

**U.S. DEPARTMENT OF JUSTICE  
OFFICE ON VIOLENCE AGAINST WOMEN**

**INSTRUCTIONS FOR ANNUAL STOP ADMINISTRATOR REPORT  
STOP VIOLENCE AGAINST WOMEN FORMULA GRANT PROGRAM**

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**INTRODUCTION**

The Violence Against Women Act of 2000 (VAWA 2000) requires grantees to report on the effectiveness of the activities carried out with grant funds, including the number of persons served and the number of persons seeking services who could not be served. In addition, the Violence Against Women Act of 1994 requires the Attorney General to provide a detailed report on the use of STOP Violence Against Women Formula Grants Program (STOP Program) funds. To meet these Congressional reporting requirements and the requirements of the Government Performance and Results Act, the Office on Violence Against Women (OVW) requires all STOP administrators to complete an Annual Report and all subgrantees to complete an Annual Progress Report. (A STOP Program grant is an award made by OVW to each of the states and territories; a STOP Program subgrantee is a recipient of funds distributed by the states or territories.)

This form is for use by all STOP administrators and must be completed on an annual basis, covering a reporting period from January 1 through December 31. This form must be submitted to OVW within 90 days of the end of the reporting period (March 30).

If you have any questions about this form or if you need assistance completing the form, call the VAWA Measuring Effectiveness Initiative at the Muskie School of Public Service, 1-800-922-VAWA (8292) or send your questions by e-mail to [yawamei@usm.maine.edu](mailto:yawamei@usm.maine.edu). Helpful hints, reporting forms, instructions, and other information regarding the reporting process for the STOP Program can be found at <http://muskie.usm.maine.edu/vawamei/>. If you have questions about your grant, please contact your OVW program specialist at 1-202-307-6026 (TTY: 202-307-2277).

## INSTRUCTIONS

### ALL ADMINISTRATORS MUST ANSWER QUESTIONS 1-13.

1. Date of report  
Enter the date on which you submit this form.
2. Current reporting period  
Enter the calendar year for which you are providing information.
3. STOP administrator name  
Enter the name of the STOP administrator.
4. Agency  
Provide the name of the agency responsible for administering the STOP Program in your state or territory.
5. Address  
Provide the mailing address, telephone number, facsimile number, and e-mail address for the contact person responsible for the administration of the STOP Program grant.
- 6A. STOP funds awarded to subgrantees and amounts returned by subgrantees  
For all federal fiscal years from which you made awards to subgrantees or from which unused funds were returned by subgrantees during the current reporting period (i.e., between January 1 and December 31), provide the following: the federal grant number; the amount of funds that were returned unused by subgrantees during the current reporting period if applicable; the amount awarded to subgrantees during the current reporting period; and, for any year in which you reported returned funds, the percentage of the total amount awarded to subgrantees in that year that was returned. Provide this information for all awards made during the current reporting period, whether those awards were made from the current FFY allocation, from unobligated funds from another FFY, or from funds returned unused by subgrantees. Do not report on funds awarded or returned unused during previous reporting periods. Report on all awards made during the current reporting period, without regard to whether award funds were expended by the subgrantees who received those awards. Do not include amounts used for administration.

*EXAMPLE: During the current reporting period (January 1 through December 31, 2008), you awarded \$25,000 of 2005 FFY funds that had been returned unused by subgrantees; you awarded \$55,000 of funds that were not used by subgrantees from your 2006 FFY award; and you awarded \$975,000 of your FFY 2007 award that totaled \$1.1m, with no funds returned. (In 2005 you awarded \$1,085,000 to subgrantees; in 2006 you awarded \$1,155,000 to subgrantees.) Though you had received your FFY 2008 award of \$1.1m from OVW, you had not awarded any of those funds to subgrantees in calendar year 2008, since you make your awards in January of each year.*

*You would report this as follows: Under Federal grant #, enter the grant numbers corresponding to FFYs 2005, 2006, and 2007; under Amount of grant funds returned unused by subgrantees, enter "\$25,000" in the FFY 2005 line and "\$55,000" in the FFY 2006 line; under Amount awarded to subgrantees during the current reporting period, enter "\$25,000" in the FFY 2005 line, "\$55,000" in the FFY 2006 line, and "\$975,000" in the FFY 2007 line; under Percentage of total returned, enter "2.30" (%) in the FFY 2005 line and "4.76" (%) in the FFY 2006 line.*

FEDERAL GRANT #	AMOUNT OF GRANT FUNDS RETURNED UNUSED BY SUBGRANTEES	AMOUNT AWARDED TO SUBGRANTEES DURING CURRENT REPORTING PERIOD	PERCENTAGE OF TOTAL RETURNED
FFY 2005-XX-YY--2005	\$25,000	\$ 25,000	2.30
FFY 2006-XX-YY--2006	\$55,000	\$ 55,000	4.76
FFY 2007-XX-YY--2007	0	\$975,000	

6B. STOP Program funds returned by subgrantees

If any of the FFY allocation was returned unused by subgrantees during the current reporting period, provide the category(ies)—e.g., victim services, law enforcement, prosecution, etc.—from which those funds were returned and the amount returned from each category for the corresponding FFY.

*EXAMPLE: Referring to the example in 6A above, \$25,000 from the FFY 2005 award was returned by the state court that did not expend funds for judges to attend a national judicial training institute due to a state moratorium on travel. Of the funds unused by subgrantees from FFY 2006, \$15,000 was returned by a prosecutor’s office that was not able to fill an intern position; \$20,000 was returned by a state sexual assault coalition; and \$20,000 was returned by a domestic violence task force that did not conduct an anticipated statewide safety audit.*

*You would report this as follows: Under FFY 2005 amount, enter “\$25,000” in the Courts line; under FFY 2006 amount, enter “\$15,000” in the Prosecution line, “\$20,000” in the Victim services line, and “\$20,000” in the Discretionary line.*

AREA	FFY 2005	FFY 2006	FFY 2007	FFY 2008	FFY 2009
	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT
COURTS	\$25,000				
LAW ENFORCEMENT					
PROSECUTION		\$15,000			
VICTIM SERVICES		\$20,000			
DISCRETIONARY		\$20,000			
<b>TOTAL</b>					

7. Allocation categories

For every federal fiscal year from which awards were made during the current reporting period, indicate the number of awards made to subgrantees, and the amounts awarded, to each of the allocation categories. Also indicate the amount(s) allocated for administrative costs during the current reporting period. For discretionary awards, report the number of awards and the specific allocation categories to which the awards were made. Awards from the discretionary category should be included, wherever appropriate, under one of the itemized categories; the discretionary category should be used only to report on awards that cannot be assigned to existing categories. For example, funds awarded for safety audits or program evaluation, to probation, or to fatality review panels would be reported in the discretionary category. The percentage of total amount awarded for each allocation category will be calculated automatically.

**7A. Use of discretionary funds**

For any discretionary awards that could not be assigned to the existing categories of courts, law enforcement, prosecution, or victim services in question 7, describe below how those funds were used. Include award amounts for each of the discretionary awards.

*EXAMPLE: You would report your use of discretionary funds as follows: “specialized sexual assault and domestic violence probation officer, .5 FTE, \$20,000; travel expenses for members of statewide fatality review board, \$2,500; coordinator for safety audit of five communities, .3 FTE, \$15,000.”*

**7B. Use of administrative funds**

If you reported administrative costs in question 7, please provide a detailed description of what those costs were and provide the specific amounts for each. Include all personnel costs, membership dues, association fees, training, travel costs for subgrantee monitoring, etc.

*EXAMPLE: You have reported using \$107,500 for administrative costs during calendar year 2008. These costs included personnel costs, travel, subgrantee training, two new computers, and a database consultant. You would report this as follows:*

*“Personnel: grant administrator, 1 FTE, \$65,000; assistant administrator, .5 FTE, \$25,000; administrative assistant, .25 FTE, \$8,000*

*Travel and tolls: for site visits with subgrantees, \$3,000*

*Training for subgrantees on compliance and reporting (reimbursement for travel): \$2,000*

*Computers and software: \$3,000*

*Consultant: to advise on computer and software purchases, to install and train staff on new database, \$1,500”*

**8A. Culturally specific victim service awards**

For those awards you reported in question 7 that represent the 10 percent set-aside for culturally specific community-based organizations, indicate the numbers of subgrants awarded, the total amount awarded. The percentage of the overall victim service allocation that amount represents will be automatically calculated. Also, indicate on your list of active subgrants (see question 10) which of the victim service awards were made to these organizations.

*EXAMPLE: During calendar year 2008, you awarded nine victim service subgrants that totaled \$300,000; of those, three were made to culturally specific organizations, for a total of \$45,000. All victim service subgrants were made from your FFY 2007 award. You would report this as follows: In the FFY 2007 line, enter “3” under Number of subgrants awarded, and “\$45,000” under Total amount awarded. The percentage “15.00%” will be automatically inserted under Percentage of victim service allocation.*

	<b>Culturally specific victim services awards</b>		
	<b>Number of subgrants awarded</b>	<b>Total amount awarded</b>	<b>Percentage of victim service allocation</b>
FFY 2005			
FFY 2006			
FFY 2007	3	\$45,000	15.00% (auto-inserted)

**8B. Culturally specific victim service awards less than 10%**

If your culturally specific victim service awards do not represent at least 10% of your victim service allocation, please explain why and detail what efforts are being made to increase

representation of culturally specific victim service providers in your subgrantee population.  
(Maximum 2,000 characters.)

9. Allocation of funds by type of victimization

Based on total monies awarded to subgrantees during the current reporting period, provide your best estimate of the percentage of funding awarded to each of the listed types of victimization. The total should equal 100%. Dating violence should be included in domestic violence.

*EXAMPLES: A) You awarded a STOP subgrant to a project to provide training on the dynamics of stalking, including how to investigate and prosecute stalking cases, to law enforcement, prosecutors, and judges. You would count these funds entirely under stalking. B) You awarded a STOP subgrant to a project to improve the coordinated community response to the crimes of sexual assault, domestic violence, and stalking. You would divide these funds in some way that reflects your best understanding of how much emphasis the project will give to each of these victimizations. If you cannot make that determination, you could divide the amount of the subgrant into thirds.*

**Sexual assault** is a continuum of behaviors defined in the Violence Against Women Act as both sexual assaults committed by offenders who are strangers to the victim and sexual assaults committed by offenders who are known to, related by blood or marriage to, or in a dating relationship with the victim. VAWA defines sexual assault as any conduct proscribed as sexual abuse by federal statute. Such proscribed behavior includes knowingly causing another person to engage in a sexual act by using force against that other person or by threatening or placing that other person in fear. It also includes knowingly rendering another person unconscious and engaging in a sexual act with that other person; or administering to another person by force or threat of force, or without the knowledge or permission of that person, a drug, intoxicant, or other similar substance and thereby substantially impairing the ability of that other person to appraise or control conduct and engaging in a sexual act with that other person. Sexual assault also includes knowingly engaging in a sexual act with another person if that other person is incapable of appraising the nature of the conduct; or physically incapable of declining participation in, or communicating unwillingness to engage in that sexual act. Sexual assault also includes knowingly engaging in sexual contact with another person without the other person's permission. Finally, the statute proscribes any attempts to commit any of these acts.

The Violence Against Women Act defines **domestic violence** to include 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 cohabiting with or has cohabited 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 also be understood that domestic 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. This pattern of behavior may include physical or sexual violence, emotional and psychological intimidation, threats, verbal abuse, stalking, isolation, and economic control. Domestic violence includes **dating violence**, which is defined by the Violence Against Women Act as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, where 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.

**Stalking** is defined as 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.

#### 10. Listing of active subgrants

Provide the following information on all subgrants that were active during the current reporting period: subgrant #; date of award; amount of award by allocation category(ies); name of subgrantee agency; contact person, address, telephone number; and subgrant period (beginning and ending dates). Provide the amounts of subgrants by allocation category(ies)—e.g., victim services, law enforcement, courts. If a subgrant addressed more than one allocation category, indicate this by reporting the appropriate portion of the total award focused on each category. Indicate if a victim service subgrant was made to a culturally specific community-based organization. If you wish, you may use Appendix A as a guide for presenting subgrants awarded during the current reporting period and Appendix B as a guide for subgrants awarded prior to the current reporting period.

*EXAMPLE 1: During the calendar year 2008, you had 81 active STOP subgrants, meaning grants under which activities were engaged in during that year. Of those 81 active subgrants, 37 were awarded on October 1 of 2008 and 43 were awarded on October 1 of 2007. You will provide information for the 37 subgrants that were awarded in October 2008, since the calendar year 2008 is your current reporting period, and you will also provide information for the 43 awards you subgranted in 2007 that are still active. You will also include information on an 18-month subgrant that you awarded on October 1 of 2006, since that subgrant remained active through March 31 of 2008.*

*EXAMPLE 2: One of the subgrants you awarded during the current reporting period, in the amount of \$80,000, was awarded jointly to a victim services agency and to a law enforcement agency to address the community response to stalking crimes and to the needs of stalking victims. You would record the information in this way: You will divide the award (e.g., \$40,000 and \$40,000) and report the appropriate amounts, one as a victim services award and one as a law enforcement award.*

#### **All STOP Administrators must answer questions 11-13.**

***Please limit your response to the space provided (20,000 characters).***

#### 11. Report on the status of your STOP implementation plan(s), as of the end of the current reporting period.

Using the implementation plan(s) you submitted to your program specialist as a reference, report on the following as of the end of the reporting period: distribution of funds across law enforcement, prosecution, courts and victims services; the extent to which you were able to support the type of programs identified in your plan(s); whether you achieved equitable distribution of your funds in terms of geographic diversity and the availability of victim services. Describe your successes and challenges and provide any additional explanation you feel is necessary for us to understand what you have or have not accomplished relative to your implementation plan(s). If you have not accomplished objectives that should have been accomplished during the current reporting period, please provide an explanation.

***Please limit your response to the space provided (8,000 characters).***

#### 12. Report on your state or territory's efforts to recognize and address the needs of underserved populations during the current reporting period.

Describe your state or territory's efforts to address the needs of underserved populations during the reporting period. (*Underserved populations are those groups underserved because of geographic location [such as rural isolation], race or ethnicity, or special needs [such as language barriers, disabilities, alienage status, or age], and any other population determined to be underserved by the planning process in consultation with the U.S. Attorney*

*General.)*

13. What do you see as the most significant areas of remaining need in your state or territory, with regard to increasing victim/survivor safety and offender accountability?

What are the most significant areas of remaining need, with regard to increasing victim safety and offender accountability in your state or territory? (*Consider geographic regions, underserved populations, service delivery systems, types of victimization, and challenges and barriers unique to your state or territory.*)

**Questions 14-17 are optional.**

***Please limit your response to the space provided (8,000 characters).***

14. Describe any problems or barriers your state or territory has had in its efforts to allocate the required percentages of funds to the categories of victim services, law enforcement, prosecution, or the courts.

If appropriate, describe any such barriers, what you have done to address these barriers, and any technical assistance needs you have in this area.

15. What has STOP Program funding allowed your state or territory to do that it could not do without this funding?

Describe how STOP Program funding has changed the response to victim/survivors, victim safety, and/or offender accountability. When possible, provide information comparing the situation before and after STOP Program funds.

*EXAMPLE 1: Since we received STOP Program funding in 1995, we have been able to expand services to rural parts of the state. Before we received STOP Program funds, there were few services to victims/survivors in our rural areas. Now, we have rape crisis centers and domestic violence programs in 80% of our counties, and all victims/survivors have access to services within 100 miles.*

*EXAMPLE 2: Since we received STOP Program funds in 1995, the number of offenders convicted of sexual assault each year has increased from 2,050 in 1995 to 4,231 this past year. The percentage of cases in which there are convictions has increased from 25% in 1995 to 65% this past year. We have also increased the number of funded rape crisis centers from 10 to 35, now covering 100% of the counties in our state.*

16. Provide information regarding STOP-funded model projects and/or promising practices that are examples of what has been accomplished with STOP funding in your state or territory.

Describe and identify the funded projects by subgrantee name and the reasons you believe they are exemplary.

17. Provide any additional information that you would like us to know about your STOP Program grant and/or the effectiveness of STOP Program funds.

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 or statewide collaboration; the removal or reduction of barriers and challenges for victim/survivors; promising practices; positive or negative unintended consequences.