



Federal Grants Division  
District Attorneys Council  
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# MUSKIE

S.T.O.P. VAWA  
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=stop-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](https://www.vawamei.org/tools-resources/page/3/?tax_grant_programs=stop-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 STOP Subgrantee Progress 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 VAWA grant-paid staff activities.
- Only report on duties performed by VAWA grant-paid staff covered in your goals and objectives.
- Only complete the sections that are applicable to your VAWA 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, 2021

# 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.



# SOMETHING FOR EVERYONE

Sections required for ALL subgrantees

# 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 VAWA grants you will put both grant numbers and put the information from both grants in the same Muskie form.
  - Example: V20/21-Agency Name-00000.

# GENERAL INFORMATION

- Q5 - Check the type or organization -DA investigators would select Prosecution.
- Q5a - Click “no.”
- Q5b - Only click “yes” if you are funded under the culturally-specific category.
- Q6 - Point of Contact: Project Director or who is completing the form if not not the Project Director
- Q7 - Only click “yes” if your grant was written specifically to serve tribal populations. (Quapaw only)
  - 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.

# GENERAL INFORMATION

- Q8 - This is a breakdown of the percentage of funds that were used to address sexual assault, domestic violence/dating violence, and stalking you have addressed during the reporting period. You can use the %s you originally put on your application on the Project Information page if they are still accurate but most likely they will need to be corrected to match your stats. Be careful - SA is listed first on the Muskie while DV is listed first in OKGrants.

# PURPOSE AREAS

- Section B - Select all the purpose area(s) you listed on your original application on the Project Information Page unless these have changed.

# COORDINATED COMMUNITY RESPONSE

- ◉ Section C3
- ◉ Q18 - Include all agencies you have contact with - not just MOU or grant partners.
- ◉ Only report on activities within the scope of your grant program.
- ◉ If grant-paid staff participated in a task force or work group such as a MDT, CCRT, or SART, indicate that under Meetings.

# 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).
- Q19 - Additional Information (Optional)
  - Use this space to discuss the effectiveness of CCR activities funded or supported by your VAWA Grant funds. This is not required but it is HIGHLY suggested that you answer this question as OVW uses this information in their meetings with Congress.

# NARRATIVE

- ◉ Section F
- ◉ Q69 - All subgrantees must answer
- ◉ Q70 - All subgrantees must answer
- ◉ Q71 - Only subgrantees using funds to develop or implement the Crystal Judson Domestic Violence Protocol must answer
  
- ◉ Please answer the optional questions 72 and 73 if possible - this is the chance to brag or explain things from other parts of the report - again, not required but HIGHLY suggested as OVW uses this information in their meetings with Congress.

# NARRATIVE

- ◉ Q72 - Optional
- ◉ If you have not already done so elsewhere on this form, feel free to discuss any of the following: institutionalization of staff positions, policies, and/or protocols; systems-level changes; community collaboration; the removal or reduction of barriers and challenges for victims/survivors; utilization of volunteers and/or interns to complete activities; promising practices; and positive or negative unintended consequences.
- ◉ **EXAMPLE:** Since training prosecutors, judges, and law enforcement, we have seen an increase in the number of sex offenders who are arrested and convicted in cases in which the offender has been identified. In 2015, only 25% of sex offenders were arrested, and only 10% of them were convicted. This past year, 75% of all sex offenders were arrested and 80% of them were convicted.

# NARRATIVE

- ◉ Q73 - 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 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; or you might explain that though you were able to report all protection orders requested for which you provided assistance, you were not able to report accurately on how many of those were granted.
- ◉ **Here is a good place to put information about how Covid and/or McGirt has affected your program's activities and services.**



## SPECIFICS

Complete only the sections that apply to your grant program

# STAFF INFORMATION

- A-2 - Staff Information
- Q9 - 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 VAWA grant funds during the current reporting period.
- You must report them in FTE format. Report all FTEs 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 appropriately.
- Responses in the “Other” category should be very specific. Responses such as graduate assistant, 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.”

# FUNCTION AREAS - TRAINING

- Section C1
- 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 awareness - this is reported in Section C2
- Do NOT report on educational activities here. This would include:
  - Presentations to general public, local civic groups, churches, victims, parents, or education via the media

# FUNCTION AREAS - TRAINING

- Q11 - If non-grant-funded staff were sent to training with VAWA funds, count the training as an event.
  - If a trainer is partially funded with VAWA 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.
- Q12 - These should be people trained by VAWA -funded staff or people attending training events that were directly supported with VAWA funds during the current reporting period. If unable to determine the disciplines represented at a training event, estimate to the best of your ability.

# FUNCTION AREAS - TRAINING

- ◉ Q13 - Do not include topics of staff development training attended by VAWA - 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.
- ◉ Q14 - 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 optional narrative question.

# FUNCTION AREAS - EDUCATION

- ◉ Section C2
- ◉ This is a fairly new section that has been added to allow you to report on your outreach/education activities.
- ◉ Q16 - Identify the groups of people attending education events by the category that best describes the attendees.

# FUNCTION AREAS - EDUCATION

- Q17 - Do not count psychoeducational services for victims/survivors or batterer intervention programs in this section. In this form, ***psychoeducation*** refers the education of a victim/survivor, family member, or offender about sexual assault, domestic violence, dating violence, and stalking issues as part of the goals of intervention, treatment, and/or rehabilitation. Psychoeducation involves teaching people about a problem, what to do about it, and how to recognize signs of the problem so that they can get help before the problem worsens or occurs again.

# POLICIES

- Section C4
- If VAWA -funded staff developed, substantially revised, and/or implemented polices or protocols or if VAWA -funded staff developed or promoted State, local, or tribal legislation and policies, or if VAWA funds were used to develop, substantially revise, and/or implement policies or protocols or to directly support the development or promotion of State, local, or tribal legislation and policies during the current reporting period, fill out this section.
- Q20 - If the protocol/policy is still in the development or revision phase, it should not be reported until it is actually finished.

# PRODUCTS - INFORMATIONAL MATERIALS

- Section C5
- Only report on products/materials that have been developed or substantially revised, during the reporting period. You **MUST** report a number used or distributed, you cannot say “on-going.”

# DATA COLLECTION AND COMMUNICATIONS SYSTEMS

- Section C6
- Complete if VAWA funds or VAWA-funded staff were used to develop, install, expand, and/or link data collection and/or communication systems or to purchase computers or other equipment during the current reporting period.

# SPECIALIZED UNITS

- Section C7
- Complete if any VAWA funded staff were part of a specialized unit.
  - 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 VAWA funds in that agency that would not be reported as a specialized unit; “victim advocate” is not an appropriate response in “other.” This is most likely only going to apply to law enforcement officers and prosecutors.

# SYSTEM IMPROVEMENT

- Section C8
- Complete if VAWA-funded staff engaged in system improvement activities or if VAWA funds directly supported system improvements (e.g., interpreters, safety audits, security).

# VICTIM SERVICES

- Section D
- **If your funded staff is not 100% grant funded, you must prorate your stats according to your funding %.**
- 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 definitions 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

- Q29 - If the same victim seeks/accepts services during a different reporting period, they can be counted again.
  - You can report victims/survivors in each reporting period that they request 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 VAWA 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.

# VICTIM SERVICES

- A victim requested services three different times during the current reporting period - that victim is counted only once.
- A victim requested counseling at the beginning of the reporting period and then returned at the end of the period for another service - that victim is 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 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 counted as 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 VAWA advocate is not available to provide transportation.

# VICTIM SERVICES

- ◉ Q32 - 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 VAWA-funded services.
- ◉ EXAMPLE 1: A domestic violence victim/survivor enters a VAWA-funded shelter with her three children. The woman will be counted as a primary victim/survivor, and all three children will be counted as secondary victims, since all of them received shelter services.
- ◉ EXAMPLE 2: A stalking victim/survivor receives assistance from a VAWA-funded attorney 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 3: The grandmother of a dating violence victim/survivor calls a VAWA-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

## ○ Q36a - Services

- Report only the grant-funded services received; count only the services the person paid with VAWA 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.
- A column has been added to report on how many times a particular victim received a particular service.
- Do not report secondary victims receiving services in this question. Do not report legal assistance provided by a grant-funded attorney or paralegal here.

# VICTIM SERVICES

- ◉ Q36c - Hotline Support, information and referral
- ◉ 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 primary victims” and under “Total number of requests.” The victim/survivor would also be counted in question 29 as a victim served, in question 36a under “Crisis intervention,” and demographics would need to be collected on this caller in questions 34 and 35.
- ◉ 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 requests;” she would not be reported in any other questions, and demographics would not be collected for this caller.

# VICTIM SERVICES - LEGAL SERVICES

- Q38 - 41- If VAWA funded attorneys and/or paralegals provided legal services to victims/survivors during the current reporting period, you would answer the questions in this section. An example would be VAWA funded Legal Aid attorneys.
- Q42 - 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 answer this question. This is for victim services and also for the victim services/legal services sections.

# LAW ENFORCEMENT

- Section E1
- Police officers, deputies, and District Attorney investigators
- **If your funded staff is not 100% grant funded, you must prorate your stats according to your funding %.**
- Q43 - Report only on the grant activities completed by grant-paid staff - 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.

# LAW ENFORCEMENT

- Q44 - 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.
- Q46 - Additional Information (Optional)
  - This is the chance to brag 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 answer this question.

# PROSECUTION

- ◉ Section E2
- ◉ Only grant-paid prosecutors ( district attorney advocates' activities would be reported under Victim Services)
- ◉ **If your funded staff is not 100% grant funded, you must prorate your stats according to your funding %.**
  
- ◉ Q47a
  - a. Report the number of new cases referred from law enforcement
  - b. Report the number of cases in which the case went forward for prosecution. 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. Report the number of cases in which a decision was made not to go forward with prosecution. Reasons for declining cases - report only the primary reason for the decision to decline

# PROSECUTION

- ◉ Q47a -
  - d. Report the number of cases that were transferred to a higher or lower court
  - e. Report the number of cases/incidents which were referred to a federal prosecutor or federal law enforcement agency
- ◉ Q47B -
  - 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/survivor 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/survivor and/or her children. Based on this information, a decision was made not to move forward with the case. Q48 - Report the disposition of listed types of cases that occurred during the current reporting period, including dismissals, deferred adjudications, convictions, and acquittals.

# PROSECUTION

## Q48

- 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.

# PROSECUTION

## Q48

- 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 pleaded 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 pleaded 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 pleaded guilty to the two misdemeanor charges and the felony charges were dismissed. (Plead to lesser in a lower category.)

# PROSECUTION

- Q53 - Additional Information (Optional):
  - This is the chance to brag 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 answer this question.

# PROBATION & PAROLE

- Section E4
- If your staff duties are probation and parole duties, report in this section.
- **If your funded staff is not 100% grant funded, you must prorate your stats according to your funding %.**

# PROBATION & PAROLE

- Q64 - 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.
- Q65 - Additional Information (Optional):
  - This is the chance to brag 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 answer 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 @ [Dac-grants@dac.state.ok.us](mailto:Dac-grants@dac.state.ok.us).



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