

VICTIMS OF CRIME ACT
CRIME VICTIMS ASSISTANCE GRANT PROGRAM

SUBGRANTEE
CUMULATIVE PERFORMANCE REPORT

- Introduction -

The Department of Finance and Administration (DF&A), Office of Intergovernmental Services (IGS), Victim Justice and Assistance (VJA) Program administers federal funds that the State of Arkansas receives under the Victims of Crime Act (VOCA) Crime Victims Assistance Grant Program. The state administrator of these funds is required to report to its grantor how the funds were applied in accordance with the federal regulations and on the impact that the funds had on the state and at the local levels. **Accuracy of the report that the State submits is critical, but this relies on accurate reports being obtained from subgrantees.**

Your organization has accepted federal funds under this grant program; therefore, you have accepted the condition to gather statistics and other information relating to the use and results of these funds. In the pages that follow, you are asked to provide information needed for the state to illustrate work performed using VOCA funds, as well as trends in your geographic area.

You will find that some questions solicit information regarding your organizational activities; however, other parts require you to **report activities directly associated with your VOCA subgrant.** Your VOCA subgrant involves only those activities and services that are directly paid for using VOCA funds, plus those earmarked as matching contributions.

Please carefully read the instructions for each question and answer accurately and honestly, as responses you give will be collectively presented as true and accurate in the State's report to the U.S. Department of Justice. If you have any questions at all, please call the VJA Program Administration for assistance.

*Your time is appreciated,
as is your dedication to the fair treatment of crime victims.*

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- Instructions -

- ❖ This is a cumulative or year-to-date report. Each report you submit should indicate the activities performed by your organization since the project start date.
- ❖ You are given the discretion on when to report the information requested; however, it is advisable that you have a system in place whereby you know whether case information and subgrant project activities have already been included in the statistical compilation. If, during the reporting period, a case is pending (meaning it remains active or unresolved), you should choose whether to report the case now or wait until it is closed.
- ❖ It is not uncommon for a victim to have suffered multiple victimizations. For example, a sexual assault victim may report to you that she suffered a burglary in the past. Only count that victim in a category if services your organization provided were directly related to the crime incident.
- ❖ Victims should be counted only once per crime victimization, unless they fall victim to a second, unrelated crime, and your organization provided services related to that second crime.
- ❖ The figure reported for the organization should include direct crime victim services provided with other varying organizational income/revenue sources, but should exclude VOCA-funded and matching activities and services.
- ❖ The figure reported for the VOCA subgrant project should include direct victim services provided using VOCA funds, including activities you claim as for match.

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SUBGRANTEE
CUMULATIVE PERFORMANCE REPORT

SUBGRANTEE: _____

SUBGRANT # _____ - _____ REPORTING PERIOD: 10/1/____ - _____

1. If your VOCA subgrant funded personnel, or if contributions of other paid personnel were used to meet subgrant matching requirements, please provide the following information for each.

a. _____ Title _____
Employee Name

Check One: _____ Part Time Position _____ Full Time Position

Salary from VOCA Project: \$ _____ Salary Applied Toward Match: \$ _____
Please place an asterisk (*) to indicate the funding source below.

Other Funding Sources for this Position:

_____ \$ _____
_____ \$ _____

b. _____ Title _____
Employee Name

Check One: _____ Part Time Position _____ Full Time Position

Salary from VOCA Project: \$ _____ Salary Applied Toward Match: \$ _____
Please place an asterisk (*) to indicate the funding source below.

Other Funding Sources for this Position:

_____ \$ _____
_____ \$ _____

(Please copy this page if additional space is needed.)

2. **VICTIMS SERVED:**

- a. **Column 1:** How many primary and secondary victims received direct services from your organization, excluding those served through your VOCA subgrant?
- b. **Column 2:** How many primary and secondary victims received direct services from your organization through your VOCA subgrant (i.e. activities paid with VOCA funds or other activities that are being claimed toward your subgrant matching requirement)?

-1- -2-

Victims Served by Organization # Victims Served by VOCA Project

**Crime Victimization
Classification**

Child Physical Abuse is defined as felony and/or misdemeanor crimes of child maltreatment that intentionally, negligently or recklessly inflict bodily harm or endanger the physical well-being of an individual less than eighteen (18) years of age.

Child Sexual Abuse is defined as felony and misdemeanor crimes of child maltreatment that, for the purpose of sexual gratification or arousal, involves behavior or activities that result or attempt to result in sexual contact with or exploitation of an individual who is less than fourteen (14) years of age.

Child sexual abuse can also include such contact or behavior performed under forced circumstances or performed through the coercive behavior of a relative or individual who holds a position of trust or authority over an individual between the ages of fourteen (14) and seventeen (17) years of age.

Child Physical Abuse and Child Sexual Abuse, as defined above, includes victims subjected to multiple forms of maltreatment.

DUI/DWI Crashes is defined as moving violations caused by a person who is under the influence of alcohol or a controlled substance that results in the injury or death of another individual.

Domestic Abuse is defined as felony and/or misdemeanor crimes of physical and/or sexual violence (including threats and attempts) committed against an adult by a current/former spouse of the victim; a person with whom the victim shares a child, or a person with whom the victim has cohabited in the past or present.

Domestic abuse can include other abusive behavior against a person, such as dating violence; however, list these cases separately in the "Other" classification category found at the end of this section.

Children who have witnessed or otherwise indirectly experienced violence in the home are considered secondary victims of domestic abuse.

-1-

-2-

Victims Served # Victims Served
by Organization by VOCA Project

Crime Victimization
Classification

Adult Sexual Assault is defined as felony and/or misdemeanor sexual offenses (including attempts) committed against individuals fourteen (14) years of age and older by forcible compulsion. Adult sexual assault does not include situations that meet the criteria for child sexual abuse as defined above.

Elder Abuse is defined as felony and/or misdemeanor crimes of mistreatment of older persons through physical, sexual or psychological violence, neglect or economic exploitation or fraud.

Adults Molested as Children is defined as individuals eighteen (18) years of age and older who reveal or previously revealed and continues to suffer from childhood sexual abuse.

Survivor of Homicide is defined as a family member or any other person who, because of the relationship, companionship and affection felt toward the primary victim, experiences hardships and suffers as a result of a homicide. Homicide is defined as intentionally, negligently or recklessly causing the death of an individual.

Robbery is defined as the use or the threat to use physical force or a deadly weapon for the purpose of taking the property of another.

Assault is defined as conduct that creates a risk of death or serious physical injury to a person. Assault does not include situations that meet the criteria for child physical abuse and domestic abuse, as defined above.

Battery is defined as physical injury caused to a person. Battery does not include situations that meet the criteria for child abuse and domestic abuse, as defined above.

Other crime classifications not listed above:

_____ + _____ = **TOTAL NUMBER OF VICTIMS SERVED TO DATE**

3. SERVICES PROVIDED:

What services have been provided to primary and secondary victims as a direct result of your VOCA subgrant?

- ❖ The figures reported should indicate individuals who received this service, not the total number of times that the service was provided. If more than one VOCA subgrant employee or volunteer provides the same service, you should still only report the victim in receipt of the service once.
- ❖ Please pay close attention to the activity description provided, to ensure consistency in the state's report.
- ❖ Some activity descriptions contain additional reporting instructions, again to ensure consistent reporting.

**# Victims Served
by VOCA Project**

Direct Service Activity

- _____ ***Crisis Counseling*** refers to in-person crisis intervention, emotional support and guidance provided by advocates, counselors, mental health professionals or peers. This section does not include telephone contacts or services offered through crisis hotlines.
- _____ ***Follow-up*** refers to contacts made to offer emotional support, provide empathetic listening or check on a victim's progress. Contact may be made in-person, by telephone or in writing.
- _____ ***Therapy*** refers to intensive individual and/or group treatment facilitated by a licensed mental health professional for primary and secondary victims coping with crises that arise from the occurrence of a crime. This includes evaluation of mental needs, as well as actual delivery of psychotherapy.
- _____ ***Group Treatment / Support*** refers to self-help and peer support group activities facilitated by an unlicensed advocate.
- _____ ***Shelter / Safe House*** refers to short-term and long-term housing and related support services to primary and secondary crime victims. *Please count only the victims who entered the shelter during the work shift of VOCA-funded or matching personnel.*
- _____ ***In-Person Information and Referral*** refers to face-to-face contacts with victims during which time services and available support were identified. This does not include meetings during which crisis intervention, emotional support and guidance were provided and does not include telephone contacts or services offered through crisis hotlines.
- _____ ***Criminal Justice Advocacy*** refers to support and assistance provided to victims at any stage of the criminal justice process.
- _____ ***Emergency Financial Assistance*** refers to assisting victims with financial hardships as a result of crime. *This section does not include assistance with state compensation claims.*

Victims Served

- _____ *Emergency Legal Advocacy in Chancery Court* refers to legal representation provided by VOCA-paid attorneys and victim assistance provided by advocates while filing petitions for protective orders, dependency/neglect orders and other petitions. *If VOCA federal and/or matching funds supported costs for both an attorney and an advocate, and victims received emergency legal advocacy from the team, the organization should only report each victim once.*

- _____ *Assistance in Filing Compensation Claims* refers to making victims aware of the availability of crime victim compensation through the Arkansas Crime Victims Reparations Board. It may also refer to assisting the victim in completing the required forms and gathering documentation required.

- _____ *Personal Advocacy* refers to assisting victims in securing services from other agencies; intervening with employers, creditors, landlords, and others on behalf of the victim, etc. It also includes accompanying victims to a medical facility and assisting victims with public and private insurance programs.

- _____ *Telephone Contact* refers to office telephone calls made or received by the organization during which victims were made aware of services and available support. This does not include calls during which crisis intervention, emotional support and guidance were provided.

- _____ *Crisis Hotline Services* refers to telephone contacts received by the organization during which time crisis intervention, lay counseling, emotional support, guidance, information and referrals were provided.

- _____ *Safety Measures* refers to physical actions taken to restore a victim's sense of security, such as boarding up broken windows, replacing or repairing locks and other emergency services.

- _____ *Public Presentations* refers to the number of individuals who learned about services and support available through public presentations designed to identify victims performed by VOCA subgrant project staff.

Other direct services not listed above:

4. VICTIM PROFILES:

- a. **Gender:** Please report the total number of victims served through your VOCA project (funded and match) during this reporting period by gender. (The numbers provided below should not reflect the total organization's work.)

<u>Victim Population</u>	<u>Total Primary Victims</u>	<u>Total Secondary Victims</u>
Female	_____	_____
Male	_____	_____
Unknown	_____	_____
TOTAL BY GENDER:	_____	_____

NOTE: The total of these columns should agree with the total reported in the VOCA column in question 2.

- b. **Race/Ethnicity:** Please report the total number of victims served through your VOCA project (funded and match) during this reporting period by race/ethnic background. (The numbers provided below should not reflect the total organization's work.)

<u>Racial/Ethnic Background</u>	<u>Total Primary Victims</u>	<u>Total Secondary Victims</u>
African American	_____	_____
Hispanic /Latino	_____	_____
Indian / Native American	_____	_____
Asian Americans	_____	_____
Pacific Islanders	_____	_____
Caucasian	_____	_____
Other (Identify):		
_____	_____	_____
_____	_____	_____
Unknown	_____	_____
TOTAL BY RACE/ETHNICITY:	_____	_____

NOTE: The total of these columns should agree with the total reported in the VOCA column in question 2.

- c. **Age:** Please report the total number of victims served through your VOCA project (funded and match) during this reporting period by age. (The numbers provided below should not reflect the total organization's work.)

<u>Age</u>	<u>Total Primary Victims</u>	<u>Total Secondary Victims</u>
0 - 12	_____	_____
13 - 17	_____	_____
18 - 25	_____	_____
26 - 40	_____	_____
41 - 60	_____	_____
61 +	_____	_____
Unknown	_____	_____
TOTAL BY AGE:	_____	_____

NOTE: The total of these columns should agree with the total reported in the VOCA column in question 2.

6. a. What was the total number of victims that your organization informed and assisted with compensation claims through the Arkansas Crime Victims Reparations Board during this reporting period?

b. What was the total number of victims that your organization assisted in seeking and/or obtaining an order of protection during this reporting period?

7. a. VOCA requires funding recipients to utilize volunteers in your organization. How many volunteers does your organization currently utilize?

b. If time donated by volunteers was used to meet subgrant matching requirements, identify the total number of volunteers involved and total number of volunteer hours.

Total number of volunteers working on VOCA subgrant project:

Total number of volunteer hours applied toward VOCA subgrant match:

c. Please describe the direct victim services that your volunteers provided within your VOCA subgrant.

The undersigned hereby certifies that all statements, information and disclosures made herein have been reviewed in its entirety and are true and accurate. Furthermore, the undersigned accepts that this certification shall be treated as a material representation of fact upon which reliance will be placed by the State of Arkansas, Department of Finance and Administration.*

Authorized Official

Date

** Please note that the final performance report for this subgrant requires additional information that calls for narrative responses. This certification will apply to those pages, as well.*

→ PLEASE NOTE ←

The following questions need only be submitted along with your final performance report for this subgrant. It is, however, advisable that you be aware that the information will be required so that you may prepare for complete and thorough responses.

8. a. What direct victim services and/or activities did your subgrant set out to provide?

b. Did you accomplish these goals?

In completing this section, please describe the tool(s) you utilized in determining whether your goals were achieved (e.g. pre / post statistical comparison, survey results) and your analysis of the findings. If you find that the outcome of your subgrant fell short of your expectations, please describe what you believe could have changed the ultimate outcome.

9. If your subgrant specifically set out to serve those in any of the following victim populations, please describe what special efforts were made and the impact of your efforts.

- **victims within ethnic, racial and cultural minorities**
- **victims whose primary language is not English**
- **victims living in geographically isolated regions**
- **victims with physical or mental disabilities**
- **elderly victims**

Indicate "N/A" if this question does not apply to your subgrant.

10. VOCA funds also support efforts of state compensation programs throughout the country, so feedback from the field is considered helpful in determining how to reach victims in need.

Please share your experiences and those of your clients with the state compensation process, including what activities you have found to be particularly effective and any suggestions for improvements.

11. VOCA requires a solid dedication on the part of funding recipients to provide and/or participate in coordinated public and private efforts, creating a “seamless” community response to crime victims.

Please provide a complete description of the efforts taken within your community during the project period to coordinate various services for crime victims between nonprofit and governmental organizations.

12. VOCA defines a victim of federal crime as a person who has suffered physical, sexual, financial or emotional harm as a result of the commission of an offense that violates a federal criminal statute or regulation, or a crime that occurred in an area where the federal government has jurisdiction, such as some national parks, federal buildings and military installations.

Please provide a complete description of the efforts taken by your organization to serve victims of federal crime and/or coordinate activities with federal victim services programs.

13. Please describe any emerging issues or notable trends that you have noticed within your community that impact on crime victim services.

14. Please provide examples of how your VOCA subgrant project impacted on the lives of crime victims in your community. Within this section you are encouraged to provide anecdotal information and individual case histories illustrating how your VOCA-funded project assisted crime victims. Letters from crime victims are helpful.

(Please do not reveal any information that would be considered confidential, including victims' identities.)
