

APPENDIX N

**Quarterly/Annual Report Form
& Sub-grant Award Report**

**OFFICE FOR VICTIMS OF CRIME
VICTIM ASSISTANCE FORMULA GRANT PROGRAM
PERFORMANCE MEASURES**

SUBGRANTEE REPORT

Agency:

Grant #:

Reporting Month:

I. POPULATION DEMOGRAPHICS

This section is to be completed each reporting period.

Source of data: Activities conducted at the subgrantee level

1. TOTAL number of individuals who received services during the reporting period

INSTRUCTIONS: Count all individuals served by your organization with the use of VOCA plus match funds during the reporting period. This number should be an unduplicated count of people served during a single reporting period, regardless of the number of services they received or victimization types with which they presented.

Some organizations may be unable to track clients over time due to organizational capacity issues, legal restrictions (e.g., confidentiality laws that limit record-keeping), or the nature of the services they provide (e.g., an anonymous hotline). **If you know that your agency is NOT able to provide a unique count of individuals served within the reporting period, report the number of individuals served to the best of your knowledge AND check the box to indicate that this number may count some individuals more than once.**

Number

- The total number includes individuals who may have been counted more than once during the reporting period.

2. Is your agency able to track individuals throughout the Federal fiscal year?

INSTRUCTIONS: Answer “yes” to this question if, during each quarter and from one quarter to the next throughout the Federal fiscal year, you will be able to identify individuals as either new or continuing since Quarter

- A. Yes (proceed to Question 4)
- B. No

3. Is your agency able to identify “new” individuals who did not receive services from your agency during the previous reporting period?

INSTRUCTIONS: Answer “yes” to this question if your organization is able to track clients **from one reporting period to the next**, even though you cannot track clients from the beginning to the end of the Federal fiscal year.

- A. Yes
- B. No, Not Tracked (proceed to Question 6)

“Not Tracked” means that your organization is unable to submit this data as requested due to the need to change the data collection process, and efforts are underway to track the data as requested.

- C. No, Other Reason (provide explanation, then proceed to Question 6)

“No, Other Reason” provides an opportunity to indicate a different reason that your agency is unable to track individuals over time (e.g., you operate an anonymous hotline that does not allow for the collection of client information).

Explanation (required):

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Explanation

4. Number of NEW individuals who received services from your agency for the first time during the reporting period

INSTRUCTIONS: Report the number of **NEW** individuals served by your organization with the use of VOCA plus match funds **for the first time** during the reporting period. This number should be an unduplicated count of **NEW** clients served during a single reporting period, regardless of the number of services they received or victimization types with which they presented.

If your organization can only track clients **from one reporting period to the next**, and not from the beginning to the end of the Federal fiscal year, report the number of “new” clients who **did not receive services during the previous reporting period**.

For the first reporting period of each fiscal year (Oct.– Dec), **ALL** clients should be counted as **NEW** to establish a baseline for that year.

Number

5. Demographics (for NEW individuals identified in Question 4)

INSTRUCTIONS: Count each **NEW** individual in only one race/ethnicity type as self-reported. Individuals who self-report in more than one race and/or ethnicity category should be counted in the “Multiple Races” category. **The total number of individuals in each demographic category should equal the number of NEW individuals reported in Question 4.** This data is used for statistical purposes to comply with Federal regulations.

If no data is collected for a category, enter the number of new individuals as **Not Tracked** or **Not Reported**.

- **Not Reported** represents that the subgrantee collects this data, but it was not provided or indicated by the person completing the intake form.
- **Not Tracked** represents that the subgrantee is unable to submit this data as requested in the PMT due to the need to change the data collection system. Efforts are underway to track data as requested.
- The value of “0” represents a **true value of zero**.

Category	Population	Number of NEW Individuals
A. RACE/ETHNICITY (self-reported) See Appendix A for definitions of each race/ethnicity category.	American Indian/Alaska Native	Number
	Asian	Number
	Black/African American	Number
	Hispanic or Latino	Number
	Native Hawaiian and Other Pacific Islander	Number
	White Non-Latino/Caucasian	Number
	Some Other Race	Number
	Multiple Races	Number
	Not Reported	Number
	Not Tracked	Number
TOTAL		
(Must equal number reported in Question 4)		

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B. GENDER (self-reported)	Male	Number
	Female	Number
	Other <i>(brief description, if applicable)</i>	Number
	Not Reported	Number
	Not Tracked	Number
	TOTAL <i>(Must equal number reported in Question 4)</i>	
C. AGE (self-reported) Report the age of the victim at the time of the victimization.	0–12	Number
	13–17	Number
	18–24	Number
	25–59	Number
	60 and Older	Number
	Not Reported	Number
	Not Tracked	Number
	TOTAL <i>(Must equal number reported in Question 4)</i>	

6. Types of Victimizations (for ALL individuals identified in Question 1)

*If no data is collected for a category, enter the number of new individuals as **Not Tracked** or **Not Reported** (see Question 5 for definitions).*

Individuals who received services by victimization type	Victimization Type	A. Number of individuals who received services based on the presenting victimization during the reporting period
INSTRUCTIONS: Enter the count of individuals who received services based on each presenting victimization type during the reporting period. An individual MAY be counted in more than one victimization type. An individual MAY NOT be counted more than once within the same victimization type. See Appendix B for definitions of each	Adult Physical Assault (Includes Aggravated and Simple Assault)	Number
	Adult Sexual Assault	Number
	Adults Sexually Abused/Assaulted as Children	Number
	Arson	Number
	Bullying (Verbal, Cyber, or Physical)	Number
	Burglary	Number
	Child Physical Abuse or Neglect	Number
	Child Pornography	Number
	Child Sexual Abuse/Assault	Number
	Domestic and/or Family Violence	Number
	DUI/DWI Incidents	Number
	Elder Abuse or Neglect	Number
	Hate Crime: Racial/Religious/Gender/	(continued on next Page)

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victimization type.	Sexual Orientation/Other (<i>Explanation Required</i>)		
	Human Trafficking: Labor	Number	
	Human Trafficking: Sex	Number	
	Identity Theft/Fraud/Financial Crime	Number	
	Kidnapping (non-custodial)	Number	
	Kidnapping (custodial)	Number	
	Mass Violence (Domestic/International)	Number	
	Other Vehicular Victimization (e.g., Hit and Run)		
	Robbery	Number	
	Stalking/Harassment	Number	
	Survivors of Homicide Victims	Number	
	Teen Dating Victimization	Number	
	Terrorism (Domestic/International)	Number	
	Violation of a Court (Protective) Order	Number	
	Other	Number	
If other, please explain:			
B. Of the number of individuals receiving services, the number who presented with more than one type of victimization during the reporting period:		Number	
C. Special classifications of individuals (self-reported) INSTRUCTIONS: Enter the number of individuals who self-identify in one or more of these categories.	Deaf/Hard of Hearing	Number	
	Homeless	Number	
	Immigrants/Refugees/Asylum Seekers	Number	
	LGBTQ	Number	
	Veterans	Number	
	Victims with Disabilities: Cognitive/Physical /Mental	Number	
	Victims with Limited English Proficiency	Number	
	Other	Number	
	If other, please explain:		

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II. DIRECT SERVICES

Complete this section each reporting period.

- 7. Number of individuals assisted with a victim compensation application during the reporting period:**

INSTRUCTIONS: Count the number of individuals who received assistance with completing a victim compensation application during the reporting period, even if they did not submit the application. Simply providing an individual with an application does NOT qualify as assistance.

- 8. Select the types of services provided by your organization during the reporting period:**

INSTRUCTIONS: Your selections must match those made in Question 9, "Use of VOCA and Match Funds," of your Subgrant Award Report (SAR).

- A. Information & Referral
- B. Personal Advocacy/Accompaniment
- C. Emotional Support or Safety Services
- D. Shelter/Housing Services
- E. Criminal/Civil Justice System Assistance

- 9. Total number of individuals who received services by service type AND number of times each service was provided during the reporting period**

INSTRUCTIONS: For each category (items A, B, C, D, and E) selected in Question 8, enter the **number of clients** who received services from your agency during the reporting period. For each subcategory within a category (e.g., items A1, A2, A3, and A4), enter the **number of times that service was provided** during the reporting period. Zero is a valid response.

Because some clients may receive multiple services, the total **number of times that services were provided** within a category may be greater than the **number of clients** who received those services.

You must enter data for each of the service types you selected in Question 9, "Use of VOCA and Match Funds," in your Subgrant Award Report (SAR).

A. INFORMATION & REFERRAL

Enter the number of individuals who received services in this category:

Enter the number of times services were provided in each subcategory:

- A1. Information about the criminal justice process**

- A2. Information about victim rights, how to obtain notifications, etc.**

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A3. Referral to other victim service programs

Number of occurrences

A4. Referral to other services, supports, and resources (*includes legal, medical, faith-based organizations, address confidentiality programs, etc.*)

Number of occurrences

B. PERSONAL ADVOCACY/ACCOMPANIMENT

Enter the number of individuals who received services in this category:

Number of individuals

Enter the number of times services were provided in each subcategory:

B1. Victim advocacy/accompaniment to emergency medical care

Number of occurrences

B2. Victim advocacy/accompaniment to medical forensic exam

Number of occurrences

B3. Law enforcement interview advocacy/accompaniment

Number of occurrences

B4. Individual advocacy (*assistance in applying for public benefits, return of personal property or effects*)

Number of occurrences

B5. Performance of medical forensic exam or interview, or medical evidence collection

Number of occurrences

B6. Immigration assistance (*e.g., special visas, continued presence application, and other immigration relief*)

Number of occurrences

B7. Intervention with employer, creditor, landlord, or academic institution

Number of occurrences

B8. Child or dependent care assistance (provided by agency)

Number of occurrences

B9. Transportation assistance (provided by agency)

Number of occurrences

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B10. Interpreter services

Number of occurrences

C. EMOTIONAL SUPPORT OR SAFETY SERVICES

Enter the number of individuals who received services in this category:

Number of individuals

Enter the number of times services were provided in each subcategory:

C1. Crisis intervention (in-person, includes safety planning, etc.)

Number of occurrences

C2. Hotline/crisis line counseling

Number of occurrences

C3. On-scene crisis response (e.g., community crisis response)

Number of occurrences

C4. Individual counseling

Number of occurrences

C5. Support groups (facilitated or peer)

Number of occurrences

C6. Other therapy (traditional, cultural, or alternative healing; art, writing, or play therapy, etc.)

Number of occurrences

C7. Emergency financial assistance (includes emergency loans and petty cash, payment for items such as food and/or clothing, changing windows and/or locks, taxis, prophylactic and nonprophylactic medications, durable medical equipment, etc.)

Number of occurrences

D. SHELTER/HOUSING SERVICES

Enter the number of individuals who received services in this category:

Number of individuals

Enter the number of times services were provided in each subcategory:

D1. Emergency shelter or safe house

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Number of occurrences

D2. Transitional housing

Number of occurrences

D3. Relocation assistance

Number of occurrences

E. CRIMINAL/CIVIL JUSTICE SYSTEM ASSISTANCE

Enter the number of individuals who received services in this category:

Number of individuals

Enter the number of times services were provided in each subcategory:

E1. Notification of criminal justice events (e.g., case status, arrest, court proceedings, case disposition, release, etc.)

Number of occurrences

E2. Victim impact statement assistance

Number of occurrences

E3. Assistance with restitution (includes assistance in requesting and when collection efforts are not successful)

Number of occurrences

E4. Civil legal attorney assistance in obtaining protection or restraining order

Number of occurrences

E5. Civil legal attorney assistance with family law issues (e.g., custody, visitation, or support)

Number of occurrences

E6. Other emergency justice-related assistance

Number of occurrences

E7. Immigration attorney assistance (e.g., special visas, continued presence application, and other immigration relief)

Number of occurrences

E8. Prosecution interview advocacy/accompaniment (includes accompaniment with prosecuting attorney and with victim/witness)

Number of occurrences

E9. Law enforcement interview advocacy/accompaniment

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Number of occurrences

E10. Criminal advocacy/accompaniment

Number of occurrences

E11. Other legal advice and/or counsel

Number of occurrences

SUBGRANTEE ANNUALLY REPORTED OUTCOMES

You are asked to answer these questions once a year, at the end of the 12-month period, as of September 30. You may use up to 5,000 characters for each response that requires text.

10. Number of requests for services that were unmet because of organizational capacity issues:

Number

Please explain:

11. Does your organization formally survey clients for feedback on services received?

A. Yes

B. No (*proceed to Question 14*)

12. Number of surveys **distributed (*includes, but is not limited to, those distributed by hand, mail, or other methods*):**

Number

13. Number of surveys **completed:**

Number

14. Please discuss some of the challenges your victim assistance program faced during the course of the Federal fiscal year.

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- 15.** Please describe some of the services that victims needed but you could not provide. What were the challenges that prevented you from providing those services?

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As mandated under the Government Performance and Results Act of 1993 (GPRA), the Office for Victims of Crime (OVC) is required to establish strategic planning, performance planning, and reporting as a framework to communicate progress in achieving its mission. GPRA serves as a foundation for helping Federal agencies to focus on their highest priorities and create a culture where data and empirical evidence play a greater role in policy, budget, and management decisions. This is achieved through the use of a performance measurement framework.

Performance measurement is concerned with collecting information to determine whether a program achieved its goals and objectives. Information from performance measurement is used to improve the operation of the program. These data are not used to “evaluate” programs but to understand the progress that programs achieve on the state and national level toward meeting program objectives and the mission of the agency.

OVC’s intent is to use performance measurement data to understand the trends and changes grantees experience over time. With this practical understanding, OVC is better able to meet the requests of Congress, Office of Justice Programs (OJP), the Department of Justice, the Office of Management and Budget, and other stakeholders to offer insight into programmatic and policy considerations.

The following pages outline general questions and performance measures for the OVC Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program. The Victim Assistance program is designed to support comprehensive approaches within states and tribes to respond to incidences of victimization. The performance measures indicate to what extent grant activities meet the following goals and objectives:

- Support the provision of direct services to crime victims;
- Improve victim access to services;
- Increase victim knowledge of the criminal justice system;
- Assess impact of funded programs using performance management data;
- Provide more emphasis on evidence-based programs and practices;
- Increase partnerships with other OJP agencies that work with victims;
- Collect and analyze OVC performance management data; and
- Increase stakeholder satisfaction with OVC.

The Victim Assistance program performance measures are reported in two formats—quantitative (numeric responses) and qualitative (narrative responses). Data collection will begin with VOCA-funded activities that occur from October 1, 2015 through December 31, 2015. Data submission for this first quarter of data will start January 1, 2016 and due by February 15, 2016. The data should be entered in quarterly increments (October–December 2015, January–March 2016, etc.). Each quarter the data should be entered within 45 days after the close of a reporting period.

If you have questions about your program, please contact your OVC Victim Justice Program Specialist.

If you have any questions about the Performance Measurement Tool (PMT) or performance measures, please call the OVC PMT Help Desk at 1-844-884-2503, or e-mail OVCPMT@csrincorporated.com

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APPENDIX A¹

“American Indian or Alaska Native” refers to a person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment. This category includes people who indicated their race(s) as “American Indian or Alaska Native” or reported their enrolled or principal tribe, such as Navajo, Blackfeet, Inupiat, Yup’ik, or Central American Indian groups or South American Indian groups.

“Asian” refers to a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. It includes people who indicated their race(s) as “Asian” or reported entries such as “Asian Indian,” “Chinese,” “Filipino,” “Korean,” “Japanese,” “Vietnamese,” and “Other Asian” or provided other detailed Asian responses.

“Black or African American” refers to a person having origins in any of the Black racial groups of Africa. It includes people who indicated their race(s) as “Black, African Am., or Negro” or reported entries such as African American, Kenyan, Nigerian, or Haitian.

“Hispanic or Latino” refers to an individual who self-reports in one of the specific Spanish, Hispanic, or Latino categories listed on the Census 2010 questionnaire: “Mexican,” “Puerto Rican,” or “Cuban.” This also refers to those who indicate that they are “another Hispanic, Latino, or Spanish origin.” People who do not identify with one of the specific origins listed on the questionnaire but indicate that they are “another Hispanic, Latino, or Spanish origin” are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic. The terms “Hispanic,” “Latino,” and “Spanish” are used interchangeably.

“Multiple Races” refers to a person that may self-identify in more than one race or ethnicity category.

“Native Hawaiian or Other Pacific Islander” refers to a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. It includes people who indicated their race(s) as “Pacific Islander” or reported entries such as “Native Hawaiian,” “Guamanian or Chamorro,” “Samoan,” and “Other Pacific Islander” or provided other detailed Pacific Islander responses.

¹ <http://www.census.gov/prod/cen2010/briefs/c2010br-02.pdf>

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“**White**” refers to a person having origins in any of the original peoples of Europe, the Middle East, or North Africa. It includes people who indicated their race(s) as “White” or reported entries such as Irish, German, Italian, Lebanese, Arab, Moroccan, or Caucasian.

“**Some Other Race**” includes all other responses not included in the White, Black or African American, American Indian or Alaska Native, Asian, and Native Hawaiian or Other Pacific Islander race categories described above.

APPENDIX B

The descriptions below are based on Federal legislation (unless otherwise noted), which provides guidance to states by identifying a minimum set of acts or behaviors to define the crime. OVC understands that state statutes may vary. Please interpret your state code within the definitions provided to report requested data. For each compensation application, use the assigned crime at the time that eligibility for compensation benefits was determined.

GENERAL DEFINITIONS:

a. Child

A person under the age of 18 or as otherwise defined by State law.

b. Federal Fiscal Year

October 1 through September 30

c. Services (as defined by program guidelines)

- i. Respond to the emotional and physical needs of crime victims
- ii. Assist primary and secondary victims of crime to stabilize their lives after a victimization
- iii. Assist victims to understand and participate in the criminal justice system and
- iv. Provide victims of crime with a measure of safety and security such as boarding-up broken windows and replacing or repairing locks.

d. Crime Victim or Victim of Crime

A person who has suffered physical, sexual, financial or emotional harm as the result of the commission of a crime

e. Teen

OVC describes a teen (for purposes of this report) as a youth, ages 13-17. Use this definition to capture youth ages 13-17 who present for services for a primary and/or additional victimization where applicable: for example, teen dating victimization.

f. Victim Funded Project

VOCA funds plus match

g. Victim Services Program

All services and activities offered on behalf of victims of crime, including the VOCA grant and match.

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VICTIMIZATION TYPES:

a. Adults Sexually Abused/Assaulted as Children

Adult survivors of sexual abuse and/or assault suffered while they were children.

b. Adult Physical Assault

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Simple Assault: Assaults and attempted assaults where no weapon was used or no serious or aggravated injury resulted to the victim. Intimidation, coercion, and hazing are included.

c. Adult Sexual Assault

Includes a wide range of victimizations; crimes that include attacks or attempted attacks generally involving unwanted sexual contact between victim and offender. Sexual assaults may or may not involve force and include such things as grabbing, fondling, and verbal threats. Also included is rape, which is defined as penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration of a sex organ by another person, without the consent of the victim; may also include penetration of the mouth by a sex organ by another person.

d. Arson

Any willful or malicious burning or attempting to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, and so on.

e. Bullying (cyber, physical, or verbal)

Repeated, negative acts committed by one or more children against another. These negative acts may be physical or verbal in nature – for example, hitting or kicking, teasing or taunting – or they may involve indirect actions such as manipulating friendships or purposely excluding other children from activities. Implicit in this definition is an imbalance in real or perceived power between the bully and victim. Examples of cyber bullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

f. Burglary

The unlawful entry of a structure to commit a felony or theft. The FBI's Uniform Crime Reporting (UCR) program includes three sub classifications: forcible entry, unlawful entry where no force is used, and attempted forcible entry. The UCR definition of "structure" includes apartment, barn, house trailer or houseboat when used as a permanent dwelling, office, railroad car (but not automobile), stable, and vessel (i.e., ship).

g. Child Physical Abuse and Neglect

This may include physical abuse that is nonaccidental physical injury (ranging from minor bruises to severe fractures or death) as a result of punching, beating, kicking, biting, shaking, throwing, stabbing, choking, hitting (with a hand, stick, strap, or other object), burning, or otherwise harming a child, that is inflicted by a parent, caregiver, or other person.

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Such injury is considered abuse regardless of whether the caregiver intended to hurt the child. Physical discipline, such as spanking or paddling, is not considered abuse as long as it is reasonable and causes no bodily injury to the child.

h. Child Sexual Abuse and Assault

This may include activities such as fondling a child's genitals, penetration, incest, rape, sodomy, indecent exposure, and exploitation through prostitution by a parent, caregiver, or other person. Includes teen sexual assault.

i. Child Pornography

Any visual depiction, including any photograph, film, video, picture, drawing, or computer or computer-generated image or picture, which is produced by electronic, mechanical, or other means, of sexually explicit conduct, where: (1) its production involved the use of a minor engaging in sexually explicit conduct; (2) such visual depiction is, or appears to be, of a minor engaging in sexually explicit conduct; (3) such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct; or (4) it is advertised, distributed, promoted, or presented in such a manner as to convey the impression that it is a visual depiction of a minor engaging in sexually explicit conduct.

j. Domestic and/or Family Violence

A crime in which there is a past or present familial, household, or other intimate relationship between the victim and the offender, including spouses, ex-spouses, boyfriends and girlfriends, ex-boyfriends and ex-girlfriends, and any family members or persons residing in the same household as the victim. Involves a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

k. DUI/DWI Incidents

Driving or operating a motor vehicle or common carrier while mentally or physically impaired as the result of consuming an alcoholic beverage or using a drug or narcotic.

l. Elder Abuse/Neglect

Also known as elder mistreatment generally refers to any knowing, intentional, or negligent act by a family member, caregiver, or other person in a trust relationship that causes harm or creates a serious risk of harm to an older person. Elder abuse may include abuse that is physical, emotional/psychological (including threats), or sexual; neglect (including abandonment); and financial exploitation. This is a general definition; state definitions of elder abuse vary. Some definitions may also include fraud, scams, or financial crimes targeted at older people.

m. Hate Crime (Racial/Religious/Gender/Sexual Orientation/Other)

A criminal offense against a person or property motivated in whole or in part by an offender's bias against a race, religion, disability, ethnic origin, or sexual orientation.

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n. Human Trafficking: Sex/Labor

Inducing a person by force, fraud, or coercion to participate in commercial sex acts, or the person induced to perform such act(s) has not attained 18 years of age. It also covers obtaining a person through recruitment, harboring, transportation, or provision, and subjecting such a person by force, fraud, or coercion into involuntary servitude, peonage, debt bondage, or slavery (not to include commercial sex acts).

o. Identity Theft/Fraud/Financial Crimes

Identity theft occurs when someone wrongfully obtains another's personal information without their knowledge to commit theft or fraud. Fraud and financial crimes include illegal acts characterized by deceit, concealment, or violation of trust and that are not dependent upon the application or threat of physical force or violence. Individuals and organizations commit these acts to obtain money, property, or services; to avoid the payment or loss of money or services; or to secure personal or business advantage.

p. Kidnapping (non-custodial)

Occurs when someone unlawfully seizes, confines, inveigles, decoys, abducts, or carries away and holds for ransom or reward, by any person, except in the case of a minor by the parent thereof.

q. Kidnapping (custodial)

Occurs when one parent or guardian deprives another of his or her legal right to custody or visitation of a minor by unlawfully taking the child. The definition and penalties of custodial kidnapping vary by state. In some states, kidnapping occurs only if a child is taken outside of the state and/or if an existing custody order is intentionally violated. In all cases, international custodial kidnapping is a federal offense.

r. Mass Violence: Domestic/International

An intentional violent criminal act, for which a formal investigation has been opened by the FBI or other law enforcement agency, that results in physical, emotional, or psychological injury to a sufficiently large number of people to significantly increase the burden of victim assistance and compensation for the responding jurisdiction as determined by the OVC Director.

s. Other Vehicular Victimization

May include hit-and-run crimes, carjacking, and other vehicular assault.

t. Robbery

Taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

u. Stalking/Harassment

Individuals are classified as victims of stalking or harassment if they experienced at least one of the behaviors listed below on at least two separate occasions. In addition, the individuals must have feared for their safety or that of a family member as a result of the course of conduct, or have experienced additional threatening behaviors that would cause a

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reasonable person to feel fear. Stalking behaviors include making unwanted phone calls; sending unsolicited or unwanted letters or e-mails; following or spying on the victim; showing up at places without a legitimate reason; waiting at places for the victim; leaving unwanted items, presents, or flowers; and posting information or spreading rumors about the victim on the Internet/social media, in a public place, or by word of mouth.

v. Survivors of Homicide Victims

Survivors of victims of murder and voluntary manslaughter, which are the willful (intent is present) killing of one human being by another.

w. Teen Dating Victimization

Teen dating violence is defined as the physical, sexual, psychological, or emotional violence within a teen dating relationship, including stalking. It can occur in person or electronically and might occur between a current or former dating partner.

x. Terrorism: Domestic

The term terrorism means an activity that...(1) involves a violent act or an act dangerous to human life that is a violation of the criminal laws of the United States or of any State, or that would be a criminal violation if committed within the jurisdiction of the United States or any State; and (2) appears to be intended...(a) to intimidate or coerce a civilian population, (b) to influence the policy of a government by intimidation or coercion or (c) to affect the conduct of a government by assassination or kidnapping (18 U.S.C. 3077).

y. Terrorism: International

The *antiterrorism and Emergency Reserve Fund Guidelines for Terrorism and Mass Violence Crimes* refers to the term terrorism, when occurring outside of the United States, as international terrorism to mean an activity that...(1) involves a violent act or an act dangerous to human life that is a violation of the criminal laws of the United States of any State or that would be a criminal violation if committed within the jurisdiction of the United States or of any State; (2) appears to be intended...(a) to intimidate or coerce a civilian population; (b) to influence the policy of a government by intimidation or coercion; or (c) to affect the conduct of a government by assassination or kidnapping; and (3) occur primarily outside the territorial jurisdiction of the United States, or transcend national boundaries in terms of the means by which they are accomplished, the persons they appear intended to intimidate or coerce, or the locale in which their perpetrators operate or seek asylum (18 U.S.C. 2331).

z. Violation of a Court Order

This is defined by state or jurisdiction.

**Office for Victims of Crime
Victim Assistance Formula Grants Program
SUBGRANT AWARD REPORT (SAR)**

The **Subgrant Award Report (SAR)** is a requirement for state agency recipients (i.e., grantees) that receive Victims of Crime Act (VOCA) funding from the Office for Victims of Crime (OVC) to deliver victim assistance services. Grantees use the SAR to collect basic information on subgrantee recipients and the program activities that will be implemented with VOCA plus match funds. Submit this data in the OVC PMT.

1. Grantees have 90 days to submit the SAR after the subaward's start date.
2. Grantees need to complete a SAR for each subgrant award of VOCA funding.
3. Grantees should submit information via the OVC PMT starting October 5, 2015.
4. The report requires two levels of data:
 - A. Profile of the subgrantee recipient receiving VOCA funds.
 - B. Information on the activities that the VOCA-funded subgrantee program will implement.
5. A SAR created with start dates that fall within the annual reporting period (federal fiscal year) will be associated with performance data submitted for that federal fiscal year.

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The grantee should complete a SAR each time it makes a subaward for each federal award active during the period.

FEDERAL AWARD NUMBER

INSTRUCTIONS: Provide the federal grant award number(s) from which this subaward is made. Note: If funds are awarded from more than one federal VOCA grant award to this subgrantee recipient, grantees must complete and submit a SAR for each award.

1. Subgrantee Organization/Tribal Name

A. Organization Name

B. Organization/Tribal Address

C. City

D. State

E. Zip Code

2. Subgrantee Organization/Tribal Point of Contact

A. Subgrantee POC Name

B. POC Phone Number (XXX-XXX-XXXX)

C. POC E-mail Address

3. Subgrantee Organization Type

INSTRUCTION: Check the box that best describes the type of government, agency, or organization (A, B, C, and D) identified in item #1.

A. **Government Agencies Only:** Which designation best describes this government agency (select one response)?

- Courts
- Juvenile justice
- Law enforcement
- Prosecutor
- Other government agency

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- B. Nonprofit Organization Only:** Which designation best describes this nonprofit organization (**select one response**)?
- Child abuse service organization (e.g., child advocacy center)
 - Coalition (e.g., state domestic violence or sexual assault coalition)
 - Domestic and family violence organization
 - Faith-based organization
 - Organization provides domestic and family violence and sexual assault services
 - Organization by and/or for underserved victims of crime (e.g., drunk driving, homicide, elder abuse)
 - Sexual assault services organization (e.g., rape crisis center)
 - Multiservice agency
 - Other type of nonprofit organization serving victims of crime

- C. Federally Recognized Tribal Governments, Agencies, and Organizations Only:** Which designation best describes this tribal agency or organization (**select one response**)?
- Child abuse service organization (e.g., child advocacy center)
 - Court
 - Domestic and family violence organization
 - Faith-based organization
 - Juvenile justice
 - Law enforcement
 - Organization provides domestic and family violence and sexual assault services
 - Prosecutor
 - Sexual assault services organization (e.g., rape crisis center)
 - Other justice-based agency
 - Other agency that is NOT justice-based (e.g., human services, health, education)
 - Organization by and/or for a specific traditionally underserved community
 - Organization by and/or for underserved victims of crime (e.g., drunk driving, homicide, elder abuse)

- D. Campus Organizations Only:** Which designation best describes this campus organization (**select one response**)?
- Campus-based victims services
 - Law enforcement
 - Physical or mental health service program
 - Other:

Description

4. OVC Crime Victim Assistance Funds Awarded

\$ Amount

- A. Project start date
- (mm/dd/yyyy)

- B. Project end date
- (mm/dd/yyyy)

- C. State-assigned award number (optional)
- Number

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5. Purpose of the VOCA Subaward *(Check all that apply)*

- A. Continue a VOCA-funded victim project funded in a previous year
- B. Expand or enhance an existing project not funded by VOCA in the previous year
- C. Start up a new victim services project
- D. Start up a new **Native American** victim services project
- E. Expand or enhance an existing **Native American** project

6. Priority and Underserved Requirements

INSTRUCTIONS: *This is determined by the state for each SAR. Please identify ANY or ALL of the VOCA grant that will be used to meet required categories.*

- A. Child abuse *(includes services for child physical abuse/neglect and child sexual assault/abuse)*

\$ Amount

- B. Domestic and family violence

\$ Amount

- C. Adult sexual assault

\$ Amount

- D. Underserved *(includes DUI/DWI crashes, survivors of homicide victims, assault, adults molested as children, elder abuse, robbery, other violent crimes)*

\$ Amount

Please briefly explain how your state or territory defines "underserved."

This is determined by the state for all SARs. It will auto-populate all SARs created for the same time period.

Explanation (pre-populated for each SAR)

7. Subgrantee Agency Service Area(s)

INSTRUCTIONS: *Select the counties that cover the service area for this organization.*

Select counties (by state)

8. Subaward Match *(financial support from other sources)*

- A. Value of in-kind match

\$ Amount

- B. Cash match

\$ Amount

- C. Total match

\$ Amount *(auto-calculated)*

- D. Match waiver (full or partial)

INSTRUCTIONS: *Check box to indicate a match waiver was received.*

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9. USE of VOCA and MATCH FUNDS:

INSTRUCTIONS: For this subaward, check the category of service and subcategory that best identifies the types of services or activities that will be provided by the VOCA-funded project, as described below. Note: Report only those program activities that will be implemented with VOCA funds. Do not report services offered by another agency.

A. INFORMATION & REFERRAL

- Information about the criminal justice process
- Information about victim rights, how to obtain notifications, etc.
- Referral to other victim service programs
- Referral to other services, supports, and resources (includes legal, medical, faith-based organizations, address confidentiality programs, etc.)

B. PERSONAL ADVOCACY/ACCOMPANIMENT

- Victim advocacy/accompaniment to emergency medical care
- Victim advocacy/accompaniment to medical forensic exam
- Law enforcement interview advocacy/accompaniment
- Individual advocacy (assistance in applying for public benefits, return of personal property or effects)
- Performance of medical forensic exam or interview, or medical evidence collection
- Immigration assistance (e.g., special visas, continued presence application, other immigration relief)
- Intervention with employer, creditor, landlord, or academic institution
- Child and/or dependent care assistance (provided by agency)
- Transportation assistance (provided by agency)
- Interpreter services
- Assistance with victim compensation application

C. EMOTIONAL SUPPORT OR SAFETY SERVICES

- Crisis intervention (in-person, includes safety planning, etc.)
- Hotline/crisis line counseling
- Individual counseling
- On-scene crisis response (e.g., community crisis response)
- Therapy (traditional, cultural, or alternative healing; art, writing, or play therapy; etc.)
- Support groups (facilitated or peer)
- Emergency financial assistance (includes emergency loans, taxis, prophylactic and nonprophylactic meds, durable/medical equipment, etc.)

D. SHELTER/HOUSING SERVICES

- Emergency shelter or safe house
- Transitional housing
- Relocation assistance

E. CRIMINAL/CIVIL JUSTICE SYSTEM ASSISTANCE

- Notification of criminal justice events (case status, arrest, court proceedings, case disposition, release, etc.)
- Victim impact statement assistance
- Assistance with restitution (includes assistance in requesting and when collection efforts are not successful)
- Civil legal attorney assistance in obtaining protection or restraining order
- Civil legal attorney assistance with family law issues (e.g., custody, visitation, or support)
- Other emergency justice-related assistance
- Immigration attorney assistance (e.g., special visas, continued presence application, and other immigration relief)
- Prosecution interview advocacy/accompaniment (includes accompaniment with prosecuting attorney and with victim/witness)

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- Law enforcement interview advocacy/accompaniment
- Criminal advocacy/accompaniment
- Other legal advice and/or counsel

10. Budget and Staffing

INSTRUCTIONS: Indicate below the requested information based on the subgrantee's current fiscal year. Report the total budget available to the victim services program, by source of funding. Do not report the entire agency budget, unless the entire budget is devoted to victim services programs. For example, if VOCA funds are awarded to support a victim advocate unit in a prosecutor's office, only report the budget for the victim advocate unit. NOTE: Do not include in-kind match; do not report sums of less than \$1.

Information Requested	Response	Explanation (as needed)
A. Indicate the fiscal year of the subgrantee organization	<input type="checkbox"/> Oct. – Sept. <input type="checkbox"/> July – June <input type="checkbox"/> Other; please define	
B. Total budget for all victimization programs/services for this subgrantee	\$ Amount	<i>The amount reported is for the current fiscal year</i>
C. Annual funding amounts allocated to all victimization programs and/or services for the current fiscal year	STATE/TERRITORY: \$ Amount LOCAL: \$ Amount OTHER FEDERAL: \$ Amount OTHER NON-FEDERAL: \$ Amount	<i>Identify by source the amount of funds allocated to the victimization programs/services budget of the subgrantee agency</i>
D. Total number of paid staff for all subgrantee victimization program and/or services	Number	<i>Total number of paid full-time equivalent staff (FTE) for the current fiscal year</i>
E. Number of FTE staff funded through this VOCA award (plus match) for subgrantee's victimization programs and/or services	Number	<i>Total number of VOCA-funded staff by FTE for the current fiscal year</i>
F. Number of volunteer hours supporting the work of this VOCA award (plus match) for subgrantee's victimization programs and/or services	Number	<i>Total count of hours to be worked by all volunteers supporting the work of this VOCA subaward plus match</i>