

**FY 2018
Performance Report Instructions
For
Sexual Assault Service Program Grant**

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I. General Instructions

The Performance Report Form is to be used to report only the activities funded by the Sexual Assault Service Program Grant. Throughout the report there are areas that have been pre-filled by the OAG such as targets for performance measures. Email your grant manager directly to discuss necessary changes to this information.

Performance Report Format

The FY 2018 Sexual Assault Service Program Grant Performance Report Excel document has five color coded tabs: one tab for each reporting quarter, and a Year-To-Date (YTD) total tab.

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 First Quarter Tab will only allow reporting of first quarter data and narratives. Only enter the first quarter data on this tab. 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 Second 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 Quarter data sections are 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 Third 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 Quarter data sections 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 Fourth 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 Quarter data sections are on separate tabs.

Year-To-Date (YTD) Reporting (Purple Tab)

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:
 - 1st Quarter – December 30, 2017
 - 2nd Quarter – March 30, 2018
 - 3rd Quarter – June 30, 2018
 - 4th Quarter – September 30, 2018
- The following must appear in the subject line of the email: your grant type-Sexual Assault Service Program Grant, your grant number and the reporting period (example subject line: “Sexual Assault Service Program Grant #1880000, 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. Sexual Assault Service Program Grant Funded Activities

Sub-Section 2.1 Allocation of Resources for Activities

Enter the percentage (estimated) of the agency’s total Sexual Assault Service Program Grant 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.

Additionally, rows 16-20 are open for the grantee to provide additional activities (not previously listed) and allocation break-downs funded by the Sexual Assault Service Program Grant

Sub-Section 2.2 Description of Activities for Agency Entered Information

For every entry in Sub-Section 2.1 entered by grantee (row 24) provide a comprehensive description of those activities.

Section 3. Grant Activities

Sub-Section 3.1 Victim Related Outreach

This section is for Outreach provided to individuals outside your organization. This section also contains approved targets which have been pre-filled by the OAG. Outreach is victim related, and for the purposes of this grant’s performance report, includes public

speeches and information booths conducted for the purpose of generally informing the public about sexual assault related topics and available victim services.

Total Number of Public Speeches – Report the number of victim related public speeches given by grant funded staff.

Total Number of Participants – Report the number of individuals who attended the victim related public speeches by grant funded staff reported in Total Number of Public Speeches.

There are different ways to estimate the number participants for public speeches. Below are a few different examples that each involve a different method of calculating the number of outreach 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 $200-30= 170$ outreach participants.

Example 2: The outreach 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 outreach 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 outreach presentation from the number of students enrolled in the 10th grade. $500-45 = 455$ outreach participants.

Example 3: Count the number of handouts you brought with you to the outreach presentation (750). Have a friend pass one out to each person as they enter the door of the facility where the outreach 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 outreach event from the number you brought with you. $750-237=513$ 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 outreach participants. $5,000/2 = 2,500$ outreach participants.

Informational Booths – Report the number of Informational Booths in which grant funded staff participate.

Total Attendees at Informational Booths – Enter the number of attendees at the booth. The Report will automatically calculate 25% of the attendees at the booth to be counted.

Sub-Section 3.2 Victim Related Training

This section is for training provided to individuals outside your organization. This section also contains approved targets which have been pre-filled by the OAG. Training is victim related, and designed to increase knowledge on sexual assault related topics, impact the skills of individuals interacting with victims, including victim service training, or to improve the overall response to sexual assault.

Total External Training Sessions – Report the total number of victim related training sessions held by grant funded staff during the month.

Total External Training Participants – Report the number of individuals who received victim related Training by grant funded staff.

Sub-Section 3.3 Prevention Activities

Primary Prevention of Sexual Violence – population-based and/or environmental and system-level strategies, policies and actions that prevent sexual assault and/or sexual violence from initially occurring.

- Primary prevention efforts work to modify and/or entirely eliminate the event, conditions, situations, or exposure to risk factors associated with the initiation of violence and subsequent injuries, disabilities, and deaths.
- Prevention efforts seek to identify and enhance protective factors that may prevent violence not only in at-risk populations, but also in the community at-large.

Report the total number of primary prevention presentations and participants, events and activities for each month using Sexual Assault Services Program Grant Funds Only. Do NOT report on activities already reported in SAPCS-Federal and SAPCS-State performance reports.

Sub-Section 3.4 Training to Rape Crisis Centers

- Number of Individuals Trained: Report the total number of individuals trained at Rape Crisis Centers.
- Number of Organizations participating in Training: Report the total number of organizations that participated in training at Rape Crisis Centers.
- Number of Training Sessions: Report the total number of training sessions conducted at Rape Crisis Centers.

Sub-Section 3.5 Technical Assistance

Report the number of times Technical Assistance was provided during the reporting period.

Sub-Section 3.5a Technical Assistance Topics

Enter an "X" for each of the below Technical Assistance Topics covered during the reporting period

- Technical Assistance Instances to Sexual Assault Program
- Media Technical Assistance to Rape Crisis Centers
- Human Trafficking Certificates Issued

Sub-Section 3.6 Informational Materials (Development and Distribution)

Distribution:

- Advocate Manual: Report the number of Advocate Manuals distributed to sexual assault programs and interested individuals.
- Community Marketing Guide: Report the number of Community Marketing Guides distributed to sexual assault programs and interested individuals.
- Fact Sheets: Report the number of Fact Sheets distributed to sexual assault programs and interested individuals.
- Inmate Safety Brochure: Report the number of Inmate Safety brochures distributed to sexual assault programs and interested individuals.
- Newsletters (TAASA): Report the number of TAASA newsletters distributed to sexual assault programs and interested individuals.
- STAR Curricula: Report the number of STAR Curricula distributed to sexual assault programs and interested individuals.
- Downloaded Website Materials: Report the number of downloaded materials from the TAASA website.
- Sexual Assault Brochures: Report the number of Sexual Assault brochures distributed to sexual assault programs and interested individuals.
- Survivor Booklets: Report the number of Survivor Booklets distributed to sexual assault programs and interested individuals.
- Other Manuals: Report the number of other types of manuals distributed to sexual assault programs and interested individuals.

Development:

- Cultural Awareness Certification Self Study Packets: Report the number of Cultural Awareness Certification Self Study Packets developed.
- Webinar: Report the number of Webinar trainings developed.
- Other Materials Developed: Report the number of other materials developed.

Section 4. General Information

Sub-Section 4.1 Successes During the Reporting Period

Use this section to describe any successes you had with regard to meeting your goals, objectives, and targets.

Sub-Section 4.2 Challenges You Encountered During the Reporting Period

Use this section to explain any issues that made it difficult or challenging for you to meet your goals, objectives, and targets. This might include difficulties in hiring staff, purchasing equipment, etc. Also include any actions you took to overcome these challenges.

Sub-Section 4.3 Program Impact Narratives

This is qualitative information that can be conveyed to those interested in knowing what impact the program is having on victims and their families.

Use this section to include at least one narrative per quarter about a client who staff on the grant helped, or services your agency provided with Sexual Assault Services Program Grant funds that made a difference in someone's life. You can also include stories about ways in which your program is making a difference in the community such as changes in policies, protocols, cooperation and/or awareness.

Do not use more space than is provided. These summaries are instrumental in demonstrating the importance of grant-funded services provided to victims to aid in their recovery.

Also, mail or email copies of any letters from victims or newspaper clippings about your program that you would like to share with the OAG. (Be sure to include your contract number on any documents sent.)

Sub-Section 4.4 Key Personnel

Describe any changes in key personnel that may have occurred during the reporting period.

Sub-Section 4.5 Positions Left Vacant

If applicable, explain any grant-funded positions left vacant for more than three months, and what is being done to fill the position.

Section 5. 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. One of these two individuals must type her or his initials and the date the report was reviewed to indicate the appropriate review was completed.