

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

## INSTRUCTIONS FOR SEMI-ANNUAL PROGRESS REPORT FOR GRANTS TO STATE SEXUAL ASSAULT AND DOMESTIC VIOLENCE COALITIONS PROGRAM

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

A grant administrator or coordinator must ensure that the form is completed fully with regard to all grant activities.

This form is to be used for reporting progress semi-annually, for the periods January 1 to June 30 and July 1 to December 31. **All grantees should read through each section to determine which questions they must answer based on the activities engaged in under this grant during the current reporting period.** Sections B and D of this form must be completed by all grantees. In section A, subsection A1 must be completed by all grantees. In subsection A2 and section C, grantees must answer an initial question about whether they engaged in certain activities during the current reporting period. If the response is yes, then the grantee must complete that subsection. If the response is no, the rest of that subsection is skipped.

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

This form must be submitted to OVW within 30 days of the end of the reporting period (July 30 or January 30).

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

## INSTRUCTIONS

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

In most of the questions on this form, you are given the option of an “Other” category. However, whenever possible, use existing categories to describe your grant-funded staff or activities. These existing categories should adequately capture the majority of grant-funded activities. Please use the “Other” category as a last resort.

## DEFINITIONS

**Sexual assault** is a continuum of behaviors defined in the Violence Against Women Act (VAWA) to include both sexual assaults committed by offenders who are strangers to the victim, and sexual assaults committed by offenders who are known to, related by blood or marriage to, or in a dating relationship with the victim. VAWA defines sexual assault as any conduct proscribed as sexual abuse by federal statute. Such proscribed behavior includes knowingly causing another person to engage in a sexual act by using force against that other person or by threatening or placing that other person in fear. It also includes engaging in a sexual act with another person after knowingly rendering that person unconscious, or administering to another person by force or threat of force, or without the knowledge or permission of that person, a drug, intoxicant, or other similar substance and thereby substantially impairing the ability of that other person to appraise or control sexual conduct. Sexual assault also includes knowingly engaging in a sexual act with another person if that other person is incapable of appraising the nature of the conduct, or is physically incapable of declining participation in or communicating unwillingness to engage in that sexual act. Sexual assault also includes knowingly engaging in sexual contact with another person without the other person’s permission. Finally, the statute proscribes any attempts to commit any of these acts.

VAWA defines **domestic violence** to include felony or misdemeanor crimes of violence (including threats or attempts) committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other adult person against whom a victim is protected from that person’s acts under the domestic or family violence laws of the jurisdiction receiving grant monies. It should be understood that domestic violence applies to any pattern of coercive behavior that is used by one person to gain power and control over a current or former intimate partner. This pattern of behavior may include physical or sexual violence, emotional and psychological intimidation, threats, verbal abuse, stalking, isolation, and economic control. VAWA defines **dating violence** as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined by the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Domestic violence includes **dating violence**, which is any violence, including the pattern of behavior described above, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

**Stalking** is defined as a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

## A. General Information

### A1. Grant Information

All grantees must complete this subsection.

1. Date of report  
Enter the date on which you submit this form.
2. Current reporting period  
This information will be pre-populated by the GMS system. You must download a new reporting form for each reporting period
3. Grantee name  
This information will be pre-populated by the GMS system.
4. Grant number  
This information will be pre-populated by the GMS system.
5. Type of organization  
Choose the box that best describes the type of organization receiving State Coalitions Program funding (The grantee is always the organization eligible under the grant program to receive funds). Check one box only.
6. Point of contact  
Provide the name, mailing address, telephone number, facsimile number, and e-mail address for the contact person responsible for the day-to-day coordination of activities.
7. Operating budget  
Report the percentage of your total operating budget that is funded by State Coalitions Program funds. Do not include pass-through funds that the coalition awards to local sexual assault and/or domestic violence programs as part of your total operating budget.
8. Coalition members  
Report the number of organizational members and, if applicable, the number of individual members. Individual members are individual persons, not programs. Organizational members may include law enforcement, prosecution, etc. Use all categories that apply to your membership structure. Not all state coalitions offer membership to individuals or organizations other than sexual assault and domestic violence programs.

### A2. Staff Information

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

9. Staff  
Report the number of full-time equivalent (FTE) staff funded under this grant during the current reporting period in the category or categories that best describe the functions they performed. Include employees who are part time and/or partially funded with these grant funds as well as contractors and consultants. Prorate appropriately when an employee or contractor was not employed or utilized over the entire reporting period. If staff members fall into two or more categories, divide their time by function as appropriate and round to the second decimal.

*Administrator:* Staff who perform primarily administrative functions, such as executive director, program director, director of finance, and fiscal manager.

*Program coordinator:* Staff who coordinate specific aspects of the program, such as training coordinator and outreach coordinator.

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

*Communication specialist:* Staff who provide public awareness activities and develop media relations.

*EXAMPLE 1:* You have one trainer whose salary is 100% funded with State Coalitions Program funds and another trainer whose salary is 25% funded with State Coalitions Program funds, report 1.25 FTE under trainer.

*EXAMPLE 2:* A staff member, whose salary is 100% funded with State Coalitions Program funds, spends approximately 20 hours per week coordinating outreach to law enforcement, 16 hours conducting training, and 4 hours providing technical assistance. Report as .50 program coordinator, .40 trainer, and .10 technical assistance provider.

*EXAMPLE 3:* An employee was employed full-time for the first three months and had no time on the grant during the last three months of the reporting period, report the staff time as .50 FTE.

*EXAMPLE 4:* You contracted with an information technology consultant full-time for two months during the reporting period, report that as .33 FTE information technology staff.

## **B. Program Activities**

**All grantees must complete this section.**

### **10. Program activities**

Check all program activities that apply to activities engaged in by your State Coalition during the current reporting period. Indicate whether the activity was funded with you State Coalitions Program funds or another funding source.

### **11. Other activities**

List all other activities not covered in question 10 that your State Coalition engaged in during the current reporting period. Indicate whether the activity was funded with your State Coalitions Program funds or another funding source.

## **C. Function Areas**

**Throughout this section, only report on activities provided by State Coalitions Program-funded staff and activities directly supported by State Coalitions Program funds.**

### **C1. Training**

**If your State Coalitions Program funds were used for training during the current reporting period, check yes and answer questions 12-15. If not, check no and skip to C2.**

*For the purposes of this reporting form, **Training** means providing information on sexual assault, dating violence, domestic violence, and stalking that enables professionals to improve their response to victims/survivors as it relates to their role in the system. **Education** means providing general information that will increase public awareness of sexual assault, dating violence, domestic violence, or stalking. In this subsection, report information on training activities. Educational activities should be reported in subsection C4 Public Awareness.*

12. Type and number of training events provided

Report the number and types of statewide, regional, and community-based training events provided during the current reporting period that were either provided by your State Coalitions Program-funded staff or directly supported by State Coalitions Program funds. Staff development training provided to State Coalitions Program-funded staff should not be counted. Regional refers to regions within a particular state. *A conference would be an event lasting a day or more and would address a number of topics. A workshop or seminar would be an event lasting a portion of a day and would have a more specific focus.*

*EXAMPLE 1: State Coalitions Program funds are used to send all executive directors of member sexual assault programs to the same strategic planning conference during the current reporting period. You should count this as one event.*

*EXAMPLE 2: During the current reporting period, the Executive Director of the Domestic Violence State Coalition conducted six training events attended by member programs. However, the Executive Director was not funded with your State Coalitions Program grant nor were any State Coalitions Program funds used to support these training events. You would not report any of the training events conducted by the Executive Director in this question since she/he is not funded by the State Coalitions Program grant and State Coalitions Program funds were not used to support the training events.*

*EXAMPLE 3: Your trainer is partially funded with your State Coalitions Program funds. The trainer conducts two statewide workshops during the current reporting period. You will need to decide if the time spent by the trainer on these two conferences was time paid for under the State Coalitions Program. If yes, then count the events as two statewide conferences.*

13. Number of people trained

Report the number of people trained with State Coalitions Program funds during the current reporting period. Use the category that is most descriptive of the people who attended the training event. If you are unable to determine the disciplines represented at a training event, report those people under “multidisciplinary.” Please use this as a last resort. State Coalitions Program-funded staff attending training should not be counted. Total person-hours are calculated by multiplying the number of people trained by the length of the individual training event.

*Military Command Staff:* Persons with military supervisory responsibility (social workers, medical personnel, police officers and others should be included in non-military professional categories).

*EXAMPLE: Fifty victim advocates attend a two day training event, with 6 hours of training each day [600 person-hours] and 25 victim advocates attend an 8-hour training event [200 person-hours] for a total of 800 person-hours. In this calculation, it is acceptable to assume all attendees stayed for the entire training event). Report the number of attendees, 75, in the “Number” column and 800 in the “Person-hours” column.*

14. Training content areas

Check the topics addressed in training events during the current reporting period. Check all that apply. Do not include topics of coalition training attended by State Coalitions Program-funded staff.

15. (Optional) Additional information

Use the available space to discuss the effectiveness of your State Coalitions Program training activities. You may provide examples, data, or any other information about your training activities beyond what you

have provided in the data above.

## **C2. System Advocacy**

**If your State Coalitions Program funds were used for system advocacy during the current reporting period, check yes and answer questions 16-19. If not, check no and skip to C3.**

*For the purposes of this reporting form, **system advocacy** includes activities intended to effect policy and/or procedural change in order to improve institutional responses to sexual assault and/or domestic violence. No federal appropriated funding made available under this grant program may be used, directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government without the express prior written approval of OVW.*

### 16. System advocacy activities

Check all activities convened or participated in with State Coalitions Program funds during the current reporting period. Check all that apply.

### 17. Improved system response

Report the total number of statewide, regional, and local meetings convened and attended by State Coalition Program-funded staff during the current reporting period. Report on the number of meetings attended, not the number of people or staff attending. Report the meetings convened or attended based on the group with whom you were meeting. If there were multiple agencies represented, count it as a multidisciplinary meeting. If multiple State Coalition Program-funded staff attend one meeting, count it as one meeting. You should also count the meetings attended by staff who were partially funded by your State Coalitions Program grant.

### 18. Coordination activities

Indicate methods used during the current reporting period to coordinate state victim services activities and/or to collaborate and coordinate with federal, state, and local entities engaged in violence against women activities (*for example, toll-free telephone number, web site, e-mail listserv, etc.*). Check all that apply.

### 19. (Optional) Additional information

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

## **C3. Products**

**If your State Coalitions Program funds were used to develop, substantially revise, or distribute products during the current reporting period, check yes and answer question 20. If not, check no and skip to Section C4.**

### 20. Use of State Coalitions Program funds for product development, substantial revision, or distribution

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

*Develop:* To create a new product.

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

*NOTE:* For instructional brevity, tables used throughout the instructions are modified versions of tables used in the report form.

*EXAMPLE:* You develop a brochure, in Spanish, for sexual assault programs to distribute to Latina sexual assault victims/survivors on where to find services. You distribute 10,000 of the brochures. You also distribute 5000 copies of a previously developed brochure on criminal justice options for sexual assault victims/survivors. You would report this as follows:

Products	Number developed or revised	Title/topic	Intended audience	Number used or distribute	Other languages
Brochures	1	Dónde encontrar ayuda después de un asalto sexual / Where to find services after a sexual assault	victims/survivors	10,000	Spanish
		Criminal Justice Options for Survivors of Sexual Assault	victims/survivors	5,000	

#### **C4. Public Awareness**

**If your State Coalitions Program funds were used for public awareness, check yes and answer questions 21-22. If not, check no and skip to C5.**

##### 21. Public awareness activities

Indicate the types of public awareness activities supported with State Coalitions Program funds during the current reporting period. Check all that apply.

##### 22.(Optional) Additional Information

Use this space to discuss the effectiveness of your State Coalitions Program funded public awareness activities. You may provide examples, data, or any other information about your public awareness activities that you have not already provided.

#### **C5. Technical Assistance**

**If your State Coalitions Program funds were used for technical assistance during the current reporting period, check yes and answer questions 23-25. If not, check no and skip to C6.**

##### 23. Number of technical assistance activities

Report the total number of technical assistance activities provided during the current reporting period, indicating whether they were site visits or other types of consultations. Consultations may include in-person, telephonic, electronic, or other types of contact. Each contact should count as one consultation.

*Technical assistance:* A wide variety of activities designed to facilitate individual or agency change in some systematic manner by providing expertise to solve a problem. Examples of technical assistance activities include clarifying legislative and policy implementation and/or standards of service, technology consultations, and assistance with problem-solving.

*Site visit:* A visit made to member agencies for the purpose of providing technical assistance consultation.

*Other technical assistance consultation:* Technical assistance consultations conducted by telephonic, State Coalitions instructions 7/2/2008

electronic, or other types of contact other than site visits. Each contact should count as one consultation.

*EXAMPLE: You provide technical assistance to a sexual assault program and a hospital about creating a Sexual Assault Forensic Examiner program. You conduct three teleconferences to discuss the challenges they have encountered while creating the program. You would count this as three (3) "other technical assistance consultations" provided to a sexual assault program and to a health care provider (See below).*

Recipients of technical assistance	Number of site visits	Number of other technical assistance consultations
Domestic violence program		
Health care provider ( <i>excluding forensic examiner</i> )		3
Sexual assault program		3

24. Topics of technical assistance

Check all topics that apply to technical assistance you provided with State Coalitions Program funds during the current reporting period. The technical assistance provided may be categorized by more than one topic. Grantees should make this determination. Check all that apply.

*EXAMPLE: You provide consultation to a domestic violence program about culturally appropriate services for women from Vietnam and outreach strategies for this population. You provide consultation to a sexual assault program about the implementation of a new mandatory reporting law on sexual assault of elders. In addition, you provide technical assistance to a dual program about a software program to help them manage data collection. You would report as follows:*

Topics of technical assistance	Sexual assault	Domestic violence
Criminal codes	X	<input type="checkbox"/>
Developing or enhancing culturally appropriate services for underserved populations	<input type="checkbox"/>	X
Technology and technology capacity ( <i>data collection systems and confidentiality</i> )	X	X

25. (Optional) Additional information

Use this space to discuss the effectiveness of your State Coalitions Program funded technical assistance activities. You may provide examples, data, or any other information about your technical assistance activities that you have not already provided.

**C6. Standards of Service**

**If your State Coalitions Program funds were used to support the development or enhancement of standards of service for member programs during the current reporting period, check yes and answer question 26. If not, check no and skip to C7.**

26. Development or enhancement of standards of service for member programs/agencies

Indicate if State Coalitions Program funds were used to develop, implement, or enhance standards of service or provide training on standards of service for member programs. Check all that apply.

## **C7. Underserved populations**

**If your State Coalitions Program funds were used to develop or enhance standards of service for underserved populations or to increase the representation of underserved populations in coordination activities during the current reporting period, check yes and answer questions 27, 28, and 29. If not, check no and skip to C8.**

### 27. Activities addressing underserved populations

Check all activities listed that were engaged in with State Coalitions Program funds to develop or enhance services for underserved populations or to encourage the representation of underserved populations in coordination services. Check all that apply.

*Underserved populations include populations underserved because of geographic locations (such as rural isolation), underserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, immigrant status, or age), and any other population determined to be underserved by the State planning process in consultation with the Attorney General.*

### 28. Underserved populations

Indicate which underserved populations were addressed in the activities identified in question 27. Check all that apply.

### 29. (Optional) Additional information

Use this space to discuss the effectiveness of State Coalitions Program funded activities to reach underserved populations. You may provide examples, data, or any other information about your activities to reach underserved populations that you have not already provided.

## **C8. Organizational Development and Capacity Building**

**If your State Coalitions Program funds were used for capacity building during the current reporting period, check yes and answer questions 30-31. If not, check no and skip to D.**

### 30. Coalition development and capacity building

Check all of the capacity building activities that were engaged in with State Coalitions Program funds during the current reporting period. Check all that apply.

*Capacity building:* The investment in people, institutions, and practices that enables people and institutions to improve their problem-solving capacities and achieve their objectives.

### 31. System privacy and/or security

Indicate whether you consider system privacy and/or security when purchasing or developing software.

## **D. Narrative**

**All grantees must answer question 32.**

**PLEASE LIMIT YOUR RESPONSE TO XXX CHARACTERS FOR THIS QUESTION.**

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

Report succinctly on the status of the goals and objectives for your State Coalitions Program grant as of the end of the current reporting period, as they were identified in your grant proposal or as they have been added or revised. Indicate whether the activities related to your goals and objectives have been completed, are in progress, are delayed, or have been revised. Comment briefly on your successes and challenges, and provide any additional explanation you feel is necessary for us to

understand what you have or have not accomplished relative to your goals and objectives. If you have not accomplished objectives that should have been accomplished during the current reporting period, you must provide an explanation.

**EXAMPLE:**

*Objective: Train all state police officers on sexual assault investigation.  
Activity: Develop training curricula and conduct five regional trainings.  
Status: Ongoing.  
Comments: Although we developed training curricula and conducted five regional trainings, only half of the state police officers were trained. We will conduct five more regional trainings during the next six months in an attempt to train all officers.*

**All grantees must answer questions 33 and 34 on an annual basis. Submit this information on the January to June reporting form only.**

**PLEASE LIMIT YOUR RESPONSE TO 8,000 CHARACTERS FOR EACH OF THESE QUESTIONS.**

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

Consider geographic regions, underserved populations, service delivery systems, types of victimization, and challenges and barriers unique to your state.

34. What did State Coalitions Program funding allow you to do or maintain that you could not do without receiving this funding?

For example, has the funding enabled you to identify and eliminate gaps in services, improve culturally appropriate services to underserved populations, staff the coalition office full time, or increase the participation rate of historically underserved communities in coordination meetings? Provide specific examples in your answer.

*EXAMPLE: Our program conducted ten law enforcement trainings per year prior to receiving State Coalitions Program funds. During the current reporting period our program conducted 20 law enforcement trainings, a 300% increase.*

**Questions 35-36 are optional.**

**PLEASE LIMIT YOUR RESPONSE TO 8,000 CHARACTERS FOR EACH OF THESE QUESTIONS.**

35. Provide any additional information that you would like us to know about your State Coalitions Program grant and/or the effectiveness of your grant that you have not already reported in answers to previous questions.

If you have other data or information regarding your program that would more fully or accurately reflect the effectiveness of your State Coalitions Program than the data you have been asked to provide on this form, answer this question. If you have not already done so elsewhere, feel free to discuss any of the following: systems-level changes, community collaboration, the removal or reduction of barriers and challenges for victims/survivors, promising practices, and positive or negative unintended consequences.

*EXAMPLE 1: Our State Coalition Program-funded staff worked with state prosecutors to adopt a vertical prosecution protocol across the state. Since vertical prosecution was implemented, indictments of sexual assault cases where victims reported to hospitals has increased from 20% to 80% and convictions have increased from 30% to 90%.*

*EXAMPLE 2: We served on a statewide task force examining ways the court system could be more responsive to victims/survivors of domestic violence. As a result, a uniform protection order was*

*implemented and special domestic violence courts were created in three jurisdictions.*

36. 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; if you funded staff, e.g., trainers, but did not report any corresponding training activities, you may explain why; if you did not use program funds to support either staff or activities during the reporting period, please explain how program funds were used if you have not already done so.