



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE FOR VICTIMS OF CRIME
WASHINGTON, D.C. 20531

VICTIMS OF CRIME ACT VICTIM ASSISTANCE GRANT PROGRAM STATE PERFORMANCE REPORT

REPORT TIMEFRAME

THE STATE CRIME VICTIM ASSISTANCE AGENCY RECEIVING FUNDS UNDER THE VICTIMS OF CRIME ACT (VOCA) IS REQUIRED TO SUBMIT ONE STATE PERFORMANCE REPORT ANNUALLY WHICH INCLUDES INFORMATION ON ALL GRANTS ACTIVE DURING THE FISCAL YEAR. THIS REPORT IS DUE JANUARY 15 OF EACH YEAR. THE PERFORMANCE REPORT PROVIDES INFORMATION ON THE EFFECT THE VOCA FUNDS HAD ON SERVICES TO CRIME VICTIMS IN THE STATE. THIS REPORT SHOULD BE SUBMITTED UPON REQUEST BY THE OFFICE FOR VICTIMS OF CRIME, 810 SEVENTH STREET, N.W., WASHINGTON, D.C. 20531.

INDICATE REPORTING PERIOD: OCTOBER 1, _____ THROUGH SEPTEMBER 30, _____

**SECTION I
STATE IDENTIFICATION**

A. STATE: _____ B. FEDERAL GRANT NUMBER: _____
 C. GRANTEE NAME: _____
 STREET/P.O. BOX: _____
 CITY/STATE/ZIP CODE: _____
 D. CONTACT PERSON: _____ TELEPHONE: (_____) _____

**SECTION II
STATE FUNDING INFORMATION**

A. INDICATE THE ANNUAL (during the corresponding state fiscal year) FUNDING AMOUNTS ALLOCATED TO THE VICTIM ASSISTANCE PROJECTS IN THE STATE:

STATE FISCAL YEAR FUNDING	FISCAL YEAR
1. APPROPRIATIONS	\$
2. CRIMINAL FINES & PENALTIES	\$
3. ASSESSMENTS (e.g., Marriage License, Birth Certificate Fees)	\$
4. OTHER (Specify)	\$
TOTAL:	\$

B. INDICATE TOTAL NUMBER OF AGENCIES FUNDED FROM THIS FEDERAL GRANT: _____

C. INDICATE THE NUMBER OF SUBGRANTS FUNDED FROM THIS FEDERAL GRANT: _____

**SECTION III
VICTIM STATISTICS**

A. INDICATE THE NUMBER OF VICTIMS SERVED BY TYPE OF VICTIMIZATION:
 NOTE: Indicate the number of victims served by VOCA-funded projects during the grant period. Each victim should be counted only once, i.e., a victim of a series of spouse abuse assaults should be counted more than once only as a result of separate and unrelated crimes.

NO OF VICTIMS SERVED		NO OF VICTIMS SERVED	
	1. CHILD PHYSICAL ABUSE		7. ADULTS MOLESTED AS CHILDREN
	2. CHILD SEXUAL ABUSE		8. SURVIVORS OF HOMICIDE VICTIMS
	3. DUI/DWI CRASHES		9. ROBBERY
	4. DOMESTIC VIOLENCE		10. ASSAULT
	5. ADULT SEXUAL ASSAULT		11. OTHER (Specify)
	6. ELDER ABUSE		
	TOTAL:		

**SECTION III
VICTIM STATISTICS
(Continued)**

B. INDICATE THE NUMBER OF VICTIMS WHO RECEIVED THE FOLLOWING SERVICES (See instructions for definitions for each service)

NO OF VICTIMS SERVED		NO OF VICTIMS SERVED	
	1. CRISIS COUNSELING		8. EMERGENCY FINANCIAL ASSISTANCE
	2. FOLLOWUP		9. EMERGENCY LEGAL ADVOCACY
	3. THERAPY		10. ASSISTANCE IN FILING COMPENSATION CLAIMS
	4. GROUP TREATMENT/SUPPORT		11. PERSONAL ADVOCACY
	5. SHELTER/SAFEHOUSE		12. TELEPHONE CONTACT INFORMATIONAL/REFERRAL
	6. INFORMATION/REFERRAL (IN-PERSON)		13. OTHER (Specify)
	7. CRIMINAL JUSTICE SUPPORT/ADVOCACY		
	TOTAL:		

PLEASE PROVIDE A NARRATIVE DESCRIPTION RESPONDING TO THE FOLLOWING QUESTIONS.
ADDITIONAL 8 1/2 x 11 SHEETS MAY BE ATTACHED IF NECESSARY.

A. WHAT ARE THE MAJOR ISSUES, IN YOUR STATE, IF ANY, THAT HINDER VICTIM ASSISTANCE PROGRAMS IN ASSISTING CRIME VICTIMS IN FILING FOR COMPENSATION BENEFITS AND IN UNDERSTANDING STATE VICTIM COMPENSATION ELIGIBILITY REQUIREMENTS?

B. BRIEFLY DESCRIBE EFFORTS TO PROMOTE COORDINATED PUBLIC AND PRIVATE EFFORTS WITHIN THE COMMUNITY TO AID CRIME VICTIMS.

C. BRIEFLY DESCRIBE EFFORTS TAKEN TO SERVE FEDERAL CRIME VICTIMS, LE. COORDINATION, ETC.

D. DESCRIBE ANY NOTABLE ACTIVITIES CONDUCTED AT THE STATE OR SUBGRANT LEVEL TO IMPROVE THE DELIVERY OF VICTIM SERVICES (I.E., NEEDS ASSESSMENTS, PROGRAM MONITORING, AND PROGRAM EVALUATION) INCLUDE TRAINING EFFORTS, AND USE OF VOCA APPROVED TRAINING FUNDS, IF APPLICABLE.

E. INCLUDE AND/OR ATTACH ANECDOTAL INFORMATION AND INDIVIDUAL CASE HISTORIES ILLUSTRATING AT LEAST FOUR WAYS IN WHICH VOCA FUNDS HAVE BEEN USED TO ASSIST CRIME VICTIMS. (LETTERS FROM CRIME VICTIMS ARE HELPFUL)

F. IDENTIFY ANY EMERGING ISSUES OR NOTABLE TRENDS IMPACTING CRIME VICTIM SERVICES IN YOUR STATE.

G. SPECIFICALLY DISCUSS HOW YOUR STATE HAS USED VOCA ADMINISTRATIVE FUNDS, AND THE IMPACT OF THESE FUNDS ON THE STATE'S ABILITY TO IMPROVE VICTIMS SERVICES.

SECTION IV
PROGRAM IMPLEMENTATION

AUTHORIZED SIGNATURE

DATE

VICTIMS OF CRIME ACT
VICTIM ASSISTANCE GRANT PROGRAM
STATE PERFORMANCE REPORT
INSTRUCTIONS – DEFINITIONS

Each State agency designated to administer Victims of Crime Act (VOCA) victim assistance funds is required to submit a Performance Report on the uses and effects these grant funds have had on services to crime victims in the State. This Performance Report will be used to capture this information as well as aggregated data on VOCA supported activities carried out within the State during the grant period and must be submitted upon request by the Office for Victims of Crime, Office of Justice Programs, U.S. Department of Justice, 810 Seventh Street, N.W., Washington, D.C. 20531.

IMPORTANT NOTE REGARDING VICTIM SERVICES: A VOCA project refers to activities and services supported by VOCA funds plus required match. Except where otherwise indicated, the information in the State Performance Report must be based solely on the VOCA-funded projects, not on all other services and activities provided by the victim services agency.

SECTION I. STATE IDENTIFICATION

Complete all items in this section.

SECTION II. STATE FUNDING INFORMATION

- A. Indicate the value of funds allocated for victim services during the Federal grant period. Include all funds targeted for victims services that are administered by the State agency designated to administer the VOCA victim assistance grant. Include direct appropriations, special assessments such as marriage license and birth certificate fees, and any other sources of victim program funding available from State resources. Do not include any sources of Federal funding such as victim compensation or assistance.
- B. Provide the total number of victim services agencies funded with VOCA funds during this grant period.
- C. Provide the total number of subgrants that are included in this State Performance Report.

SECTION III. VICTIM STATISTICS

- A. Indicate the number of victims served by type of victimization. For Item 11, you may submit an additional sheet of paper to identify and record the number of victims served.
- B. Provide the number of victims receiving each type of service. Note: Review the description of each service prior to completing this question.
1. *Counseling* refers to in-person crisis intervention, emotional support, and guidance and counseling provided by advocates, counselors, mental health professionals, or peers. Such counseling may occur at the scene of the crime, immediately after a crime, or be provided on an ongoing basis.
 2. *Followup* refers to in-person contacts, telephone contacts, and written communications with victims to offer emotional support, provide empathetic listening, check on a victim's progress, etc.

3. *Therapy* refers to intensive professional psychological and/or psychiatric treatment for individuals, couples, and family members related to counseling to provide emotional support in crisis arising from the occurrence of crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.
4. *Group Treatment/Support* refers to the coordination and provision of supportive group activities and includes self-help, peer, social support, etc.
5. *Shelter/Safe House* refers to offering short- and long-term housing and related support services to victims and families following victimization.
6. *Information/Referral (in-person)* refers to in-person contacts with victims during which time, services, and available support are identified.
7. *Criminal Justice Support/Advocacy* refers to support, assistance, and advocacy provided to victims at any stage of the criminal justice process, to include post-sentencing services and support.
8. *Emergency Financial Assistance* refers to cash outlays for transportation, food, clothing, emergency housing, etc.
9. *Emergency Legal Advocacy* refers to filing temporary restraining orders, injunctions, and other protective orders, elder abuse petitions, and child abuse petitions but *does not* include criminal prosecution or the employment of attorneys for non-emergency purposes, such as custody disputes, civil suits, etc.
10. *Assistance in Filing Compensation Claims* includes making the victim aware of the availability of crime victim compensation, assisting the victim in completing the required forms, gathering the needed documentation, etc. It also may include follow-up contact with the victim compensation agency on behalf of the victim.
11. *Personal Advocacy* refers to assisting victims in securing rights, remedies, and services from other agencies; locating emergency financial assistance, intervening with employers, creditors, and others on behalf of the victim; assisting in filing for losses covered by public and private insurance programs including workman's compensation, unemployment benefits, welfare, etc.; accompanying the victim to the hospital, etc.
12. *Telephone Contact* refers to contacts with victims during which time services and available support are identified. This does not include calls during which counseling is the primary function of the telephone call.
13. *Other* refers to other VOCA allowable services and activities not listed.

SECTION IV. PROGRAM IMPLEMENTATION

Please prepare a detailed narrative describing how your State has addressed each of the questions. You may provide supporting statements from subrecipients and crime victims.

Public reporting burden for this collection of information is estimated to average 20 hours per response, including the time for reviewing instructions and entering the data needed, completing and reviewing the collection of information, and recordkeeping. Send comments regarding this burden estimate or any other aspects of this collection of information, including suggestions for reducing this burden, to the State Compensation and Assistance Division, Office for Victims of Crime, U.S. Department of Justice, 810 Seventh Street, N.W., Washington, D.C. 20531, and to the Public Use Reports Project, 1121-0115, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.