



## **SASP Reporting Form: Helpful Hints for Subgrantees**

This document identifies some common issues or “red flags” found during the review of data submitted by SASP subgrantees. A “red flag” does not always indicate an error. If your data does not fit within the parameter described in this document, provide an explanation in question 24 (Narrative, Section E). This will help your SASP Administrator understand why your data is different than might be expected. Not all items from the annual progress report will be found in this document. Additionally, not all red flags have been identified in this document. The most common red flags have been highlighted. If you have any questions or comments, contact your SASP Administrator.

**\*\*\*Throughout the entire reporting form, you should report only on grant-funded activities and reported numbers should reflect prorated amounts if funds only partially paid for staff time, a service, or a product.\*\*\***

***Other:*** Use the “Other” category as a last option when no other category is appropriate. Check to see if your response can fit into an existing category. **The category does not have to be a perfect fit to your response.** Only when your response is completely different from the existing categories should you use the “Other” category. The vast majority of responses will fit in an existing category. If you use the “Other” category, be as specific as possible. Include the numbers that correspond to each category you enter in “Other,” if you identify more than one in the description box. Do not use acronyms or abbreviations to describe responses in the “Other” category.

### **General Information – Section A1**

*Question 7 (Tribal Populations):* If you indicate “yes,” list the specific tribal population(s) for which your program specifically focuses services or programming. Answers such as “all tribes in our service area” or the use of “etcetera” are not valid responses. This should not include tribal populations who happen to live in your service area or if American Indians happen to receive services. For example, a program in New Mexico should not indicate that they are serving Cherokee simply because there are Cherokee individuals living in their service area.

### **Staff Information – Section A2**

*Question 8 (Staff):* Report the total number of full time equivalents (FTEs) funded by the SASP Program grant during the current reporting period. This includes employees who are part-time and/or only partially funded with these grant funds, as well as contractors and consultants. Additionally, if grant funds support overtime, stipends or on-call work and not a particular person, you will need to calculate FTEs.

**Pro-rating:** You should pro-rate the FTEs for staff that were partially funded, part-time, consultants or contract employees, or employed for only a portion of the twelve-month reporting period. **Only report FTEs that are funded with grant funds. Do not report in-kind staff.**

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**Calculating FTE:** Calculations of FTEs should be based on the 52 week/12 month reporting period, e.g., 2080 working hours in the twelve-month reporting period equals 1.0 FTE. One FTE is equal to 40 hours per week, or whatever is considered full-time by your organization. **The reported FTEs must be in decimals not percentages and should always reflect the job functions performed by the staff, not their job title or job location.**

### Reference for determining FTEs (full time equivalents)

*Calculations below are based on 52 weeks at 40 hours a week over a twelve-month reporting period.*

**1.0** = (40 hours per week, full time/2080 [40 hours X 52 weeks] hours per twelve months)

**.50** = (20 hours per week, half time/1040 hours per twelve months)

**.40** = (16 hours per week/832 hours per twelve months)

**.25** = (10 hr per week/520 hours per twelve months)

**.10** = (4 hrs per week/208 hours per twelve months)

**Stipends or On-call:** The money spent on stipends for advocates should be translated into FTE's. One suggestion for doing this is to estimate an average of what a full-time advocate is paid for an annual salary in your state/area and then use that as your base for estimating the FTE using the total amount you paid out in stipends. For example, if an average salary in your area is \$20,000 for a full time advocate and you spent \$10,000 in stipends, this would translate to .50 FTE "Victim advocate." Details on how you calculated the FTE figure should be detailed in the last question on the form, question 24.

While you are not required to report FTEs that total less than .10 per category (4 hours per week or 208 hours per twelve months), it is helpful if you do so. If you do not report FTEs, please include a note in question 24 of the Narrative (Section E) indicating, for example, that "a translator/interpreter was paid with SASP funds for 100 hours of translation services."

### Examples for calculating FTEs

Example 1: A rape crisis center received a SASP subgrant that was used to fund one third of a full-time advocate's salary for the entire 12 month reporting period. You would report only the portion of the advocate's salary that was SASP Program-funded. The correct FTE under "Victim advocate" would be 0.33.

Example 2: A state sexual assault coalition received a SASP Program subgrant that was used to fund a full-time staff person who spent approximately 20 hours a week leading a support group for survivors who were incarcerated, 18 hours a week providing crisis intervention over their statewide hotline, and 2 hours a week conducting outreach events. You would divide staff time by function. The correct FTE under "Counselor" would be 0.5 FTE (20 hours/40 hours), under "Victim Advocate" 0.45 FTE (18 hours/40 hours), and under "Outreach worker" 0.05 FTE (2 hours/40 hours).

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Example 3: A rape crisis center received a SASP subgrant that was used to fund 40% of a full-time administrative assistant who was hired three months into the reporting period. In this case, you would need to pro-rate the 40% to reflect an accurate FTE for nine months of the 12-month reporting period. The correct FTE under “Support Staff” would be 0.30 FTE (.4 multiplied by .75 - 9 mos/12 mos).

Example 4: A state sexual assault coalition received a SASP Program subgrant that was used to fund stipends to on-call advocates. If an average salary in your area is \$20,000 for a full time advocate and you spent \$10,000 in stipends, this would translate to .50 FTE in “Victim advocate”. Details on how you calculated the FTE figure should be detailed in the last question on the form, question 24.

Example 5: Your program used SASP Program funds to pay overtime for advocates. You will need to convert this time into FTEs. Over the twelve-month reporting period, this came out to approximately 20 hours per week. You should indicate .50 FTE (20 hours/40 hours) in the “Victim Advocate” category.

### **Purpose Areas – Section B**

*Question 9 (Statutory purpose areas):* Check all-purpose areas that apply to activities engaged in with SASP Program funds during the current reporting period. If you are not sure which purpose area(s) apply to your grant program, contact your SASP Administrator. **You should always check at least one purpose area.**

### **Informational Materials – Section C**

*Question 10 (Informational materials developed, substantially revised, or distributed):* Only report informational materials that have been completed. Do not report informational materials that are still under development or revision. Only those informational materials **supported with grant funds** should be reported in this section. Only materials that describe or promote the services provided by the funded organization should be reported here.

*Develop:* To create a new product.

*Substantially revise:* To make a significant change to an existing product.

*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 materials created from scratch or revised. Do not report the number printed. There is not a place on the reporting form to report the number printed. If you create a brochure in English and translate it into three additional languages, report that as four products developed.

*Number distributed:* You must report a number. Do not report, “distributed widely,” “on-going,” or “distributed as outreach.”

*Languages:* Do not specify English.

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For example, during the current reporting period, you developed one brochure with grant funds and had 1000 copies made. Report only 1 in the “Number developed or revised” column. In the “Title/topic” column, list the title or topic of the brochure. If you are going to distribute this brochure to victims, indicate “victims” in the “Intended audience” column. If you distributed 500 copies of the brochure, report 500 under the “Number used or distributed” column. You would not report the number of copies you made—only the number used or distributed. If it was developed in a language other than English, indicate the language in the “Other language” column.

### Victim Services (Section D)

There are a few requirements that must be met before a victim is counted in this section.

1. A key word here is *seeking*. The victim/survivor has to request or accept services before you can count them in this section.

In some cases, a subgrantee may use SASP funds to staff outreach programs that offer support to victims/survivors. For subgrantees with such outreach programs, it is critical to remember that if a victim does not request or accept services they cannot be counted in this question. This means, for example, that if a SASP-funded advocate offers support/ advocacy to a victim/survivor at a hospital because the hospital staff called them in, you can only count victims in this section if they accept those services. You can however, report the victims you attempted to reach through outreach activities in question 18, outreach to victims/survivors.

2. The services requested must be supported with your SASP Program grant funds.
3. ***Secondary victims should not be reported in this question.*** They should be reported in question 12 (Number of secondary victims served).

Only the primary victims of sexual assault should be counted in this section. Primary victims are those victims against whom the sexual assault was directed. Children or parents of the primary victim and/or any other secondary victims should not be reported in this question. (See Question 12 below on reporting secondary victims served.)

You should make sure that all of these requirements are met when determining which victims you can count in this section.

Once you have determined that a victim should be counted in this section, your next step will be to determine if they were served, partially served, or not served. If you report victims as not served or partially served, it does not mean that you did not do your job. These categories were created to show Congress the real picture—that while many victims are served today, there are still many victims who need help or who did not receive all the help they needed.

*Question 11 (Victims served, partially served, and not served):* Provide, to the best of your ability, an unduplicated count for each category: ***served, partially served, or not served*** for the current reporting period. This means that each victim who sought and/or accepted grant-funded services during the

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current reporting period should be reported only once. It is important to note that you can report a victim/survivor in each reporting period that the victim/survivor sought or received services.

Example 1: A victim requested services three different times during the current reporting period. You should report this person only once in question 11 even though they came in three different times.

Example 2: A victim requested counseling at the beginning of the reporting period and then the same victim came back at the end of the reporting period and requested civil legal advocacy. Although this victim came two times and requested two different services, you will still count them once in question 11.

Example 3: Your program offers court accompaniment and crisis intervention. A victim asks for these two services, both of which are grant-funded, and you are able to provide these services. In this case, the victim would be counted as **served**. On the other hand, if a victim asks for these two grant-funded services, but your program can only provide them with crisis intervention because the advocate is busy on the day they need to go to the court, count this victim as **partially served**, because your program could not provide court accompaniment. In the last scenario, if a victim asks for these two grant-funded services and you are not able to provide either of them, you would count this victim as **not served**, because you were not able to provide either court accompaniment or crisis intervention.

Count a victim/survivor **served** if they requested grant-funded services and your program was able to provide all of those services.

Count a victim **partially served** if they requested grant-funded services but your program could not provide all of those services.

Count a victim **not served** if they requested grant-funded services and your program could not provide any of those services due to programmatic issues such as those listed in question 13.

In this section, do not count a victim who only asks for services that are not SASP Program-funded. If your program provides a victim/survivor with a mix of grant-funded and non grant-funded services, you do not factor in your program's ability to provide the non grant-funded services when trying to determine if they are served, partially served, or not served.

*Question 12 (Secondary victims served)* This question allows you to report secondary victims to whom services were provided. Secondary victims are those who are indirectly affected by the sexual assault—i.e., children, siblings, spouses or intimate partners, parents, grandparents, other affected relatives, friends, neighbors, etc. Secondary victims should not be reported or included in question 11 (primary victims/survivors served), question 14 (demographics), question 15 (relationship to offender), question 16 (victim services), or question 19 (protection orders).

*Question 13 (Reasons partially served or not served):* Indicate the reason(s) victims/survivors were reported as not served or partially served. The list of existing categories is comprehensive. Most often, any reason listed in the “Other” category can be reclassified or indicates the victim should be reclassified (served, partially served, or not served), or the victim should not be counted in this section. Below are some tips:

- If a victim refuses all services, then the victim should **not** be **counted** at all.

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- If a victim requested services and then could not be located and no services were provided, then the victim should **not** be **counted** at all, unless the person was on a waiting list.
- If a victim cannot be located after some services were provided, then the victim should be counted as **served**, unless the person was on a waiting list.
- A victim who was on a waiting list and cannot be located when services become available should be counted as **partially served** or **not served**, depending on whether or not they received some of the grant-funded services they requested.
- If a victim withdraws and all the grant-funded services the victim requested were being provided, this victim should be counted as **served**, even if your program did not complete the service.

*Question 14 (Demographics):* The total number in the “Race/ethnicity” category can be greater than the total number of victims/survivors served and partially served (11A + 11B), but it cannot be less. The total number for age and the total number for gender should equal the total number of victims/survivors served and partially served.

*Question 15 (Relationship to offender):* The total number of relationships reported can be greater than the total number of victims/survivors reported as served and partially served (11A + 11B), but it cannot be less.

*Question 16 (Victim services):* Report all types of grant-funded services that a victim received. No individual service category should have a number greater than the total number of victims served and partially served (11A + 11B). The cumulative total of all services can be higher than (11A + 11B). This is what is meant in the instruction, “The number of victims/survivors reported here may total more than the sum of (11A + 11B).” Only report how many victims received a particular type of service, not how many times a service was provided to each victim. For example, if a victim attends a 12-week support group during the 12-month reporting period you would only report this service once for that victim.

If the “Other” category is used, the response should be very specific. In the “Other” category, you should not list information, referrals, and/or safety planning. We assume every victim receives these services and are not collecting information on these types of services. Some acceptable “Other” responses include emergency cash, food, and clothing.

*Questions 17 (Hotline calls) and 18 (Outreach to victims/survivors):* Unlike victim services, these are NOT unduplicated counts, meaning that all hotline calls and all outreach/follow-up calls, letters, and visits can be reported. If a victim makes a hotline call or receives a call or letter but does not request or receive other services (for example, crisis intervention or victim advocacy), that victim will not be reported as served, partially served, or not served. If crisis intervention were provided over the hotline, that victim would be reported as served in 11A and the call would be reported in 17 under “Number of calls/requests from primary victims/survivors.” If a victim calls the hotline many times in a reporting period, each call can be reported. There are two categories for hotline calls:

- The number of calls from primary victims/survivors
- The total number of calls (these calls would include informational calls, calls from secondary victims, etc., as well as calls from primary victims)

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*Question 19 (Protection/restraining orders):* The number of protection orders reported should reflect the number in which grant-funded staff actually assisted a victim in obtaining the protection order. If the number of victims requesting temporary protection orders is twice as high as the number of victims served and partially served, this would be a red flag.