

Office for Victims of Crime
Victim Assistance Formula Grants Program
SUBGRANT AWARD REPORT

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 must 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.

Office for Victims of Crime
Victim Assistance Formula Grants Program
SUBGRANT AWARD REPORT

1. Subgrantee Organization/Tribal Name

(This is the agency providing the direct services to victims of crime, not a pass-through or conduit agency.)

A. Organization Name

B. Organization/Tribal Address

C. City

D. State

E. Zip Code

2. Subgrantee Organization/Tribal Point of Contact

A. POC Name

B. POC E-mail Address

C. POC Phone Number

3. Subgrantee Organization Type

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

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

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

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

Office for Victims of Crime
Victim Assistance Formula Grants Program
SUBGRANT AWARD REPORT

- Other type of nonprofit organization serving victims of crime

Description

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)
 Other:

Description

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

A. State-assigned Subaward Number

Number

B. Subaward Amount

\$ Amount

Federal Award Number

INSTRUCTIONS: Select the federal grant award number(s) from which this subaward is made and provide the amount(s). If funds are awarded from more than one Federal VOCA grant award for this subaward, select each federal grant award and enter the amount. Subaward amounts should add up to the total amount of the subaward.

Federal Award Number #	\$ Subaward Amount
Federal Award Number #	\$ Subaward Amount

A. Project start date (The date the VOCA-funded project begins)

(mm/dd/yyyy)

B. Project end date (The date the VOCA-funded project ends)

(mm/dd/yyyy)

Office for Victims of Crime
Victim Assistance Formula Grants Program
SUBGRANT AWARD REPORT

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. Indicate the amount of VOCA funds that are allocated to each category of priority and underserved victims of crime.

Child sexual victimization should be reported EITHER in category **6A, CHILD ABUSE**, or in category **6C, SEXUAL ASSAULT**, depending on how the state or territory tracks and reports this data.

SELECT ONLY one.

- A. Child abuse *(may include services for child physical and sexual abuse)*

\$ Amount

- A1. Child physical abuse/neglect *(See definition in Appendix)*

\$ Amount (optional)

- A2. Child sexual abuse *(See definition in Appendix)*

\$ Amount (optional)

- B. Domestic and family violence *(formerly known as spousal abuse)*

\$ Amount

- C. Sexual assault *(may include services for child and adult sexual assault)*

\$ Amount

- C1. Child sexual assault *(See definition in Appendix)*

\$ Amount (optional)

- C2. Adult sexual assault *(See definition in Appendix)*

\$ Amount (optional)

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

\$ Amount

- D1. Underserved *(DUI/DWI crashes)*

\$ Amount

- D2. Underserved *(assault)*

\$ Amount

- D3. Underserved *(adults molested as children)*

\$ Amount

- D4. Underserved *(elder abuse)*

\$ Amount

Office for Victims of Crime
Victim Assistance Formula Grants Program
SUBGRANT AWARD REPORT

D5. Underserved (*robbery*)

\$ Amount

D6. Underserved (*survivors of homicide victims*)

\$ Amount

D7. Other Underserved (*other violent crimes*)

\$ Amount

D8. Please briefly describe "Other Underserved."

Explanation

D9. Please briefly explain how your state or territory defines "underserved" if other than what is listed above.

This is determined by the state for all SARs. It will auto-populate all active SARs during the same federal fiscal year.

Explanation (optional)

7. Subgrantee Agency Service Area(s)

INSTRUCTIONS: Select the counties that cover the service area affected by the VOC-funded program or project.

Select counties (by state)

Other counties served outside of the state.

Description (optional)

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

INSTRUCTIONS: All VOCA awards must be matched (20 %) either with in-kind or cash match, except for VOCA subgrants made in the Virgin Islands, Puerto Rico, American Samoa, Guam, Northern Marianas and Palau. This is computed by dividing the amount of the award from item 4B by .80 and subtracting the amount of the award from the figure obtained. For example, a \$30,000 award divided by .80 equals \$37,500, less \$30,000 award equals \$7,500 match.

Tribal Organization match is 5%, if the Tribe or Organization is located on a reservation. This is computed by dividing the amount of the award from item 4B by .95 and subtracting the amount of the award from the figure obtained. For example, a \$30,000 award divided by .95 equals \$31,579, less \$30,000 award equals \$1,579 match.

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.

Office for Victims of Crime
Victim Assistance Formula Grants Program
SUBGRANT AWARD REPORT

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. Check all that apply.

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 (e.g., 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, and other immigration relief)
- Intervention with employer, creditor, landlord, or academic institution
- Child and/or dependent care assistance (includes coordination of services)
- Transportation assistance (includes coordination of services)
- Interpreter services

C. EMOTIONAL SUPPORT OR SAFETY SERVICES

- Crisis intervention (in-person, includes safety planning, etc.)
- Hotline/crisis line counseling
- On-scene crisis response (e.g., community crisis response)
- Individual counseling
- Support groups (facilitated or peer)
- Other therapy (traditional, cultural, or alternative healing; art, writing, or play therapy; etc.)
- 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 meds, durable medical equipment, etc.)

D. SHELTER/HOUSING SERVICES

- Emergency shelter or safe house
- Transitional housing
- Relocation assistance (includes assistance with obtaining housing)

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 assistance in obtaining protection or restraining order
- Civil legal assistance with family law issues (e.g., custody, visitation, or support)
- Other emergency justice-related assistance
- Immigration 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)
- Law enforcement interview advocacy/accompaniment
- Criminal advocacy/accompaniment
- Other legal advice and/or counsel

Office for Victims of Crime
Victim Assistance Formula Grants Program
SUBGRANT AWARD REPORT

10. Types of Victimization

Check the types of victimization that best describe the victims the VOCA-funded project will serve. "Other" refers to a type that is not associated with any of the types provided in this list. Please review the Appendix for definitions. Provide an explanation for any victimization type listed as "other."

Victimization Type	Check the type of victims served by type of crime
Adult Physical Assault (includes Aggravated and Simple Assault)	<input type="checkbox"/>
Adult Sexual Assault	<input type="checkbox"/>
Adults Sexually Abused/Assaulted as Children	<input type="checkbox"/>
Arson	<input type="checkbox"/>
Bullying (Verbal, Cyber, or Physical)	<input type="checkbox"/>
Burglary	<input type="checkbox"/>
Child Physical Abuse or Neglect	<input type="checkbox"/>
Child Pornography	<input type="checkbox"/>
Child Sexual Abuse/Assault	<input type="checkbox"/>
Domestic and/or Family Violence	<input type="checkbox"/>
DUI/DWI Incidents	<input type="checkbox"/>
Elder Abuse or Neglect	<input type="checkbox"/>
Hate Crime: Racial/Religious/Gender/ Sexual Orientation/Other <i>(explanation required)</i>	<input type="checkbox"/>
Human Trafficking: Labor	<input type="checkbox"/>
Human Trafficking: Sex	<input type="checkbox"/>
Identity Theft/Fraud/Financial Crime	<input type="checkbox"/>
Kidnapping (noncustodial)	<input type="checkbox"/>
Kidnapping (custodial)	<input type="checkbox"/>
Mass Violence (Domestic/International)	<input type="checkbox"/>
Other Vehicular Victimization (e.g., Hit and Run)	<input type="checkbox"/>
Robbery	<input type="checkbox"/>
Stalking/Harassment	<input type="checkbox"/>
Survivors of Homicide Victims	<input type="checkbox"/>
Teen Dating Victimization	<input type="checkbox"/>
Terrorism (Domestic/International)	<input type="checkbox"/>
Other	<input type="checkbox"/>
If other, please explain:	

Office for Victims of Crime
Victim Assistance Formula Grants Program
SUBGRANT AWARD REPORT

11. 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–Jun <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. Include the subaward amount reported in Question 4.</i>
C. Annual funding amounts allocated to all victimization programs and/or services for the current fiscal year	C1. Subaward Amount: Auto-populated C2. STATE/TERRITORY: \$ Amount C3. LOCAL: \$ Amount C4. OTHER FEDERAL: \$ Amount C5. OTHER NON-FEDERAL: \$ Amount	<i>Identify by source the amount of funds allocated to the victimization programs/services budget of the subgrantee agency.</i> <i>OTHER FEDERAL includes all federal funding except the subaward amount reported in Question 4.</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>

Overall Comments (optional):

Additional information that may help further explain your reported data.

Office for Victims of Crime
Victim Assistance Formula Grants Program
SUBGRANT AWARD REPORT

APPENDIX

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.

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.

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

Office for Victims of Crime
Victim Assistance Formula Grants Program
SUBGRANT AWARD REPORT

also include penetration of the mouth by a sex organ by another person. An adult victim is a person age 18 or older, or as otherwise defined by state law.

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 e-mails, rumors sent by e-mail or posted on social networking sites, and embarrassing pictures, videos, Web sites, 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 subclassifications: 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. 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 or 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.

Office for Victims of Crime
Victim Assistance Formula Grants Program
SUBGRANT AWARD REPORT

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.

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 (noncustodial)

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 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.

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.

Office for Victims of Crime
Victim Assistance Formula Grants Program
SUBGRANT AWARD REPORT

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 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 or 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).