



Federal Grants Division
District Attorneys Council
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Oklahoma City, OK 73103
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MUSKIE

SASP Measuring
Effectiveness Initiative

REPORTING REQUIRED

- Report Period - January - December 2021

DEADLINES

- January 31, 2022
- The link to the Muskie Subgrantee Form on the MEI Website is https://www.vawamei.org/tools-resources/page/3/?tax_grant_programs=sasp-formula-grant-program&tax_resource_type&search_query&wpas_id=resources-form&wpas_submit=1#038;tax_resource_type&search_query&wpas_id=resources-form&wpas_submit=1
- Scroll down to the Subgrantee Reporting Form and click on the Page Icon in the top left corner. Print the page of instructions before clicking on view form at the right. Save the form to your computer.

WHAT TO REPORT

- Only report on SASP grant-paid staff activities.
- Only report on duties performed by SASP grant-paid staff covered in your goals and objectives.
- Only complete the sections that are applicable to your SASP grant project and others that state: “All subgrantees must complete this subsection.”
- Only report on activities completed during the current reporting period.
 - January 1 - December 31, 2020

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.
- ◉ Q1 - Enter the date you are completing the report. (Do not use a date prior to January 1, 2022.)
- ◉ Q2 - The correct reporting period is January 1, - December 31, 2021.
- ◉ Q3 - Enter your agency name.
- ◉ Q4 - List your grant number(s) assigned by OKGrants. If you have two SASP grants you will put both grant numbers and put the information from both grants in the same Muskie form.
 - Example: S22/23-Agency Name-001

GENERAL INFORMATION

- Q5 - Check the type or organization.
- Q5a - Click “no.”
- Q5b - 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 names of the tribes you serve. Report only on tribes or nations you intentionally serve. Do not include a tribe if served incidentally by your program.

STAFF INFORMATION

- A-2 - Staff Information
- Q8 - If you used grant funds to pay people - you must report them. Report the total number of full-time equivalent (FTE) staff funded by your SASP grant funds during the current reporting period.
- You must report them in FTE format. Report all FTE's in decimals, not percentages.

Calculations below are based on 52 weeks at 40 hours a week:

1.0 = 40 hrs per week, full-time/2080 hrs (40x52 weeks)

.50 = 20 hrs per week, part-time/1040 hrs

.40 = 16 hrs per week, part-time/832 hrs

.25 = 10 hrs per week, part-time/520 hrs

.10 = 4 hrs per week, part-time/208 hrs

STAFF INFORMATION

- ◉ If staff members fall into two or more categories of job descriptions, divide their time as appropriate.
- ◉ Responses in the “Other” category should be very specific. Responses such as intern, contractor, and consultant are not valid, since they do not specify the function performed by the staff person.
- ◉ Some acceptable “other” category entries include “data analyst” and “evaluator.”

PURPOSE AREAS

- Section B: Select all the purpose area(s) you listed on your original application on the Project Information Page that applied during the current reporting period.

INFORMATIONAL MATERIALS

- Section C-
- Only report the number of informational materials developed, substantially revised, and/or distributed with SASP Funds from January 1 - December 31, 2021. You **MUST** report a number used or distributed, you cannot say “on-going.”

VICTIM SERVICES

- Section D
- Victim criteria for inclusion in the report:
 - A victim must request or accept services.
 - You cannot count attempts to solicit victims.
 - Services requested must be supported by your grant funds.
 - Primary victims/secondary victims must be reported separately.
 - The federal definition of domestic violence, sexual assault, and stalking should be followed.

VICTIM SERVICES

- ◉ Domestic Violence - 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.
- ◉ Dating Violence - 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.

VICTIM SERVICES

- ◉ Sexual Assault - any nonconsensual act proscribed by Federal, tribal, or State law, including when the victim lacks capacity to consent.
- ◉ Stalking - 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.

VICTIM SERVICES

- Q11 - You can report victims/survivors in each separate reporting period in which they requested or received services. A victim must request or accept services.
 - If you receive a call or request for service from someone who is NOT a victim/survivor, or if the person is a victim/survivor but is requesting a service you do NOT provide under your SASP Program subgrant, that person should NOT BE COUNTED in any category in question 11.
 - A victim requested services three different times during the current reporting period - he/she is only counted once.
 - A victim requested counseling at the beginning of the reporting period and then returned at the end of the period for another service - still only counted once.

VICTIM SERVICES

- Reasons for partially served or not served:
 - If a victim refuses all services, they should not be counted at all in the report.
 - If a victim requested services and then could not be located and no services were provided, then they should not be counted at all in the report.
 - If a victim starts services and then disappears, the victim is counted as served.
 - A victim on a waiting list who cannot be located when services become available is not served or partially served (depends on whether or not they received other services).
 - If a victim withdraws from services being provided, they are counted as served.

VICTIM SERVICES

- ◉ Example: A victim requests transportation and crisis intervention, both of which are grant-funded.
- ◉ Served: You are able to provide both services.
- ◉ Partially Served: You can provide crisis intervention, but your SASP advocate is not available to provide transportation.

VICTIM SERVICES

- ◉ Q12 - In order to be counted here, secondary victims must receive services—it is not enough that they are related to a victim/survivor who received SASP Program-funded services.
- ◉ EXAMPLE 1: A victim/survivor receives assistance from a SASP Program-funded legal advocate in obtaining a protection order against her former husband, but does not include her child on the protection order. She will be counted as a primary victim/survivor, but her child will not be counted as a secondary victim, since the child did not receive a service.
- ◉ EXAMPLE 2: The grandmother of a victim/survivor calls a SASP Program-funded sexual assault services hotline to ask for help with how to deal with her adolescent granddaughter who was sexually assaulted on a first date. The grandmother will be counted as a secondary victim, since she received services; the granddaughter will not be counted as a primary victim/survivor, since she did not receive services.

VICTIM SERVICES

○ Q16 - Services

- Report only the grant-funded services received; count only the services the person paid with SASP funds is responsible for providing, not the entire agency.
- If the staff person is not a counselor then there should not be any counseling services reported.
- Only report how many victims received a particular service - not how many times a particular victim received a particular service. For those of you who have a VAWA Grant, VAWA has a column for how many times a service was received but SASP does not.
- Do not report secondary victims receiving services in this question.

VICTIM SERVICES

- ◉ Q17- Hotline calls
- ◉ EXAMPLE 1: A victim/survivor calls the SASP Program-funded hotline and is in crisis. The advocate spends 30 minutes on the call assisting the victim/survivor. In this case, the call would be counted in this question under both “Number of calls from primary victims/survivors” and “Total number of calls/requests.” The victim/survivor would also be counted in question 11 as a victim served, in question 16 under “Crisis intervention,” and demographic information (even if the responses entered were in the “unknown” categories) would be reported on this victim/survivor in questions 14 and 15.
- ◉ EXAMPLE 2: A mother of a victim/survivor calls the SASP Program-funded hotline and requests information about available services for her daughter. Your program provides her with the information. In this case, she would be counted in this question under “Total number of calls/requests” but she would not be reported in any other questions, and demographics would not be collected for this caller.

VICTIM SERVICES

- ◉ Q18- Outreach
- ◉ EXAMPLE: Your agency receives calls from the police department when officers are transporting sexual assault victims/survivors to the hospital for forensic examinations. Your protocol is to send a victim advocate to the medical facility to stand by and, if the victim/survivor chooses, to be present during the exam. During the current reporting period, your SASP Program-funded victim advocates responded to 22 calls from law enforcement and accompanied 18 of the victims during their exams. You would enter “22” in the column “Number of outreach activities to victims/survivors” in this question. You would also count the 18 victims/survivors for whom you provided accompaniment as victims/survivors served in question 11, under “Hospital/clinic/other medical response” in question 16, and you would provide demographic information (even if the responses entered were in the “unknown” categories) on these 18 victims/survivors in questions 14 and 15.

VICTIM SERVICES

- Q20 - Additional Information (Optional)
 - This is the chance to brag about what you have accomplished. It is not required, but all narratives are helpful to the DAC and OVW and it is HIGHLY suggested that you complete this question.

NARRATIVE

- ◉ Section E
- ◉ Q21 and Q22 - **Everyone** must answer
- ◉ Q23 -Optional
 - Again, it is **HIGHLY** suggested that you complete this question.
 - **EXAMPLE:** Our SASP Program-funded outreach worker distributes agency materials to the high schools and to local youth clubs and coffee shops and speaks at classes and assemblies at area high schools in order to raise awareness about the services our organization provides. Following each of the speaking events, our hotline has seen a significant increase--sometimes as high as 40%--in the number of calls from adolescents. This has led to discussions with school administrators and student organizations about the need to train school staff and to develop a network of peer advocates to better respond to sexual assault issues in the student population. While the collaboration and training itself is not a SASP Program funded effort, it is clearly an outgrowth of the funded outreach worker's excellent efforts.

NARRATIVE

○ Q24 -Optional

- If you have any information that could be helpful in understanding the data you have submitted in this report, please answer this question. For example, if you submitted two different progress reports for the same reporting period, you may explain how the data was apportioned to each report, or if you reported staff—e.g., victim advocates—but did not report any corresponding victim services, you may explain why; or if you did not report either staff or activities during the reporting period, please explain.
- **Here is the best place to put information about how Covid or any other barriers have affected your program's activities and services.**
- Again, it is highly suggested that you complete this question.

“VALIDATE”

- ⦿ Your report **MUST** be validated.
- ⦿ When the report is complete, click “VALIDATE.”
- ⦿ If the report lists an error, it must be corrected before you can validate the report.
- ⦿ Once validated, email to the DAC at Dac-Grants@dac.state.ok.us.



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