

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

INSTRUCTIONS FOR

Semi-annual Progress Report for STOP Violence  
Against Indian Women Discretionary Grant Program

**INTRODUCTION**

The Violence Against Women Act of 2000 (VAWA 2000) requires grantees to report on the effectiveness of activities carried out with grant funds, including number of people served and number of people seeking services who could not be served. To meet this Congressional reporting requirement and the requirements of the Government Performance and Results Act, the Office on Violence Against Women (OVW) requires all grantees to complete this Semi-Annual Progress Report.

A grant administrator or coordinator must ensure that the form is completed fully with regard to all grant activities. Grant administrators and coordinators are responsible for compiling and submitting a single report that reflects all information collected from grant partners. Grant partners, however, may complete sections relevant to their portion of the grant. Throughout this form, the term “STOP VAIW funds” includes the 25% non-federal match. Grantees must report on activities supported through the STOP VAIW federal funds and the non-federal portion of the budget identified as the organization’s 25% match. All information should reflect activities for the current reporting period only.

This form is to be used for reporting progress semi-annually, for the periods January 1 to June 30 and July 1 to December 31. **All grantees should read each section to determine which questions they must answer based on the activities engaged in under this grant during the current reporting period.** Sections B and F of this form must be completed by all grantees. In section A, subsection A1 must be completed by all grantees. In section C, subsection C2 must be completed by all grantees. In sections D and E, and subsections A2, C1, and C3-C6, grantees must answer an initial question in each section or subsection about whether or not they engaged in certain activities during the current reporting period. If the response is yes, then the grantee must complete that section or subsection. If the response is no, the rest of that section or subsection is skipped.

The activities of volunteers or interns may be reported if they are coordinated or supervised by STOP VAIW grant-funded staff or if STOP VAIW grant funds substantially support their activities.

This form must be submitted to OVW within 30 days of the end of the current reporting period (i.e., July 30 or January 30). *OVW recognizes that some of the information requested in this form will not be available for many programs until they have had sufficient time to implement record-keeping procedures to track the information requested. In the meantime, provide the most accurate and complete information possible with the data you have available.*

If you have any questions about this form or if you need assistance completing the form, call the VAWA Measuring Effectiveness Initiative at the Muskie School of Public Service, 1-800-922-VAWA (8292). Frequently asked questions and other information on the Semi-Annual Progress Report can be found at <http://muskie.usm.maine.edu/vawamei>. If you have questions about your grant, please contact your OVW program specialist at 1-202-307-6026 (TTY: 202-307-2277).

## INSTRUCTIONS

**Please note:** It may be helpful to have the STOP VAWI Application Guideline and your original grant proposal available at the time you complete this form. The application guideline is available on the OVW website ([www.ojp.usdoj.gov/vawo](http://www.ojp.usdoj.gov/vawo)).



## GENERAL INFORMATION

### Grant information

All grantees must complete this section.

#### 1. Date of report

Enter the date on which you complete this form.

#### 2. Current reporting period

Check the box corresponding to the six-month period for which you are providing information. Then, enter the year for which you are providing information.

#### 3. Grantee name

Enter the name of the agency/organization that received the grant.

#### 4. Grant number

Enter the federal grant number assigned to your STOP VAWI Program grant. Include the supplement number if applicable.

#### 5. Point of contact

Provide the name, mailing address, telephone number, facsimile number, and e-mail address for the person responsible for the day-to-day coordination or administration of the grant.

#### 6. Tribal populations served

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

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.

#### 7. Percentage of grant funds

Report the area(s) addressed by your STOP Program grant during the current reporting period and estimate the approximate percentage of funds (or resources) committed to each area. The grantee may choose how to make this determination.

**Sexual assault** is a continuum of behaviors defined in the Violence Against Women Act to include both sexual assaults committed by offenders who are strangers to the victim, and sexual assaults committed by offenders who are known to, related by blood or marriage to, or in a dating relationship with, the victim. 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 adult person against whom a victim 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 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. 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 places that person in reasonable fear of the death of, or serious bodily injury to, herself or himself, a member of her/his immediate family, or her/his spouse or intimate partner.

*EXAMPLE: A victim services agency receives STOP VAW Program funding to offer legal advocacy services for victims/survivors of sexual assault and domestic violence. During the current reporting period approximately 25% of the STOP VAW Program funded clients are sexual assault victims/survivors and the rest are victims/survivors of domestic violence. If all services received are approximately the same to all clients, one could estimate that approximately 25% of the project's funds are directed to sexual assault and 75% to domestic violence. If the services received by domestic violence victims/survivors are more comprehensive than those received by sexual assault victims/survivors, the percentage of funds directed to domestic violence would be greater.*

SECTION  
A2

## Staff information

If your STOP VAW funds were used to fund staff positions during the current reporting period, check yes and answer question 8. If not, check no and skip to Section B.

### 8. Staff

Report the number of full-time equivalent (FTE) staff funded under this grant during the current reporting period. Include employees who are part-time and/or partially funded with these grant funds as well as contractors. Report the average when an employee or contractor was not employed or utilized over the entire reporting period. If staff members fall into two or more categories of job descriptions, divide their time as appropriate. Round to the second decimal.

**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.

**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, receptionists.

*EXAMPLE 1: If you have one full-time support staff whose salary is 100% funded with STOP VAW funds and another full-time support staff whose salary is 25% funded with STOP VAW funds, report 1.25 FTE under support staff.*

*EXAMPLE 2: A staff member, whose salary is 100% funded with STOP VAW funds, spends approximately 20 hours a week coordinating the victim services program, 16 hours providing victim advocacy, and 4 hours collecting and analyzing evaluation data. Report as .50 under program coordinator, .40 under victim advocate, and .10 under other as "evaluator."*

*EXAMPLE 3: If an employee worked full time for the first three months and had no time on the grant during the last three months of the reporting period, report that staff person as .50 FTE.*

*EXAMPLE 4: If you contracted with an information technology specialist for full-time services for two months during the reporting period, report that person as .33 FTE.*

*EXAMPLE 5: A staff member works 20 hours a week. The staff member spends 10 hours a week coordinating the victim services program, and 10 hours providing victim advocacy. Report this as .25 under program coordinator, and .25 under victim advocate.*

## SECTION B PURPOSE AREAS

All grantees must complete this section.

### 9. Statutory purpose areas

Check all purpose area(s) that apply to activities engaged in with STOP VAWI funds during the current reporting period, even if those activities are different from the purpose area(s) indicated in your original application for funding or in previous reports.

## SECTION C1 FUNCTION AREAS

### Training

If your STOP VAWI funds were used for training during the current reporting period, check yes and answer questions 10-12. If not, check no and skip to C2.

### 10. Training provided

Report the total number of training events provided during the current reporting period that were either provided by STOP VAWI-funded staff or directly supported by STOP VAWI funds. If non-grant-funded staff were sent to training with STOP VAWI funds, count the training as an event. For example, if you send tribal law enforcement officers to the same training institute, count this as one event. Staff development training provided to STOP VAWI-funded staff should not be counted.

### 11. 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. If you are unable to determine the disciplines represented at a training event, report those people under multidisciplinary group. Report whether the people trained are tribal members or non-tribal members. These should be people trained by STOP VAWI-funded staff or people attending training events that were directly supported with STOP VAWI funds during the current reporting period. STOP VAWI-funded staff attending staff development training should not be counted.

### 12. Training content areas

Check the topics addressed covered in training events during the current reporting period. Check all that apply. Do not include topics of staff development training attended by STOP VAWI-funded staff.

## SECTION C2 Coordinated Community Response

All grantees must answer question 13.

### 13. Coordinated community response activities

Check the appropriate boxes to indicate the agencies or organizations, even if they are not partners with which you have a memorandum of understanding (MOU), that 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 VAWI grant. If the meeting was with a task force, you should check all attendees. In the last column, indicate the agencies or organizations with which you have an MOU for purposes of the STOP VAWI grant.

SECTION  
C3

## Policies

If STOP VAWI funds were used to develop, substantially revise, and/or implement policies and/or protocols during the current reporting period, check yes and answer question 14. If not, check no and skip to C4.

### 14. Policies and/or protocols developed, revised, and/or implemented during the current reporting period

Check all the types of policies and/or protocols developed, substantially revised, and/or implemented during the current reporting period. These activities should be completed by STOP VAWI-funded staff or directly supported by STOP VAWI funds. Check all that apply.

**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: (Develop) Your tribal law enforcement agency did not have a policy concerning the appropriate response to sexual violence. During the current reporting period, grant-funded staff developed a policy and outlined protocols for responding appropriately to sexual violence. You report this activity during the current reporting period because the development of the policy was completed.*

*EXAMPLE 2: (Substantially revised) Your tribal law enforcement agency had a policy concerning appropriate response to sexual violence, but it only referred to the law enforcement role relative to tribal offenders. During the current reporting period, grant-funded law enforcement staff amended the policy to include appropriate response to non-tribal offenders. You report this activity during the current reporting period because the revisions were completed.*

*EXAMPLE 3: (Implemented) Your tribal law enforcement agency revised their policy concerning appropriate response to sexual assault victims/survivors to include protocols for people who are disabled. During the current reporting period, the new protocols were distributed, and became standard practice. You would report this activity during the current reporting period because the policy was implemented. You would not continue to report this same activity on future reporting forms.*

SECTION  
C4

## Products and Codes

If STOP VAWI funds were used to develop, substantially revise, and/or distribute products and/or codes during the current reporting period, check yes and answer question 15. If not, check no and skip to section C5.

### 15. Use of STOP VAWI funds for product and/or code development, substantial revision, and/or distribution

Report the number of products and/or codes developed, substantially revised, and/or distributed with STOP VAWI grant funds during the current reporting period. Report the number of new products and/or codes developed or substantially revised during the current reporting period; the title/topic, and intended audience for each product or code developed, revised, and/or distributed; and the number of products used or distributed. If a product or code was created in or translated into a language other than English, including Braille, indicate the language. Report on products or codes that were newly developed or substantially revised during the current reporting period whether or not they were used or distributed, and on products or codes that were previously developed or revised and were used or distributed during the current reporting period.

*EXAMPLE: You create a new brochure and distribute 50 copies. The brochure is for victims/survivors about the tribal law enforcement response to stalking. It is written in Athabscan. You also distribute 20 copies of a brochure created during a previous reporting period. This brochure is about victim services on the reservation. You would report this as follows:*

Products	Number developed or revised	Title/topic	Intended audience	Number used or distributed	Other languages
Brochures	1	Tribal law enforcement response to stalking	victims/survivors	50	Athabscan
		Victim Services on the Reservation	sexual assault and domestic violence victims/survivors	20	

**SECTION C5**

## Data Collection and Communication Systems

If STOP VAWI funds were used for data collection systems and/or communication systems or for the purchase of hardware or other equipment during the current reporting period, check yes and answer questions 16-17. If not, check no and skip to C6.

### 16. Use of STOP VAWI funds for data collection and/or communications systems

Indicate whether the STOP VAWI grant was used to develop, expand, or link data collection and/or communications systems, or to purchase computers or other equipment during the current reporting period. Check all that apply.

### 17. Purpose of data collection and/or communication systems

Indicate which types of information have been or will be identified and tracked using the technology identified in question 16.

**SECTION C6**

## Specialized Units

If your STOP VAWI funds were used to support a specialized unit during the current reporting period, answer question 18. If not, skip to section D.

### 18. Use of STOP VAWI funds for specialized units

Indicate how STOP VAWI 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, or judges responsible for sexual assault, domestic violence, and/or stalking cases. A specialized unit may consist of one person, even if that person is partially funded by your STOP VAWI grant.

**SECTION C7**

## System Improvement

If your STOP Program funds were used to support system improvement during the current reporting period, check yes and answer question 19. If not, check no and skip to Section D.

### 19. 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.



## VICTIM SERVICES

If STOP VAW-funded staff provided victim services or if grant funds were used to support victim services during the current reporting period, answer questions 20-26. If your STOP VAW funds were not used for victim services, skip to Section E. Only provide information in this section that represents victims served and services provided with STOP VAW funding. 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, only in section E.

### 20. Number of victims/survivors served, partially served, and victims seeking services who were not served

Report the following, to the best of your ability, as unduplicated numbers for each category during the current reporting period. Victims/survivors are those against whom the sexual assault, domestic violence, or stalking was directed. Some victims/survivors may have experienced both 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 domestic violence, sexual assault and stalking on pages 2 and 3 of these instructions.)

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

*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 grant, that person should NOT BE COUNTED in any category.*

*EXAMPLE 1, "served": A victim/survivor who was sexually assaulted by her former roommate requests services at your STOP VAW project. You have been funded under the STOP VAW Program to assist victims/survivors with obtaining protection from abuse orders, both temporary and permanent. You assist her with filling out the paperwork and your staff attorney provides representation at the hearing. This victim/survivor also wants to file for civil damages against her roommate. You are not funded to represent victims/survivors in tort actions, so you refer this person to a private attorney for help with her tort action. This person would be counted in A, "victims/survivors served," in the sexual assault column because she received the services she requested that were funded under your STOP VAW Program grant.*

*EXAMPLE 2, "Partially served": A victim/survivor whose ex-husband has been charged with stalking comes into your office to talk about her case. 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 court on that date. This victim/survivor received information from your advocate, but not the other services she needed that you provide under your grant. She should be counted as "partially served."*

*EXAMPLE 3, "not served": A victim/survivor of domestic abuse walks into your clinic program for assistance changing the visitation provisions in her divorce decree. Her ex-husband has been using the exchange times to harass her regarding her new relationship, and she wants to go back into court to make changes in how the exchange happens. Your clinic receives STOP VAW Program funding to provide assistance in family law matters to victims/survivors. You do an intake on this person, but you are not able to take her case at that time because of staffing limitations, and her name is put on a waiting list. As of the end of the reporting period, she is still on the waiting list. This person should be counted as "not served."*

*(Examples 4A, 4B and 4C 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 4**

A. A sexual violence victim/survivor calls your STOP VAWI program for crisis intervention and group support. You provide crisis intervention services and she attends a support group for sexual assault victims/survivors. This victim/survivor has received a range of the services you provide under your STOP VAWI Program grant and should be counted as "served."

B. A sexual violence victim/survivor calls your STOP VAWI funded program for crisis intervention and group support. You provide crisis intervention services but the support group for sexual assault victims/survivors is full and she does not receive this service during the current reporting period. This victim/survivor has received some, but not all, of the services you provide under your STOP VAWI grant and should be counted as "partially served."

C. A sexual violence victim/survivor calls your STOP VAWI funded program for crisis intervention and group support. You have a waiting list for all services and cannot provide her with any services during the current reporting period. This victim/survivor has not received any of the services you provide under your STOP VAWI grant and should be counted as "not served."

## 21. Reasons victims/survivors were not served or were partially served

Report the reasons that victims/survivors seeking services were not served, or were partially served, by checking all that apply. OVV acknowledges that funded projects 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 project cannot serve victim/survivor because current or previous relationships with that client, or other parties related to that client, would not protect the client's interests. For example, when there are dual or multiple relationships, whether professional, social, or business; or, when services are provided to two or more people who have a relationship with each other.

**Did not meet eligibility or statutory requirements:** Victim/survivor does not meet eligibility requirements of program or does not meet requirements of statute.

**Geographic or other isolation of victim/survivor:** Staff or volunteers can not serve the victim due to geographic distance or isolation. For example, the victim/survivor is in the organization's service jurisdiction, but the three hour drive prohibits the victim from attending a support group.

**Hours of operation:** The hours the organization provides services are not consistent with the hours the victim/survivor is available to receive needed services.

**Inadequate language capacity (including signing):** Staff or volunteers are unable to adequately communicate with the victim/survivor due to language. Interpreter services are not available or not available at the time the victim/survivor is seeking services.

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

**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 victim/survivor's male care attendant to accompany her to the shelter, which prevents her from being able to use shelter services.

**Need not documented:** Determination is made that there is not sufficient basis to provide the services requested by the victim/survivor.

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

**Program rules not acceptable to the 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 shelter has a 9:00 p.m. curfew and the victim/survivor declines shelter because s/he is unwilling to agree to a curfew

**Services inappropriate or inadequate for victims/survivors with mental health problems:** Staff are not able, for any reason, to provide appropriate or adequate services for victims/survivors with mental health problems. For example, staff who provide peer support are not adequately trained to provide support services to victims/survivors who are actively psychotic.

**Services inappropriate or inadequate for victims/survivors with substance abuse problems:** 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 victims/survivors of sexual assault, a victim/survivor requesting support group services is not served because it is clinically determined to be inappropriate for her to attend the group (for example, she may not be ready for a support group environment).



**Services not available for victim/survivor accompanied by male adolescents:** 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 problems:** The victim/survivor is not able to utilize services provided under the grant because s/he lacks adequate transportation, and the organization is unable to provide transportation.

**Other:** Describe any other reason for not serving that is not captured above.

*EXAMPLE: You document that a woman is a victim of domestic violence, but it has been two years since she had contact with her offender. She requests shelter and group counseling. You provide the group counseling but her need for shelter is not documented. Because she is reported in 20B (partially served), you check the box "need not documented," to explain the reason she was not provided shelter.*

## 22. Demographics of victims/survivors served or partially served

Report the number of victims/survivors served or partially served by demographic characteristics, for those reported in 20A and 20B. The total number of victims/survivors reported in this question may be higher than the total reported in items 20A and 20B (with the exception of gender and age). The demographic categories listed under this question are mandated by the federal Office of Management and Budget and are consistent with the U.S. Census.

**Race/ethnicity:** Report the ethnicity or race 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 20A and 20B.

**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 gender should equal the total of 20A and 20B.

**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 are immigrants, refugees, or asylum seekers. This is not a question about immigration or legal status.

*EXAMPLE: If the project served a twenty year old woman who is an American Indian and part-Latina victim/survivor of sexual assault whose primary language is Lakota and who does not read or write English, you would count this victim/survivor under Race/ethnicity (American Indian and Latina), Gender (Female), Age (18-25), and as a person with limited English proficiency.*

## 23. Victims/survivors' relationships to offender

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, 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 number of victims/survivors reported here may total more than the sum of 20A and 20B.

**Intimate partner:** A person with whom the victim has a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse, a person similarly situated as a spouse to the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or any other adult person against whom a victim is protected from that person's acts under the domestic or family violence laws of the jurisdiction receiving grant monies.

**Other family member:** Any person who is related to the victim/survivor by blood, kinship or relationship. 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.

**Dating relationship:** A social relationship of a romantic or intimate nature. 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:** A person known to the victim, including a peer, co-worker, supervisor, friend, classmate, etc.

**Stranger:** Any person unknown to the victim/survivor.

## 24. Victim services

Based on the victims/survivors reported in 20A and 20B, report the number victims/survivors who received hotline assistance; crisis intervention; hospital response; support group/counseling services; criminal justice advocacy/court accompaniment; civil legal advocacy/court accompaniment; civil legal assistance; victim witness notification; victim/survivor advocacy; and/or transportation. Count a victim/survivor once for each type of service provided during the reporting period. The number of victims/survivors reported here may total more than the sum of 20A and 20B. A victim/survivor may be counted more than once, if that person received more than one of the listed services.

**Hotline calls:** Crisis or information and referral calls received by an agency's hotline or office telephone.

**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 only crisis intervention that occurs in person. Report telephone crisis intervention under hotline calls.

**Hospital response:** Accompanying or meeting a victim at the hospital, e.g., for a forensic exam.

**Support group/counseling services:** 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 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.

**Civil legal advocacy/court accompaniment:** Assisting a victim/survivor with 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.

**Civil legal assistance:** Civil legal services provided by an attorney.

**Victim witness notification:** Notifying victims/survivors of case status, hearing dates, providing information regarding criminal process

**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. Advocacy would also include accompanying a victim/survivor to an administrative hearing, such as unemployment, Social Security, TANF, or food stamp hearing.

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

## 25. Shelter services

Report the total number of victims/survivors and accompanying family members who received emergency shelter or transitional housing funded with STOP VAWI funds. Report the total number of bed days provided in emergency shelter or transitional housing to victims/survivors and family members. Bed days are determined by multiplying the total number of nights each victim/survivor and family member stays in a shelter by the number of victims/survivors and family members served.

## 26. Protection orders

Report the total number of temporary and/or final protection orders requested and granted for which STOP VAWI 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 "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.

SECTION  
E1

## CRIMINAL JUSTICE SYSTEM

### Tribal Law Enforcement

If your STOP VAW grant funded tribal law enforcement activities, check yes and answer questions 27-28. If not, check no and skip to E2.

#### 27. Activities

Report tribal law enforcement activities engaged in relating to sexual assault, domestic violence, and stalking cases/incidents during the current reporting period, by providing a total number for those activities. (See pages 2-3 of these instructions for definitions of sexual assault, domestic 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.

**Calls for assistance:** All 911 and other calls made to law enforcement reporting on or requesting assistance in domestic violence incidents.

**Incident reports:** All responses to a domestic violence incident as reported on an incident report.

**Cases/incidents investigated:** All cases in which evidence was collected and witnesses were interviewed relating to a domestic violence incident.

**Arrests of predominant aggressor:** All responses by law enforcement in which only the primary aggressor is arrested.

**Dual arrests:** All responses by law enforcement in which both parties involved in the domestic violence 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 domestic violence offenders. They may be referred to as "no contact," "stay away" orders, or use other terminology in your jurisdiction. (Ex parte refers to temporary orders issued without a hearing, and are usually for short periods of time such as 30 days.)

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

**Enforcement of warrants:** All instances in which warrants relating to domestic violence 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 domestic violence crimes.

**Protection orders issued:** (to be answered only by grantees in jurisdictions that allow law enforcement personnel to issue or to request the issuance of no contact, protection or restraining orders in cases of sexual assault, domestic violence and stalking) All orders issued by law enforcement or at the request of law enforcement in a domestic violence case.

**Cases referred to local or state law enforcement:** All sexual assault, domestic violence and stalking cases referred to local or state law enforcement. This may occur when the tribe does not have a statute to cover the offense.

**Cases referred to federal law enforcement (not including federal firearms violations):** All sexual assault, domestic violence and stalking cases referred to federal law enforcement. This may occur when the offense is a felony.

**Cases referred to tribal prosecutors:** Number of cases/incidents that were referred to the tribal 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.

#### 28. Protection orders

Report the total number of temporary and/or final protection orders requested and granted, for which STOP VAW-funded law enforcement officers provided assistance to victims/survivors of sexual assault, domestic violence, 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 "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.

## SECTION E2 Tribal Prosecution

If your STOP VAWI grant funds were used for tribal prosecution activities during the current reporting period, check yes if and answer questions 29-32. If not, check no and skip to E3.

### 29. Number of sexual assault, domestic violence, and stalking cases received, charged, not charged, or transferred

Report the number of new sexual assault, domestic violence, and stalking cases received from law enforcement during the current reporting period. Each case may involve one or more offenses on which charges may be filed. Report the number of sexual assault, domestic violence, and stalking cases in which formal charges were filed; decisions were made not to file charges; or, cases not charged due to jurisdictional limitations (no tribal ordinance, PL 280, no tribal court).

### 30. Number of pending charges and number of new offenses charged

Report the total number of sexual assault, domestic violence, and stalking charges pending from the previous reporting period and new offenses charged during the current reporting period. If you have not previously filed a semi-annual report, include all charges pending at the beginning of the current reporting period as "pending charges."

*Your code does not have to name the offense sexual assault, domestic violence or stalking for it to be counted here. Your code may use other names for these types of offenses, such as sexual battery or harassment. Similarly, domestic violence offenses include any assaults, battery, vandalism, or other offenses that occurred in a domestic violence incident.*

### 31. Disposition of charges

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

**Dismissed:** Report charges that were dismissed, and indicate if the reason for dismissal was the request of victim, lack of evidence or other reason.

**Deferred adjudication:** Report charges in which there was a deferred adjudication. Deferred adjudication is a process where the judge requires the defendant to adhere to certain terms. If a defendant successfully completes those terms, the case is then dismissed.

**Convicted:** Report charges in which there was a conviction, and indicate whether the offender was found guilty of the highest offense charged, found guilty of a lesser offense, plead guilty to a lesser offense, or other.

**Acquitted:** Report charges in which the offender was acquitted.

### 32. Protection orders

Report the total number of temporary and/or final protection orders requested and granted, for which STOP VAWI-funded prosecutors provided assistance to victims/survivors of sexual assault, domestic violence, 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 "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).

SECTION  
E3

## Tribal Courts

If your STOP VAWI grant funded court activities check yes and answer questions 33-37. If not, check no and skip to E4.

### 33. Number of criminal charges

Report the total number of sexual assault, domestic violence and stalking charges pending from the previous reporting period and new charges filed during the current reporting period. If you have not previously filed an annual report, include all pending charges at the beginning of the current reporting period as "charges pending."

**Charges pending:** Report charges that were filed in the previous reporting period and are still active. If you have not previously filed a semi-annual report, include all charges pending at the beginning of the current reporting period.

**New charges:** Report new criminal charges filed during the current reporting period.

*Your code does not have to name the offense sexual assault, domestic violence or stalking for it to be counted here. Your code may use other names for these types of offenses, such as sexual battery or harassment. Similarly, domestic violence offenses include any assaults, battery, vandalism, or other offenses that occurred in a domestic violence incident.*

### 34. Disposition of criminal charges

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

**Dismissed:** Report charges that were dismissed.

**Deferred adjudication:** Report charges 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 charges against that defendant are usually dismissed.

**Convicted:** Report charges for which there was a conviction.

**Acquitted:** Report charges of which the offender was acquitted.

### 35. Judicial monitoring

Report the number of sexual assault, domestic violence, and 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.

### 36. Dispositions of violations reviewed

Report the number of sexual assault, domestic violence, and 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. This question refers specifically to violations of judicial monitoring reported in question 35.

**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 the offender.

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

**Partial revocation:** 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.



### 37. 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, and stalking during the current reporting period in the court receiving funds under the STOP VAWI grant. 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 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.

## SECTION E4

### Tribal Probation

If your STOP VAWI funds were used for probation during the current reporting period, check yes and answer questions 38-40. If not, then check no, and skip to E5

### 38. Number of cases

Report the total number of continuing and new sexual assault, domestic violence and stalking cases. This is an unduplicated count. If you have not previously filed a semi-annual report, include all cases pending at the beginning of the current reporting period as “cases pending.” Report on cases that were closed during that completed supervision without any violations. Also, report the number of cases that completed supervision with at least one violation during the time they were under supervision.

### 39. Monitoring activities

For new and continuing cases reported in question 38, report the number of the monitoring activities engaged in during the current reporting period. In the second column, “number of offenders,” report the number of offenders who were monitored by the probation office during the current reporting period, by the type of contact. This should be an unduplicated count of offenders for each type of contact. In the third column “total contacts,” report the total number of times offenders were contacted, by the type of contact.

**Face-to-face meeting with offender:** The probation 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 officer has regularly scheduled or unscheduled contact with the offender by telephone.

**Unscheduled surveillance of offender:** The probation 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.

For new and continuing cases reported in question 38, 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 inquire about the victim/survivor’s safety.

### 40. Disposition of probation violations

Report the number of domestic violence cases reviewed by the court in which there were dispositions of probation 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 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. 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.

**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 term 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.

SECTION  
E5

## Batterer Intervention Program (BIP)

If your STOP VAW Program funds used for BIP activities during the current reporting period, check yes and answer questions 41-43 providing information for grant-funded activities. If not, then check no, and skip to section F.

### 41. 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 a semi-annual report, include all cases at the beginning of the current reporting period as "offenders continuing in BIP."

### 42. Outcomes

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

### 43. 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 number and the length for each type of program.

SECTION  
F

## NARRATIVE

### All grantees must answer question 44.

Responses must be limited to four pages for this question.

### 44. Report on the status of goals and objectives for this grant

Using Appendix A as a guide, briefly report on the status of the goals and objectives for your STOP VAW grant as of the end of the current reporting period, as identified in your grant proposal or as they have been added or revised. Indicate whether the activities related to your objectives for the current reporting period have been completed, are in progress, are delayed or have been revised. Comment on your successes and challenges, and provide any additional explanation you feel is necessary for us to understand what you have or have not accomplished relative to your goals and objectives. If you have not accomplished objectives that should have been accomplished during the current reporting period, you must provide an explanation.

**EXAMPLE:**

**Objective:** *Coordinate the sharing of information concerning domestic violence and sexual assault offenses on the reservation with local law enforcement agencies.*

**Activity:** *Hire data specialist to create tracking system for sharing information*

**Status:** *Delayed.*

**Comments:** *We hired someone who left the position because of a family emergency six weeks after she was hired. We are interviewing new candidates and hope to have someone in the position by the next reporting period.*

**All grantees must answer questions 45 and 46 on an ANNUAL basis.  
Submit this information on the January to June reporting form only.**

**45. What do you see as the most significant areas of remaining need, with regard to increasing victim/survivor safety and offender accountability?**

Consider geographic regions, jurisdictional issues, service delivery systems, types of victims/survivors, and challenges and barriers unique to your service area.

**46. What has the STOP VAIW grant funding allowed you to do that you could not do prior to receiving this funding?**

EXAMPLE: Prior to STOP VAIW, our tribal law enforcement was limited in their ability to respond to victims/survivors of domestic violence and stalking because the existing tribal codes did not adequately address domestic violence or stalking. With STOP VAIW funds, we created codes that are now adequate and are being enforced by tribal law enforcement.

**Questions 47 and 48 are optional.**

**47. Non-tribal criminal justice dispositions**

If you have information about the dispositions of sexual assault, domestic violence, and stalking offenses that occurred in Indian country and were referred to local, state, or federal law enforcement or prosecutors, please report that information here. If available, include information on dispositions and whether the offenders and victims were tribal members.

EXAMPLE: Thirty domestic violence cases in which tribal women were abused by non-tribal men were referred to local law enforcement. Of those cases, three were referred to the prosecutor and none resulted in convictions. Five sexual assault cases were referred to the federal prosecutor. Three cases were tribal women assaulted by non-tribal men; two were tribal women assaulted by tribal men. Both tribal men and one non-tribal man were prosecuted. Only the tribal man was convicted.

**48. Provide additional information regarding the effectiveness of your grant-funded project.**

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: Our STOP VAIW-funded victim advocate served on a task force examining ways the criminal justice system could be more responsive to American Indian victims/survivors of sexual assault. As a result, a Sexual Assault Response Team was implemented on the reservation with protocols for forensic exams with a local hospital.