

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

**INSTRUCTIONS FOR SEMI-ANNUAL PROGRESS REPORT FOR
GRANTS TO ENCOURAGE ARREST POLICIES AND ENFORCEMENT OF
PROTECTION ORDERS PROGRAM**

INTRODUCTION

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 number of persons served and number of persons seeking services who could not be served. To meet this Congressional reporting requirement and the requirements of the Government Performance and Results Act, the Office on Violence Against Women (OVW) requires all grantees to complete this **Semi-Annual Progress Report**.

A grant administrator or coordinator must ensure that the form is completed fully with regard to all grant activities. Grant administrators and coordinators are responsible for compiling and submitting a single report that reflects all information collected from grant partners. Grant partners, however, may complete sections relevant to their portion of the grant.

This form is to be used for reporting progress semi-annually, for the periods January 1 to June 30 and July 1 to December 31. **All grantees should read each section to determine which questions they must answer based on the activities engaged in under this grant during the current reporting period.** Sections B, F, and G of this form must be completed by all grantees. In section A, subsection A1 must be completed by all grantees. In section C, subsection C2 must be completed by all grantees. In sections D, E, and subsections A2, C1, C3, C4, C5, C6, and C7, 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 section or subsection. If the response is no, the rest of that section or subsection is skipped.

Information reported in sections D (Victim Services) and subsection E5 (Batter Intervention Program) is for grant-funded activities only. Information reported in subsections E1 (Law Enforcement), E2 (Prosecution), E3 (Courts), and E4 (Probation and Parole) must reflect the activities of the entire agency receiving the Arrest Program funding. All information should reflect activities for the current reporting period only.

All information should reflect activities for the current reporting period only. The activities of volunteers or interns may be reported if they are coordinated or supervised by Arrest Program grant-funded staff or if Arrest Program grant funds substantially support their activities.

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

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) or send your questions by e-mail to vawamei@usm.maine.edu. Helpful hints, reporting forms, instructions and other information on the Semi-Annual Progress Report can be found at <http://muskie.usm.maine.edu/vawamei/>. If you have questions about your grant, please contact your OVW program specialist at 1-202-307-6026 (TTY: 202-307-2277).

INSTRUCTIONS

Please note: It may be helpful to have the Arrest Program Application Guideline and your original grant proposal available at the time you complete this form. The application guideline is available on the OVW website (www.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 activities. The “Other” category will rarely be needed.

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, 5a. Type of lead agency/organization

In question 5, choose the box that best describes the type of lead agency/organization. Check one box only. If you are a state government agency granting funds to other entities, please list the subgrantees in question 65.

In question 5a, indicate whether or not this is a faith-based organization.

6. Point of contact

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

7. Tribal populations

Check yes if your grant specifically focuses on American Indians and indicate which tribes or nations you serve or intend to serve.

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.

EXAMPLE 1: Your victim services program is located on the Nez Perce reservation. There are members of over a dozen other tribes living on the reservation, and you provide services to anyone who lives on the reservation that needs services. Report that you provide services to the Nez Perce tribe, but do not report other tribes whose members reside on your reservation.

EXAMPLE 2: You hold a training event for law enforcement in your non-tribal area and police from a nearby reservation attend. Your training does not address tribal codes, nor did you intend to train tribal police, even though they are welcome to attend the training. Even though tribal police attended, do not report that you served a tribe or nation, because it was not your intent to specifically focus on the tribe.

8. Percentage of grant funds

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

Definitions

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

The Violence Against Women Act defines **domestic violence** as felony or misdemeanor crimes of violence (including threats or attempts) committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim/survivor who 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/dating 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 or dating partner. This pattern of behavior may include physical or sexual violence, emotional and psychological intimidation, threats, verbal abuse, stalking, isolation, and economic control. In compiling domestic violence figures, grantees should include grant funds directed at dating violence. The Violence Against Women Act defines **dating violence** as violence committed by a person who

is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined by the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

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

A2. Staff Information

If your Arrest 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. Report staff by function(s) performed, not by title or location. Include employees who are part-time and/or partially funded with these grant funds as well as consultants/contractors. Report grant-funded overtime. If an employee or contractor was employed or utilized for only a portion of the reporting period, prorate appropriately. Report all FTEs in decimals, not percentages. If staff members fall into two or more categories of job descriptions, divide their time as appropriate. One FTE is equal to 1,040 hours—40 hours per week multiplied by 26 weeks.

Administrator: Administrative positions, such as director and fiscal manager

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

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. Does not include attorneys, paralegals, or governmental victim advocates (i.e., victim assistant/victim-witness coordinator) or non-governmental victim advocates

Program coordinator: Staff who coordinate specific aspects of the program, such as Training Coordinator, Victim Services Coordinator, and Legal Staff Coordinator

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

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

Victim assistant (includes victim-witness specialist/coordinator): A staff person who provides victim assessments and coordination in support of case prosecution activities, assists with victim-witness statements, coordinates victim court appearances, and provides victims with court dates. The services provided are generally limited to the period and scope of court proceedings. Typically, this is a governmental employee of a law enforcement agency, prosecution office, or court, and confidential communications are usually limited.

EXAMPLE 1: If you have one full-time prosecutor whose salary is 100% funded with Arrest Program funds and another full-time prosecutor whose salary is 25% funded with Arrest Program funds, report 1.25 FTEs under "Prosecutor."

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

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

EXAMPLE 4: If you contracted with an information technology specialist for the equivalent of two months of full-time work over the course of the reporting period, report that person as .33 FTE (2 months divided by 6 months)

B. Purpose Areas and Program Priority Areas

All grantees must complete this section.

10. Statutory purpose areas

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

11. Program priority areas

In addition to the purpose areas identified in question ten, the Arrest Grant Program Application and Program Guidelines may have identified several program priority areas that would receive priority consideration. If your program addressed any of these priority areas during the current reporting period, list them. Because these priority areas may change in each year's program guidelines, you should consult the guidelines for the fiscal year for which you received your grant funds and/or your grant application.

C. Function Areas

C1. Training

If your Arrest 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 purposes of this reporting form, **training** means providing information on sexual assault, domestic violence, dating violence, and stalking that enables professionals to improve their response to victims/survivors as it relates to their role in the system. Presentations to groups such as high school students, community groups, men's groups, parents/guardians, victim/survivors, etc., would not be counted as training events and attendees would not be counted as people trained, since they are not professionals who work with victims/survivors or offenders.*

12. Training events provided

Report the total number of training events provided during the current reporting period that were either provided by Arrest Program-funded staff or directly supported by Arrest Program funds. If non-grant-funded staff were sent to training with Arrest Program funds, count the training as an event. Training provided to Arrest Program-funded staff should not be counted.

If a trainer is partially funded with Arrest Program funds and partially funded by other sources, develop a system to determine which training activities will be reported here. Do not count the same training activities on more than one grant report form.

Example 1: A full-time trainer is hired by your agency. Half of her/his salary is paid by the Arrest Program, and half through other means. You choose to count alternate trainings that s/he conducts as Arrest Program-funded training.

Example 2: A full-time trainer is hired by your agency. Half of her/his salary is paid by the Arrest Program, and half through other means. The Arrest Program funds focus on training people in rural areas, and the other funds pay for training in urban areas. You count only the trainings that take place in rural areas and/or that include content on rural issues as Arrest Program-funded.

Example 3: You use Arrest Program funds to send five judges to the same judicial institute. Count this as one event in question 12, and report five (5) court personnel trained in question 13.

13. Number of people trained

Report the number of people trained during training events reported in question 12. Use the category that is most descriptive of the people who attended the training event. These should be people trained by Arrest Program-funded staff or people attending training events that were directly supported with Arrest Program funds during the current reporting period. If you are unable to determine the disciplines represented at a training event, report those people under "Multidisciplinary," but this category should be used only as a last resort. Arrest Program-funded staff attending staff development training should not be counted.

14. Training content areas

Check the topics covered in training events reported in question 12. Check all that apply. Do not include topics of staff development training attended by Arrest Program-funded staff. Do not use the "Other" category to report the name of the group that received the training, the title of the training

event, or the name of the conference that was attended.

15. (Optional) Additional information

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

C2. Coordinated Community Response

All grantees must answer question 16.

16. Coordinated community response activities (CCR)

Check the appropriate boxes to indicate the agencies or organizations, even if they are not MOU partners, that you provided victim/survivor referrals to, received victim/survivor referrals from, engaged in consultation with, provided technical assistance to, and/or attended meetings with, during the current reporting period, according to the usual frequency of the interactions. If the interactions were not part of a regular schedule, you will need to estimate the frequency with which these interactions occurred during the current reporting period. You should also count the meetings attended by staff who are partially funded by your Arrest Program grant. If the meeting was with a task force, you should check all attendees. In the last column, indicate the agencies or organizations with which you have a memorandum of understanding (MOU) for purposes of the Arrest Program grant.

The following numbers can help you determine the frequency of contact. For a six month reporting period, daily is approximately 130 contacts, weekly is approximately 26 contacts, monthly is approximately 6 contacts, and quarterly is approximately 1 contact. More than likely, your contacts will fall between these numbers. The grantee may determine the most accurate frequency.

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

EXAMPLE: An Arrest Program-funded probation officer has regular consultations with victim services advocates regarding issues of victim safety and whether offenders are complying with the conditions of their probation regarding contact with victims/survivors. During the current reporting period, the officer logged 75 phone calls or meetings with the advocates from a domestic violence program. The probation officer also is a member of a regional task force that meets four times a year to address the system response to offender non-compliance with court orders. The task force includes the local courts, prosecutor’s office, law enforcement, a domestic violence program, and the director of a mental health center. There is an MOU for the purposes of the Arrest Program grant between probation, the prosecutor’s office, and a domestic violence program. You would report the CCR activities in this way:

Agency/organization	Victim/survivor referrals, consultations, technical assistance			Meetings			MOU Partner
	Daily	Weekly	Monthly	Weekly	Monthly	Quarterly	
Domestic violence program	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	X
Court	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Law enforcement agency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Prosecutor’s office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	X
Health/mental health organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>

17. (Optional) Additional information

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

C3. Policies

If Arrest Program funds were used to develop, substantially revise, or implement policies or protocols during the current reporting period, check yes and answer questions 18-19. If not, check no and skip to C4.

18. Protocols and/or policies developed, substantially revised, or implemented

Check all the types of policies or protocols developed, substantially revised, or implemented during the current reporting period. These activities should be completed by Arrest Program-funded staff or directly supported by Arrest Program funds. Check all that apply. If the protocol/policy is still in the development or revision phase, it should not be reported until it is actually finished.

Develop: To create a new policy or protocol.

Substantially revise: To make a significant amendment to an existing policy or protocol.

Implement: To carry out a new or revised policy or protocol as standard practice.

EXAMPLE 1: Your agency did not have a policy concerning appropriate response to underserved populations. During the current reporting period, grant-funded staff developed a policy and protocols for responding appropriately to underserved populations. You report this activity during the current reporting period because the development of the policy was completed.

EXAMPLE 2: Your agency had a policy and protocol concerning appropriate response to underserved populations, but it only referred to the needs of ethnic minorities. During the current reporting period, grant-funded staff amended the policy to include appropriate response to people who are elderly and disabled. You report this activity during the current reporting period because the amendments were completed.

EXAMPLE 3: Your agency amended its policy concerning appropriate response to underserved populations to include protocols for people who are elderly and disabled. During the current reporting period, the new protocols were distributed and became standard practice within the agency. You would report this activity during the current reporting period because the protocol became standard practice. You would not continue to report this same activity in future reporting periods.

19. (Optional) Additional information

Use the space provided to discuss the effectiveness of the policies you have developed, revised, or implemented that were funded or supported by your Arrest Program grant. You may provide examples, data, or any other information about your policy activities that you have not already provided.

C4. Products

If Arrest 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 C5.

20. Product development, substantial revisions, and/or distribution

Report the number of products developed, substantially revised, or distributed with Arrest 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; intended audience for each product developed, revised, 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 described—and/or the number used or distributed.

EXAMPLE: You used Arrest Program funds to develop a training curriculum to help law enforcement officers identify predominant aggressors. You distributed 50 copies at a train-the-trainer event. You also used Arrest Program funds to translate and distribute 200 copies of a brochure developed during a previous reporting period. Finally, you developed a new brochure for battered immigrant women, although no copies were distributed during the current reporting period. You would report this as follows:

Products	Number developed or revised	Title/topic	Intended audience	Number used or distributed	Other languages
Brochures	A. 1	A. Dónde Recibir Ayuda para Víctimas de la Violencia de la Familia/ Domestic violence services	A. victims/survivors	A. 200	A. Spanish
	B. 1	B. Battered Immigrant Women: Know Your Rights /legal rights of battered immigrant women	B. victims/survivors		
Training curricula	A. 1	A. Identification of predominant aggressors	A. law enforcement officers	A. 50	

C5. Data Collection and Communication Systems

If Arrest Program funds were used for data collection or communication systems technology during the current reporting period, check yes and answer questions 21-22. If not, check no and skip to C6.

21. Use of Arrest Program funds for data collection and/or communication systems

Indicate whether the Arrest Program grant was used to develop, expand, or link data collection and/or communications systems or to purchase computers or other equipment during the current reporting period. Check all that apply. If you purchased equipment in the previous reporting period, you will not report it as purchased again during the current reporting period, unless you purchased additional equipment during the current reporting period.

22. Purpose of data collection and/or communication systems

Indicate the types of information that have been or will be identified and tracked using the technology identified in question 21.

C6. Specialized Units

If your Arrest Program funds were used to support a specialized unit during the current reporting period, answer questions 23A-23B. If not, check no and skip to C7.

23A. Use of Arrest Program funds for specialized units

Indicate how Arrest Program funds were utilized for specialized units during the current reporting period. Check all that apply.

Specialized unit: A centralized or coordinated group, unit, or dedicated staff of law enforcement officers, prosecutors, probation officers, judges, or other court staff responsible for domestic violence cases. A specialized unit may consist of one person, even if that person is partially funded by your Arrest Program grant. While a victim advocate or victim assistant may be part of a specialized unit in a criminal justice agency or court, if a victim advocate is the only staff person funded by Arrest Program funds in that agency that would not be reported as a specialized unit; “victim advocate” is not an appropriate response in “other.”

23B. Victimitations addressed by Arrest Program-funded specialized units

For any specialized unit reported in question 23A, indicate all victimizations addressed by that unit during the current reporting period.

C7. System Improvement

If your Arrest Program funds were used to support system improvement during the current reporting period, check yes and answer question 24. If not, check no and skip to section D.

24. Use of Arrest Program funds for system improvement

Indicate the system improvement activities engaged in during the current reporting period and identify the system(s) in which the improvement occurred. Check all that apply.

D. Victim Services

If Arrest Program-funded staff provided victim services or if grant funds were used to support victim services during the current reporting period, check yes and answer questions 25-31. If

your Arrest Program funds were not used for victim services, check no and skip to section E. Only provide information in this section that represents victims/survivors served and services provided with Arrest Program funding. Report all victim services provided, whether by legal services, a victim services agency, or by staff providing victim services within law enforcement, prosecution, or the court system in this section. Report criminal justice activities, such as 911 calls, investigations, and prosecutions, in section E only.

25. 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 reporting period that they request services.

Victims/survivors are those against whom the sexual assault, domestic violence, dating violence, or stalking was directed. Some victims/survivors may have experienced more than one type of victimization, such as sexual assault and domestic violence, or domestic violence and stalking. These victims/survivors should be counted only once under the primary victimization. (See Example 1 below on primary victimization, and refer to definitions of sexual assault, domestic violence, dating violence, and stalking on pages three and four of these instructions.) Do not report secondary victims here.

EXAMPLE: A victim/survivor requested services three different times during the current reporting period; you will report this person only once in item 25.

EXAMPLE: 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 only count that victim once in item 25. You will count the victim once for each type of service received in item 29A.

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

Note: If you receive a call or request for service from someone who is NOT a victim/survivor, or if the person is a victim/survivor but is requesting a service you do NOT provide under your grant, that person should NOT BE COUNTED in any category. If you contact victims/survivors to offer services, and they do not want services or you can not locate them, do not count them in this question. (See instructions for question 29C, Victim-witness notification/outreach to victims/survivors.)

EXAMPLE 1: (Primary victimization) A victim/survivor comes into your program looking for help with a protection order. Her estranged intimate partner, who had a history of very controlling behavior with some physical abuse, came to her apartment and sexually assaulted her. You could report her under

either domestic violence/dating violence or sexual assault, but you must choose only one. In this instance, sexual assault may be more appropriate, because it was the sexual assault that prompted her to seek services.

EXAMPLE 2: (Served) A domestic violence victim 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 Arrest Program grant, she should be counted as “served” in the domestic violence/dating violence column.

EXAMPLE 3: (Partially served) A victim whose ex-husband has been charged with stalking comes into the prosecutor’s office to get information about the criminal process. Your advocate explains the process to her, what she can expect, the different hearings that will take place, etc. She asks the advocate to attend the arraignment with her, but the advocate already is scheduled to be in another court on the date. This victim received information from your advocate, but not the other services she requested that you normally provide under your Arrest Program grant. She should be counted as “partially served.”

EXAMPLE 4: (Not served) A woman is sexually assaulted in a domestic violence incident by her live-in boyfriend. A police officer who responded to the incident has called your program’s hotline on behalf of the victim asking if an advocate will accompany the victim 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 Arrest Program grant. You are unable to provide the requested service, therefore she should be counted as “not served” in the sexual assault column.

EXAMPLE 5: (Not counted) You receive police reports on all domestic violence incidents responded to by police. During the reporting period, you sent out letters to 500 victims/survivors based on these police reports, informing victims of services you provide; twenty-five letters are returned as undeliverable. Only victims/survivors who contact you after receiving the letter and who request a service that you are funded to provide with Arrest Program funds would be counted in item 25; 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 29C, if this activity was funded by your Arrest Program grant.)

(Examples 6A, 6B, and 6C use the same scenario to illustrate how the three categories of “served,” “partially served,” and “not served” should be applied to the varying responses that the victim/survivor received.)

EXAMPLE 6

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 Arrest Program grant 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 can not 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 Arrest Program grant 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 Arrest Program grant and should be counted as “not served.”

The partially served and not served categories generally have to do with issues within your program that keep you from providing grant-funded services to a victim/survivor who requests those services. If victims/survivors choose to discontinue services once they have begun receiving them, then they should be reported as “served.” The same is true if victims/survivors move, 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 requested a service but found the program rules unacceptable.

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

Report the reasons that victims/survivors seeking services were not served or were partially served by checking all that apply. 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: 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 grant are not culturally appropriate for the victim/survivor.

Insufficient/lack of language capacity (including sign language): Interpreter services are 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 people with disabilities: The services provided under the grant 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: 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 grant, 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 people with mental health issues: Staff are not able, for any reason, to provide appropriate or adequate services for victims/survivors with mental health issues. 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 issues.

Services not appropriate for victim/survivor: For any reason, the services available under the grant are not appropriate for a victim/survivor. For example, although support groups are offered under the grant for 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.

Services not available for victims/survivors accompanied by male adolescents: Although shelter services are provided under the grant, your shelter has rules prohibiting adolescent males from residing in the shelter, and the victim/survivor refuses to go to the shelter without the child. Therefore, the victim/survivor is denied shelter services.

Transportation: The victim/survivor is not able to utilize services provided under the grant because s/he lacks adequate transportation, public transportation is unavailable or if available, cannot be paid for and the organization is unable to provide transportation.

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

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 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 was not provided by our program.” Only consider services supported with grant funds. For example, your Arrest Program grant funds only crisis intervention services but a victim/survivor contacts your program seeking 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 Arrest Program grant.

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 item 26 because your program was not able to provide the service when it was requested.

27. Demographics of victims/survivors served or partially served

Based on the victims/survivors reported in 25A and 25B, report the total numbers for all demographic categories that apply. Because victims/survivors may identify as more than one race or ethnicity and with more than one of the “Other demographics” options, the totals for these two categories may exceed the total number of victims/survivors reported in 25A and 25B. However, the total number of victim/survivors reported in the “Gender” and “Age” categories should equal the total number of victims/survivors reported in 25A and 25B. Those victims/survivors for whom gender, age, and/or race/ethnicity is not known should be reported in the “unknown” category. The demographic 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. Victims/survivors should not be counted more than once in either the category “American Indian and Alaska Native” or in the category “Native Hawaiian and other Pacific Islander.” For example if a victim identifies as Hawaiian and Samoan you would only report her once in the category “Native Hawaiian and other Pacific Islander.”

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 25A and 25B.

Age: Report the number of victims/survivors served in the applicable age category. This is an unduplicated count, and the total number for age should equal the sum of 25A and 25B.

People with disabilities: Count victims/survivors with a significant limitation in activities of daily living as people with disabilities. This may include people who are vision-impaired, people who are hearing-impaired, people with developmental disabilities, and people with diagnosed mental illness, if their activities are so limited.

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

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

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 the following definition: A rural area is 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 domestic violence, 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.

28. Victims/survivors’ relationship to offender

For those victims/survivors reported as served and partially served in items 25A and 25B, report the relationship of the victims/survivors to the offender by type of victimization. Victims/survivors are

those against whom the sexual assault, domestic violence, dating violence, or stalking was directed. If a victim/survivor experienced more than one type of victimization and/or was victimized by more than one perpetrator, count the victim/survivor in all categories that apply. The total number of relationships in the sexual assault column must be at least the sum of the number of sexual assault victims/survivors reported in 25A and 25B; the total number in the domestic violence/dating violence column must be at least the sum of the number of domestic violence/dating violence victims/survivors reported in 25A and 25B; and the total number in the stalking column must be at least the sum of the number of stalking victims/survivors reported in 25A and 25B. The total number of victims/survivors reported here all together may total more than the sum of all victims/survivors reported in 25A and 25B. 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 domestic or family violence laws of the jurisdiction receiving grant 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.

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.

Current or former 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.

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

EXAMPLE: A victim/survivor who was being stalked by her former intimate partner and was sexually assaulted by the person with whom she is currently in a dating relationship would be counted as follows:

Victim's/survivor's relationships to offender	Number of victim/survivor relationships by victimization		
	Sexual assault	Domestic violence/dating violence	Stalking
Current or former spouse or intimate partner			1
Other family or household member			
Current or former dating relationship	1		

29A. Victim services

Based on the victims/survivors reported in 25A and 25B, report the number of primary victims/survivors who received Arrest 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/survivor. 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 protection orders; accompanying a victim/survivor to a protection order hearing, or other civil proceeding; and all other advocacy within the civil justice system. This also includes accompanying a victim/survivor to an administrative hearing, such as unemployment, Social Security, TANF, or food stamp hearing. Does not include services provided by an attorney or paralegal.

Civil legal assistance: Civil legal service provided by an attorney and/or paralegal.

Counseling services/support group: 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; 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.

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

Language services: Providing interpretation, translation

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.

29B. Hotline calls

Report the number of crisis or information and referral calls received on phone lines paid for with Arrest Program funds or answered by Arrest Program-funded staff during the current reporting period. Calls reported here should not be reported as victims/survivors served in question 25 unless they also received at least one of the services listed in question 29A Victim Services. All calls, whether or not from victims/survivors, should be included in Total Number of Calls.

EXAMPLE 1: A victim/survivor calls the grant-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 "Number of calls from victims/survivors" and "Total number of calls. The victim/survivor would also be counted in question 25 as a victim served, in question 29A under "Crisis intervention," and demographics would need to be collected on this caller in questions 27 and 28.

EXAMPLE 2: A mother of a victim/survivor calls the grant-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." She would not be reported in any other questions, and demographics would not be collected for this caller.

29C. Victim-witness notification/outreach to victims/survivors

Report the number of unsolicited letters, phone calls, or visits to victims/survivors of specific incidents of sexual assault, domestic violence/dating violence, and stalking identified in police reports or court documents, informing them of services and/or providing information about the criminal justice system. Victims/survivors who are the recipients of these notification/outreach activities should not be reported as victims/survivors served in question 25 unless they also received at least one of the services reported in question 29A Victims Services.

EXAMPLE 1: Your agency works closely with local law enforcement and they provide you with copies of police reports. Your agency sends out 75 letters during the current reporting period and five victims/survivors call to request grant-funded services. In this case, you would report 75 in question 29C and the 5 victims/survivors requesting grant-funded services would also be counted in question 29A by the type of grant-funded service they requested. These 5 victims/survivors would be reported in question 25 and, if they were reported as served or partially served, demographics would also need to be reported in questions 27 and 28. However, if no victims/survivors requested services, you would only report in question 29C.

EXAMPLE 2: Your agency conducts outreach activities in the community during the current reporting period. Your grant-funded outreach worker conducts outreach by visiting the homes of 10 victims/survivors during the current reporting period. Each victim/survivor refuses services. In this case, you would only report those 10 outreach activities in question 29C. The victims/survivors visited by the outreach worker would not be reported at all in question 25 and no other demographics would need to be reported.

30. Protection orders

Report the total number of temporary and/or final protection orders requested and granted for which Arrest Program-funded victim services staff assisted victims/survivors during the current reporting period. This should include all orders having the force of law that are designed to protect the victim/survivor from contact with the offender during the pendency of the order. They may be referred to as protection from abuse, protection from harassment or anti-harassment orders, restraining 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.

31. (Optional) Additional information

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

E. Criminal Justice System

The scope of the data requested from criminal justice agencies that receive Arrest Program funds is **agency-wide, not just grant-funded activities**. Examples under each subsection are designed to help

grantees determine the scope of data they are required to report. Arrest Program grantees completing E5, Batterer Intervention Programs, are only required to report data reflecting grant-funded activities. For Arrest Program funds received by a jurisdiction that only fund a smaller jurisdiction, only data from the smaller jurisdiction needs to be reported. For example if the grantee is New York City but the grant is funding a project in one particular precinct, then report on all activities of the precinct, not the city. If you have any questions regarding the scope of data, call the VAWA Measuring Effectiveness Initiative's technical assistance hotline (1-800-922-VAWA [8292]).

E1. Law Enforcement

If your Arrest Program grant was used for law enforcement activities, check yes and answer questions 32-35. Provide information for your entire law enforcement agency, even if Arrest Program funds were not used to fund all of the activities of your law enforcement agency. If your Arrest Program funds were not used for law enforcement activities, check no and skip to E2.

If you have an advocate employed by, or located at, the law enforcement agency, but grant funds are not supporting the law enforcement activities listed in question 32, you would not fill out this section. You would report the advocate's activities in the Victim Services section.

EXAMPLE 1: Your Arrest Program grant provides funding for a law enforcement officer who only provides training to other staff in your police department regarding best practices in responding to domestic violence incidents. You report this data in subsection C1 only and do not complete this section.

EXAMPLE 2: Your Arrest Program grant funds three officers in a special domestic violence unit in your city law enforcement agency. There are 50 other law enforcement officers employed by your city law enforcement agency. You must report all 911 domestic violence and other activities on domestic violence cases responded to by all officers employed by the city law enforcement agency.

EXAMPLE 3: Your Arrest Program grant funds an advocate located at the law enforcement agency, but Arrest Program funds are not supporting the law enforcement activities listed in question 32. You must report the advocate's activities in the Victim Services section only and do not complete this section.

32. Activities

Report on any of the following activities engaged in related to sexual assault, domestic violence, dating violence, and/or stalking cases/incidents during the current reporting period, by providing a total number for each of those activities. (See page 3 of these instructions for definitions of sexual assault, domestic violence, dating violence, and stalking.)

For the purpose of the law enforcement section of this report, each incident is one case and may involve one or more offenses and/or one or more victims/survivors. Each case/incident may also involve one or more offenders. For example, each time a law enforcement officer responds to a domestic violence call, it is one incident or case. If an activity relates to a case/incident involving more than one type of crime, the activity should be counted only once under the primary victimization.

*EXAMPLE 1: An officer responds to a 911 call that involves a single victim/survivor who has been sexually assaulted and beaten by her current husband. The officer writes a report and collects evidence. This would be considered **one** case/incident even though it involves more than one type of crime. You will need to choose which category to report this under sexual assault **or** domestic*

violence/dating violence.

*EXAMPLE 2: Using the same example above but adding that the brother of the husband also participated in the assault of the victim/survivor. This would also be considered **one** case/incident even though there were multiple perpetrators. You will still need to choose which category to report this under, sexual assault **or** domestic violence/dating violence.*

*EXAMPLE 3: Using the same example except that the brother was not present during the first incident but arrived later in the day and assaulted the victim/survivor, these would now be considered **two** separate cases/incidents because they did not occur at the same time.*

Calls for assistance: All 911 and other calls made to law enforcement reporting on or requesting assistance in sexual assault, domestic violence, dating violence, or stalking incidents.

Incident reports: All responses to a sexual assault, domestic violence, dating violence, or stalking incident as reported on an incident report.

Cases/incidents investigated: All cases in which evidence was collected and witnesses were interviewed relating to a sexual assault, domestic violence, dating violence, or stalking incident.

Arrests: All arrests made by law enforcement, except dual arrests.

Dual arrests: All responses by law enforcement in which both parties involved in the sexual assault, domestic violence, dating violence, or stalking incident were arrested. (Dual arrests are discouraged by OVW. It is a goal of this office to reduce the number of dual arrests.)

Protection/ex parte/temporary restraining orders served: All instances in which these types of orders have been served on sexual assault, domestic violence, dating violence, or stalking offenders. They may be referred to as “no contact,” “stay away” orders, or use other terminology in your jurisdiction. Ex parte refers to temporary orders issued without a hearing, and are usually for short periods of time such as 30 days.

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

Enforcement of warrants: All instances in which warrants relating to sexual assault, domestic violence, dating violence, or stalking offenses were enforced.

Arrests for violation of protection order: All instances in which arrests were made of offenders who violated conditions of protection orders obtained by victims/survivors of sexual assault, domestic violence, dating violence, or stalking crimes.

Protection orders issued: (to be answered only by grantees in jurisdictions that authorize law enforcement officers to directly issue no contact, protection or restraining orders in cases of sexual assault, domestic violence, dating violence, and stalking) All orders issued by law enforcement in a sexual assault, domestic violence, dating violence, or stalking case. Do not report these orders as “Protection/ex parte/restraining orders served.”

Referrals of cases to prosecutor: Number of cases/incidents that were referred to the prosecutor’s office. These cases may involve multiple offenses.

Referrals of federal firearms charges to federal prosecutor: Number of cases/incidents involving firearms that were referred to a federal prosecutor or federal law enforcement agency.

33. Victim/survivor referrals to victim services

Report the total number of victim/survivor referrals to victim services during the current reporting period. Victim services refer to services provided by agencies or individuals that serve victims/survivors of sexual assault, domestic violence/dating violence, and/or stalking. These

services may be provided by grant-funded advocates who are reporting this information in Section D. These numbers are not unduplicated; if a victim/survivor is referred to victim services several times during the reporting period, count the number of referrals, not the number of victims/survivors.

34. Protection orders

Report the total number of temporary and/or final protection orders requested and granted for which Arrest Program-funded law enforcement officers provided assistance to victims/survivors of sexual assault, domestic violence, dating violence, or stalking during the current reporting period. This should include all orders having the force of law that are designed to protect the victim/survivor from contact with the offender during the pendency of the order. They may be referred to as protection from abuse, protection from harassment or anti-harassment orders, restraining orders, or “no contact” or “stay away” orders in your jurisdiction, and they may be civil or criminal.

Temporary orders are generally issued *ex parte*, meaning without a court hearing, for a short period of time (e.g., 30 days), and final orders are issued after a court hearing for a longer period of time (e.g., two years). For all instances in which law enforcement provided assistance to the victim/survivor in obtaining such an order, the number of those orders requested and granted should be reported here.

35. (Optional) Additional information

Use the space provided to discuss the effectiveness of law enforcement activities funded or supported by your Arrest Program grant and provide any additional information you would like to share about those activities beyond what you have provided in the data above. You may provide examples, data, or any other information about your law enforcement activities that you have not already provided.

E2. Prosecution

If your Arrest Program grant was used for prosecution activities, check yes and answer questions 36-42. Provide the following information for your entire prosecutor’s office, even if Arrest Program funds were not used to fund all of the activities of your prosecutor’s office. If your Arrest Program funds were not used for prosecution activities, check no and skip to E3.

If you have an advocate employed by or located at the prosecutor’s office, but grant funds are not supporting the prosecution activities listed in question 36, you would not fill out this section. You would report the advocate’s activities in the Victim Services section.

EXAMPLE 1: Your program receives Arrest Program funding only for a victim-witness specialist housed in the prosecutor’s office who works with victims/survivors and witnesses in domestic violence cases. You must report this data in section D (Victim Services) and do not complete this section.

EXAMPLE 2: Your program receives Arrest Program funding for a dedicated domestic violence prosecutor who handles the most serious domestic violence crimes. However, other prosecutors also handle domestic violence cases. Provide data in this section that reflects activities and outcomes on all domestic violence cases in your prosecutor’s office.

36A. Number of sexual assault, domestic violence, dating violence, and stalking cases received, accepted for prosecution, declined, or transferred.

Report the number of domestic violence, dating violence, sexual assault, or stalking-related case referrals received—including cases already charged before reaching the prosecutor’s office—and of those cases referred, report the number that were accepted and the number that were declined for

prosecution during the current reporting period. A case should be characterized by the most serious offense and may include numerous charges or counts. In most instances, a case will refer to one victim, one offender, and one incident.

Domestic violence cases may include any assaults, battery, vandalism, or other offenses that occurred in a domestic violence incident. Your state law does not have to name an offense “domestic violence” for a case addressing that offense to be counted here. Similarly, cases addressing sexual assault, dating violence, and stalking offenses should be counted, even if your state law uses other names for these types of offenses, such as “sexual battery” or “harassment.”

- a. *Number of case referrals received in the current reporting period:* Report the number of new sexual assault, domestic violence, dating violence, and stalking cases referred to the prosecutor’s office during the current reporting period. Each case would reflect an incident and may involve one or more offenses.
- b. *Number of cases accepted for prosecution during the current reporting period:* Report the number of sexual assault, domestic violence, dating violence, and stalking cases in which a decision to take the case forward for prosecution was made. In most cases this will mean that formal charges were filed but it may mean proceeding with cases that were filed by law enforcement.
- c. *Number of cases declined for prosecution during the current reporting period:* Report the number of sexual assault, domestic violence, dating violence, and stalking cases in which a decision was made not to go forward with prosecution.
- d. *Number of cases transferred to a higher or lower court outside the grant-funded jurisdiction during the current reporting period:* Report the number of sexual assault, domestic violence, dating violence, and stalking cases that were transferred to a higher or lower court during the current reporting period.

36B. Reasons for declining cases

Of those cases reported in 36A as declined, report only the primary reason for the decision to decline prosecution.

Insufficient evidence (returned for further investigation): The case has been evaluated and determined to not have sufficient evidence to support prosecution at this time. However, the case has been returned to law enforcement, or given to a prosecution-based investigator, for the purpose of developing sufficient evidence.

Insufficient evidence/victim unavailable (no further action requested): The case has been evaluated and determined to not have sufficient evidence to support prosecution. This may include insufficient physical evidence and/or the unavailability of the victim or other witnesses necessary to prove the case.

Request of victim/victim safety: The case has been evaluated and the prosecutor was made aware that bringing charges could further endanger the victim and/or her children. Based on this information, a decision was made not to move forward with the case.

EXAMPLE 1: After reviewing the evidence presented in a domestic violence case, you determine that there is insufficient evidence on the relationship between the victim and the offender. You decline prosecution and refer the case back to law enforcement to obtain the necessary evidence.

EXAMPLE 2: You are reviewing the evidence in a sexual assault case. You are informed that the victim has left the jurisdiction and cannot be located. There is insufficient evidence to prosecute the case without the victim’s testimony.

These cases would be reported as follows:

Reason for declining	Domestic violence/dating violence	Sexual assault	Stalking
Insufficient evidence (returned for further investigation)	1		
Insufficient evidence/victim unavailable		1	
Request of victim/victim safety			
Other			

37. Disposition of cases

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

Dismissed: Report cases that were dismissed.

Deferred adjudication: Report cases in which there was a deferred adjudication. Deferred adjudication is a process in which adjudication of the case is deferred pending successful completion of certain terms. If a defendant successfully completes those terms, the case is then dismissed.

Convicted: Report cases in which there was a conviction, and indicate whether the offender was convicted as the result of a plea to, or was found guilty of, the highest offense charged (“plead as charged” or “guilty as charged”), of a lesser charge within the same category (e.g., another felony or misdemeanor), or of a lesser charge in a lower category (e.g., a felony reduced to a misdemeanor).

Acquitted: Report cases in which the offender was acquitted.

EXAMPLE 1: Defendant was charged with a Class A felony, a Class B felony, and two misdemeanor domestic violence offenses. As the result of a plea bargain, the defendant plead guilty to the Class A felony charge and the other charges were dismissed. (Plead as charged.)

EXAMPLE 2: Defendant was charged with a Class A felony, a Class B felony, and two misdemeanor domestic violence offenses. As the result of a plea bargain, the defendant plead guilty to the Class B felony and the other charges were dismissed. (Plead to lesser in the same category.)

EXAMPLE 3: Defendant was charged with a Class A felony, a Class B felony, and two misdemeanor domestic violence offenses. As the result of a plea bargain, the defendant plead guilty to the two misdemeanor charges and the felony charges were dismissed. (Plead to lesser in a lower category.)

38. (Optional) Other issues present in cases that reached disposition

If possible, discuss the extent to which cases that were characterized as domestic violence/dating violence, sexual assault, and/or stalking also included additional charges or elements of domestic violence/dating violence, sexual assault, and/or stalking beyond that case characterization. For example, x % of cases reported above as domestic violence cases also included counts of sexual assault, and x % of cases reported as domestic violence or sexual assault also included stalking

charges. The purpose of this question is to gather information on how often multiple crimes were present in the cases reported. If detailed information is not available, feel free to provide estimates based on your experience.

39. Tribal grantees

If you are a tribal agency or government, report the number of sexual assault, domestic violence, dating violence, and/or stalking cases that were referred to state or federal prosecutors for prosecution during the current reporting period.

40. Victim/survivor referrals to victim services

Report the total number of victim/survivor referrals to victim services (governmental and non-governmental) during the current reporting period. Victim services refer to services provided by agencies or individuals that serve victims/survivors of sexual assault, domestic violence/dating violence, and/or stalking. These services may be provided by grant-funded advocates who are reporting this information in section D. These numbers are not unduplicated; if a victim/survivor is referred to victim services several times during the reporting period, count the number of referrals, not the number of victims/survivors.

41. Protection orders

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

42. (Optional) Additional information

Use the space provided to discuss the effectiveness of prosecution activities funded or supported by your Arrest Program grant and provide any additional information you would like to share about those activities beyond what you have provided in the data above. You may provide examples, data, or any other information about your prosecution activities that you have not already provided.

E3. Courts

If your Arrest Program grant was used for court activities, check yes and answer questions 43-50. Provide the following information for your entire court jurisdiction, even if Arrest Program funds were not used to fund all of the court activities. If your Arrest Program funds were not used for court activities, check no and skip to E4.

If you have an advocate employed by or located at the court, but grant funds are not supporting the court activities listed in question 43, you would not fill out this section. You would report the advocate’s activities in the Victim Services section.

EXAMPLE 1: Your county receives Arrest Program funds for a special domestic violence court in one city court jurisdiction. The special domestic violence court handles cases for the entire city. However,

domestic violence cases are also heard in the city court outside of the special unit. You would report on all domestic violence cases handled by the entire city court.

EXAMPLE 2: Your Arrest Program grant provides funds to support the attendance of state court judges at a national training institute that focuses on domestic violence. You would report those training activities in subsection C1 and you would NOT provide information in subsection E3 on Courts.

EXAMPLE 3: Your Arrest Program grant funds a resource coordinator in the court who assists victims/survivors with protection orders, informs victims/survivors about the civil and criminal legal process and options, and refers victims/survivors to appropriate community agencies and resources. You would report the activities of this person in section D Victim Services and you would NOT provide information in subsection E3 on Courts.

43. Number of criminal cases

Report the total number of new sexual assault, domestic violence, dating violence, and/or stalking cases filed during the current reporting period.

Misdemeanor and felony domestic violence cases may include any assaults, battery, vandalism, or other offenses that occurred in a domestic violence incident. Your state law does not have to name the offense domestic violence for the case to be counted here. Similarly, cases addressing sexual assault and stalking offenses that occur in the context of domestic violence should be counted, even if your state law uses other names for these types of offenses, such as “sexual battery” or “harassment.”

44. Disposition of criminal cases

Report the disposition of sexual assault, domestic violence/dating violence, and/or stalking cases resolved during the current reporting period, including dismissals, deferred adjudications, convictions, and acquittals.

Dismissed: Report cases that were dismissed.

Deferred adjudication: Report cases for which there was a deferred adjudication. Deferred adjudication is a process in which the judge requires the defendant to adhere to certain terms prior to any adjudication of guilt. If a defendant successfully fulfills those terms, the case against that defendant is usually dismissed.

Convicted: Report cases for which there was a conviction.

Acquitted: Report cases for which the offender was acquitted.

45. Judicial monitoring

Report the number of sexual assault, domestic violence, dating violence, and/or stalking offenders whose cases were reviewed by the court for compliance with conditions of probation or other court-ordered conditions, or for violations of those conditions. Also report the total number of review hearings conducted. The number of review hearings is the number of individual hearings held for each offender, even when that offender is reviewed during the same monitoring sessions as other offenders.

EXAMPLE: During the current reporting period, 10 offenders were reviewed at the same three sessions. The number of offenders reviewed would be 10, and the number of review hearings conducted would be 10 multiplied by 3, or 30.

46. Dispositions of violations

Report the number of sexual assault, domestic violence, dating violence, and/or stalking cases reviewed by the court in which there were dispositions of violations during the current reporting period. If violations occurred but no hearing was held, or if the hearing was continued and not resolved during the current reporting period, do not report during this reporting period. If a violation occurred in a previous reporting period but was heard and disposed of during the current reporting period, that should be counted during this reporting period. Only report when there was a final adjudication of the violation. A case may be counted more than once if there were multiple violations with dispositions during the current reporting period. This question refers specifically to violations of judicial monitoring reported in question 45.

No action taken: No action is taken by the presiding judge or magistrate.

Verbal/written warning: The offender is given a warning of future consequences.

Fine: A fine is imposed on the offender.

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

Partial revocation of probation: The offender is ordered to serve part of suspended sentence.

Probation revoked/incarcerated: The offender's probation is revoked and the offender is ordered to serve the entire sentence.

47. Victim/survivor referrals to victim services

Report the total number of victim/survivor referrals to victim services during the current reporting period. Victim services refer to services provided by agencies or individuals that serve victims/survivors of sexual assault, domestic violence/dating violence, and/or stalking. These services may be provided by grant-funded advocates who are reporting this information in section D. These numbers are not unduplicated; if a victim/survivor is referred to victim services several times during the reporting period, count the number of referrals, not the number of victims/survivors.

48. Civil protection orders

Report the total number of requests received for temporary protection orders and final protection orders and the total number of temporary protection orders and final protection orders granted for victims/survivors of sexual assault, domestic violence, dating violence, and stalking during the current reporting period in the court(s) receiving funds under the Arrest Program grant. This should include all orders having the force of law that are designed to protect the victim/survivor from contact with the offender during the pendency of the order. They may be referred to as protection from abuse, protection from harassment or anti-harassment orders, or restraining orders in your jurisdiction. Temporary orders are generally issued *ex parte*, meaning without a court hearing, for a short period of time (e.g., 30 days), and final orders are issued after a court hearing for a longer period of time (e.g., two years). Civil protection orders are those requested by the plaintiff.

49. Criminal protection orders

Report the total number of requests for criminal protection orders and the total number of criminal protection orders granted for victims/survivors of sexual assault, domestic violence, dating violence, and stalking during the current reporting period in the court(s) receiving funds under the Arrest Program grant. This should include all orders having the force of law that are designed to protect the victim/survivor from contact with the offender during the pendency of the order. They may be referred to as protection from abuse, protection from harassment or anti-harassment orders, restraining orders, or "no contact" or "stay away" orders. Generally, these orders are requested by

the prosecutor's office, do not require the victim/survivor to appear in court, and are effective only while the criminal case is active. Criminal protection orders may be issued as a condition of bail or probation.

50. (Optional) Additional information

Use the space provided to discuss the effectiveness of court activities funded or supported by your Arrest Program grant and provide any additional information you would like to share about those activities beyond what you have provided in the data above. You may provide examples, data, or any other information about your court activities that you have not already provided.

E4. Probation and Parole

If your Arrest Program funds were used for probation and parole, check yes and answer questions 51-55. Provide the following information for your entire probation office, even if Arrest Program funds were not used to fund all of the probation activities. If your Arrest Program funds were not used for probation and parole activities, check no and skip to section E5.

EXAMPLE: Your county received Arrest Program funds for a domestic violence probation officer. Because this person does not handle all domestic violence probationers, you must report on all supervision cases for domestic violence offenders in the county.

51. Number of offenders

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

Misdemeanor and felony domestic violence cases include offenders who have been convicted of assaults, battery, vandalism, or other offenses in a domestic violence incident. Your state law or tribal code does not have to name the offense "domestic violence" for it to be counted here. Similarly, cases involving offenders who have been convicted of sexual assault and stalking offenses should be counted, even if your state law or tribal code uses another name for these types of offenses, such as "sexual battery" or "harassment."

52. Monitoring activities

For new and continuing offenders reported in question 51, report the number of the monitoring activities engaged in during the current reporting period. Report only those offenders who were monitored using the specific activity under "number of offenders." Report the total number of contacts for all offenders for the specific activity under "total contacts." The total number of contacts for each activity should be **at least** equal to the number of offenders for each activity.

Face-to-face meeting with offender: The probation or parole officer has regularly scheduled (e.g., once or twice a week) in-person meetings with the offender, consistent with terms of probation.

Telephone contact with offender: The probation or parole officer has regularly scheduled or unscheduled contact with the offender by telephone.

Unscheduled surveillance of offender: The probation or parole officer observes specific locations (e.g., victim/survivor’s home, offender’s workplace) or monitors the whereabouts of the offender with or without the offender’s prior knowledge.

EXAMPLE: The Arrest Program-funded probation officer had a total caseload of 30 offenders. During the current reporting period, the probation officer had face-to-face contact 10 times each with 20 offenders. The officer also had monthly telephone contact with 10 offenders. In this case the table would be filled out as follows:

Activity	Number of offenders	Total contacts
Face-to-face meeting with offender	20	200 (10 x 20)
Telephone contact with offender	10	60 (6 x 10)
Unscheduled surveillance of offender		

For new and continuing cases reported in question 51, report the number of times the probation office engaged in outreach to a victim/survivor. In the second column, “number of victims/survivors,” report the total number of victims/survivors who were contacted by the probation office during the current reporting period. This should be an unduplicated count of victims/survivors. In the third column “total contacts,” report the total number of times victims/survivors were contacted.

Outreach to victims/survivors: The probation officer has telephone or in-person contact with the victim/survivor to provide information about the terms of the offender’s probation and/or to inquire about the victim/survivor’s safety.

53. Dispositions of probation violations

For new and continuing cases reported in question 51 in which there were violations that were reviewed by the court and in which dispositions were reached during the current reporting period, report the type of violation and the disposition of each. If violations occurred but no hearing was held, or if the hearing was continued and not resolved during the current reporting period, do not report here. If a violation occurred in a previous reporting period but was heard and disposed of during the current reporting period, that should be counted. Only report when there was a final adjudication of the violation. One case may have multiple violations with dispositions during the current reporting period; all should be counted.

No action taken: No action is taken by the presiding judge or magistrate.

Verbal/written warning: The offender is given a warning of future consequences.

Fine: A fine is imposed on offender.

Conditions added: Conditions are added to the offender’s terms of probation.

Partial revocation: The offender is ordered to serve part of a suspended sentence.

Probation revoked/incarcerated: The offender’s probation is revoked and the offender is ordered to serve the entire sentence imposed by the court.

54. Victim/survivor referrals to victim services

Report the total number of victim/survivor referrals to victim services during the current reporting period. Victim services refer to services provided by agencies or individuals that serve victims/survivors of sexual assault, domestic violence, dating violence, and/or stalking. These

services may be provided by grant-funded advocates who are reporting this information in section D. These numbers are not unduplicated; if a victim/survivor is referred to victim services several times during the reporting period, count the number of referrals, not the number of victims/survivors.

55. (Optional) Additional information

Use the space provided to discuss the effectiveness of probation or parole activities funded or supported by your Arrest Program grant and to provide any information you would like to share about those activities beyond what you have provided in the data above. You may provide examples, data, or any other information about your probation or parole activities that you have not already provided.

E5. Batterer Intervention Program (BIP)

If your Arrest Program funds were used for a BIP, check yes and answer questions 56-58. If not, check no and skip to section F. Report only grant-funded activities.

56. Offenders in program

Report the number of continuing and new offenders in your BIP during the current reporting period. If you have not previously filed a semi-annual report, include all cases at the beginning of the current reporting period as “Number offenders continuing in BIP from last reporting period.”

57. Outcomes

Report the number of domestic violence/dating violence offenders in your BIP who successfully completed the program, who were terminated from the program, or who returned after termination during the current reporting period.

58. Length of BIP in weeks

Report the number of weeks that batterers are expected to remain in the program to achieve successful completion. If you have programs of more than one length, report the length of each type of program under A, B, and C.

EXAMPLE: Your BIP program has two different models, one designed for male offenders that is 48 weeks long and a second model designed for female offenders that is 26 weeks long. In this case, you would report as follows:

	A	B	C
NUMBER OF WEEKS	48	26	

F. Community Measures

All grantees must complete this section.

59. Domestic violence, dating violence, sexual assault, and stalking civil protection orders in grant jurisdiction

Report the total number of temporary and/or final civil protection orders requested and granted during the current reporting period in the grant jurisdiction. This should be an unduplicated count of all civil protection orders in your grant jurisdiction, whether or not your grant funds were used to obtain the civil protection orders. This should include all civil 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, restraining orders, or “no contact” or “stay away” orders in your jurisdiction. Temporary orders are generally issued *ex parte*, meaning without a court hearing, for a short period of time (e.g., 30 days), and final orders are issued after a court hearing for a longer period of time (e.g., two years). Civil protection orders are those requested by the plaintiff.

EXAMPLE: You are a Domestic Violence Response program funded by an Arrest Program grant to provide victim services and a specialized law enforcement unit in Fayette county. You have reported the total number of protection orders that Arrest Program-funded victim services staff assisted with in section D, and the total of protection orders that law enforcement in the jurisdiction assisted with in section E. However, you must also complete 59, reporting the total number of protection orders requested and granted for your entire grant jurisdiction, which in this example is Fayette County.

60. Exceptions

If the data in question 59 is not jurisdiction-wide or otherwise does not conform to the question, describe or explain that variance here. For example, if the data includes protection orders that are not related to domestic violence, dating violence, sexual assault, or stalking, or if the data is from an area smaller or broader than your jurisdiction, or if the requested data is unavailable, please report that here.

G. Narrative

For all narrative questions please limit your responses to the space provided. The number of characters allowed (this includes spaces) will be indicated. Please avoid the use of any formatting included bullets and apostrophes.

All grantees must answer question 61.

PLEASE LIMIT YOUR RESPONSES TO THE SPACE PROVIDED.

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

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

EXAMPLE:

Objective: Coordinate the sharing of information on bail bonds with local law enforcement agencies and victim services.

Activity: Hire data specialist to create tracking system for bail bond information

Status: Delayed.

Comments: We hired someone who left the position because of a family emergency six weeks after he was hired. We are interviewing new candidates and hope to have someone in the position by February 15, 2004.

All grantees must answer questions 62 and 63 on an annual basis. Submit these answers on the January to June reporting form only.

PLEASE LIMIT YOUR RESPONSES TO THE SPACE PROVIDED, 8,000 CHARACTERS FOR EACH QUESTION.

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

Describe any significant remaining areas of need. Consider geographic regions, underserved populations, service delivery systems, types of victims/survivors, and challenges and barriers unique to your state or service area.

63. What has the Arrest Program funding allowed you to do that you could not do prior to receiving this funding?

Describe anything Arrest Program funding has enabled you to do that you could not do before you received Arrest Program funding.

EXAMPLE: Before we received our first Arrest Program grant in 2005, we only had one staff person at the shelter. Because we would not leave women and children alone in the shelter, everyone had to go with us when anyone had an appointment. We would put everyone in our station wagon, and children would be sitting on the floorboards. Since we received our grant, we were able to hire two more staff, so there is always someone to stay at the shelter with women and children.

EXAMPLE: Before we received Arrest Program funds, we did not appropriately serve women with disabilities. Since we received Arrest Program funds, we hired a disability specialist and have increased the number of women with disabilities served by our program from two in 2003 to 60 in 2007.

Questions 64 and 65 are optional.

PLEASE LIMIT YOUR RESPONSES TO THE SPACE PROVIDED, 8,000 CHARACTERS FOR EACH QUESTION.

64. Provide additional information regarding the effectiveness of your grant-funded program.

If you have any other information that you have not already reported in answer to previous questions on this form that demonstrates the effectiveness of your Arrest Program-funded program, please provide it below. Feel free to discuss any of the following: reduction of domestic homicides; institutionalization of staff positions, policies, and/or protocols; 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 grant-funded domestic violence prosecutor successfully prosecuted 68 out of 81 misdemeanor domestic violence crimes, a success rate of 84% for domestic violence cases. The prosecutor's office as a whole, by comparison, successfully prosecuted 130 domestic violence cases out of 223, a success rate of 58%. See attached data sheet for a more specific breakdown of the case dispositions for cases handled by the grant-funded domestic violence prosecutor during the current reporting period.

EXAMPLE 2: Our grant-funded investigator provides training to other law enforcement agencies that are part of our coordinated community response task force. We have only provided you with data on our own police department, but because we are trying to impact law enforcement practices (such as dual arrests) in these other agencies, we are attaching data we have collected from these other

agencies on the numbers and percentages of dual arrests in their jurisdictions.

Note: If your data in response to question 64 exceed the space provided, submit the materials in hard copy form to your OVW program specialist.

65. Provide any additional information that you would like us to know about your Arrest Program grant.
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 funded staff—e.g., victim advocates, law enforcement officers, etc.--but did not report any corresponding victim services or law enforcement activities, you may explain why; or 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.