' Affairs (VA) authorized representatives, and lay advocates in Tribal court; and to include assistance in restorative practice processes and in post-conviction relief proceedings where conviction of a victim arose from the victimization.

All victims reported in the Legal Services Section must be reported in the Victim Services Section.

16. Number of victims who received assistance with legal issues.

Report an unduplicated count of victims who received assistance with at least one legal issue during the current reporting period. If a victim received assistance with more than one legal issue, count that individual once in this question and then also count that individual once in the following question. The number of victims reported as receiving assistance with legal issues cannot be greater than the number of victims reported as served and partially served in Victim Services Question 2.

17. Number of victims who received assistance with multiple legal issues.

Of the victims who received assistance with legal issues, report the number of victims who received assistance with more than one type of legal issue during the current reporting period. The total number of victims reported in this question cannot be greater than the total number of victims reported in Question 16.

18. Legal issues

Under "Number of victims receiving legal assistance," report the number of primary victims who received legal assistance from TSASP-funded attorneys, paralegals, BIA accredited

representatives, VA authorized representatives, or lay advocates in Tribal court during the current reporting period. Count a victim once in each legal issue category for which they received assistance with TSASP grant funds.

Under "Number of cases closed or issues resolved," report each case that was closed and each legal issue that was resolved during the current reporting period for which services were provided by TSASP-funded attorneys, paralegals, BIA accredited representatives, VA authorized representatives, or lay advocates in Tribal court. **Do not include cases that are pending or were not yet closed during the reporting period**. "Number of cases closed or issues resolved" may be less than "Number of victims receiving legal assistance."

EXAMPLE:

During the current reporting period, the VAWA Program-funded attorney represented a victim in a divorce proceeding involving child, as well as a bankruptcy case. The attorney also helped the victim obtain a final protection order against a stalker. The family law matter was not resolved by the end of the reporting period. In the "Number of victims receiving legal assistance" column, this would be reported as (1) Protection orders, (1) Family law matters, and (1) Consumer/finance. In the "Number of cases closed or issues resolved" column, (1) Protection orders and (1) Consumer/finance would be reported, with family law matters not included because they remained open.

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

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

Responses must be limited to 2,000 characters.

Narrative

Never Include Personally Identifiable Information

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

How is narrative data used?

- **Monitoring:** Each OVW Program Specialist has the responsibility to track grantee's progress and compliance both financially and programmatically. Narrative data supports OVW in monitoring how funds were spent.
- **Understanding Numerical Data:** The narrative data grantees provide can give context and story to the numerical data reported. Narrative fields can be used to explain an increase or a decrease in a certain TSASP-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 TSASP 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?

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 TSASP 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 TSASP Program funding has enabled the grantee to do that could not be done before receiving the grant funding. Please do not include personally identifying information. Responses must be limited to 8,000 characters.

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

This question is required if this is your final report.

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

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

This question is optional and strongly encouraged.

Use this space to describe any topics such as promising practices the TSASP-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 TSASP-funded victim advocate served on a task force examining ways the criminal justice system could be more responsive to victims/survivors of sexual assault. As a result, a Sexual Assault Response Team was implemented on the reservation with protocols for forensic exams with a local hospital."

6. Provide any additional information that you would like to share 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 TSASP-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 TSASP 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.