

MUSKIE

S.T.O.P. VAWA Measuring
Effectiveness Initiative

Rural Domestic Violence, Dating
Violence, Sexual Assault, and
Stalking Assistance Program



Federal Grants Division
District Attorneys Council
421 NW 13th
Oklahoma City, OK 73103
405.264.5008

DEADLINES

- January 15, 2021 (Covers July - December, 2020)
- July 15, 2021 (Covers January - June, 2021)
- January 15, 2022 (Covers July - December, 2021)
- July 15, 2022 (Covers January - June, 2022)
- January 15, 2023 (Covers July - September, 2022) This is your final Muskie

GETTING STARTED

- The blank form will be sent to you in December and May
- Open your Muskie Report form in Adobe
- Check for a **green** box at the top of the cover page that says:

“This file includes fillable form fields You can print the completed form and save it to your device or Acrobat.com.”

If there is a box at the top that says ANYTHING else, you must STOP and install a different - older - version of ADOBE.

GETTING STARTED

- Uninstall the ADOBE version you have:
 - Open Windows start panel and choose “Control Panel”
 - Select “Add or Remove Programs”
 - Select Acrobat Reader from the list of programs and click “Remove”
 - Click “Yes” when asked if you are sure

WHAT TO REPORT

- Only report on grant-paid staff activities
- Only report on duties performed by grant-paid staff covered in your goals and objectives
- Only complete the sections that are applicable to your grant project and others that state: “All subgrantees must complete this subsection”
- Only report on activities completed during the current reporting period

WHAT NOT TO REPORT

- ⦿ Do NOT report on agency-wide activities
- ⦿ Do NOT report on activities that are not part of your grant program
- ⦿ Do NOT report information in the “OTHER” category unless absolutely necessary
 - This category should be used sparingly and every effort should be made to find a category that fits your items

GENERAL INFORMATION

- Section A1
- Everyone must complete this section
- Enter the date you are completing the report
- Click on the current reporting period
- The correct year is the calendar year
- The Grantee Name is your Subgrantee Number, i.e. R19-001
- The Grant Number is 2017-WR-AX-0047

GENERAL INFORMATION

- Q5 - Check the type or organization
- Q5a - Click “no”
- Q6 - Point of Contact: Project Director
- Q7 - Only click “yes” if your grant was written specifically to serve tribal populations
 - If you click “yes” - you must enter the tribes or nations you serve or intend to serve

GENERAL INFORMATION

- Q8 - This is a breakdown of the percentage of funds that were used to address sexual assault, domestic violence/dating violence, stalking, and child sexual abuse you have addressed during the reporting period
- Q9 - The percentage of Rural Program funds that were used for prevention activities
 - This has been 0 on previous Muskies.

STAFF INFORMATION

- Staff Information - Section A-2
- If you used funds to pay people - you must report them
- You must report them in FTE format - Your FTE would be the % of time funded by the grant.

Calculations below are based on 26 weeks at 40 hours a week:

1.0 = 40 hrs per week, full-time/1040 hrs (40x26 weeks)
.50 = 20 hrs per week, part-time/520 hrs

- Be sure to pro-rate if necessary

PURPOSE AREAS

- Section B - Select the purpose area(s) you listed on your original application if they still apply for this reporting period

FUNCTION AREAS - TRAINING

- Section C1 - only complete if funds were used for training during the current reporting period ONLY complete this section if training was provided by Rural Program-funded staff or directly supported by Rural Program funds
- Training provided to Rural Program-funded staff should not be counted
- Training events can be a few minutes during a roll call or a lengthy conference

FUNCTION AREAS - TRAINING

- Training and education are two separate things
- Training: Providing information that enables professionals to improve their response to victims/survivors as it relates to their role in the system.
- Education: Providing general information that will increase public awareness
- Do NOT report on educational activities here
- it will be reported in C2

FUNCTION AREAS - TRAINING

- ◉ **Content**

- Check all that apply

- ◉ **Additional information**

- This is the chance to brag about the training you have done. It is not required, but all narratives are helpful to DAC and OVW and **HIGHLY** suggested.

COMMUNITY EDUCATION

- ◉ Section C2
- ◉ Only complete if any community education was done by Rural funded personnel during Rural funded time

COORDINATED COMMUNITY RESPONSE

- Section C3
- Include all agencies you have contact with - not just MOU or grant partners
- Only report on activities within the scope of your grant program

COORDINATED COMMUNITY RESPONSE

- Report the highest frequency of contact with each of the agencies listed for referrals and consultations (first column)
- Report the highest level of frequency for meetings for each agency as well (second column)
- Additional Information
 - This is the chance to brag about what you have done. It is not required, but all narratives are helpful to DAC and OVW and HIGHLY suggested.

POLICIES

- Section C4
- Some subgrantees may have done this within their agency or via the CCR Team/SART.
- For types of protocols and/or policies select all that apply.
- Use narrative to provide further detail.
- Most likely, you will mark no on this section.

PRODUCTS

- Section C5
- Only report on products/materials that have been completed during the reporting period
- Do not report the number printed
- You **MUST** report a number used or distributed - cannot say “on-going”
- Only list languages if developed or produced in anything other than English
- Most likely, you will mark No on this section.

DATA COLLECTION AND COMMUNICATIONS SYSTEMS

- Section C6
- You will mark NO as your funds are for personnel and benefits only.

SPECIALIZED UNITS

- Section C7
- Specialized Unit is a centralized or coordinated group unit, or dedicated staff of police officers, prosecutors, probation officers, judges, or other court personnel responsible for handling SA, DV/Dating Violence, and or/stalking cases
- A unit can be one person
- 27a - You will mark support, expand, or coordinate an existing unit under either Law Enforcement or Prosecution
- 27b - check all boxes under either Law Enforcement or Prosecution

SYSTEM IMPROVEMENT

- Section C8
- You will most likely select 'no' for this section.

VICTIM SERVICES

- Section D - Currently you will all select NO

LAW ENFORCEMENT

- Section E1 - District 19 will answer this section
- Police officers, deputies, and DA investigators
- Report only on the grant activities completed by grant-paid staff
- You must report referrals you make to VS
- Only report protective order activities if they are a job duty performed by grant-paid staff
- Additional Information:
 - This is the chance to brag what you have done. It is not required, but all narratives are helpful to DAC and OVW and HIGHLY suggested.

PROSECUTION

- ◉ Section E2 - District 9 and 17 will fill out this section
- ◉ Only grant-paid prosecutors
- ◉ MUST report the number of cases received
- ◉ Must report the number of cases accepted for prosecution
- ◉ MUST report the number of cases declined
- ◉ MUST report the number of cases accepted or transferred
- ◉ Reasons for declining cases - report only the primary reason for the decision to decline

PROSECUTION

- Report the disposition of a case based on the primary victimization
- Example: An offender is charged with felony sexual assault, but because of a plea, it is reduced to a misdemeanor
- Report “1” in the Felony Sexual Assault row and the “plead to a lesser charge” column; nothing is reported in the misdemeanor

PROSECUTION

- **Additional Information:**
 - This is the place to provide information on how often multiple crimes are present in cases reported, the reasons for reduced charges, etc.
 - It is the ideal place to mention recanting victims and the other unique challenges that prosecutors face in these kinds of cases
- **Only report protection order information if the ADA actually assisted a victim with the paperwork, etc.**

COURTS

- Section E3 - Current subgrantees will mark No

PROBATION & PAROLE

- Section E4 - Current subgrantees will mark No

BATTERER INTERVENTION PROGRAM (BIP)

- Section E5 - current subgrantees will mark No

“VALIDATE”

- Your report **MUST** validate
- When the report is complete, click “VALIDATE”
- If the report lists an error, you must correct it and then validate.
- Once validated, email it to DAC for review.



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