

HOPE II Site Visit Protocol
Collaborative Partner Organization Key Staff

Organization:

Site Visitor Name:

Date:

Location:

Interviewee Name(s) and Titles:

Description of Organization and Surrounding Area/Neighborhood:

Introduction

My name is _____ and I work for Abt Associates, a research organization located in Cambridge, MA. Our firm has been hired by the National Institute of Justice in order to evaluate the HOPE II grant program and these sites visits contribute to that effort. The purpose of my interview with you today is to understand the nature of your organization's collaborative efforts with [*HOPE II grantee organization*] and whether the HOPE II funding has affected this partnership and the goals or activities of your organization. The interview will take approximately 30-45 minutes. I will be asking questions pertaining to general information about [*organization name*], your organization's collaborative partnership with [*HOPE II grantee organization*], and activities resulting from this collaboration.

The purpose of this interview is not to evaluate the activities or performance of your organization or [*HOPE II grantee organization*], nor do your responses have any bearing on your organization's or [*HOPE II grantee organization*]'s future competitiveness for receiving Federal funding.

Organizational Information

1. Please describe your organization? What is [organization name]'s overall mission?

a. Please describe how [organization name] was founded?

b. How did [organization name] begin working with victims of crime?

2. If the organization is faith-based, what is its religious affiliation?

a. [If faith based] What role does faith play in the services provided?

3. Please describe your position and responsibilities within [organization name]?

Collaboration Objectives and Implementation

4. Please tell me about the nature of your organization's collaborative relationship with [HOPE II grantee organization name].

a. When was the collaboration initiated? Did it exist prior to the HOPE II grant or was it initiated as a result of HOPE II?

- b. Why and how was the collaboration initiated?

- c. What are the objectives of the collaborative relationship?
[PROBE: Are they formally documented? Is there a way to evaluate whether or not they've been achieved?]

- d. What are the processes in place for maintaining the collaboration? Strategic planning or other activities? Do you have a Memorandum of Understanding (MOU) or other formal contract?

- e. What are the positives/benefits in your relationship with *[HOPE II grantee organization]*?

- f. What are the negatives to partnering with *[HOPE II grantee organization]*?

- g. What are some of the challenges to partnering and how have they been addressed?

5. How did *[organization name]* expect to be a part of the activities implemented by *[HOPE II grantee organization]* under the HOPE II grant?

- a. Please describe your actual responsibilities with respect to specific activities implemented under the HOPE II grant.

- b. Did your organization have an explicit role in the implementation? If so, how did this fit with your agency's other priorities?

- c. Have the goals for use of HOPE II funds evolved or changed over time? If so, how?

- d. Have the strategic activities to realize the goals evolved or changed over time? If so, how?

6. Have your organization's priorities evolved or changed since collaborating on activities under the HOPE II grant? If so, how?

7. If [organization name] had not received a HOPE II grant, what would have happened?
[PROBE: Would program still exist? Would you be able to do the same types of activities? Would you be able to serve as many clients?]

- a. Would you have partnered with [HOPE II grantee organization] toward a similar goal?

- b. Would your organization have been able to get comparable resources from another funding source?

- c. Would your organization have prioritized the same strategic goals and activities that were developed through the HOPE II grant program?

8. Was the HOPE II grant program beneficial to your organization?

- a. If so, how has your organization benefited from the HOPE II grant in any direct or indirect ways?

Technical Assistance from MCVRC

9. Did your organization have any individual contact with MCVRC staff or Site Mentors?

- a. If yes, what kind of assistance did they provide?

- b. Has the assistance been beneficial? How or how not?

10. What challenges/issues have arisen in working with the Site Mentor or MCVRC and how have they been resolved?

Sustainability

11. Has this partnership been successful to date in realizing your goals for collaboration?

a. Why or why not?

[PROBE: Were all goals realized? Did unforeseen needs or challenges arise? If so, how were these managed?]

b. What factors have facilitated or impeded success?

12. Do you plan to continue to collaborate with *[HOPE II grantee organization]* after HOPE II?

a. If so, how? *[PROBE: Have you developed any specific plans for collaborating? What are your plans?]*

b. If not, why not?

13. Overall, what are the key goals for your collaboration over the next 5 years? *[If applicable]*

Collection of Secondary Documents

- Organizational charts
- Strategic Plan/Mission Statement
- Brochures/Other literature on organization