

**U.S. DEPARTMENT OF JUSTICE
OFFICE ON VIOLENCE AGAINST WOMEN**

**INSTRUCTIONS FOR ANNUAL PROGRESS REPORT FOR
STOP VIOLENCE AGAINST WOMEN FORMULA GRANT PROGRAM**

INTRODUCTION

The Violence Against Women Act of 2000 (VAWA 2000) requires grantees to report on the effectiveness of the activities carried out with grant funds, including number of persons served and number of persons seeking services who could not be served. In addition, the Violence Against Women Act of 1994 requires the Attorney General to provide a detailed report on the use of STOP Violence Against Women Formula Grants Program (STOP Program) funds. To meet these Congressional reporting requirements and the requirements of the Government Performance and Results Act, the Office on Violence Against Women (OVW) requires all STOP Program subgrantees to complete this **Annual Progress Report**. (A STOP Program grant is an award made by OVW to each of the states and territories; a STOP Program subgrantee is a recipient of funds distributed by the states or territories.)

A subgrant administrator or coordinator for the STOP Program subgrant must ensure that the form is completed fully with regard to all grant-funded activities. Subgrant administrators and coordinators are responsible for compiling and submitting a single report that reflects all information collected from grant partners. Subgrant partners, however, may complete sections relevant to their portion of the grant.

This form is to be used for reporting progress annually for the period January 1 to December 31. **All subgrantees should read each section to determine which questions they must answer based on the activities engaged in under this subgrant during the current reporting period.** Sections B and F and subsections A1 and C2 of this form must be completed by all subgrantees. In sections D, E, and subsections A2, C1, and C3-C7, subgrantees must answer an initial question about whether they supported certain activities during the current reporting period. If the response is yes, then the subgrantee must complete that section or subsection. If the response is no, the rest of that section or subsection is skipped. Only sections that address subgrant-funded activities engaged in during the current reporting period should be answered.

If you are required to provide a match for your STOP Program subgrant, report on activities supported with this match. The activities of volunteers or interns may be reported if they are coordinated or supervised by STOP Program-funded staff or if STOP Program funds substantially support their activities.

This form must be submitted to the STOP administrator in your state or territory within 45 days of the end of the annual reporting period, December 31 (i.e., by February 15), or by whatever date is set by your STOP administrator.

If you have any questions about this form, or if you need assistance completing the form, contact the STOP Program administrator for your state or territory. Helpful hints, reporting forms, instructions, and other information regarding the reporting process for the STOP Program can be found at <http://muskie.usm.maine.edu/vawamei>.

INSTRUCTIONS

A. General Information

A1. Grant Information

All subgrantees must complete this subsection.

1. Date of report

Enter the date on which you submit this form.

2. Current reporting period

Enter the calendar year for which you are providing information.

3. Subgrantee name

Enter the name of the agency/organization that received the subgrant (e.g., Little Rock Police Department, Cook County Prosecutor's Office, Louisville Family Court, Family Crisis Services, Maine Department of Corrections). Each agency/organization that received STOP Program funds to support a distinct project and/or activities and that administered and coordinated its own STOP funds should fill out an annual progress report and list its name here. If you are an agency/organization such as a state coalition that receives the STOP funds and passes the funds through to other agencies without fulfilling administrative or coordinating functions once the funds are disbursed, you should NOT list your name here. If you have questions about who should complete this form, or who the true subgrantee is, contact the STOP Administrator in your state or territory.

4. State subgrant number

List the numbers of all subgrants supporting activities engaged in during the current reporting period (calendar year).

5., 5a., 5b. Type of subgrantee agency/organization

In question five, choose the box that best describes the type of agency/organization receiving the STOP Program subgrant. (The subgrantee is the agency/organization that receives STOP funds, even if they are subgranted through another organization such as a state coalition, if that agency/organization supports a distinct project and/or activities, and administers and coordinates its own STOP funds, as described in the instructions for question number three.)

In question 5a, indicate whether the subgrantee is a faith-based organization.

In question 5b, indicate whether the subgrantee is a culturally specific community-based organization. A culturally specific community-based organization is one that

- has a focus on any underserved population—i.e., has as its primary mission to address the needs of an underserved population or has developed a special expertise regarding a particular underserved population;
- is not merely providing services to an underserved population, but is providing culturally competent services designed to meet the specific needs of that population;
- at a minimum, has some expertise or demonstrated capacity to work effectively on domestic violence, dating violence, sexual assault, or stalking or acquires that expertise through

collaboration with another entity.

6. Point of contact

Provide the name, agency/organization name, mailing address, telephone number, facsimile number, and e-mail address for the contact person responsible for the day-to-day coordination of the subgrant.

7. Tribal populations

Check yes if your STOP Program subgrant specifically focuses on American Indians and indicate which tribes or nations you serve or intend to serve. Report only on tribes or nations you intentionally serve. Do not include a tribe or nation if they are served incidentally by your program.

The term “Indian tribe” means a tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native village or regional or village corporation (as defined in, or established pursuant to, the Alaska Native Claims Settlement Act [43 U.S.C. §1601 et seq.]), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

EXAMPLE 1: Your victim services program is located on the Nez Perce reservation. There are members of over a dozen other tribes living on the reservation, and you provide services to anyone who lives on the reservation that needs services. Report that you provide services to the Nez Perce tribe, but do not report other tribes whose members reside on your reservation.

EXAMPLE 2: You hold a training event for law enforcement in your non-tribal area and police from a nearby reservation attend. Your training does not address tribal codes, nor did you intend to train tribal police, even though they are welcome to attend the training. Even though tribal police attended, do not report that you served a tribe or nation, because it was not your intent to specifically focus on the tribe.

8. Percentage of subgrant funds

Report the area(s) addressed by your STOP Program subgrant during the current reporting period and estimate the approximate percentage of funds (or resources) committed to each area [consider training, victim services, etc.]. The subgrantee may choose how to make this determination.

Sexual assault is a continuum of behaviors defined in the Violence Against Women Act (VAWA) to include sexual assaults committed by offenders who are strangers to the victim/survivor and sexual assaults committed by offenders who are known to, related by blood or marriage to, or in a dating relationship with the victim/survivor. VAWA defines sexual assault as any conduct proscribed as sexual abuse by federal statute. Such proscribed behavior includes knowingly causing another person to engage in a sexual act by using force against that other person or by threatening or placing that other person in fear. It also includes engaging in a sexual act with another person after knowingly rendering that person unconscious, or administering to another person by force or threat of force, or without the knowledge or permission of that person, a drug, intoxicant, or other similar substance and thereby substantially impairing the ability of that other person to appraise or control sexual conduct.

Sexual assault also includes knowingly engaging in a sexual act with another person if that other person is incapable of appraising the nature of the conduct or is physically incapable of declining participation in or communicating unwillingness to engage in that sexual act. Sexual assault also includes knowingly engaging in sexual contact with another person without the other person's permission. Finally, the statute proscribes any attempts to commit any of these acts.

The Violence Against Women Act defines **domestic violence** as felony or misdemeanor crimes of violence (including threats or attempts) committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim/survivor who is protected from that person's acts under the domestic or family violence laws of the jurisdiction receiving grant monies. It should be understood that domestic violence/dating violence applies to any pattern of coercive behavior that is used by one person to gain power and control over a current or former intimate partner or dating partner. This pattern of behavior may include physical or sexual violence, emotional and psychological intimidation, threats, verbal abuse, stalking, isolation, and economic control. In compiling domestic violence figures, grantees should include grant funds directed at dating violence. The Violence Against Women Act defines **dating violence** as 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 persons involved in the relationship.

Stalking is defined as 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.

A2. Staff Information

If your STOP Program funds were used to fund staff positions during the current reporting period, check yes and answer question 9. If not, check no and skip to section B.

9. Staff

Report the total number of full-time equivalent (FTE) staff funded by the STOP Program subgrant during the current reporting period. Report staff by function(s) performed, not by title or location. Include employees who are part-time and/or partially funded with these subgrant funds as well as consultants/contractors. Report grant-funded overtime. If an employee or contractor was employed or utilized for only a portion of the reporting period, prorate appropriately. Include employees who are funded with required grant match. If staff members fall into two or more categories of job descriptions, divide their time as appropriate. Report all FTEs in decimals, not percentages. One FTE is equal to 2,080 hours—40 hours per week multiplied by 52 weeks.

Administrator: Administrative positions, such as director and fiscal manager

Counselor: Professional counselors or peer counselors who provide emotional support, guidance, problem solving, etc. to victims/survivors

Legal advocate: A staff person who assists a victim/survivor with civil or criminal legal issues including preparing paperwork for protection orders; accompanying a victim/survivor to a protection order hearing, administrative hearing, or other civil proceeding; and all other advocacy within the civil justice system. Does not include attorneys, paralegals, or governmental victim advocates (i.e., victim assistant/victim-witness coordinator) or non-governmental victim advocates

Program coordinator: Staff who coordinate specific aspects of the program, such as Training Coordinator, Victim Services Coordinator, and Legal Staff Coordinator

Support staff: Staff who are secretaries, administrative assistants, bookkeepers, accountants, and/or receptionists

Victim advocate (includes domestic violence, sexual assault, and dual): A person who facilitates a victim/survivor in accessing needed resources or services. An advocate may also provide crisis intervention, safety planning, and support during medical exams.

Victim assistant (includes victim-witness specialist/coordinator): A staff person who provides victim assessment and coordination in support of case prosecution activities, assists with victim-witness statements, coordinates victim/survivor court appearances, and provides victims/survivors with court dates. The services provided are generally limited to the period and scope of court proceedings. Typically, this is a governmental employee of a law enforcement agency, prosecution office, or court, and confidential communications are usually limited.

EXAMPLE 1: You have one full-time attorney whose salary is 100% funded with STOP Program funds and another attorney employed full-time whose salary is 25% funded with STOP Program funds. Report them as 1.25 FTEs under attorney.

EXAMPLE 2: A staff member, whose salary is 100% funded with STOP Program funds, spends approximately 20 hours of her/his time coordinating the victim services program, 16 hours providing victim advocacy, and 4 hours collecting and analyzing evaluation data. Report this as .50 under program coordinator, .40 under victim advocate, and .10 under other as “evaluator.”

EXAMPLE 3: An employee worked full time for the first six months and had no time on the subgrant during the last six months of the reporting period. Report that staff person as .50 FTE.

EXAMPLE 4: If you contracted with an information technology specialist for the equivalent of three months of full-time work over the course of the reporting period, report that person as .25 FTE (520 divided by 2,080).

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.”

B. Purpose Areas

All subgrantees must complete this section.

10. Statutory purpose areas

Check all purpose areas that apply to activities supported with STOP Program funds during the current reporting period.

C. Function Areas

C1. Training

If your STOP Program funds were used for training during the current reporting period, check yes and answer questions 11-14. If not, check no and skip to C2.

*For purposes of this reporting form, **training** means providing information on sexual assault, domestic violence, dating violence, and stalking that enables professionals to improve their response to victims/survivors as it relates to their role in the system. Presentations to groups such as high school students, community groups, men’s groups, parents/guardians, victim/survivors, etc., would not be counted as training events and attendees would not be counted as people trained, since they are not professionals who work with victims/survivors or offenders.*

11. Training events provided

Report the total number of training events provided during the current reporting period that were either provided by STOP Program-funded staff or directly supported by STOP Program subgrant funds. If non-grant-funded staff were sent to training with STOP Program funds, count the training as an event. Training provided to STOP Program-funded staff should not be counted.

If a trainer is partially funded with STOP Program funds and partially funded by other sources, develop a system to determine which training activities will be reported here. Do not count the same training activities on more than one grant report form.

Example 1: A full-time trainer is hired by your agency. Half of her/his salary is paid by the STOP Program, and half through other means. You choose to count alternate trainings that s/he conducts as STOP Program-funded training.

Example 2: A full-time trainer is hired by your agency. Half of her/his salary is paid by the STOP Program, and half through other means. The STOP Program funds focus on training people in rural areas, and the other funds pay for training in urban areas. You count only the trainings that take place in rural areas and/or that include content on rural issues as STOP Program-funded.

Example 3: You use STOP Program funds to send five judges to the same judicial institute. Count this as one event, and report five (5) court personnel trained.

12. Number of people trained

Report the number of people trained during the current reporting period. Use the category that is most descriptive of the people who attended the training event. These should be people trained by STOP Program-funded staff or people attending training events that were directly supported with STOP Program funds during the current reporting period. If you are unable to determine the disciplines represented at a training event, report those people under “Multidisciplinary,” but this category should be used only as a last resort. STOP Program-funded staff attending training should not be counted.

13. Training content areas

Check the topics addressed in training events reported in question 11. Check all that apply. Do not include topics of staff development training attended by STOP Program-funded staff. Do not use the “Other” category to report the name of the group that received the training, the title of the training event, or the name of the conference that was attended.

14. (Optional) Additional information

Use this space to discuss the effectiveness of training activities funded or supported by your STOP Program subgrant. You may provide examples, data, or any other information about your training activities that you have not already provided.

C2. Coordinated Community Response

All subgrantees must answer question 15.

15. Coordinated community response (CCR) activities

Check the appropriate boxes to indicate which agencies or organizations you provided victim/survivor referrals to, received victim/survivor referrals from, engaged in consultation with, provided technical assistance to, and/or attended meetings with, during the current reporting period, according to the usual frequency of the interactions. If the interactions were not part of a regular schedule, you will need to estimate the frequency with which these interactions occurred during the current reporting period. You should also count the meetings attended by staff who are partially funded by your STOP Program subgrant. If the meeting was with a task force, you should check all attendees.

EXAMPLE: A STOP Program-funded probation officer has regular consultations with victim services advocates regarding issues relating to victim/survivor safety and whether offenders are complying with the conditions of their probation regarding contact with victims/survivors. During the current reporting period, the officer logged 95 phone calls and meetings with the advocates. The probation officer is also a member of a regional task force that meets four times a year to address the system response to offender non-compliance with court orders. The task force includes the local courts, prosecutor’s office, law enforcement, a domestic violence program, and the director of a mental health center. You would report the CCR activities in this way:

Agency/organization	Victim/survivor referrals, consultations, technical assistance			Meetings		
	Daily	Weekly	Monthly	Weekly	Monthly	Quarterly
Domestic violence program	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Court	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Law enforcement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Prosecutor's office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Health/mental health organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X

16. (Optional) Additional information

Use this space to discuss the effectiveness of CCR activities funded or supported by your STOP Program subgrant. You may provide examples, data, or any other information about your CCR activities that you have not already provided.

C3. Policies

If STOP Program-funded staff developed, substantially revised, and/or implemented policies or protocols or if STOP Program funds were used to develop, substantially revise, and/or implement policies or protocols during the current reporting period, check yes and answer questions 17 and 18. If not, check no and skip to C4.

17. Policies developed, substantially revised, or implemented

Check all the types of policies or protocols developed, substantially revised, and/or implemented during the current reporting period. These activities should be completed by STOP Program-funded staff or directly supported by STOP Program funds. Check all that apply. If the protocol/policy is still in the development or revision phase, it should not be reported until it is actually finished.

Develop: To create a new policy or protocol.

Substantially revise: To make a significant amendment to an existing policy or protocol.

Implement: To carry out a new or revised policy or protocol as standard practice.

EXAMPLE 1: (Developed) Your agency did not have a policy concerning appropriate response to underserved populations. During the current reporting period, grant-funded staff developed a policy and outlined protocols for responding appropriately to underserved populations. You report this activity during the current reporting period because the development of the policy was completed.

EXAMPLE 2: (Substantially revised) Your agency had a policy and protocol concerning appropriate response to underserved populations, but it only referred to the needs of ethnic minorities. During the current reporting period, grant-funded staff amended the policy to include appropriate response to people who are elderly and disabled. You report this activity during the current reporting period because the amendments were completed.

EXAMPLE 3: (Implemented) Your agency amended its policy concerning appropriate response

to underserved populations to include protocols for people who are elderly and disabled. During the current reporting period, the new protocols were distributed and became standard practice within the agency. You would report this activity during the current reporting period because the protocol became standard practice. You would not continue to report this same activity in future reporting periods.

18. (Optional) Additional information

Use the space provided to discuss the effectiveness of the policies you have developed, revised, or implemented that were funded or supported by your STOP Program subgrant. You may provide examples, data, or any other information about your policy activities that you have not already provided.

C4. Products

If STOP Program-funded staff developed, substantially revised, and/or implemented products or if STOP Program funds were used to develop, substantially revise, and/or distribute products during the current reporting period, check yes and answer question 19. If not, check no and skip to C5.

19. Product development, revision, and/or distribution

Report the number of products developed, substantially revised, and/or distributed with STOP Program subgrant funds during the current reporting period. Report the number of new products developed and/or substantially revised during the current reporting period; the title/topic; and intended audience for each product developed, revised, and/or distributed; and the number of products used or distributed. If a product was created in or translated into a language other than English, including Braille, indicate the language. Report on products that were newly developed or substantially revised during the current reporting period whether or not they were used or distributed, and on products that were previously developed or revised and were used or distributed during the current reporting period. Do not report the number of products printed or copied; only report the number developed or revised—in most cases that number will be one for each product described—and/or the number used or distributed.

EXAMPLE: You used STOP Program funds to develop a training curriculum to help law enforcement officers identify predominant aggressors. You distributed 50 copies at a train-the-trainer event. You also used STOP Program funds to translate and distribute 200 copies of a brochure on sexual assault developed during a previous reporting period. Finally, you developed a new brochure for battered immigrant women, although no copies were distributed during the current reporting period. You would report this as follows:

Products	Number developed or revised	Title/topic	Intended audience	Number used or distributed	Other languages
Brochures	1	Dónde Recibir Ayuda para Víctimas de la Abusar de Sexual	victims/survivors	200	Spanish
	1	Battered Immigrant Women: Know Your Rights /legal rights of battered immigrant women	victims/survivors		
Training curricula	1	Identification of Predominant Aggressors	law enforcement officers	50	

C5. Data Collection and Communication Systems

If your STOP Program funds were used for data collection and/or communication systems during the current reporting period, check yes and answer questions 20-21. If not, check no and skip to C6.

20. Use of STOP Program funds for data collection and/or communications systems

Indicate whether the STOP Program funds were used to develop, install, expand, and/or link data collection and/or communications systems or to purchase computers or other equipment during the current reporting period. Check all that apply. If you purchased equipment in the previous reporting period, you will not report it as purchased again during the current reporting period, unless you purchased additional equipment during the current reporting period.

21. Purpose of data collection and/or communication systems

Indicate the types of information that have been or will be identified and/or tracked using the technology identified in question 20. Check all that apply.

C6. Specialized Units

If your STOP Program funds were used to support a specialized unit during the current reporting period, check yes and answer questions 22 and 23. If not, check no and skip to C7.

22. Use of STOP Program funds for specialized units

Indicate how STOP Program funds were utilized for specialized units during the current reporting period. Check all that apply.

Specialized unit: A centralized or coordinated group, unit, or dedicated staff of police officers, prosecutors, probation officers, judges, or other court staff responsible for domestic violence cases. A specialized unit may consist of one person, even if that person is partially funded by your STOP Program subgrant. While a victim advocate or victim assistant may be part of a specialized unit in a criminal justice agency or court, if a victim advocate is the only staff person funded by STOP Program funds in that agency that would not be reported as a specialized unit; “victim advocate” is not an appropriate response in “other.”

23. Victimizations addressed by STOP-funded specialized units

For any specialized unit reported in question 22, indicate all victimizations addressed by that unit during the current reporting period.

C7. System Improvement

If your STOP Program funds were used to support system improvement during the current reporting period, check yes and answer question 24. If not, check no and skip to section D.

24. Use of STOP Program funds for system improvement

Indicate the system improvement activities engaged in during the current reporting period with STOP Program funds and identify the system(s) in which the improvement occurred. Check all that apply.

D. Victim Services

If STOP Program-funded staff provided victim services, or if grant funds were used to support victim services during the current reporting period, check yes and answer questions 25-32. If your STOP Program funds were not used for victim services, skip to section E.

25. Number of primary victims/survivors served, partially served, and victims/survivors seeking services who were not served

Only provide information in this section that represents victims/survivors served and services provided with STOP Program funding during the current reporting period. Report all victim services provided, whether by legal services, a victim services agency, or by staff providing victim services within law enforcement, prosecution, or the court system, in this section. Report criminal justice activities, such as 911 calls, investigations, and prosecutions, in section E only.

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 was seeking or who received services during the current reporting period should be counted only once in that reporting period. You can report victims/survivors in each reporting period that they request services.

Victims/survivors are those against whom the sexual assault, domestic violence, dating violence, or stalking was directed. Some victims/survivors may have experienced more than one type of victimization, such as sexual assault and domestic violence, or domestic violence and stalking. These victims/survivors should be counted only once under the primary victimization. (See Example 1 below on primary victimization, and refer to definitions of sexual assault, domestic violence, dating violence, and stalking in question 8 of these instructions.) Do not report secondary victims here—secondary victims will be counted in question 26 below.

EXAMPLE: A victim/survivor requested services three different times during the current reporting period; you will report this person only once in question 25.

EXAMPLE: A victim requested counseling at the beginning of the reporting period and then the same victim came back at the end of the reporting period and requested civil legal advocacy. Although this victim came two times and requested two different services, you will only count that victim once in question 25. You will count the victim once for each type of service received in question 30A.

- A. *Victims/survivors served* are those who received the service(s) they requested, if those services were provided under your STOP Program subgrant.
- B. *Victims/survivors partially served* are those who received some of the service(s), but not all of the services they requested, if those services were provided under your STOP Program subgrant.
- C. *Victims/survivors seeking services who were not served* are those who sought services but did not receive the service(s) they were seeking, if those services were provided under your STOP Program subgrant.

Note: If you receive a call or request for service from someone who is NOT a victim/survivor, or if the person is a victim/survivor but is requesting a service you do NOT provide under your STOP Program subgrant, that person should NOT BE COUNTED in any category. If you contact victims/survivors to offer services, and they do not want services or you can not locate them, do not count them in this question. (See instructions for question 30D, Victim-witness notification/outreach to victims.)

EXAMPLE 1: (Primary victimization) A victim/survivor comes into your program looking for help with a protection order. Her estranged intimate partner, who had a history of very controlling behavior with some physical abuse, came to her apartment and sexually assaulted her. You could report her under either domestic violence/dating violence or sexual assault, but you must choose only one. In this instance, sexual assault may be more appropriate, because it was the sexual assault that prompted her to seek services.

EXAMPLE 2: (Served) A domestic violence victim/survivor calls your program looking for assistance obtaining a protection order. You assist her with the paperwork and with the filing and service of the emergency protection order, and accompany her to the protection order hearing three weeks later. Since this victim/survivor received the services she requested that were provided under your STOP Program subgrant, she should be counted as “served” in the domestic violence/dating violence column.

EXAMPLE 3: (Partially served) A victim/survivor whose ex-husband has been charged with stalking comes into the prosecutor’s office to get information about the criminal process. Your advocate explains the process to her, what she can expect, the different hearings that will take place, etc. She asks the advocate to attend the arraignment with her, but the advocate already is scheduled to be in another courtroom on the date. This victim/survivor received information from your advocate, but not the other service she requested that you normally provide under your STOP Program subgrant. She should be counted as “partially served” in the stalking column.

EXAMPLE 4: (Not served) A woman is sexually assaulted by the person with whom she was living. A police officer who responded to the call has called your program’s hotline on behalf of the victim asking if an advocate will accompany the victim to the hospital during her examination. There is no advocate available to do this, and it is a service your program is funded to do under your STOP

Program subgrant. You are unable to provide the requested service, therefore she should be counted as “not served” in the sexual assault column.

EXAMPLE 5: (Not counted) You receive police reports on all domestic violence incidents responded to by police. During the reporting period, you sent out letters to 500 victims/survivors based on these police reports, informing victims/survivors of services you provide; twenty-five letters are returned as undeliverable. Only victims/survivors who contact you after receiving the letter and who request a service that you are funded to provide with STOP Program funds would be counted in question 25; none of the other victims/survivors to whom you mailed letters would be counted at all in this question. (You would, however, count the letters sent to victims/survivors in question 30D, if this activity was funded by your STOP Program subgrant.)

(Examples 6A, 6B, and 6C use the same scenario to illustrate how the three categories of “served,” “partially served,” and “not served” should be applied to the varying responses the victim/survivor received.)

EXAMPLE 6:

A. A sexual assault victim/survivor calls your program looking for crisis intervention and group support. You provide crisis intervention and she attends a support group for sexual assault victims/survivors. This victim/survivor has received the services she requested that you are funded to provide under your STOP Program subgrant and should be counted as “served.”

B. A sexual assault victim/survivor calls your program looking for crisis intervention and group support. You provide crisis intervention. However, your group support services are full and you can not provide this service. This victim/survivor has received some, but not all, of the services she requested that you are funded to provide under your STOP Program subgrant and should be counted as “partially served.”

C. A sexual assault victim/survivor calls your program looking for crisis intervention and group support. You have a waiting list for all services and cannot provide her any services at this time. When your services become available, you cannot locate her. This victim/survivor has not received any of the services she requested that you are funded to provide under your STOP Program subgrant and should be counted as “not served.”

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/survivor 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/survivor requested a service but found the program rules unacceptable.

26. Number of secondary victims 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 secondary victim who was seeking or who received services during the current reporting period should be counted only once in that reporting period, which should correspond to the category of victimization of the primary

victim/survivor.

Secondary victims are those who are indirectly affected by the domestic violence, dating violence, sexual assault, and/or stalking. They will be children, siblings, spouses or intimate partners, parents, grandparents, and other affected relatives. In order to be counted here, secondary victims must receive services—it is not enough that they are related to a victim/survivor who received STOP Program-funded services.

EXAMPLE 1: A domestic violence victim/survivor enters a STOP Program-funded shelter with her three children. The woman will be counted as a primary victim/survivor, and all three children will be counted as secondary victims, since all of them received shelter services.

EXAMPLE 2: A stalking victim/survivor receives assistance from a STOP-funded attorney in obtaining a protection order against her former husband, but does not include her child on the protection order. She will be counted as a primary victim/survivor, but her child will not be counted as a secondary victim, since the child did not receive a service.

EXAMPLE 3: The grandmother of a dating violence victim/survivor calls a STOP Program-funded sexual assault services hotline to ask for help with how to deal with her adolescent granddaughter who was sexually assaulted on a first date. The grandmother will be counted as a secondary victim, since she received services; the granddaughter will not be counted as a primary victim/survivor, since she did not receive services.

27. Reasons that victims/survivors seeking services were not served or were partially served

Indicate the reasons that victims/survivors seeking services were not served or were partially served by checking all that apply. OVW acknowledges that funded programs may not be able to serve all victims/survivors who request services. This information is being collected to identify unmet needs and barriers to service.

Conflict of interest: The program cannot serve the victim/survivor because current or previous relationships with that victim/survivor or other parties related to that victim/survivor would interfere with the ability of the program to serve that victim/survivor. For example, the program is currently serving a victim/survivor. Her partner, identifying as your client's victim, requests to join the same support group as the person you are already serving.

Did not meet statutory requirements: Victim/survivor does not meet requirements of statute. For example, a victim/survivor requests help with a divorce, but has not met statutory residency requirements to file for a divorce in the jurisdiction.

Hours of operation: Hours during which the program provides services are not compatible with the hours the victim/survivor is available to receive requested services.

Insufficient/lack of culturally appropriate services: Services currently provided under the grant are not culturally appropriate for the victim/survivor.

Insufficient/lack of language capacity (including sign language): Interpreter services not available or not available at the time the victim/survivor is seeking services.

Victims/survivors may be placed on a waiting list to receive interpreter services, but have not been served by the end of the current reporting period.

Insufficient/lack of services for people with disabilities: The services provided under the grant are not accessible to people with disabilities. For example, a shelter does not allow a care attendant to accompany a victim/survivor to the shelter, which prevents her from being able

to use shelter services.

Lack of child care: Victim/survivor is unable to receive requested services due to the lack of available child care.

Program reached capacity/limited service availability: Program is operating at full capacity. Victims/survivors may be placed on a waiting list.

Program rules not acceptable to victim/survivor: Although eligible for services under the grant, a victim/survivor is not willing to comply with rules of the program. For example, a program requires eight individual counseling sessions and the victim/survivor does not want to attend individual counseling.

Program unable to provide service due to limited resources/priority setting: Program has set priorities (e.g., that they will only represent victims/survivors in protection order hearings who are in imminent danger, or who have complex legal issues related to their protection orders) and is unable to serve victims/survivors who do not meet the priority criteria because of limited resources.

Services inappropriate or inadequate for people with mental health issues: Staff are not able, for any reason, to provide appropriate or adequate services for victims/survivors with mental health problems. For example, the program does not have overnight staff and the victim/survivor cannot be left alone overnight.

Services inappropriate or inadequate for people with substance abuse issues: Staff are not able, for any reason, to provide appropriate or adequate services for victims/survivors with substance abuse problems.

Services not appropriate for victim/survivor: For any reason, the services available under the grant are not appropriate for a victim/survivor. For example, although support groups are offered under the grant for survivors of sexual assault, a victim/survivor requesting support group services is not served because it is clinically determined that the victim/survivor is not appropriate for the group.

Services not available for victims/survivors accompanied by male adolescent: Although shelter services are provided under the grant, your shelter has rules prohibiting adolescent males from residing in the shelter, and the victim/survivor refuses to go to the shelter without the child. Therefore, the victim/survivor is denied shelter services.

Transportation: Victim/survivor is unable to arrange for transportation to receive services or to attend court hearings. This includes situations in which public transportation is not available or, if available, cannot be paid for.

Below are examples of responses in the “other” category that indicate the victim/survivor should have been reported in a different category or should not have been reported at all in answer to this question.

EXAMPLE 1: In the “Other” category, you report, “Victim refused services”

If your program offers services, usually through outreach, and the victim/survivor refuses the services or does not contact your program to accept services, you would not count this person at all in this section.

EXAMPLE 2: In the “Other” category, you report “Service was not provided by our program”

Only consider services supported with grant funds. For example, your STOP Program subgrant funds only crisis intervention services but a victim/survivor contacts your program seeking crisis intervention and a support group. You only consider your program’s ability to provide the crisis intervention when determining if the victim/survivor should be counted as served,

partially served, or not served, since your program is not funded to provide support group services under your STOP Program subgrant.

EXAMPLE 3: In the “Other” category, you report “Could not locate victim”

If your program began to provide the requested services, this person would be counted as served. However, if this person was placed on a waiting list, and when your program was able to provide the service you were not able to locate the victim/survivor, you would then count this victim/survivor as not served. You would indicate “program reached capacity” in question 27 because your program was not able to provide the service when it was requested.

28. Demographics of victims/survivors served or partially served

Based on the victims/survivors reported in 25A and 25B, report the total numbers for all that apply. Because victims/survivors may identify as more than one race or ethnicity and with more than one of the “other demographics” options, the totals for these two categories may exceed the total number of victims/survivors reported in 25A and 25B. However, the total number of victim/survivors reported in the “gender” and “age” categories should equal the total number of victims/survivors reported in 25A and 25B. The demographic categories listed under race/ethnicity are mandated by the federal Office of Management and Budget.

Race/ethnicity: Report the race or ethnicity with which the victim/survivor identifies. You may count victims/survivors in more than one of the race/ethnicity categories.

Gender: Report the gender of each victim/survivor, or if the gender is unknown, report it as unknown. This is an unduplicated count, and the total number for gender should equal the sum of 25A and 25B.

Age: Report the number of victims/survivors served in the applicable age category, or if the age is unknown, report it as unknown. This is an unduplicated count, and the total number for age should equal the sum of 25A and 25B.

People with disabilities: Count victims/survivors with a significant limitation in activities of daily living as people with disabilities. This may include people who are vision-impaired, people who are hearing impaired, people with developmental disabilities, and people with diagnosed mental illness, if their activities are so limited.

People with limited English proficiency: Report the number of victims/survivors served who have limited English proficiency. Individuals who do not speak English as their primary language and who have limited ability to read, write, speak, or understand English can be counted as having limited English proficiency.

People who are immigrants/refugees/asylum seekers: Where possible, report the number of victims/survivors who were immigrants/refugees/asylum seekers. This is not a question about immigration or legal status.

People who live in rural areas: Report the number of victims/survivors who live in a rural area or community. *(If you do not know if an area is rural, you may use any of the following definitions: any area or community, respectively, no part of which is within an area designated as a standard metropolitan statistical area by the Office of Management and Budget, consistent with the U.S. Census; or any area or community, respectively, that is within an area designated as a metropolitan statistical area or considered as a part of a metropolitan statistical area and is located in a rural census tract; or any incorporated place or census designated place with fewer than 2,500 inhabitants that is located outside an urbanized area. You may also use the following website to determine if the victims/survivors you have served live in rural areas:*

[http://datawarehouse.hrsa.gov/RuralAdvisor/.](http://datawarehouse.hrsa.gov/RuralAdvisor/))

EXAMPLE: You served a 20-year-old woman who is a victim/survivor of sexual assault, who identifies as American Indian and Latina, who does not read or write English, and whose primary language is Lakota. Count this victim/survivor under Race/Ethnicity (American Indian and Hispanic or Latino), Gender (Female), Age (18-25), and as a person with limited English proficiency.

29. Victims/survivors' relationship to offender by victimization

For those victims/survivors reported as served and partially served in questions 25A and 25B, report the relationship of the victim/survivor to the offender by type of victimization.

Victims/survivors are those against whom the sexual assault, domestic violence, dating violence, or stalking was directed. If a victim/survivor experienced more than one type of victimization and/or was victimized by more than one perpetrator, count the victim/survivor in all categories that apply. The total number of relationships in the sexual assault column must be at least the sum of the number of sexual assault victims/survivors reported in 25A and 25B; the total number in the domestic violence/dating violence column must be at least the sum of the number of domestic violence/dating violence victims/survivors reported in 25A and 25B; and the total number in the stalking column must be at least the sum of the number of stalking victims/survivors reported in 25A and 25B. The total number of victims/survivors reported here all together may total more than the sum of all victims/survivors reported in 25A and 25B. Do not report relationships to offenders for secondary victims.

Current or former spouse or intimate partner: The victim/survivor (1) is currently or formerly married to the offender, (2) shares a child in common with the offender, (3) is cohabitating with or has cohabitated with the offender as a spouse, or (4) is a person similarly situated to a spouse of the offender under the domestic or family violence laws of the jurisdiction receiving grant monies.

Other family member or household member: The victim/survivor is related to the offender by blood, kinship, or similar relationships. Family is defined to include both traditional and non-traditional family structures, including foster parents, grandparents and other relatives, single parents, gay or lesbian parents, extended family, clans, etc. This includes victims/survivors who shared a household or have/had a roommate relationship with the offender.

Dating relationship: The victim/survivor is, or has been, in a social relationship of a romantic or intimate nature with the offender. The existence of such a relationship is determined by the following factors: 1) length of the relationship; 2) type of relationship; and 3) frequency of the interaction between the persons involved.

Acquaintance: The victim/survivor is known to the offender. For example, the victim/survivor is a neighbor, employee, co-worker, friend, fellow schoolmate, student, etc., of the offender.

Stranger: The victim/survivor and the offender are not known to each other.

EXAMPLE: A victim/survivor who was being stalked by her former intimate partner and was sexually assaulted by the person with whom she is currently in a dating relationship would be counted as follows:

Victims/survivors' relationships to offender	Number of victims/survivors		
	Sexual assault	Domestic violence/dating violence	Stalking
Current or former spouse or intimate partner			1
Other family or household member			
Dating relationship	1		

30A. Victim services

Based on the victims/survivors reported in 25A and 25B, report the number of primary victims/survivors who received STOP Program-funded services during the current reporting period. Count each victim/survivor only once for each type of service that victim/survivor received during the current reporting period; do not report the number of times that service was provided to the victim. Do not report secondary victims receiving services in this question.

Civil legal advocacy/court accompaniment: Assisting a victim/survivor with civil legal issues, including preparing paperwork for protection orders; accompanying a victim/survivor to a protection order hearing, or other civil proceeding; and all other advocacy within the civil justice system. This also includes accompanying a victim/survivor to an administrative hearing, such as unemployment, Social Security, TANF, or food stamp hearing.

Civil legal assistance: Civil legal services provided by an attorney and/or paralegal.

Counseling services/support group: Individual or group counseling or support provided by a volunteer, peer, or professional.

Criminal justice advocacy/court accompaniment: Assisting a victim/survivor with criminal legal issues including notifying the victim/survivor of case status, hearing dates, plea agreements, and sentencing terms; preparing paperwork such as victim impact statements; accompanying a victim/survivor to a criminal court proceeding or law enforcement interview; and all other advocacy within the criminal justice system.

Crisis intervention: Process by which a person identifies, assesses, and intervenes with an individual in crisis so as to restore balance and reduce the effects of the crisis in her/his life. In this category, report crisis intervention that occurs in person and/or over the telephone.

Forensic exam: A medical examination to collect and document evidence, evaluate and treat STDs and pregnancy, and refer victims/survivors to follow-up or medical care or counseling. Does not include accompanying the victim/survivor to a hospital, clinic, or medical office.

Hospital/clinic/medical response: Accompanying a victim/survivor to, or meeting a victim/survivor at, a hospital, clinic, or medical office.

Language services: Provision of interpretation and/or translation.

Transportation: Provision of transportation, either directly or through bus passes, taxi fares, or other means of transportation

Victim/survivor advocacy: Actions designed to help the victim/survivor obtain needed resources or services including employment, housing, shelter services, health care, victim's compensation, etc.

30B. Shelter services

Report the total number of victims/survivors and accompanying family members who received

emergency shelter and/or transitional housing. This should be an unduplicated count of both victims/survivors and family members. This means that each victim/survivor and each family member who received shelter services during the current reporting period should be counted only once. Report the total number of bed nights provided in emergency shelter and/or transitional housing to victims/survivors and family members. The number of bed nights is computed by multiplying the number of victims and family members by the number of nights they stayed in the shelter. The number of bed nights will typically be significantly higher than the number of victims and family members.

EXAMPLE: 10 victims/survivors stayed in the emergency shelter for 5 days each and each victim survivor was accompanied by 3 family members who also stayed for 5 nights each, this would be reported as follows:

Shelter service	Number of victims/survivors	Number of family members	Number of bed nights
Emergency shelter	10	30	200

Emergency shelter: Victim/survivor is housed in a safe, sometimes confidential place that provides 24-hour access to living quarters for a limited amount of time. Emergency shelter can also be safe-homes (generally private homes allowing a victim/survivor who is in immediate danger to stay for a short period of time on an emergency basis) and hotel accommodations.

Transitional housing: Victim/survivor is housed either in an apartment or single-family unit. This housing often includes a case management component that would include a work plan for what the client will accomplish while staying at the facility. Victims/survivors and their children are offered the array of direct services that the victim service agency offers other clients, such as court advocacy and assistance in getting TANF, WIC, job training, child care, legal assistance, permanent housing, vouchers, support and educational groups, and other services.

30C. Hotline calls

Report the number of hotline calls received from primary victims, and the total number of hotline calls received on phone lines paid for with STOP Program funds or answered by STOP Program-funded staff during the current reporting period. Primary victims whose calls reported here should not be reported as victims/survivors served in question 25 unless they also received at least one of the services listed in question 30A Victim Services or question 30B Shelter Services. Victims/survivors who receive services such as crisis intervention or victim advocacy over the telephone, in addition to basic hotline information and/or referrals, should also be reported in question 30A. Hotline calls that include victim advocacy or crisis intervention services are those that require more time than the average call and involve a more intensive focus on the immediate needs and situation of the victim. All calls, whether or not from victims/survivors, should be included in Total number of calls.

EXAMPLE 1: A victim/survivor calls the grant-funded hotline and is in crisis. The advocate spends 30 minutes on the call assisting the victim/survivor. In this case, the call would be counted in this question under “Number of calls from primary victims” and under “Total number of calls.” The victim/survivor would also be counted in question 25 as a victim

served, in question 30A under “Crisis intervention,” and demographics would need to be collected on this caller in questions 28 and 29.

EXAMPLE 2: A mother of a victim/survivor calls the grant-funded hotline and requests information about available services for her daughter. Your program provides her with the information. In this case, she would be counted in this question under “Total number of calls;” she would not be reported in any other questions, and demographics would not be collected for this caller.

30D. Victim-witness notification/outreach to victims/survivors

Report the number of unsolicited letters, phone calls, or visits to victims/survivors of specific incidents of sexual assault, domestic violence/dating violence, and stalking identified in police reports or court documents, informing them of services and/or providing information about the criminal justice system. Victims/survivors who are the recipients of these notification/outreach activities should not be reported as victims/survivors served in question 25 unless they also received at least one of the services reported in question 30A Victims Services or question 30B Shelter Services.

EXAMPLE 1: Your agency works closely with local law enforcement and they provide you with copies of the police reports. Your agency sends out 75 letters during the current reporting period and five victims/survivors call and request grant-funded services. In this case, you would report 75 in question 30D and the 5 victims/survivors requesting grant-funded services would also be counted in question 30A by the type of grant-funded service they requested. These 5 victims/survivors would be reported in question 25 and, if they were reported as served or partially served, demographics would also need to be reported in questions 28 and 29. However, if no victims/survivors requested services, you would only report in question 30D.

EXAMPLE 2: Your agency conducts outreach activities in the community during the current reporting period. Your grant-funded outreach worker conducts outreach by visiting the homes of 10 victims/survivors during the current reporting period. Each victim/survivor refuses services. In this case, you would only report those 10 outreach activities in question 30C. The victims/survivors visited by the outreach worker would not be reported at all in question 25 and no other demographics would need to be reported.

31. Protection orders

Report the total number of temporary and/or final protection orders requested and granted for which STOP Program-funded victim services staff assisted victims/survivors during the current reporting period. This should include all orders having the force of law that are designed to protect the victim/survivor from contact with the offender during the pendency of the order. They may be referred to as protection from abuse, protection from harassment or anti-harassment orders, restraining orders, or no-contact or stay-away orders in your jurisdiction, 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). For all instances in which victim services staff assisted the victim/survivor in obtaining such an order, the number of those orders requested and granted should be reported here.

32. (Optional) Additional information

Use the space provided to discuss the effectiveness of victim services activities funded or supported by your STOP Program subgrant. You may provide examples, data, or any other information about your victim services activities that you have not already provided.

E. Criminal Justice System

Only provide information in this section that represents STOP Program-funded criminal justice activities engaged in during the current reporting period. Report all victim services provided by staff within law enforcement, prosecution, or the court system, in section D only.

E1. Law Enforcement

If your STOP Program funds were used for law enforcement activities during the current reporting period, check yes and answer questions 33-36. If not, check no and skip to E2.

33. Activities

If you have an advocate employed by or located at the law enforcement agency, but STOP Program funds are not supporting the law enforcement activities listed in question 33, you would not fill out this subsection. You would report the advocate's activities in the Victim Services section. Provide information only for STOP Program-funded law enforcement activities engaged in during the current reporting period.

Report on any of the following activities supported with STOP Program funds relating to sexual assault, domestic violence, dating violence, and/or stalking cases/incidents during the current reporting period, by providing a total number for each of those activities. (See question 8 of these instructions for definitions of sexual assault, domestic violence, dating violence, and stalking.)

For the purpose of the law enforcement section of this report, each incident is one case and may involve one or more offenses and/or one or more victims/survivors. Each case/incident may also involve one or more offenders. For example, each time a law enforcement officer responds to a domestic violence call, it is one incident or case. If an activity relates to a case/incident involving more than one type of crime, the activity should be counted only once under the primary victimization.

*EXAMPLE 1: An officer responds to a 911 call that involves a single victim/survivor who has been sexually assaulted and beaten by her current husband. The officer writes a report and collects evidence. This would be considered **one** case/incident even though it involves more than one type of crime. You will need to choose which category to report this under--sexual assault **or** domestic violence.*

*EXAMPLE 2: Use the same example above but add that the brother of the husband also participated in the assault of the victim/survivor. This would also be considered **one** case/incident even though there were multiple perpetrators. You will still need to choose which category to report this under, sexual assault **or** domestic violence.*

*EXAMPLE 3: Use the same example except that the brother was not present during the first incident but arrived later in the day and assaulted the victim/survivor. These would now be considered **two** separate cases/incidents because they did not occur at the same time.*

Calls for assistance: All 911 and other calls made to law enforcement reporting on or requesting assistance in sexual assault, domestic violence, dating violence, or stalking incidents.

Incident reports: All responses to a sexual assault, domestic violence, dating violence, or stalking incident as reported on an incident report.

Cases/incidents investigated: All cases in which evidence was collected and witnesses were interviewed relating to a sexual assault, domestic violence, dating violence, or stalking incident.

Forensic medical evidence: All cases in which rape kits were processed.

Arrests: All arrests made by law enforcement, except dual arrests.

Dual arrests: All responses by law enforcement in which both parties involved in the sexual assault, domestic violence, dating violence, or stalking incident were arrested. (Dual arrests are discouraged by OVW. It is a goal of this office to reduce the number of dual arrests.)

Protection/ex parte/temporary restraining orders served: All instances in which these types of orders have been served on sexual assault, domestic violence, dating violence, or stalking offenders.

Arrests for violation of bail bond: All instances in which arrests were made of offenders charged with sexual assault, domestic violence, dating violence, or stalking crimes who violated conditions set out in their bail bonds.

Enforcement of warrants: All instances in which warrants relating to sexual assault, domestic violence, dating violence, or stalking offenses were enforced.

Arrests for violation of protection order: All instances in which arrests were made of offenders who violated conditions of protection orders obtained by victims/survivors of sexual assault, domestic violence, dating violence, or stalking crimes.

Protection orders issued: (to be answered only by subgrantees in jurisdictions that authorize law enforcement officers to directly issue no-contact, protection, or restraining orders in cases of sexual assault, domestic violence, dating violence, and stalking) All orders issued by law enforcement in a sexual assault, domestic violence, dating violence, or stalking case. Do not report these orders as “Protection/ex parte/temporary restraining orders served.”

Referrals of cases to prosecutor: Number of cases/incidents that were referred to the prosecutor’s office. These cases may involve multiple offenses.

Referrals of federal firearms charges to federal prosecutor or federal law enforcement: Number of cases/incidents involving firearms that were referred to a federal prosecutor or federal law enforcement agency.

34. Victim/survivor referrals to victim services

Report the total number of victim/survivor referrals to victim services (governmental and non-governmental) during the current reporting period. Victim services refer to services provided by agencies or individuals that serve victims/survivors of sexual assault, domestic violence, dating violence, and/or stalking. These services may be provided by subgrant-funded advocates who are reporting this information in section D. These numbers are not unduplicated; if a victim/survivor is referred to victim services several times during the reporting period, count the number of referrals, not the number of victims/survivors.

35. Protection orders

Report the total number of temporary and/or final protection orders requested and granted, for which STOP Program-funded law enforcement staff provided assistance to victims/survivors of sexual assault, domestic violence, dating violence, and/or stalking during the current reporting period. This should include all orders having the force of law that are designed to protect the victim/survivor from contact with the offender during the pendency of the order. They may be referred to as protection from abuse, protection from harassment or anti-harassment orders, restraining orders, or “no-contact” or “stay-away” orders in your jurisdiction, and they may be civil or criminal. 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., one to two years). For all instances in which law enforcement provided assistance to the victim/survivor in obtaining such an order, the number of those orders requested and granted should be reported here.

36. (Optional) Additional information

Use the space provided to discuss the effectiveness of law enforcement activities funded or supported by your STOP Program subgrant. You may provide examples, data, or any other information about your law enforcement activities that you have not already provided.

E2. Prosecution

If your STOP Program funds were used for prosecution activities during the current reporting period, check yes and answer questions 37-43. If not, check no and skip to E3. Provide information only for STOP Program-funded prosecution activities engaged in during the current reporting period.

37A. Number of cases received, accepted for prosecution, declined, or transferred

If you have an advocate employed by or located at the prosecutor’s office, but grant funds are not supporting the prosecution activities listed in question 37A, you would not fill out this section. You would report the advocate’s activities in the Victim Services section.

Report the number of domestic violence, dating violence, sexual assault, or stalking-related case referrals received—including cases already charged before reaching the prosecutor’s office—and of those cases referred, report the number that were accepted and the number that were declined for prosecution during the current reporting period. A case should be characterized by the most serious offense and may include numerous charges or counts. In most instances, a case will refer to one victim, one offender, and one incident.

Domestic violence cases may include any assaults, battery, vandalism, or other offenses that occurred in a domestic violence incident. Your state law does not have to name an offense “domestic violence” for a case addressing that offense to be counted here. Similarly, cases addressing sexual assault, dating violence, and stalking offenses should be counted, even if your state law uses other names for these types of offenses, such as “sexual battery” or “harassment.”

a. Number of case referrals received in the current reporting period: Report the number of new

sexual assault, domestic violence, dating violence, and stalking cases referred to the prosecutor's office during the current reporting period. Each case would reflect an incident and may involve one or more offenses.

- b. Number of cases accepted for prosecution during the current reporting period:* Report the number of sexual assault, domestic violence, dating violence, and stalking cases in which the case went forward for prosecution. In most cases this will mean that formal charges were filed but it may mean proceeding with cases that were filed by law enforcement.
- c. Number of cases declined for prosecution during the current reporting period:* Report the number of sexual assault, domestic violence, dating violence, and stalking cases in which a decision was made not to go forward with prosecution.
- d. Number of cases transferred to a higher or lower court outside the grant-funded jurisdiction during the current reporting period:* Report the number of sexual assault, domestic violence, dating violence, and stalking cases that were transferred to a higher or lower court during the current reporting period.

37B. Reasons for declining cases

Of those cases reported in 37A(c) as declined, report only the primary reason for the decision to decline prosecution.

Insufficient evidence (returned for further investigation): The case has been evaluated and determined to not have sufficient evidence to support prosecution at this time. However, the case has been returned to law enforcement, or given to a prosecution-based investigator, for the purpose of developing sufficient evidence.

Insufficient evidence/victim unavailable (no further action requested): The case has been evaluated and determined to not have sufficient evidence to support prosecution. This may include insufficient physical evidence and/or the unavailability of the victim/survivor or other witnesses necessary to prove the case.

Request of victim/victim safety: The case has been evaluated and the prosecutor was made aware that bringing charges could further endanger the victim/survivor and/or her children. Based on this information, a decision was made not to move forward with the case.

EXAMPLE 1: After reviewing the evidence presented in a domestic violence case, you determine that there is insufficient evidence on the relationship between the victim/survivor and the offender. You decline prosecution and refer the case back to law enforcement to obtain the necessary evidence.

EXAMPLE 2: You are reviewing the evidence in a sexual assault case. You are informed that the victim/survivor has left the jurisdiction and cannot be located. There is insufficient evidence to prosecute the case without the victim/survivor's testimony.

These cases would be reported as follows:

Reason for declining	Domestic violence/dating violence	Sexual assault	Stalking
Insufficient evidence (returned for further investigation)	1		
Insufficient evidence/victim unavailable		1	
Request of victim/victim safety			
Other			

38. Disposition of cases

Report the disposition of listed types of cases that occurred during the current reporting period, including dismissals, deferred adjudications, convictions, and acquittals.

Dismissed: Report cases that were dismissed.

Deferred adjudication: Report cases in which there was a deferred adjudication. Deferred adjudication is a process in which adjudication of the case is deferred pending successful completion of certain terms. If a defendant successfully completes those terms, the case is then dismissed.

Convicted: Report cases in which there was a conviction, and indicate whether the offender was convicted as the result of a plea to, or was found guilty of, the highest offense charged (“plead as charged” or “guilty as charged”), of a lesser charge within the same category (e.g., another felony or misdemeanor), or of a lesser charge in a lower category (e.g., a felony reduced to a misdemeanor).

Acquitted: Report cases in which the offender was acquitted.

EXAMPLE 1: Defendant was charged with a Class A felony, a Class B felony, and two misdemeanor domestic violence offenses. As the result of a plea bargain, the defendant pleaded guilty to the Class A felony charge and the other charges were dismissed. (Plead as charged.)

EXAMPLE 2: Defendant was charged with a Class A felony, a Class B felony, and two misdemeanor domestic violence offenses. As the result of a plea bargain, the defendant pleaded guilty to the Class B felony and the other charges were dismissed. (Plead to lesser in the same category.)

EXAMPLE 3: Defendant was charged with a Class A felony, a Class B felony, and two misdemeanor domestic violence offenses. As the result of a plea bargain, the defendant pleaded guilty to the two misdemeanor charges and the felony charges were dismissed. (Plead to lesser in a lower category.)

39. (Optional) Other issues present in cases that reached disposition

If possible, discuss the extent to which cases that were characterized as domestic violence/dating violence, sexual assault, and/or stalking also included additional charges or elements of domestic violence/dating violence, sexual assault, and/or stalking beyond that case characterization. For example, x % of cases reported above as domestic violence cases also included counts of sexual assault, and x % of cases reported as domestic violence or sexual assault also included stalking charges. The purpose of this question is to gather information on

how often multiple crimes were present in the cases reported. If detailed information is not available, feel free to provide estimates based on your experience.

40. Tribal subgrantees

If you are a tribal agency or government, report the number of sexual assault, domestic violence, dating violence, and/or stalking cases that were referred to state or federal prosecutors for prosecution during the current reporting period.

41. Victim/survivor referrals to victim services

Report the total number of victim/survivor referrals to victim services (governmental and non-governmental) during the current reporting period. Victim services refer to services provided by agencies or individuals that serve victims/survivors of domestic violence, dating violence, sexual assault and/or stalking. These services may be provided by subgrant-funded advocates who are reporting this information in section D. These numbers are not unduplicated; if a victim/survivor is referred to victim services several times during the reporting period, count the number of referrals, not the number of victims/survivors.

42. Protection orders

Report the total number of temporary and/or final protection orders requested and granted, for which STOP Program-funded prosecutors provided assistance to victims/survivors of sexual assault, domestic violence, dating violence, and/or stalking during the current reporting period. This should include all orders having the force of law that are designed to protect the victim/survivor from contact with the offender during the pendency of the order. They may be referred to as protection from abuse, protection from harassment or anti-harassment orders, restraining orders, or “no-contact” or “stay-away” orders in your jurisdiction, and they may be civil or criminal. 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., one to two years). For all instances in which prosecutors funded under the STOP Program subgrant provided assistance to the victim/survivor in obtaining such an order, the number of those orders requested and granted should be reported here.

43. (Optional) Additional information

Use the space provided to discuss the effectiveness of prosecution activities funded or supported by your STOP Program subgrant. You may provide examples, data, or any other information about your prosecution activities that you have not already provided.

E3. Courts

If your STOP Program funds were used for court activities during the current reporting period, check yes and answer questions 44-51. If not, check no and skip to E4.

44. Number of criminal cases

Provide information only for STOP Program-funded court activities engaged in during the current reporting period.

EXAMPLE: Your STOP Program subgrant funds a special domestic violence court. The special domestic violence court is located in a larger district court. You would report only on domestic violence cases handled by the special domestic violence court.

EXAMPLE: Your STOP Program subgrant provides funds to support the attendance of state court judges at a national training institute that focuses on domestic violence. You would report those training activities in subsection C1 and you would NOT provide information in subsection E3 on Courts.

EXAMPLE: Your STOP Program subgrant funds a resource coordinator in the court who assists victims/survivors with protection orders, informs victims/survivors about the civil and criminal legal process and options, and refers victims/survivors to appropriate community agencies and resources. You would report the activities of this person in Section D Victim Services and you would NOT provide information in subsection E3 on Courts.

Report the total number of new sexual assault, domestic violence, dating violence, and/or stalking cases filed during the current reporting period.

Misdemeanor and felony domestic violence cases may include any assaults, battery, vandalism, or other offenses that occurred in a domestic violence incident. Your state law or tribal code does not have to name the offense “domestic violence” for the case to be counted here. Similarly, cases addressing sexual assault and stalking offenses should be counted, even if your state law or tribal code uses other names for these types of offenses, such as “sexual battery” or “harassment.”

45. Disposition of criminal cases

Report the disposition of sexual assault, domestic violence/dating violence, and/or stalking cases resolved during the current reporting period, including dismissals, deferred adjudications, convictions, and acquittals.

Dismissed: Report cases that were dismissed.

Deferred adjudication: Report cases for which there was a deferred adjudication. Deferred adjudication is a process in which the judge requires the defendant to adhere to certain terms prior to any adjudication of guilt. If a defendant successfully fulfills those terms, the case against that defendant is usually dismissed.

Convicted: Report cases for which there was a conviction.

Acquitted: Report cases in which the offender was acquitted.

46. Judicial monitoring

Report the number of sexual assault, domestic violence, dating violence, and/or stalking offenders whose cases were reviewed by the court for compliance with conditions of probation or other court-ordered conditions, or for violations of those conditions. Also report the total number of review hearings conducted. The number of review hearings is the number of individual hearings held for each offender, even when that offender is reviewed during the same monitoring sessions as other offenders.

EXAMPLE: During the current reporting period, 10 offenders were reviewed at the same three sessions. The number of offenders reviewed would be 10, and the number of review hearings

conducted would be 10 multiplied by 3, or 30.

47. Dispositions of violations

Report the number of sexual assault, domestic violence, dating violence, and/or stalking cases reviewed by the court in which there were dispositions of violations during the current reporting period. If violations occurred but no hearing was held, or if the hearing was continued and not resolved during the current reporting period, do not report during this reporting period. If a violation occurred in a previous reporting period but was heard and disposed of during the current reporting period, that should be counted during this reporting period. Only report when there was a final adjudication of the violation. A case may be counted more than once if there were multiple violations with dispositions during the current reporting period.

No action taken: No action is taken by the presiding judge or magistrate.

Verbal/written warning: The offender is given a warning of future consequences.

Fine: A fine is imposed on the offender.

Conditions added: Conditions are added to offender's term of probation.

Partial revocation of probation: The offender is ordered to serve part of suspended sentence.

Probation revoked/incarcerated: The offender's probation is revoked and the offender is ordered to serve the entire sentence.

48. Victim/survivor referrals to victim services

Report the total number of victim/survivor referrals to victim services (governmental and non-governmental) during the current reporting period. Victim services refer to services provided by agencies that serve victims/survivors of sexual assault, domestic violence, dating violence, and/or stalking. These services may be provided by subgrant-funded advocates who are reporting this information in section D. These numbers are not unduplicated; if a victim/survivor is referred to victim services several times during the reporting period, count the number of referrals, not the number of victims/survivors.

49. Civil protection orders

Report the total number of requests received for temporary protection orders and final protection orders and the total number of temporary protection orders and final protection orders granted for victims/survivors of sexual assault, domestic violence, dating violence, and stalking during the current reporting period in the court receiving funds under the STOP Program subgrant. This should include all orders having the force of law that are designed to protect the victim/survivor from contact with the offender during the pendency of the order. They may be referred to as protection from abuse, protection from harassment or anti-harassment orders, or restraining orders in your jurisdiction. 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). Civil protection orders are those requested by the plaintiff.

50. Criminal protection orders

Report the total number of requests for criminal protection orders and the total number of criminal protection orders granted for victims/survivors of sexual assault, domestic violence, dating violence, and stalking during the current reporting period in the court(s) receiving funds under the STOP Program subgrant. This should include all orders having the force of law that are designed to protect the victim/survivor from contact with the offender during the pendency

of the order. They may be referred to as “no-contact” or “stay-away” orders. Generally, these orders are requested by the prosecutor’s office, do not require the victim/survivor to appear in court, and are effective only while the criminal case is active. Criminal protection orders may be issued as a condition of bail or probation.

51. (Optional) Additional information

Use the space provided to discuss the effectiveness of court activities funded or supported by your STOP Program subgrant. You may provide examples, data, or any other information about your court activities that you have not already provided.

E4. Probation and Parole

If your STOP Program funds were used for probation and parole activities during the current reporting period, check yes and answer questions 52-56. If not, check no and skip to E5.

52. Number of offenders

Provide information only for STOP Program-funded probation and parole activities engaged in during the current reporting period.

Report the total number of continuing and new offenders charged with sexual assault, domestic violence, dating violence, and/or stalking for which a STOP Program-funded probation or parole officer provided supervision. This is an unduplicated count. If you have not previously filed an annual report, include all pending offenders at the beginning of the current reporting period as “number of continuing offenders.”

Misdemeanor and felony domestic violence cases include offenders who have been convicted of assaults, battery, vandalism, or other offenses in a domestic violence incident. Your state law or tribal code does not have to name the offense “domestic violence” for it to be counted here. Similarly, cases involving offenders who have been convicted of sexual assault and stalking offenses should be counted, even if your state law or tribal code uses another name for these types of offenses, such as “sexual battery” or “harassment.”

53. Monitoring activities

For new and continuing offenders reported in question 52, report the number of the monitoring activities engaged in during the current reporting period. Report only those offenders who were monitored using the specific activity under “number of offenders.” Report the total number of contacts for all offenders for the specific activity under “total contacts.” The total number of contacts for each activity should be **at least** equal to the number of offenders for each activity.

Face-to-face meeting with offender: The probation or parole officer has regularly scheduled (e.g., once or twice a week) in-person meetings with the offender, consistent with terms of probation.

Telephone contact with offender: The probation or parole officer has regularly scheduled or unscheduled contact with the offender by telephone.

Unscheduled surveillance of offender: The probation or parole officer observes specific locations (e.g., victim/survivor’s home, offender’s workplace) or monitors the whereabouts of the offender with or without the offender’s prior knowledge.

EXAMPLE: The STOP Program-funded probation officer had a total caseload of 30 offenders. During the current reporting period, the probation officer had face-to-face contact 10 times each with 20 offenders. The officer also had monthly telephone contact with 10 offenders. In this case the table would be filled out as follows:

Activity	Number of offenders	Total contacts
Face-to-face meeting with offender	20	200 (10 x 20)
Telephone contact with offender	10	120 (12 x 10)
Unscheduled surveillance of offender		

For new and continuing cases reported in question 52, report the number of times the probation office engaged in outreach to a victim/survivor. In the second column, “number of victims/survivors,” report the total number of victims/survivors who were contacted by the probation office during the current reporting period. This should be an unduplicated count of victims/survivors. In the third column “total contacts,” report the total number of times victims/survivors were contacted.

Outreach to victims/survivors: The probation officer has telephone or in-person contact with the victim/survivor to provide information about the terms of the offender’s probation and/or to inquire about the victim/survivor’s safety.

54. Dispositions of probation violations

For new and continuing offenders reported in question 52 in which there were violations that were reviewed by the court and in which dispositions were reached during the current reporting period, report the type of violation and the disposition of each. If violations occurred but no hearing was held, or if the hearing was continued and not resolved during the current reporting period, do not report here. If a violation occurred in a previous reporting period but was heard and disposed of during the current reporting period, that should be counted. Only report when there was a final adjudication of the violation. One case may have multiple violations with dispositions during the current reporting period; all should be counted.

No action taken: No action is taken by the presiding judge or magistrate.

Warning: The offender is given a warning of future consequences.

Fine: A fine is imposed on offender.

Conditions added: Conditions are added to the offender’s terms of probation.

Partial revocation: The offender is ordered to serve part of a suspended sentence.

Probation revoked/incarcerated: The offender’s probation is revoked and the offender is ordered to serve the entire sentence imposed by the court.

55. Victim/survivor referrals to victim services

Report the total number of victim/survivor referrals to victim services (governmental and non-governmental) during the current reporting period. Victim services refer to services provided by agencies or individuals that serve victims/survivors of sexual assault, domestic violence, dating violence, and/or stalking. These services may be provided by subgrant-funded advocates who are reporting this information in section D. These numbers are not unduplicated; if a

victim/survivor is referred to victim services several times during the reporting period, count the number of referrals, not the number of victims/survivors.

56. (Optional) Additional information

Use the space provided to discuss the effectiveness of probation activities funded or supported by your STOP Program subgrant. You may provide examples, data, or any other information about your probation or parole activities that you have not already provided.

E5. Batterer Intervention Program (BIP)

If your STOP Program funds used for BIP activities during the current reporting period, check yes and answer questions 57-59. If not, check no and skip to section F.

57. Offenders in program

Report the number of continuing and new offenders in your batterer intervention program during the current reporting period. If you have not previously filed an annual report, include all cases at the beginning of the current reporting period as “Number of offenders continuing in BIP from last reporting period.”

58. Outcomes

Report the total number of domestic violence/dating violence offenders in your program who successfully completed the program, who were terminated from the program, and who returned to the program after termination during the current reporting period.

59. Length of BIP in weeks

Report the number of weeks batterers are expected to remain in the program in order to achieve successful completion. If you have programs of more than one length, report the length of each type of program under A, B, and C.

EXAMPLE: Your BIP program has two different models, one designed for male offenders that is 48 weeks long and a second model designed for female offenders that is 26 weeks long. During the current reporting period, there were four groups for the male offenders and one group for the female offenders. In this case, you would report as follows:

	A	B	C
NUMBER OF WEEKS	48	26	

F. Narrative

All subgrantees must answer questions 60 and 61.

PLEASE LIMIT YOUR RESPONSE TO THE SPACE PROVIDED FOR EACH QUESTION.

60. What do you see as the most significant areas of remaining need, with regard to improving services to victims/survivors of sexual assault, domestic violence/dating violence, and stalking, increasing victims/survivors safety, and enhancing community response (including offender accountability for both batterers and sex offenders)?

Describe any significant remaining areas of need. Consider geographic regions, underserved

populations, service delivery systems, types of victimization, and challenges and barriers unique to your jurisdiction.

61. What has STOP Program funding allowed you to do that you could not do prior to receiving this funding?

Describe anything STOP Program funding has enabled you to do that you could not do before you received STOP Program funding.

EXAMPLE: Before we received our first STOP Program subgrant in 2005, we only had one staff person at the shelter. Because we would not leave women and children alone in the shelter, everyone had to go with us when anyone had an appointment. We would put everyone in our station wagon, and children would be sitting on the floorboards. Since we received our grant, we were able to hire two more staff, so there is always someone to stay at the shelter with women and children.

EXAMPLE: Before we received STOP Program funds, we did not appropriately serve women with disabilities. Since we received STOP Program funds, we hired a disability specialist and have increased the number of women with disabilities served by our program from two in 2003 to 60 in 2007.

Questions 62 and 63 are optional.

PLEASE LIMIT YOUR RESPONSES TO THE SPACE PROVIDED FOR EACH QUESTION.

62. Provide any additional information that you would like us to know about your STOP Program subgrant and/or the effectiveness of your grant.

If you have not already done so elsewhere on this form, feel free to discuss any of the following: institutionalization of staff positions, policies, and/or protocols; systems-level changes; community collaboration; the removal or reduction of barriers and challenges for victims/survivors; utilization of volunteers and/or interns to complete activities; promising practices; and positive or negative unintended consequences.

EXAMPLE: Since training prosecutors, judges, and law enforcement, we have seen an increase in the number of sex offenders who are arrested and convicted in cases in which the offender has been identified. In 2005, only 25% of sex offenders were arrested, and only 10% of them were convicted. This past year, 75% of all sex offenders were arrested and 80% of them were convicted.

EXAMPLE: Our STOP Program-funded victim advocate served on a task force examining ways the criminal justice system could be more responsive to victims/survivors of sexual assault. As a result, a Sexual Assault Response Team was implemented and a Forensic Exam Program was created.

63. Provide any additional information that you would like us to know about the data submitted.

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 progress reports for the same reporting period, you may explain how the data was apportioned to each report; or if you funded staff—e.g., victim advocates, law enforcement officers, etc.—but did not report any corresponding victim services or law enforcement activities, you may explain

why; or if you did not use program funds to support either staff or activities during the reporting period, please explain how program funds were used, if you have not already done so.