

**U.S. DEPARTMENT OF JUSTICE  
OFFICE ON VIOLENCE AGAINST WOMEN  
INSTRUCTIONS FOR THE ANNUAL PROGRESS REPORT FOR  
SEXUAL ASSAULT SERVICES FORMULA GRANT PROGRAM**

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**INTRODUCTION**

The Violence Against Women Act of 2000 (VAWA 2000) requires subgrantees to report on the effectiveness of the activities carried out with subgrant funds, including number of persons served and number of persons seeking services who could not be served. To meet these Congressional reporting requirements and the requirements of the Government Performance and Results Act, the Office on Violence Against Women (OVW) requires all subgrantees of the Sexual Assault Services Formula Grant Program (SASP Program) to complete this **Annual Progress Report**.

The subgrant administrator or coordinator for the SASP Program subgrant must ensure that the form is completed fully with regard to all subgrant-funded activities.

This form is to be used for reporting progress annually, for the period January 1 to December 31, and must be completed for all SASP Program subgrants received. **All subgrantees should read each section to determine which questions they must answer, based on the staffing and activities supported under this subgrant during the current reporting period.** Subsection A1 and sections B, D, and E must be completed by all subgrantees. In subsection A2 and section C, subgrantees must answer an initial question about whether they engaged in certain activities during the current reporting period. If the response is yes, then the subgrantee must complete that section or subsection. If the response is no, the rest of that section or subsection is skipped.

For example, if you are an agency providing victim services using a SASP Program-funded advocate, you would complete A1, A2, B, D, and E (and answer “no” in C, if you did not use SASP Program funds to develop, revise, or distribute informational materials).

All information should reflect activities for the current reporting period only. The activities of volunteers or interns should be reported if they were coordinated or supervised by SASP Program-funded staff or if SASP Program funds substantially supported their activities.

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

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

## INSTRUCTIONS

### A. General Information

#### A1. Grant Information

All subgrantees must complete this subsection.

1. Date of report

Enter the date on which you submit this form.

2. Current reporting period

Enter the calendar year for which you are providing information.

3. Subgrantee name

Enter the name of the agency/organization that received the subgrant (e.g., Sexual Assault Response Services, Rape Crisis Center, etc.) Each agency/organization that received SASP Program funds to support a distinct project and/or activities and that administered and coordinated its own SASP funds should fill out an annual progress report and list its name here. If you are a state coalition that receives SASP funds and passes the funds through to other agencies without fulfilling administrative or coordinating functions once the funds are disbursed, you should NOT list your name here. If you have questions about who should complete this form, or who the true subgrantee is, contact the SASP Administrator in your state or territory.

4. Subgrant number(s)

List the number for each subgrant award under which activities were supported during the current reporting period.

5, 5a, 5b. Type of funded organization

In question five, choose the box that best describes the type of agency/organization receiving the SASP Program subgrant. Choose only one.

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

In question 5b, indicate whether the subgrantee receives its subgrant from a State or Territory Sexual Assault Coalition.

6. Point of contact

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

7. Alaska Native/American Indian tribal populations

Check yes if your SASP Program subgrant specifically focuses on tribal populations and indicate which tribes or nations you serve or intend to serve. Report only on tribes or nations you intentionally serve. Do not include a tribe or nation if they are served incidentally by your program. Answers such as “all tribes in our state,” “all federally recognized tribes,” or the use of “etcetera” are not valid responses.

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.

## **A2. Staff Information**

**If your SASP Program 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 total number of full-time equivalent (FTE) staff funded by the SASP Program subgrant during the current reporting period. Report staff by function(s) performed, not by title or location. Include employees who are part-time and/or partially funded with these subgrant funds as well as consultants/contractors. If an employee or contractor was employed or utilized for only a portion of the reporting period, prorate appropriately. If staff members fall into two or more categories of job descriptions, divide their time as appropriate. Report all FTEs in decimals, not percentages. One FTE is equal to 2080 hours—40 hours per week multiplied by 52 weeks.

*Administrator:* Administrative positions, such as director and fiscal manager

*Children’s advocate:* A staff person who provides support and assistance to child victims of sexual assault or on behalf of the children of victims/survivors. This may include facilitating a support group, one-on-one support, play therapy, assistance with school placement, or other needs of a child.

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

*Legal advocate:* A staff person who assists a victim/survivor with civil or criminal legal issues including preparing paperwork for protection orders; accompanying a victim/survivor to a protection order hearing, administrative hearing, or other civil proceeding; and all other advocacy within the civil justice system.

*Outreach worker:* Staff person who performs outreach activities, including direct outreach to victims/survivors and outreach to other community agencies and organizations serving and responding to victims, regarding services offered by the SASP-funded program.

*Program coordinator:* Staff person who coordinates specific aspects of the program, such as Hotline or Victim Services Coordinator

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

*Translator/interpreter:* A person who is qualified to provide translation or interpretation services to assist a victim/survivor in accessing justice and service systems and receiving services

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

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

*EXAMPLE 2:* A staff member, whose salary is 100% funded with SASP Program funds, spends an average of 20 hours of her/his time per week performing outreach activities and 20 hours providing direct victim advocacy. Report this person's time as .50 under outreach worker and .50 under victim advocate.

*EXAMPLE 3:* If you used your SASP Program funds to contract with an interpreter for the equivalent of three months of full-time work over the course of the reporting period, report that person as .25 FTE (520 hours worked divided by 2080 hours in the annual reporting period) under translator/interpreter.

**Note: Responses in the "Other" category should be very specific. Responses such as intern, contractor, and consultant are not valid, since they do not specify the function performed by the staff person.**

## **B. Purpose Areas**

### 9. Statutory purpose areas

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

## **C. Informational Materials**

**If SASP Program-funded staff developed, substantially revised, or distributed informational materials on services provided, or if SASP Program funds were used to develop, substantially revise, and/or distribute such materials during the current reporting period, check yes and answer question 10. If not, check no and skip to Section D.**

### 10. Use of SASP Program funds for development, substantial revision, or distribution of informational materials

Report the number of informational materials developed, substantially revised, and/or distributed with SASP Program funds during the current reporting period. Report the number of

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

*EXAMPLE: You used your SASP Program funds to develop a brochure in Spanish on services for Latina victims/survivors of sexual assault and to distribute 1,000 copies during the current reporting period. You also distributed 500 copies of an existing brochure. You developed a new poster on your sexual assault services, also with SASP Program funds, but did not distribute any posters in the current reporting period. You would report this as follows: for the first brochure, enter “1” as the Number developed or revised in the Outreach material category, enter the topic, enter “Latina victims/survivors” under Intended audience, “1,000” under Number used or distributed, and “Spanish” under “Other languages.” For the second brochure, enter the title in the Outreach material category, enter the intended audience, and enter “500” as the Number used or distributed. For the poster, enter “1” under Number developed or revised in the Outreach material category, describe the poster under Title/topic, and enter “general public” under Intended audience.*

## D. Victim Services

**All subgrantees must complete this section. Only provide information in this section that represents victims/survivors served and services/activities provided with SASP Program funding during the current reporting period.**

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

Report the following, to the best of your ability, as an unduplicated count for each category during the current reporting period. This means that each victim/survivor who was seeking or who received services during the current reporting period should be counted only once in that reporting period. You can report victims/survivors in each separate reporting period in which they requested or received services.

Primary victims/survivors are those against whom the sexual assault was directed. Do not report secondary victims here—secondary victims will be counted in question 12 below.

*EXAMPLE: A victim/survivor requested services three different times during the current reporting period; you will report this person only once in question 11 in the appropriate category, depending on whether they were fully served, partially served, or not served.*

*EXAMPLE: A victim/survivor requested counseling at the beginning of the reporting period and then the same victim came back at the end of the reporting period and requested civil legal advocacy. Although this victim came two times and requested two different services, you will only count that victim once in question 11. You will count the victim once for each type of service received in question 16.*

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

Note: If you receive a call or request for service from someone who is NOT a victim/survivor, or if the person is a victim/survivor but is requesting a service you do NOT provide under your SASP Program subgrant, that person should NOT BE COUNTED in any category in question 11. (If the person calling or requesting services is a secondary victim, that person's calls/requests may be reported in question 17, "Hotline calls and information and referral," as appropriate. If they received services under your SASP Program subgrant, they should be reported in question 12 [Number of secondary victims served]. See definition of secondary victims in question 12.)

*EXAMPLE 1: (Served) A sexual assault victim/survivor calls your program looking for assistance obtaining a protection order. You assist her with the paperwork and with the filing and service of the emergency protection order, and accompany her to the protection order hearing three weeks later. Since this victim/survivor received the services she requested that were provided under your SASP Program subgrant, she should be counted as "served."*

*EXAMPLE 2: (Partially served) Your program offers crisis intervention and transportation under your SASP Program subgrant. A victim asks for these two services, but your program can only provide crisis intervention because the advocate is busy and unable to provide transportation. You would count this victim as "partially served," because your program could not provide the transportation.*

*EXAMPLE 3: (Not served) A woman is sexually assaulted by the person with whom she is living. A police officer who responded to the call has called your program's hotline on behalf of the victim asking if an advocate will accompany the victim/survivor to the hospital during her examination. There is no advocate available to do this, and it is a service your program is funded to do under your SASP Program subgrant. Since you are unable to provide the requested service, the victim/survivor should be counted as "not served."*

*EXAMPLE 4: (Not counted) During the reporting period, you sent out letters to 10 victims/survivors of sexual assault, informing them of services you provide; 5 letters were returned as undeliverable, and none of the victims/survivors contacted your agency requesting services. You would not report any of these victims/survivors in question 11. Only those victims/survivors who contact you after receiving the letter and request a service or services that you are funded to*

*provide with SASP Program funds would be counted in question 11; none of the other victims/survivors to whom you mailed letters would be counted at all in this question. (You would, however, count the letters sent to victims/survivors in question 18, if this activity was funded by your SASP Program subgrant.)*

(Examples 5A - C use the same scenario to illustrate how the three categories of “served,” “partially served,” and “not served” differ, and how they should be applied to the varying responses the victim/survivor received.)

**EXAMPLE 5:**

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

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

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

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

**12. Number of secondary victims served**

Report the following, to the best of your ability, as an unduplicated count during the current reporting period. This means that each secondary victim who was seeking or who received services during the current reporting period should be counted only once in that reporting period.

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

*EXAMPLE 1: A victim/survivor receives assistance from a SASP Program-funded legal*

*advocate in obtaining a protection order against her former husband, but does not include her child on the protection order. She will be counted as a primary victim/survivor, but her child will not be counted as a secondary victim, since the child did not receive a service.*

*EXAMPLE 2: The grandmother of a victim/survivor calls a SASP Program-funded sexual assault services hotline to ask for help with how to deal with her adolescent granddaughter who was sexually assaulted on a first date. The grandmother will be counted as a secondary victim, since she received services; the granddaughter will not be counted as a primary victim/survivor, since she did not receive services.*

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

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

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

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

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

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

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

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

*Insufficient/lack of services for victims/survivors who are D/deaf or hard of hearing:* Staff are not able, for any reason, to provide appropriate or adequate services for victims/survivors who are D/deaf or hard of hearing.

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

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

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

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

*Program unable to provide service due to limited resources/priority setting:* Program has set



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

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

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

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

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

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

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

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

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

*Only consider services supported with subgrant funds. For example, your SASP Program subgrant funds only crisis intervention services but a victim/survivor contacts your program seeking both crisis intervention and a support group. You only consider your program’s ability to provide the crisis intervention when determining if the victim/survivor should be counted as served, partially served, or not served, since your program is not funded to provide support group services under your SASP Program subgrant.*

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

*If your program began to provide the requested services, this person would be counted as served. However, if this person was placed on a waiting list, and when your program was able to provide the service you were not able to locate the victim/survivor, you would then count this victim/survivor as not served. You would indicate “Program reached capacity” in question 13 because your program was not able to provide the service when it was requested.*

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

Based on the victims/survivors reported in 11A and 11B, report the total numbers for all demographic characteristics that apply. Because victims/survivors may identify as more than one race or ethnicity, the total for Race/ethnicity may exceed the total number of

victims/survivors reported in 11A and 11B. However, the total number of victim/survivors reported in the “Gender” and “Age” categories should equal the total number of victims/survivors reported in 11A and 11B. The specific categories listed under Race/ethnicity are mandated by the federal Office of Management and Budget.

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

*Gender:* Report the gender of each victim/survivor, or if the gender is unknown, report it as unknown. This is an unduplicated count, and the total number for gender should equal the sum of 11A and 11B.

*Age:* Report the number of victims/survivors served in the applicable age category, or if the age is unknown, report it as unknown. This is an unduplicated count, and the total number for age should equal the sum of 11A and 11B.

*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 blind or who have low vision, people with developmental disabilities, people with mental health issues or who have mental illness, or people with a chronic, debilitating illness, if their activities are so limited.

*People who are D/deaf or hard of hearing:* Report the number of victims/survivors who identify with and participate in the language, culture, and community of Deaf people based on the use of sign language (Deaf); victims/survivors who identify within the audiological definition of severe to profound hearing loss and who do not have a cultural affiliation (deaf); and/or victims/survivors who identify with any degree of hearing loss from mild to profound and are committed to participate in society through the use of their residual hearing plus hearing aids, speechreading, and assistive technology to aid communication (hard of hearing).

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

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

*People who live in rural areas:* Report the number of victims/survivors who live in a rural area or community. (If you do not know if an area is rural, you may use any of the following definitions: any area or community, respectively, no part of which is within an area designated as a standard metropolitan statistical area by the Office of Management and Budget, consistent with the U.S. Census; or any area or community, respectively, that is within an area designated as a metropolitan statistical area or considered as a part of a metropolitan statistical area and is located in a rural census tract.)

*EXAMPLE:* You served a 20-year-old woman who is a victim/survivor of sexual assault, who identifies as American Indian and Latina, who does not read or write English, and whose primary language is Lakota. Count this victim/survivor under Race/Ethnicity (American Indian and Hispanic or Latino), Gender (Female), Age (18-24), and as a person with limited English proficiency.

## 15. Victims/survivors' relationships to offender

For those victims/survivors reported as served and partially served in questions 11A and 11B, report the relationship of the victim/survivor to the offender. Victims/survivors are those against whom the sexual assault was directed. If a victim/survivor was victimized by more than one perpetrator, count the victim/survivor in all categories that apply. The total number of relationships must be at least the sum of the number of sexual assault victims/survivors reported in 11A and 11B. The total number of victims/survivors reported may total more than the sum of all victims/survivors reported in 11A and 11B. Do not report relationships to offenders for secondary victims.

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

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

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

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

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

## 16. Victim services

Based on the victims/survivors reported in 11A and 11B, report the number of primary victims/survivors who received SASP Program-funded services during the current reporting period. Count each victim/survivor only once for each type of service that victim/survivor received during the current reporting period; do not report the number of times that service was provided to the victim. Do not report secondary victims receiving services in this question.

*Civil legal advocacy/court accompaniment:* Assisting a victim/survivor with civil legal issues, including preparing paperwork for a protection order and accompanying a victim/survivor to a protection order hearing, administrative hearing, or other civil court proceeding. Does not include advocacy by attorneys and/or paralegals.

*Counseling services/support group:* Short-term individual or group counseling or support provided by a volunteer, peer, or professional.

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

*Crisis intervention:* Process by which a person identifies, assesses, and intervenes with an individual in crisis so as to restore balance and reduce the effects of the crisis in her/his life.

In this category, report crisis intervention that occurs in person and/or over the telephone.

*Employment counseling:* Actions designed to assist a victim/survivor in obtaining employment, e.g., coaching on career options, skills training, job searches, resume-writing, marketing, job interviews, and preservation of employment.

*Financial counseling:* Actions designed to assist a victim/survivor with issues related to improving credit, retiring debt, setting up bank accounts, managing household finances, negotiating with lenders or landlords, developing budgets, managing financial assets, making major purchases such as a home or auto, filing tax returns.

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

*Job training:* Providing training in specific employment-related skills to a victim/survivor, e.g., on computer literacy.

*Language services:* Provision of interpretation and/or translation.

*Material assistance:* Providing victims/survivors with clothing, food, personal items, etc.

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

*Victim/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.

17. Hotline calls/information and referral

Report the number of hotline calls and requests for information and referral received from primary victims/survivors, and the total number of hotline calls received, on phone lines paid for with SASP Program funds or answered by SASP Program-funded staff during the current reporting period. Primary victims/survivors whose calls are reported here should not be reported as victims served in question 11 unless they also received at least one of the services listed in question 16, Victim services. Victims/survivors who receive services such as crisis intervention or victim advocacy over the telephone, in addition to basic hotline information and/or referrals, should also be reported in question 16. Hotline calls that include victim advocacy or crisis intervention services are those that require more time than the average call and involve a more intensive focus on the immediate needs and situation of the victim. All calls, whether or not from victims/survivors, should be included in "Total number of calls/requests."

*EXAMPLE 1: A victim/survivor calls the SASP Program-funded hotline and is in crisis. The advocate spends 30 minutes on the call assisting the victim/survivor. In this case, the call would be counted in this question under both "Number of calls from primary victims/survivors" and "Total number of calls/requests." The victim/survivor would also be counted in question 11 as a victim served, in question 16 under "Crisis intervention," and demographic information (even if the responses entered were in the "unknown" categories) would be reported on this victim/survivor in questions 14 and 15.*

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

18. Outreach to victims/survivors

Report the number of unsolicited letters, phone calls, or visits to victims/survivors of specific incidents of sexual assault, informing them of services and/or providing information.

Victims/survivors who are the recipients of these outreach activities should not be reported as victims/survivors served in question 11 unless they also received at least one of the services reported in question 16 Victim services. Victims/survivors who received services such as victim advocacy over the telephone should be reported in question 16.

*EXAMPLE: Your agency receives calls from the police department when officers are transporting sexual assault victims/survivors to the hospital for forensic examinations. Your protocol is to send a victim advocate to the medical facility to stand by and, if the victim/survivor chooses, to be present during the exam. During the current reporting period, your SASP Program-funded victim advocates responded to 22 calls from law enforcement and accompanied 18 of the victims during their exams. You would enter “22” in the column “Number of outreach activities to victims/survivors” in this question. You would also count the 18 victims/survivors for whom you provided accompaniment as victims/survivors served in question 11, under “Hospital/clinic/other medical response” in question 16, and you would provide demographic information (even if the responses entered were in the “unknown” categories) on these 18 victims/survivors in questions 14 and 15.*

19. Protection/restraining orders

Report the total number of temporary and/or final protection orders requested and granted for which SASP Program-funded victim services staff assisted victims/survivors of sexual assault during the current reporting period. This should include all orders having the force of law that are designed to protect the victim/survivor from contact with the offender during the pendency of the order. They may be referred to as protection from abuse, protection from harassment or anti-harassment orders, or no-contact or stay-away orders in your jurisdiction, and they may be criminal or civil. Temporary orders are generally issued *ex parte*, meaning without a court hearing, for a short period of time (e.g., 30 days), and final orders are issued after a court hearing for a longer period of time (e.g., two years). For all instances in which victim services staff assisted the victim/survivor in obtaining such an order, the number of those orders requested and granted should be reported here.

20. (Optional) Additional information

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

## E. Narrative

**All subgrantees must answer questions 21 and 22.**

Please limit your responses to the space provided (8,000 characters) for each question.

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

(Consider geographic regions, underserved populations, service delivery systems, and challenges and barriers unique to your jurisdiction.)

22. What has SASP Program funding allowed you to do that you could not do prior to receiving this funding? (e.g., expand services to include criminal justice advocacy; expand coordination and cross-referrals with sexual assault agencies in your community)

*EXAMPLE: The funding has allowed us to have an advocate focus on services to victims/survivors who are incarcerated in a women's correctional facility. Though we have wanted to expand our services to include this population, we have not been able to do so because of limited resources, until now.*

**Questions 23 and 24 are optional**

Please limit your responses to the space provided (8,000 characters) for each question.

23. Provide any additional information that you would like us to know about your SASP Program subgrant and/or the effectiveness of your subgrant.  
(If you have any other data or information that you have not already reported in answer to previous questions that demonstrate the effectiveness of your SASP Program-funded program please provide it below.)

*EXAMPLE: Our SASP Program-funded outreach worker distributes agency materials to the high schools and to local youth clubs and coffee shops and speaks at classes and assemblies at area high schools in order to raise awareness about the services our organization provides. Following each of the speaking events, our hotline has seen a significant increase--sometimes as high as 40%--in the number of calls from adolescents. This has led to discussions with school administrators and student organizations about the need to train school staff and to develop a network of peer advocates to better respond to sexual assault issues in the student population. While the collaboration and training itself is not a SASP Program funded effort, it is clearly an outgrowth of the funded outreach worker's excellent efforts.*

24. Provide any additional information that you would like us to know about the data submitted.  
(If you have any information that could be helpful in understanding the data you have submitted in this report, please answer this question. For example, if you submitted two different progress reports for the same reporting period, you may explain how the data was apportioned to each report, or if you reported staff—e.g., victim advocates—but did not report any corresponding victim services, you may explain why; or if you did not report either staff or activities during the reporting period, please explain.)