FY 2018
Performance Report Instructions
For
Sexual Assault Prevention and Crisis Services (SAPCS)
Program Grant to a State Sexual Assault Coalition

I.   General Instructions

The Performance Report form is to be used to report only the activities funded by the Sexual Assault Prevention and Crisis Services (SAPCS) Program Grant to a State Sexual Assault Coalition. The purpose of these grant funds is to work on a statewide level in Texas supporting the following three areas:

1.   Prevention of sexual violence and improving services to sexual assault victims;
2.   Outreach and training programs; and
3.   Technical assistance to and support of youth and rape crisis centers working to prevent sexual violence.

Throughout the report there are areas that have been pre-filled by the OAG. Email your grant manager directly to discuss necessary changes to this information.

Entering Data for 1st Quarter Reporting (Green Tab)

To enter your first quarter data, click on the 1st Quarter tab located on the bottom left of the Microsoft Excel Spreadsheet. The 1st Quarter tab will only allow reporting of first quarter data and narratives. Only enter the first quarter data on this tab. The second, third, and fourth quarters are on separate tabs.

Entering Data for 2nd Quarter Reporting (Yellow Tab)

To enter your second quarter data, click on the 2nd Quarter tab located on the bottom left of the Microsoft Excel Spreadsheet. The 2nd Quarter tab will allow you to enter the second quarter data and narratives. Only enter the second quarter data on this tab. The first, third, and fourth quarters on separate tabs.

Entering Data for 3rd Quarter Reporting (Orange Tab)

To enter your third quarter data, click on the 3rd Quarter tab located on the bottom left of the Microsoft Excel Spreadsheet. The 3rd Quarter tab allows you to enter the third quarter data and narratives. Only enter the third quarter data on this tab. The first, second, and fourth quarters are on separate tabs.

Entering Data for 4th Quarter Reporting (Red Tab)

To enter your fourth quarter data, click on the 4th Quarter tab located on the bottom left of the Microsoft Excel Spreadsheet. The 4th Quarter tab allows you to enter the fourth quarter data and narratives. Only enter the fourth quarter data on this tab. The first, second, and third quarters are on separate tabs.

<u>Year-To-Date (YTD) Reporting (Purple Tab)</u>

This tab is solely for the internal use of OAG Grants Staff in order to track Year-To-Date totals and assess target percentage completion. This tab is locked and grantees **SHOULD NOT** attempt to enter/change data on this tab. If you believe any information on this tab is incorrect or should be changed, contact your grant manager.

Instructions for submission:

- Use the performance report you received from your grant manager to record quarterly activities and submit to the OAG mailbox. Do not copy or make changes to the performance report as this may change formulas and/or formatting in the document. *If you receive a revised performance at any time during the grant year from your grant manager, remember to use the revised report to gather and submit quarterly activities for the remainder of the grant year.* If you have any questions, contact your grant manger.

- The performance report must be submitted electronically no later than the 30th day of each month following the end of the quarter (Section 4.21 of the Grantee Contract). For FY 2018, quarterly statistical reports are due on or before:
  - o 1st Quarter – December 30, 2017
  - o 2nd Quarter – March 30, 2018
  - o 3rd Quarter – June 30, 2018
  - o 4th Quarter – September 30, 2018

- The following must appear in the subject line of the email: your grant type: Program Grant to a State Sexual Assault Coalition, your grant number and the reporting period (example subject line: "Program Grant to a State Sexual Assault Coalition, #18880000, 1st Quarter Performance Report".

- Email the report to OAG-Grants@oag.texas.gov

- Questions regarding the contract and the performance report should be directed to your grant manager.

II. How to Report

Statistical data should be reported by each month of the quarter. Where there are required targets, data will be auto-calculated to show cumulative quarterly performance levels and year-to-date totals.

Section 1. Agency Information
This section reflects information submitted on your application and has been pre-filled by the OAG. To update the Authorized Official information – the Governing Body must submit a request on letterhead with an original signature. Changes to the Grant Contact must be made by the Authorized Official – this change can be via email, fax, or on letterhead. For all other changes submit a request via email to your grant manager. *Please note that the person listed as "Person to Contact for Corrections" can be the same person listed as the Grant Contact, or can be a different person, but should reflect the person who actually works on the Performance Reports, and will receive and send the Performance Report revisions. The cell is open for you to enter the correct or updated information, including this person's current Phone and Email information.*

Section 2. Pass Through Funded Activities

Sub-Section 2.1 Allocation of Resources for Activities
Enter the percentage (estimated) of the agency's total Program Grant to a State Sexual Assault Coalition budget that was spent on each of the listed activities. Quarterly percentages must total 100%. Note: There are data entry sections in the body of the performance reports that correspond to each activity listed. If your organization enters resources for an activity under Section 2, the corresponding data must be entered in the appropriate section in the body of the performance report.

Section 3. Training on Sexual Assault Issues

Trainings-Report the number of Professional Trainings held, which include both in-person and webinar.

Participants – Report the number of individuals who received Training by grant funded staff. If a presentation is counted for SAPCS Program Grant to a Statewide Organization it may not be counted for another funding source.

There are different ways to estimate the number participants in an in-person training presentation. Below are a few different examples that each involve a different method of calculating the number of training participants.

> *Example 1*: Count the number of chairs in the room where the presentation is given before the presentation starts. You count 200 chairs. Ask a friend to count the number of

empty chairs during the middle of the presentation. If your friend counts 30 empty chairs, then report 200-30= 170 training participants.

Example 2: The training event is held in the high school gymnasium for the 10th grade. Ask the person who keeps daily attendance records to let you know how many 10th graders were absent the day of the training presentation (45) as well as the number of students in the 10th grade (500). Subtract the number of absent 10th graders the day of your training presentation from the number of students enrolled in the 10th grade. 500-45 = 455 training participants.

Example 3: Count the number of handouts you brought with you to the training presentation (750). Have a friend pass one out to each person as they enter the door of the facility where the training presentation is held. At the end of the presentation, count the number of handouts your friend has left (237). Subtract the number of handouts you have remaining after the training event from the number you brought with you. 750-247=513 outreach participants.

Example 4: Ask someone who knows the maximum occupancy of persons allowed by the fire code to fit in to the event space. If their answer is 5,000 and the room looks half empty, estimate 2,500 training participants. 5,000/2 = 2,500 training participants.

Sub-Section 3.2 Training Narrative
Provide details on the training conducted with grant funds and other audiences trained.

Section 4. Materials Developed and Distributed

Sub-Section 4.1 Materials Developed
For this section, enter the following information:
- Legal Advocate Manual: Enter the total number of legal advocate manuals developed
- Survivor Booklet, Legal Charts, Legal Brochures, Fact Sheets: Enter the total number of Survivor Booklet, Legal Charts, Legal Brochures, Fact Sheets developed.
- Articles and Blogs: Enter the total number of legal Articles and Blogs developed.
- Press Releases: Enter the total number of press releases developed.
- Other Materials Developed: Enter the total number of other materials developed.
- In the narrative space, detail other materials developed.

Sub-Section 4.2 Materials Distributed
For this section, enter the following information:
- Legal Advocate Manual: Enter the total number of legal advocate manuals distributed.
- Survivor Booklet, Legal Charts, Legal Brochures, Fact Sheets: Enter the total number of Survivor Booklet, Legal Charts, Legal Brochures, Fact Sheets distributed.
- Articles and Blogs: Enter the total number of Articles and Blogs distributed.

- Press Releases: Enter the total number of press releases distributed.
- Other Materials Developed: Enter the total number of other materials distributed.
- In the narrative space, list types of organizations to which materials were distributed.

Section 5. Technical Assistance/Consultation
For this section enter the following information:
- Number of all technical assistance/consultation instances: Enter the total number of technical assistance/consultation instances for the time period, this includes in-person and telephone.
- In the narrative space, list groups provided with technical assistance/consultation.

Sub-Section 5.1
For the reporting period, list types of groups provided with technical assistance/consultation.

Sub-Section 5.2
For the reporting period, list training topics provided with technical assistance/consultation.

Section 6.   Other Grant Related Activities

Sub-Section 6.1 Public Policy Task Force Activities
For the reporting period, describe activities related to the Public Policy Task Force.

Sub-Section 6.2 Work Groups, Advisory Groups, and Task Forces
For the reporting period, describe activities related to work groups, advisory groups, and task forces. Identify type of groups and assistance provided. Do not include information already reported in Section 5.1. This may include describing work towards building a network of attorneys willing to take on pro bono civil cases for sexual assault survivors.

Section 7. Additional Grant Funded Activities
Provide details on any grant funded activities reported for "Other" in Section 2.1, but not captured previously in the report.

Section 8. Grant Narratives

Sub-Section 8.1 Challenges You Encountered During the Reporting Period
Explain issues which made it difficult or challenging for the organization to meet its goals, objectives, and targets. Also include any actions the organization took or plans to take to overcome these challenges.

Sub-Section 8.2 Successes During the Reporting Period

Describe successes the organization had with regards to meeting its goals, objectives, and targets.

Sub-Section 8.3 Program Impact Narrative

For each reporting period, describe how grant related activities impacted sexual assault programs, and/or other groups.

Section 9. Data Verification

The Grant Contact or Authorized Official must review and approve the accuracy of the data in the Performance Report before submitting it to the OAG. By initialing and dating, the Grant Contact or Authorized official attests that the data and information contained in this report is true and accurate to the best of their knowledge and understanding. The report will not be accepted as complete without this data verification.