

Quarterly Progress Report for The Alliance

- Refer to The Alliance Member Center Reporting Schedule for report/data due dates. If the due date falls on a weekend or holiday, please complete the work by the next business day unless otherwise specified.
- Provide an answer to each question **specific to the period covered and to the particular grant** funding used. There is a description of each grant above their respective questions. Each period should generally **contain new information or a reference to the “continued” work** in a certain area.
- The Alliance uses your narratives to highlight the work accomplished at each member center, which is then conveyed to our funders and the general public. Add as much information as you can, but the quality of your answer is much more important than the length.
- Use complete sentences unless the question permits other formatting options and proofread your responses before sending them in. Use full names on first reference before using acronyms. Remember, a well-written narrative will be more compelling for your reader.
- You must complete each grant section you receive funding for as well as the “General Sexual Assault Crisis Services (SACS) Information” questions. **Answer all questions in each section.** If you are unable to answer a question, explain why in the space provided.
- **Please note:** The Alliance will return incomplete reports or reports that do not follow these guidelines. Returned reports will be expected to be turned around within one business day of receipt. Contact Asia Nhatavong call, Grant Reporting & Data Coordinator (860) 335-2339 or email to asia@endsexualviolencect.org with any questions.

Member Center Name:

Report for Period Ending: September 30 December 30 March 31
June 30

(Check one)

I hereby certify that the information contained in the progress report is based on official records and is, to the best of my knowledge, true.

Report Prepared by:

VOCA

Answer these questions pertaining to VOCA funded staff and volunteers (through VOCA match volunteering) only, unless otherwise specified in the question.

General Use of Funds: Support Advocate positions at member centers that will provide direct services to victims as well as their non-offending family members and friends. VOCA funds are used entirely for direct services in response to victims; including English and Spanish hotlines.

Specific Activities: Assistance filling out Crime Victim Compensation Forms; assistance filling out restraining and protective orders; accompaniment during court procedures; support and assistance in preparing statements that allow victims to describe the overall impact of the crime on their lives and families; explanation of legal process and court updates; provide follow up contact with court personnel related to victims' concerns; short-term individual counseling; provide information on available services; in-person and telephone contacts as well as written communication with victims to provide support and empathetic listening; support, assistance and information/referral in a group setting; assistance in development and implementation of safety plans; support and accompaniment during hospital procedures or police visits; operation of 24/7 telephone services.

1. Describe any earned media coverage events/episodes during the reporting period for the VOCA funded project.

Earned media coverage refers to media attention on radio, print, or TV that has not been purchased (e.g., Public Service Announcements). If an agency/organization holds a press conference and it appears in the local newspaper or is highlighted on TV, the media attention has been "earned" and not paid for.

2. Describe any coordinated responses/services for assisting crime victims during the reporting period.

Briefly describe agency activities for the VOCA funded project that included coordinated responses with other agencies (including other VOCA funded programs) within your service area to aid crime victims during the reporting period.

3. Please describe ways that your agency promoted the coordination of public and private efforts within the community to help crime victims during the reporting period.

Briefly describe any collaborations with other agencies in your service area to offer services to crime victims during the reporting period. Please highlight any new collaborations and efforts that were initiated during the period as well.

4. Using case histories or other descriptions, please discuss ways in which VOCA funds were used to assist crime victims during the reporting period. Please delete any identifying information.

Please include and/or attach anecdotal information for at least two individual case histories illustrating ways in which project funds have been used to assist crime victims during the reporting period. Include different case histories that show the breadth and depth of services your center provides. Only include types of crime that are supported by The Alliance VOCA funds (i.e. not DV).

For example, a good variety of case histories could be:

- 1. A child SA client who receives counseling through a collaboration with a school*
- 2. An adult survivor who receives counseling, attends a support group, and receives help with applying for victim comp*
- 3. An adult survivor who was referred for legal assistance and has been accompanied to the police station*

Each case history should be between one and two small paragraphs (minimum 5 sentences). Please provide as much pertinent detail as possible, while still providing anonymity to the client.

5. Please describe agency efforts to serve victims of federal crimes during the reporting period.

*Please discuss any protocols, working agreements, or collaborative efforts in place with federal agencies to provide services to victims of federal crimes. Include a case example of actual services, if appropriate. **If your agency does not regularly work with federal victims of crime and has not provided services to one in the past quarter, please indicate what level of services would be provided if you were to serve a victim of a federal crime.***

6. Please identify any emerging issues or notable trends affecting crime victim services in your service area during the reporting period.

*Please identify any issues noted in the agency's service area during the reporting period that could impact services (new populations, new service needs, cutbacks in services, etc.). **These do not have to be specific to the VOCA project or the agency.***

a. Issues:

a. Trends:

7. Please discuss some of the challenges your victim assistance program faced during the course of the reporting period.

Please discuss any project-specific issues that impacted services, clients, etc., for the VOCA funded project during the report period. General agency issues should be addressed in question 6.

8. Please identify staff that started or ended employment in the VOCA funded project during the reporting period.

*Please list the employee name, title, and the start or end date as appropriate. **For new staff, include a copy of the resume with this report.** Discuss what impact these staffing changes have had on service delivery during the reporting period.*

a. Staffing changes information:

Employee Name	Full Title	Start Date	End Date

a. Impact staffing changes have had on service delivery during the reporting period:

9. Briefly outline any staffing retention issues that your victim assistance program had during the reporting period and why these issues may have occurred (e.g., high turnover due to insufficient salary, insufficient benefits, heavy workload, etc).

Please discuss any issues that may be impacting the ability of your agency to retain staff for the VOCA funded project.

10. Please describe some of the services that victims needed but you could not provide. What were the challenges that prevented you from providing these services?

Please discuss any services that victims need/have requested but could not be provided by the VOCA funded project. Challenges to providing these services can include issues such as funding, staffing levels, space needs, etc.

11. Please list the number of requests for services that were unmet during the reporting period because of organizational capacity issues. Include a brief explanation for the reason.

This question is for active VOCA clients that need to be referred to another agency for a service. Reasons can include “your agency does not provide the service requested”; “is at service capacity and the client needs the service immediately”; etc. Do not count individuals who call the agency and are referred elsewhere without receiving any project services.

13. Number of surveys distributed during the reporting period.

This includes those distributed by hand, mail, or other methods. The number should reflect the surveys that are distributed to VOCA clients. If your agency does not distinguish VOCA clients from other agency clients in its surveys, then report the total number of surveys sent out for the period, and make a note on the report that the number reflects total agency surveys.

14. Number of surveys completed during the reporting period.

The number should reflect the surveys that were completed by VOCA clients. If your agency does not distinguish VOCA clients from other agency clients in its surveys, then report the total number of surveys completed for the period, and make a note on the report that the number reflects total agency surveys.

SASP

Answer these questions pertaining to SASP funded staff and volunteers (through SASP match volunteering) only, unless otherwise specified in the question.

General Use of Funds: Partner with at least one Community based, culturally specific organization(s) with the goal of increasing access for underserved victims of sexual assault to the services they need in addition to providing services to all sexual assault victims. Sexual assault crisis centers will identify and explore opportunities to develop procedures, protocols, and best practices by utilizing first-hand community expertise in serving each target population. Each center has identified local organizations that maintain a strong presence in the community and provide enhanced exposure for sexual assault crisis services. SASP funds will allow centers to provide free, confidential, culturally competent services, including advocacy and accompaniment within police, hospital, and court systems to members of underserved communities. The criteria for success will be based upon an increase in the number of victims in the target population who have received services and positive client feedback.

Specific Activities: Provide linguistically-appropriate and culturally-competent materials distributed, and outreach activities to the target population; provide services in locations that are comfortable and convenient for historically underserved victims of sexual assault; collaboration with other service organizations through involvement in many statewide and local meetings, workgroups, and taskforces; facilitate meetings, cross-training sessions, and technical assistance as needed to promote appropriate response to victims of sexual assault who are members of underserved populations by to partner organizations. One measure will be partnerships established and maintained with culturally-specific organizations.

Please briefly answer the following summary questions:

- a. Project Summary:
- b. Collaborative Organization (if applicable):
- c. Project Target Audience/Population:
- d. Primary Objective:

1. Briefly summarize project activities for this quarter. Please include any relevant supporting statistical information.

Summary should include updates on activities, strategies and sub-contracts. Please indicate the status of the “deliverables” and/or work products. Include Statistics wherever applicable (with the expectation that you include at least three statistical values - examples could be total SASP victims served, total new SASP victims served, number of various services provided to SASP victims).

2. Were your SASP Program funds used to fund staff positions during the current reporting period? Is the project fully staffed? Has there been any staff turnover or key changes in the project team?

- a. Name and Titles of any SASP funded positions:
- b. Is the project fully staffed?
- c. List any staff turnover in the table:

Full Name	Position Title	Start Date	End Date

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a. Describe any key changes to SASP funded staffing:

3. Were your SASP Program funds used to develop, substantially revise, or distribute informational materials regarding services provided by the funded organization during the current reporting period?

(Report the number of materials developed, substantially revised, or distributed with SASP Program funds during the current reporting period that describe or promote the services provided by the funded organization. Do not report materials or products designed to train professionals or educate victims about the dynamics of sexual assault or other issues related to sexual assault.)

Fill out the following items for each material developed or distributed. Note, the number developed should usually be “one”.

Type:

Location:

Number Developed/Revised:

Title(s)/topic(s):

Intended Audience(s):

Number used/distributed:

Other Languages:

Type:

Location:

Number Developed/Revised:

Title(s)/topic(s):

Intended Audience(s):

Number used/distributed:

Other Languages:

4. Are there any areas where new approaches or strategies are being considered and/or implemented that are different from the original scope that was planned for the project? If so, please explain.

5. Discuss any developments that have positively or negatively affected the project's activities?

a. Positive:

a. Negative:

6. What do you see as the most significant areas of remaining need, with regard to improving services to victims/survivors of sexual assault, increasing victims/survivors safety, and enhancing community response (including offender accountability for sex offenders)?

(Consider geographic regions, underserved populations, service delivery systems, and challenges and barriers unique to your jurisdiction.)

7. What has SASP Program funding allowed you to do that you could not do prior to receiving this funding?

(e.g., expand services to include criminal justice advocacy; expand coordination and cross referrals with sexual assault agencies in your community)

SASP Budgetary and Financial Questions:

8. At what stage are you in relation to the timeline that you provided on your grant proposal?

9. Do you anticipate that grant funds will be fully obligated or expended within the grant period?
If not, please explain.



10. Are there any changes that are needed to continue the progress of the project for this quarter?
If so, which of the following would apply:

- Change of scope services, objectives, or strategies
- Update in timeline or change in grant period
- New deliverables or work products
- Amendment to a budget line-item

11. Are there any changes needed to the SASP budget (must be made within contract timeline)
that would include the following:

- Funds moved between budget categories (Personnel, Travel/Mileage, Equipment, and Consulting, Supplies, Facilities and Other).
- A new budget line item not included in the original budget.
- A new category for funds that was not included in the original budget.

12. Were SASP funds used this quarter to conduct a training event? If yes, please provide the following.

- Identify the purpose of the training, event location, and dates
- Provide the Trainers titles and information
- Attach a list of training participants, training agenda, and sample of training materials

13. Were SASP funds used this quarter to attend a training event or seminar? If yes, please provide the following.

- Identify the location and provide agenda or training announcement
- Attach list of training participants supported by the grant fund

- Attach copies of travel receipts and invoices (ground transportation, air travel, hotel, mileage, and meals)

SAVA

Answer these questions pertaining to SAVA funded staff and volunteers (through SAVA match volunteering) only, unless otherwise specified in the question.

General Use of Funds: The Alliance to End Sexual Violence will continue to provide coordinated, comprehensive, culturally-appropriate Sexual Violence Victim Advocate Services through: the toll-free, statewide, Spanish hotline; subcontracting with six rape crisis centers in Connecticut's largest urban areas for the employment of bilingual/bicultural Spanish-speaking advocates; ongoing development of relationships with local and statewide organizations that serve victims of violence, including college-aged students, refugee and immigrant women, and other diverse populations; identification of the needs of victims, including unserved/underserved populations; and activities to increase community awareness of available services.

Specific Activities: Distribute linguistically-appropriate and culturally-competent informational materials statewide, including available services, victims' rights brochures, personal safety tips for teens, and court process information. Specifically, the bilingual and bicultural advocates foster relationships with community organizations such as religious organizations, health fairs, youth programs, and other groups which target the designated underserved populations. The Bilingual/Bicultural Victim Advocates (at six member centers throughout Connecticut) will provide comprehensive victim services to Spanish-speaking victims of sexual assault/abuse. These services include, but are not limited to, 24-hour hotline response, crisis intervention, information and referral, short-term counseling, and support groups. In addition, advocacy and accompaniment through police, hospital, and court systems is provided.

1. Briefly summarize project activities for this quarter. Please include any relevant supporting statistical information.

Summary should include updates on activities, strategies and sub-contracts. Please indicate the status of the "deliverables" and/or work products. Include Statistics wherever applicable (with the expectation that you include at least three statistical values - examples could be total SAVA victims served, total new SAVA victims served, number of various services provided to SAVA victims).

2. Were your SAVA Program funds used to fund staff positions during the current reporting period? Is the project fully staffed? Has there been any staff turnover or key changes in the project team?

- a. Name and Titles of any SAVA funded positions:
- b. Is the project fully staffed?
- c. List any staff turnover in the table:

Full Name	Position Title	Start Date	End Date

- a. Describe any key changes to SAVA funded staffing:

3. Were your SAVA Program funds used to develop, substantially revise, or distribute informational materials regarding services provided by the funded organization during the current reporting period?

(Report the number of materials developed, substantially revised, or distributed with SASP Program funds during the current reporting period that describe or promote the services provided by the funded organization. Do not report materials or products designed to train professionals or educate victims about the dynamics of sexual assault or other issues related to sexual assault.)

Fill out the following items for each material developed or distributed. Note, the number developed should usually be “one”.

Type:

Location:

Number Developed/Revised:

Title(s)/topic(s):

Intended Audience(s):

Number used/distributed:

Other Languages:

Type:

Location:

Number Developed/Revised:

Title(s)/topic(s):

Intended Audience(s):

Number used/distributed:

Other Languages:

4. Are there any areas where new approaches or strategies are being considered and/or implemented that are different from the original scope that was planned for the project? If so, please explain.

5. Discuss any developments that have positively or negatively affected the project's activities?

a. Positive:

a. Negative:

6. What do you see as the most significant areas of remaining need, with regard to improving services to victims/survivors of sexual assault, increasing victims/survivors safety, and enhancing community response (including offender accountability for sex offenders)?

(Consider geographic regions, underserved populations, service delivery systems, and challenges and barriers unique to your jurisdiction.)

7. What has SAVA Program funding allowed you to do that you could not do prior to receiving this funding?

(e.g., expand coordination and cross-referrals with victim/survivor services, or track data on arrests and prosecutions)

SAVA Budgetary and Financial Questions:

8. At what stage are you in relation to the timeline that you provided on your grant proposal?

9. Do you anticipate that grant funds will be fully obligated or expended within the grant period? If not, please explain.



10. Are there any changes that are needed to continue the progress of the project for this quarter? If so, which of the following would apply:

- Change of scope services, objectives, or strategies
- Update in timeline or change in grant period
- New deliverables or work products
- Amendment to a budget line-item

11. Are there any changes needed to the SAVA budget (within the budget contract timeline) that would include the following:

- Funds moved between budget categories (Personnel, Travel/Mileage, Equipment, and Consulting, Supplies, Facilities and Other).
- A new budget line item not included in the original budget.
- A new category for funds that was not included in the original budget.

12. Were SAVA funds used this quarter to conduct a training event? If yes, please provide the following.

- Identify the purpose of the training, event location, and dates
- Provide the Trainers titles and information
- Attach a list of training participants, training agenda, and sample of training materials

13. Were SAVA funds used this quarter to attend a training event or seminar? If yes, please provide the following.

- Identify the location and provide agenda or training announcement
- Attach list of training participants supported by the grant fund
- Attach copies of travel receipts and invoices (ground transportation, air travel, hotel, mileage, and meals)

General SACS Information

1. Provide any additional information that you would like us to know about your Center and/or services. Please include any activities/accomplishments that you are especially proud of in this reporting period. If possible, indicate from what funding stream you were able to accomplish these activities.

2. Describe developments or activities pertaining to the Agency Long-Range Plan Objectives provided in the Continuing Funding Application Package. (Specifically identify progress taken toward reaching agency objectives in addressing individual client needs and improving culturally appropriate services. Describe measurement status, strategy efficiency, and resource effectiveness relevant to reaching those goals.)

3. Were there any victims who requested the following services but did not receive them during this quarter:

- a. Crisis counseling (within 20 minutes)
- b. Hospital accompaniment (immediate response)
- c. Referrals (referral information provided within 3 days)
- d. Individual counseling (appointment given within 3 days)
- e. Group counseling (appointment given within 30 days)?

If yes to any of the above please explain why.

4. Provide any additional information that you would like us to know about the data submitted.