VIOLENCE AGAINST WOMEN ACT | MEASURING EFFECTIVENESS INITIATIVE

Guide for Reviewing STOP Subgrantee Reports

For Administrators of the STOP Violence Against Women Formula Grant Program

Purpose of this Document

The aim of this guide is to support administrators as they complete the review of subgrantee reports.

This document addresses the most common issues or "red flags" found during the review of data submitted by STOP subgrantees. A "red flag" does not always indicate an error, but it may require some investigation and clarification.

This document does not include guidance on every question of the STOP subgrantee annual progress report. If you have any questions that are not addressed, please contact VAWA Measuring Effectiveness Initiative (VAWA MEI) for assistance.

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Table of Contents

ADMINISTRATOR RESPONSIBILITIES TO SUBGRANTEES

STOP administrators are responsible for **supporting subgrantees** with the reporting form by:

1. Ensuring that each subgrantee electronically completes the reporting form (scans and handwritten forms are not accepted).

2. Reminding subgrantees to click the "Validate" button to be sure that the report is successfully validated prior to submitting the report to you, the administrator.

STOP administrators are responsible for **reviewing the subgrantee reports** before submitting them to VAWA MEI by:

1. Ensuring that subgrantee reports are complete (not blank), and that subgrantees understood how to fill out the reporting form.

2. Clicking the "Validate" button on each subgrantee report to be sure that the report is successfully validated prior to submitting the report to VAWA MEI.

3. Requesting that subgrantees make changes as required, or directly make the necessary changes to subgrantee reports.

Due Dates

Administrator Reports:
➢ The STOP administrator report must be downloaded from the Grants Management System (GMS).
➢ STOP administrator reports are due to GMS by March 30th of every year.

Subgrantee Reports:
➢ The STOP subgrantee report may be downloaded from the VAWA MEI website: https://www.vawamei.org/tools-resource/stop-subgrantee-progress-reporting-form/
➢ STOP subgrantee reports are due to VAWA MEI by March 30th of every year.

Opening the Subgrantee Report in Adobe

Sometimes subgrantees have trouble with editing the electronic reporting form because computer settings are by default opening the form outside of Adobe, typically with an internet-based PDF reader. <u>The form needs to be open in Adobe Reader DC (or in Adobe Acrobat DC, if licensed) for the form to function properly.</u>

Here is step-by-step guidance to support subgrantees with opening the report in Adobe:

➢ Make sure the subgrantees update their Adobe version before starting the reporting form. Here is a link to share with subgrantees so that they may download the appropriate Adobe program: https://get.adobe.com/reader/

➢ We recommend that administrators email the report to subgrantees as an attachment. The blank report can be found the VAWA MEI website: https://www.vawamei.org/tools-resource/stop-subgrantee-progress-reporting-form/

➢ Tell subgrantees to save the report to their computer desktop.

➢ Instruct subgrantees to close all internet browsers. Open the Adobe program, and go to "File," select "Open," and then choose the reporting form, which is saved to the computer desktop.

Which Activities are Captured?

Subgrantees should only be reporting on their STOP Program-funded activities, which also includes any activities funded by the required match. To make sure they are only reporting those activities funded with their STOP subgrant, administrators should refer to the subgrantee's original grant proposal and/or goals and objectives.

One Report per Subgrantee
In most cases, only one report is submitted for each subgrantee during the reporting period, even if the subgrantee received funding from multiple fiscal years.

Validate Subgrantee Reporting Forms

Subgrantee reports should be successfully validated, either by the subgrantee or by the administrator, prior to submitting the report to VAWA MEI.

Please instruct subgrantees to click the "**validate**" button before submitting the form.

Administrators should also click the "validate" button upon receipt of the subgrantee report. If any issues are flagged, ask the subgrantee to address the issues, and then click the "validate" button until there are no more issues being flagged.

Responses in the "Other" Category

The "**Other**" category should be used when no listed category is appropriate. The vast majority of responses will fit in an existing category.

If a subgrantee reports in the "Other" category, check to see if the response can fit into an existing category. The category does not have to be a perfect fit.

If the "Other" category is appropriately used, the response should be very specific. Acronyms should not be used to describe responses in the "Other" category, because all entities reviewing the data need to be able to understand what is being reported.

Data Collection & Reporting Issues?

If a subgrantee has not been able to collect and report data as requested on the annual progress reporting form, please ask that they discuss these issues in **question 73.**

Blank Subgrantee Report?

If a subgrantee report is blank, or if the subgrantee has little data to report because of limited activity during the 12-month reporting period, please ask that they discuss this in **question 73.**

SECTION A2 – STAFF INFORMATION

It is recommended that administrators review the goals and objectives of each subgrant to determine if the subgrantee reported the staff FTEs appropriately. While reviewing subgrantee reports, make sure that:

Staff reported compared to activities reported:
Staff FTEs should be reported in a way that reflects activities performed, rather than a staff person's job title.

It is a red flag if activities were reported in a section of the form but corresponding staff were not also reported.

> *For example, if the subgrantee reported funding a law enforcement officer FTEs, check to see if they completed Section E1 – Law Enforcement.*

1. Staff FTEs reflect the activities described in the subgrantees goals and objectives and include all match requirements.

2. Staff FTEs are in alignment with the subgrant goals and objectives.

3. Staff FTEs reported in question 9 are reported in a way that reflects activities performed rather than job title.

4. FTEs should be reported in decimals, not percentages. Calculations do not have to be exact, but they should be as accurate as possible.

Staff FTEs in the "Other" Category

If the "Other" category is used, the description should be very specific. If multiple staff functions are included in the "Other" category, the FTEs for each staff function should be indicated in parentheses in the description (please see the third bullet below for an example of this).

Examples of _appropriate_ responses describing staff functions that subgrantees might report in the "Other" category include:

- Systems liaison personnel
- Offender treatment or BIP facilitator
- Evaluator (0.25) and case manager (0.30)

These examples are inappropriate responses because they do not detail the functions of the funded staff time. Ask subgrantees to specify the job functions being performed, and report in an existing best-fit category when possible.

Examples of _inappropriate_ responses subgrantees might report in the "Other" category include:

- graduate assistant
- contractors
- consultants

Prorating Staff FTEs

When reviewing question 9, consider whether the FTEs reported align with your knowledge of the subgrant.

High FTE values or rounded whole numbers might indicate the subgrantee is not prorating to reflect what STOP grant-funds are supporting.

FTEs should be prorated to reflect contractors and stipends, and when staff are part-time, were hired partway through the reporting period, or when grant-funds support overtime hours for law enforcement officers.

Example of Prorating Rounded Whole Number FTEs

A subgrantee reported three full-time advocates as 3.00 FTE in the Victim Advocate category.

While reviewing the subgrant goals and objectives, you realize that only one advocate is STOP Program-funded, and that advocate was hired in July. The other two advocates are funded through some other funding stream at the subgrantee agency.

The grant-funded staff was employed from July to the end of the 12-month reporting period. The advocate would be reported as 0.50 FTEs, to reflect that staff being grant-funded to work for one-half (six out of twelve months) of the total reporting period. The other two advocates will not be reported in question 9 because they are not STOP Program-funded positions.

Quick Prorating Reference

The below calculations are based on a 40-hour full-time workweek, or 2,080 (40 x 52) working hours in a 12-month reporting period.

1.00 FTEs

This staff conducted grant-funded work for 2080 hours per 12-months.

This staff worked 40 hours per week for the entire 12-month reporting period and is 100% supported by the grant and the required match.

0.50 FTEs

This staff conducted grant-funded work for 1040 hours per 12 months.

This staff worked 20 hours per week for the entire 12-month reporting period and is 100% supported by the grant and the required match.

Alternatively, this staff worked 40 hours per week for the entire 12-month reporting period, and this staff was 50% supported by the grant and the required match.

0.40 FTEs

This staff conducted grant-funded work for 832 hours per 12-months.

This staff worked 16 hours per week for the entire 12-month reporting period and is 100% supported by the grant and the required match.

0.25 FTEs

This staff conducted grant-funded work for 520 hours per 12 months.

This staff worked 10 hours per week for the entire 12-month reporting period and is 100% supported by the grant and the required match.

Alternatively, this staff worked 40 hours per week for the entire 12-month reporting period, and this staff was 25% supported by the grant and the required match.

Examples of Calculating Staff FTEs:

Example 1: Reporting by Job Function

A subgrantee uses grant funds to support 100% of the salary for a full-time law enforcement officer. The officer spends approximately 50% of their time performing law enforcement activities and the other half developing training curricula and providing training to other officers. The subgrantee should report 0.50 in the "Law enforcement officer" category and 0.50 in the "Trainer" category.

Example 2: Contractors and Stipends

A subgrantee uses grant funds to contract for victim services from a local DV program. The DV program receives a $15,000 stipend over the course of a 12-month period to provide these contracted services. FTEs should be reported under the appropriate existing category; i.e., "Victim advocate," "Counselor," etc.

To determine FTEs, find out the average salary of a full-time person providing grant-funded services and compare to the contract amount. In this case, if the average annual salary of an advocate were $31,000, you would divide 15,000 by 31,000 to determine the FTEs. This equates to 0.48 FTEs.

FTEs can also be based on the number of hours that services were provided over the reporting period. To calculate FTEs, determine the average number of hours per week and divide by 40 (hours per week) or, add all hours worked during the 12-month reporting period and divide by 2,080 (*remember*, 2,080 hours is the number of hours worked by 1.00 FTE in the 12-month reporting period).

Example 3: Law Enforcement Overtime

A subgrantee uses grant funds to pay for law enforcement overtime. Over the 12-month reporting period, this came out to approximately 9 hours per week. To calculate FTEs, you would divide 9 by 40 (9 hours/40 hours = 0.23 FTE). The subgrantee should report 0.23 FTE in the "Law enforcement officer" category.

Example 4: Hired Partway Through the 12-month Reporting Period

On November 2, a subgrantee hires a full-time victim advocate with grant funds. The FTEs should be pro-rated since the advocate only worked approximately two months during the twelve-month reporting period. The subgrantee should report 0.17 FTE (2 months/12 months = 0.17 FTE) in the "Victim advocate" category.

Example 5: Required Match

A subgrantee uses STOP Program funds to support 75% of a prosecutor's salary. The other 25% of the prosecutor's salary was funded by the agency as a required match. This prosecutor worked full-time for the entire 12-month reporting period. The subgrantee should report 1.00 FTEs in the "Prosecutor" category.

SECTION C1 - TRAINING

Subgrantees should complete this section only if STOP Program grant funds directly supported the training of non-grant funded people. Subgrantees should only report training activities in Section C1.

Training is for professionals or volunteers acting in the role of a professional, to improve their response to victims/survivors.

Question 11 (Training events):

A training event can be a three-day conference or a one-hour workshop. Determine if the number of training events seems reasonable in relation to the size of the subgrant and the subgrantee's goals and objectives.

Question 12 (People trained):

Determine if the numbers reported seem reasonable in relation to the size of the subgrant and the subgrantee's goals and objectives.

The numbers under "**Advocacy organization staff**" should typically be low. Advocacy organizations are those that advocate for specific populations such as the AARP, NAACP, Human Rights Campaign, and National Organization for Women. For the purposes of this reporting form, advocacy organizations are not sexual assault, domestic violence, or stalking programs.

The "**Government agency staff**" category is considered a best fit for: animal control officer, coroner, firefighter, and child welfare personnel.

The "**Health professionals**" category is considered a best fit for pre-professional students such as nursing students.

Staff reported compared to activities reported:

If a subgrantee filled out Section C1 Training, double-check that the subgrantee reported a Trainer FTE in question 9.

What is not reported in Section C1 - Training:

- **Education activities** (which includes general information to increase public awareness) should not be reported in Section C1. All education activities should be reported in Section C2.

- Subgrantees should not report staff development activities in Section C1. Staff development includes training to improve professional skills of grant-funded staff.

If the "**Other**" category is used, the response should be very specific. If the "Other" category is used to report multiple types of professionals who were trained, make sure the subgrantee indicated in parentheses how many people were trained for each profession.

> **Examples of *inappropriate* "Others" that a subgrantee might report that indicate the subgrantee is misunderstanding the purpose of Section C1- Training:**
>
> - Students
> - Community members or the general public
> - Victims/survivors
> - Parents

SECTION C2 – EDUCATION

Subgrantees should complete this section only if grant funds directly supported education activities.

Education activities include presentations to the general public, students (unless they are pre-professional students), victim/survivors, or parents, for the purpose of increasing awareness of sexual assault, domestic violence, and/or stalking.

SECTION C5 – PRODUCTS

What is not reported in Section C5 - Products?

- Subgrantees should not report products that are still in development or in revision.

- Subgrantees should not report the number of products distributed.

Question 23 (Products developed or substantially revised): Subgrantees should only report products that have been completed during the reporting period. Only those products supported with STOP Program grant funds should be reported in this section.

Number developed or revised: The number reported as developed or revised should not be more than the number of products listed in the "Title/topic" column. The number developed or revised refers to the number of products created from scratch or substantially revised.

SECTION D – VICTIM SERVICES / LEGAL SERVICES

In this section, subgrantees should report only the victim services and legal service activities conducted by staff who are grant-funded, and activities directly supported with STOP Program grant funds.

If the subgrantee is funding a victim assistant or victim-witness coordinator within law enforcement, prosecution, or the court system, they should complete the victim services section to capture that staff's grant-funded work.

Question 29 (Primary victims/survivors served, partially served, and not served):
For the purposes of this question, victims/survivors are those people against whom the sexual assault, domestic violence, or stalking was directed.

Subgrantees should not automatically report victims/survivors contacted through outreach activities. If a victim/survivor declines services offered or does not respond to outreach efforts, such as letters or phone calls, that victim would not be reported in question 29. If, because of outreach activities, the victim did request or accept a grant-funded service, the subgrantee would then count them in question 29. Subgrantees can report outreach activities in question 36d.

Defining Served, Partially Served, and Not Served

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

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

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

Staff reported compared to activities reported:
If a subgrantee filled out Section D Victim Services / Legal Services, double-check that the subgrantee reported FTEs in question 9 under at least one of the following categories:
- Attorney
- Counselor
- Legal Advocate
- Outreach Worker
- Paralegal
- Program Coordinator
- SANE/SAFE
- Translator
- Victim Advocate
- Victim Assistant

In question 29, subgrantees should not report a person who. . .

- is not a victim of one of the four crimes (sexual assault, dating violence, domestic violence, stalking)
- only asks for services that are not funded by the STOP subgrant
- does not accept any grant-funded services offered through outreach

Question 30 (New Victims):

For each victim/survivor reported in question 29 as served or partially served, the subgrantee should indicate how many of those victims/survivors received STOP Program-funded services for the first time ever during the 12-month reporting period. In other words, if a victim received STOP Program-funded services in a previous reporting period, that victim will not be reported as new in question 30.

If this is the first reporting period that a subgrantee has used STOP funds, all victims/survivors reported in question 29 as served or partially served should be reported in question 30.

Question 32 (Secondary Victims):

To be reported in question 32, secondary victims must receive grant-funded services. **Secondary victims** are those who are indirectly affected by the sexual assault, dating violence, domestic violence, or stalking. They may be children, siblings, spouses or intimate partners, parents, grandparents, and other affected relatives.

Children of the primary victim should not be reported in this question if they did not receive grant-funded services. Children of any other secondary victims should not be reported in this question.

Question 33 (Reasons partially served or not served):
To date, nearly every reason subgrantees have reported in the "Other" category:

- Should have been reported under an existing category, or
- Indicated a misunderstanding of how to report victims served, partially served, or not served, in question 29.

Examples of inappropriate responses you may see reported in the "Other" category in question 33:

- "**Client refused services**": If a victim refuses all grant-funded services, then the victim is not requesting or accepting grant funded services and should not be reported in Section D.

- "**Could not locate client**": If a victim requested services and then could not be located and no services had been provided, then the victim would not be reported at all, unless the person was on a waiting list. If the victim were on a waitlist prior to losing contact with the subgrantee, the victim would be reported as not served.

- "**Service not provided by program**": Only grant-funded services or services provided by required match are considered for the purposes of this report. If a victim requests only services that are not grant-funded, the victim would not be reported in Section D.

- "**Client withdrew**": If a victim withdraws and all the grant-funded services the victim requested were being provided, this victim would be reported as fully served; even if the service(s) were not completed at the time the victim withdrew.

Question 34 (Demographics) - Race / Ethnicity:
At least one race/ethnicity must be selected for each victim/survivor reported as served and partially served in question 29. A victim/survivor can be reported under any number of race/ethnicity categories because some victims/survivors self-identify as multiple races/ethnicities. The total number in the "Race/ethnicity" category can be greater than the total number of victim/survivor reported as served and partially served in question 29.

Question 34 (Demographics) - Age and Gender:
Each victim/survivor reported as served and partially served in question 29 must be reported in exactly one age category and in exactly one gender category.

The **age categories 0-6 and 7-10** have been blocked out. This reflects the fact that programs should only be serving youth and adults. If a subgrantee is serving victims of dating violence who are under age 11, this should be reported in the narrative section of the report.

A high number in the **11-17 age category** may be an indication that the subgrantee is incorrectly reporting the children of primary victims of sexual assault, domestic violence, or stalking as victims served. Children of primary victims who receive grant-funded services should be captured in question 32 only, as they are secondary victims served.

Question 35 (Victims/survivors relationship to offender):
The total number of relationships reported for each type of victimization can be greater than the total number of victims/survivors reported as served and partially served (question 29A and 29B) for that victimization. However, the total number of relationships reported cannot be less than the total number of victims/survivors reported as served and partially served (question 29A and 29B) because at least one relationship must be reported per victim.

> **For example:**
>
> Two different offenders may have victimized a single victim reported as served in question 29. Both of those relationships to offenders can be reported in question 35.

Question 36a (Victim services):
The first column "**Number of victims/survivors served**" is an unduplicated count of the number of victims/survivors who received each type of grant-funded service. No individual service category should have a number of victims served greater than the total number of victims served and partially served (question 29A and 29B).

The second column "**Number of times service was provided**" is a total of the number of times each victim in the first column received that services type during the 12-month reporting period.

For example:
A victim attended a 12-week support group during the 12-month reporting period. The subgrantee would report the victim only once in the first column for the service type "Counseling services/support group." In the second column, the subgrantee would report the number of times that victim received the support group service, which is 12 times.

Question 36a (Victim services) -"Other" Category:
If the "Other" category is used, the response should be specific. Below are examples of appropriate and inappropriate responses in the "Other" category.

Why are these inappropriate "Other" responses?
Information on these services is not being collected; OVW assumes that every victim receives these services.

Examples of "Others" reported in question 16:	
Inappropriate responses in the "Other" category include:	*Appropriate* responses in the "Other" category include:
- Information - Referrals - Safety planning	- Emergency cash - Food - Clothing

Question 36b (Shelter services):

The number of victims/survivors reported in each individual category ("Emergency shelter" or "Transitional housing") should not exceed the total number of victims served and partially served (question 29A and 29B). Under the "Number of victim/survivors" and "Number of family members," subgrantees should provide an unduplicated count of the number of victims and family members who received shelter services.

For example:

A victim is provided emergency shelter on three separate occasions during the reporting period. The subgrantee should report this victim once in under emergency shelter and the total number of nights that victim was served the emergency shelter.

Questions 36c (Hotline calls):

Please check to see if the subgrantee incorrectly reported agency-wide totals. Only STOP grant-funded activities should be reported in question 36c.

- **If grant-funded staff are answering the hotline or supervising volunteers who answer the hotline**, the subgrantee would report all hotline calls handled by grant-funded staff and/or volunteers that they supervise.

- **If grant funds are supporting a portion or percentage of the hotline budget**, the subgrantee needs to prorate the total hotline calls to reflect only what percentage of the budget is supported by the STOP subgrant.

- If a subgrantee provides **STOP grant-funded crisis intervention** through the hotline service, then victims who accept or request that grant-funded crisis intervention should be reported in question 29, and the call would be reported in question 36c.

- If a victim **calls the STOP grant-funded hotline many times** in a reporting period, each call can be reported in question 36c.

Victims who do not accept or request services offered during outreach:

If a victim makes a hotline call or receives an outreach call or letter, but that victim does not request or accept grant-funded services, that victim is not reported in Section D.

Question 36d (Victim witness notification/outreach):
Subgrantees should only report on grant-funded victim witness notification activities and unsolicited outreach activities in question 36d.

- If the victim witness notification activities and unsolicited outreach activities are **100% funded by the STOP Formula grant funds**, then the subgrantee should report the agency's total of unsolicited outreach activities.

- **If grant-funded staff are conducting victim witness notification and unsolicited outreach activities**, the subgrantee will report all those activities handled by grant-funded staff and/or volunteers that they supervise.

Question 37 (Protection orders):
The number of protection orders reported should only include instances when grant-funded staff actually assisted a victim in obtaining the protection order.

If the number of victims requesting or receiving protection orders is significantly higher than the number of victims served and partially served, please reach out to subgrantee to clarify this issue.

Staff reported compared to activities reported:

If the subgrantee does not have a STOP Program-funded attorney or paralegal, the subgrantee would not fill out the legal services section.

Legal Services

In this section, subgrantees should report only the legal assistance services provided by STOP-funded attorneys or paralegals.

Question 38 (Legal issues):

This is the number of victims from question 29 (who were reported as served or partially served) who received legal assistance services during the 12-month reporting period.

For "**B. Family Law Matters**" and "**G. Immigration Matters**", the subgrantee should provide an unduplicated count of victims who received assistance in one or more of the subcategories listed under each of these general categories.

> **Example of Reporting in "B. Family Law Matters":**
>
> Two victims reported as served in question 29 received assistance from the STOP-funded attorney with family law matters. The attorney provided the first victim with assistance with a divorce and custody of their children. The attorney provided the second victim with assistance through a divorce only.
>
> In the "B. Family Law Matters" row, the subgrantee will report that two victims received assistance with family law matters. In subcategory "i. Divorce" the subgrantee will report that two victims received that type of assistance. In subcategory "ii. Custody/ visitation" the subgrantee will report that one victim received that type of assistance.

Question 41 (Legal outcomes):

Subgrantees will report an outcome for all cases closed, or for all issues resolved, during the 12-month reporting period.

SECTION E1 – LAW ENFORCEMENT

In this section, subgrantees should report only on the activities of law enforcement officers and prosecution-based investigators that are STOP grant-funded, and activities directly supported with grant funds and the required match.

If a subgrantee funds a police officer who is only grant-funded to conduct training or develop policies, and the officer is not engaged in law enforcement activities, the subgrantee should not complete the law enforcement section.

Question 43 (Activities):
Only those cases or incidents that are supported with STOP Program funds should be reported. Only those cases or incidents related to sexual assault, domestic violence/dating violence, and stalking should be reported. If an activity relates to a case/incident involving more than one type of crime, the activity should be counted only once.

For the purposes of the annual progress reporting form, an "**incident report**" refers to any time a STOP-funded officer responds to a sexual assault, domestic violence/dating violence, or stalking related call. There does not need to be a formal form that is completed in order for an officer response to be reported as an incident report.

An "**investigation**" occurs when evidence is collected and witnesses interviewed.

If the subgrantee reports data on "**arrests**," you should also expect to see data reported on "**referrals of cases to prosecutor**."

"**Arrest of predominant aggressor**" should include all arrests except dual arrests.

Staff reported compared to activities reported:
If a subgrantee filled out Section E1 Law Enforcement, double-check that the subgrantee reported a Law Enforcement Officer FTE or an Investigator (prosecution-based) FTE in question 9.

Police Department-based Victim Advocate?
If a subgrantee has a grant-funded advocate who is based at the police department, those activities must be reported in Section D, and should **not** be reported in Section E2.

If the "**Protection/ex parte/temporary restraining orders served**" and "**Protection orders issued**" categories contain identical data, this is a red flag, and indicates a reporting error. To determine the appropriate category ask the subgrantee, "Who issued the order?"

- Only the jurisdictions in which law enforcement has the authority to issue a protection order should report in the "**Protection orders issued**" category.

- If the court issues a protection order and law enforcement is tasked with serving the offender with the protection order, this would be reported in the "**Protection/ex parte/temporary restraining orders served**" category.

Question 44 (Victim/survivor referrals to victim services):
This question is a count of all grant-funded referrals made to governmental (victim assistants or victim-witness coordinators located in criminal justice agencies) or non-governmental agencies.

This is not an unduplicated count. A single victim may receive multiple referrals, and all of those referrals can be documented.

Question 45 (Protection orders):
The number of protection orders reported should reflect the number in which grant-funded law enforcement officers actually assisted a victim in obtaining the protection order.

In this question, you will usually see low numbers or nothing reported.

If the subgrantee uses STOP funds to serve protection orders, those activities should be reported in question 43, not in question 45.

SECTION E2 - PROSECUTION

In this section, subgrantees should report only the activities of grant-funded prosecutors, and activities directly supported with STOP Program grant funds and the required match. Only those cases related to sexual assault, domestic violence/dating violence, and stalking should be reported.

Question 47a (Number of sexual assault, domestic violence/dating violence, and stalking cases received, accepted, declined, or transferred):
Number of referrals received is intended to allow grant-funded prosecutors to report on all cases they receive, regardless of the source of the referral and regardless of whether the charging decision was made by law enforcement, the prosecutor, or another entity.

Question 48 (Dispositions of cases):
A case should be characterized by the most serious charge (may include numerous charges or counts). In most instances, a case will refer to one victim, one offender, and one incident. A case may include multiple charges, please instruct subgrantees to characterize a case by the highest level of charge.

Staff reported compared to activities reported:
If a subgrantee filled out Section E2 Prosecution, double-check that the subgrantee reported Prosecutor in question 9.

Prosecution-based Investigator?
If a subgrantee has a grant-funded Investigator who is prosecution-based, those activities must be reported in Section E1, and should not be reported in Section E2.

For example:

A subgrantee disposed of two cases during the 12-month reporting period. One case, a class A felony rape case, was tried and the defendant was found guilty of the rape. The second case, a class B felony domestic violence assault, resulted in a plea to a misdemeanor assault. The subgrantee would report one SA felony under the "guilty as charged" column, and one DV felony under the "plead to lesser charge in lower category" column.

Question 50 (Tribal subgrantees):
Only tribal subgrantees should complete this question.

Question 51 (Victim survivor referrals to victim services):
This is a count of all grant-funded referrals made to governmental (victim assistants or victim-witness specialists/coordinators located in the criminal justice agencies) or non-governmental agencies.

This is not an unduplicated count. A single victim may receive multiple referrals, and all of those referrals can be documented.

Question 52 (Protection orders):
The number of grant-funded protection orders reported should reflect the number in which grant-funded prosecution staff assisted a victim in obtaining the protection order.

SECTION E3 – COURTS

In this section, subgrantees should report only the activities of court personnel that are grant-funded, and activities directly supported with STOP Program grant funds and the required match. Only those cases related to sexual assault, domestic violence/dating violence, and stalking should be reported.

Question 55 (Judicial monitoring):

The number of individual review hearings conducted should be greater than the number of offenders reviewed. An individual hearing is the hearing held for each offender, even when that offender is reviewed during the same court sessions as other offenders.

For example:

A subgrantee holds review hearings on the second Tuesday of the month. Over the 12-month reporting period, the same 50 offenders are reviewed each month. The subgrantee would report 50 offenders reviewed and 600 (50 offenders x 12 months) individual review hearings conducted.

Question 57 (Victim survivor referrals to victim services):

This is a count of all grant-funded referrals made to governmental (victim assistants or victim-witness coordinators in a criminal justice agency) or non-governmental agencies.

This is not an unduplicated count. A single victim may receive multiple referrals, and all of those referrals can be documented.

Question 58 (Civil protection orders):

The number of grant-funded protection orders reported should reflect the number of civil protection orders granted by the court to victims/survivors of sexual assault, domestic violence, dating violence, and stalking.

Staff reported compared to activities reported:

If a subgrantee filled out Section E3 Courts, double-check that the subgrantee reported a Courts Personnel FTE in question 9.

Courts-based Victim Assistant or Victim Advocate?

If a subgrantee has a grant-funded Victim Assistant or Victim Advocate who conducts grant-funded activities within the courts, those activities must be reported in Section D, and should not be reported in Section E3.

Question 59 (Criminal protection orders):
The number of grant-funded protection orders reported should reflect the number of criminal protection orders granted by the court to victims/survivors of sexual assault, domestic violence, dating violence, and stalking.

SECTION E4 – PROBATION AND PAROLE

In this section, subgrantees should report only the activities of probation officers who are grant-funded, and activities directly supported with STOP Program grant funds and the required match.

Question 61 (Number of offenders):
Subgrantees should report the number of offenders monitored by STOP Program-funded probation officers and the number of offenders completing probation during the current reporting period.

Question 62 (Monitoring activities):
Subgrantees should complete both the number of offenders/victims and the number of contacts.

Question 64 (Victim/survivor referrals to victim services):
This is a count of all grant-funded referrals made to governmental (victim assistants or victim-witness coordinators located in a criminal justice agency) or non-governmental agencies.

This is not an unduplicated count. A single victim may receive multiple referrals, and all of those referrals can be documented in the appropriate category.

Staff reported compared to activities reported:
If a subgrantee filled out Section E4 Probation and Parole, double-check that the subgrantee reported a Probation Officer / Offender Monitor FTE in Question 9.

SECTION F – NARRATIVE

STOP administrators should inform subgrantees about the importance of responding to the narrative questions.

Numbers do not tell the entire story of the critical work being conducted by subgrantees on a daily basis. The narrative is important because it:

- ➢ Provides context for the numbers in the report
- ➢ Provides information about the impact on the communities being served
- ➢ Identifies emerging trends, promising practices, and unmet needs

Crafting Narrative Supportive Tools

1. You may direct subgrantees to check out the **Examples of Grantee Narrative Data** document available on the VAWA MEI website. This document includes a detailed section outlining the many uses and impact of grantee narrative data. Here is the live link that you can click on to access the Examples of Grantee Narrative Data document:

    https://www.vawamei.org/tools-resource/examples-of-grantee-narrative-data/

2. You may direct subgrantees to check out the **Crafting Narratives Training Video** available on the VAWA MEI website. This training video discusses the ways that OVW uses subgrantee narrative data, describes best practices for documenting activities and writing compelling narratives, provides narrative examples taken straight from real grantee reports. Here is the live link that you can click on to access the Crafting Narratives Training Video:

    https://www.vawamei.org/tools-resource/crafting-narratives-training-video/

Narrative Requirements:
Subgrantees must always respond to **question 69 and question 70**.

VAWA MEI phone:
1-800-922-8292

VAWA MEI email:
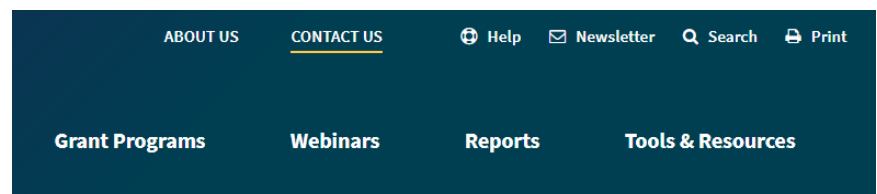vawamei@maine.edu

Website:
vawamei.org

Resources Available at www.vawamei.org

- ❖ Ask a question through our "Contact Us" form

- ❖ STOP subgrantee progress reporting form and instructions

- ❖ Reporting tools and resources

- ❖ Final Reports to Congress (Biennial and STOP)

- ❖ Summary Data Reports (aggregated data by grant program)

- ❖ Training dates and materials/OVW updates on reporting

FEEDBACK? QUESTIONS?

This guide is new! Do you have any feedback to share with us at VAWA MEI? For example, is there an example that is confusing or unclear to you? Do you have a question about something that was not covered? We are happy to support administrators.

You can reach us by phone, by email, or through our "**Contact Us**" webpage as pictured below.

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1-800-922-VAWA (8292) or vawamei@maine.edu

VAWA MEI offers training, technical assistance, and consultation on collecting and reporting data related to your OVW funded activities. Call, email or use the form below to request technical assistance.

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