

OFFICE OF VICTIM SERVICES
VICTIM ASSISTANCE GRANT PROGRAM
SEMI-ANNUAL PROGRESS REPORT INSTRUCTIONS

I. General

A. Submission of Reports

Agencies receiving OVS grant funds are required to submit one signed original of this report. Faxed reports are acceptable. The report can also be submitted by email. If emailed, the report must be sent by the Project Director that would normally sign the report. It will not be necessary to submit a mailed copy if the report is sent by email.

Certification - The project director must certify by signature and date that the information contained in the report is true (Section H). Note: If the report is sent via email, this certification must be included in the text of the email.

Reports must be submitted on the appropriate due date (thirty-first day of the month following the end of the quarter with exceptions made for holidays and weekends) to:

James Morgan
Program Manager
Office of Victim Services
225 Spring Street, 4th Floor
Wethersfield, CT 06109
Telephone: 860-263-2760
Fax: 860-263-2777
Email: James.Morgan@jud.ct.gov

B. Reporting Guidelines

Questions I through Q (I through L for State projects) should be completed for each report. Questions R and S (M through N for State projects) should be completed for the June report only and should be based on activities for the entire contract period.

Note - Although Questions R and S (M through N for State projects) should be completed only for the final report, review the questions at the beginning of the contract period. It may be necessary to perform evaluation activities and gather data throughout the contract period to respond to these questions.

In any reporting period in which no project activity took place, the progress report must still be filed with OVS. If no project activity took place or no services were provided, state why no activity took place for the report period in Question I.

Provide answers to all questions as requested. Use additional space if necessary. If a response is not applicable, enter N/A or None.

C. Revisions

Requested revisions can be faxed or emailed. Add REVISED, the revision date, and the revision number to the upper right hand corner of all revised progress report documents. Highlight changes made in an alternate color (red or blue) if possible. Revisions must be received within fourteen days of the initial request.

II. Narrative Questions

- I. Project developments - For each report, discuss any developments that have had a significant impact, either positive or negative, on the project during the quarter. This information can be agency-wide (external or internal), not just specific to the project.

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- J. Staffing – For each report, please list staff that started or ended employment in the OVS funded project during the reporting period. Please list the employee name, title, and the start or end date as appropriate. For new staff, please include a copy of the resume with this report. Discuss what impact these staffing changes have had on service delivery during the reporting period.
- K. Anecdotes/case histories - For each report, provide anecdotal information for direct services provided during the report period. The type of victimization, number of primary victims served, and services provided must be clearly indicated. Letters from crime victims are extremely helpful. All identifying information must be deleted from the anecdotes/case histories. Provide two anecdotes that illustrate ways in which project funds have been used to assist crime victims during the report period. This information should be specific to the project.
- L. Collaboration (n/a for State) - For each report, indicate how the project collaborated with other VOCA VA-funded projects during the report period. Use specific case examples to indicate collaborative efforts. Please describe particular cases (case summaries) where collaborative efforts were made with other VOCA VA-funded projects. This information should be specific to the project.
- M. Issues/trends (Question L for State) - For each report, identify any emerging issues or trends impacting victim services in your service area during the report period. Examples of issues include the current economic climate, high-profile celebrity sexual assault cases, passage of laws affecting crime victims, and lack of affordable housing. Examples of trends may include increase in cybercrimes, rise in drug-facilitated sexual assaults, increase in identity thefts, growing diversity in our communities, increase in victims with mental health issues, and increased gang activity. This information can be agency-wide (external or internal), not just specific to the project.
- N. Compensation assistance (n/a for State) - For each report, discuss the major issues, if any, which hinder the VOCA VA-funded project in assisting crime victims in filing for compensation benefits and in understanding the State victim compensation eligibility requirements during the report period. Issues previously expressed in reports include, but were not limited to, length and complexity of application and claim processes, eligibility requirements, certain expenses not covered by victim compensation, potential for re-traumatization/revisiting issues, and unavailability of application in languages other than English, though the instructions have been translated into Spanish. This information can be agency-wide, not just specific to the project.
- O. Coordinated efforts to aid crime victims (n/a for State) - For each report, describe working relationships with partner agencies and ongoing efforts to improve community connections to increase access to services for victims (example: networking, raising awareness, advocacy on behalf of clients, etc.). Partner agencies may include law enforcement, social services, corrections, children and family services, domestic violence coalitions, sexual assault coalitions, prosecutors, multidisciplinary teams, and local task forces. This information can be agency-wide (external or internal), not just specific to the project.
- P. Federal crime victims (n/a for State) - For each report, describe efforts taken to serve federal crime victims. Efforts may include education and outreach to local law enforcement; attendance at conferences that explain federal laws; working with U.S. Attorney's Offices; collaborative services with FBI, military police, federal Marshals and the U.S. Department of Justice; and assistance to victims of a bank robberies,

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interstate/international kidnapping, mail fraud, and internet sex crimes. This information should be specific to the project.

- Q. Notable activities (n/a for State) - For each report, describe any notable activities to improve the delivery of victim services. Examples include training on laws and services provided to crime victims; staff and volunteer certification training; police ride-alongs; availability of project information on agency Web site for victims who use the Internet to reach out for services; outreach to underserved victim populations; updated client satisfaction survey; and distribution of publications that inform the public of victim services. This information should be specific to the project.
- R. Goals and objectives (Question M for State) - For the final report, provide information to indicate progress towards meeting the project's goals and objectives. The number of new victims to be served and goals and objectives are outlined in the project's Scope of Services. Detail how the objectives outlined in the Scope of Services were met, including actual number of victims served, percentages of projections met, and the percentages for the objectives. If projections were not met, please indicate reasons why and any agency efforts to improve results. This information should be specific to the project.

Describe the evaluation efforts used to determine how objectives were met. Please discuss how evaluations were administered, what test instruments or questionnaires were used, and any challenges faced in the evaluation process. Describe how evaluation results will be used for project services. For coalition-based services, describe efforts at the subcontractor and coalition level. Attach a blank copy of a sample tools/instrument used in evaluation efforts.

- S. Referral/recruitment (Question N for State) - For the final report, indicate by percentage the source of referral/recruitment of victims served by the project. The grand total of all percentages should equal one hundred percent. This information should be specific to the project. (Note - If the source does not fit into one of the categories listed, the source must be reported under Other with reference specified.)