

**Family Violence Prevention and Services Administration (FVPSA)
State Grant Performance Report Instructions
State Grant Report**

This section is found on “Cover Page (continued)” of the SF-PPR form

	Statewide Information	Note: Information on FVPSA grants/funds awarded should include any funds awarded by the state during the federal fiscal year reporting period. For example, during the past federal fiscal year (Oct- Sep), the State made awards to subgrantees in July. The State should report on the grants and funds awarded in July and any other funds awarded during the federal fiscal year reporting period. The State’s aggregate report of services provided by FVPSA subgrantees should include all services/grant activities that occurred throughout the federal fiscal year reporting period (Oct – Sep).
4.	Reporting Period	Federal Fiscal Year – October 1 – September 30. For example, the report submitted December 2009 will include activities conducted by programs during the Federal Fiscal Year, October 1, 2008 through September 30, 2009. These activities may have been funded through the FY 2007 or FY 2008 FVPSA award.
FV-SP-01	Total Amount of FVPSA Funds Awarded	Report the total amount of grant awards made to domestic violence programs (sub-grantees) during the reporting period.
FV-SP-02	Total Amount of State Administrative Costs	Report the total amount of grant funds used to support State cost for the administration of FVPSA funding.
FV-SP-03	Total # Subgrants	Report the number of grant awards made to programs (sub-grantees) during the reporting period.
FV-SP-04	# Shelter Programs Funded with Residential Facilities	For grants awarded during the Federal Fiscal Year – October 1 – September 30; report the number of programs with on-site residential facilities for emergency housing for domestic violence victims.
FV-SP-05	# Non-Residential Domestic Violence Programs Funded	This number should include programs with no shelter facility, but which may coordinate emergency housing for victims through hotels/motels and safe homes.
		Attachment B – Subgrantee Information
4.	Reporting Period	Federal Fiscal Year – October 1 – September 30. For example, the report submitted December 2009 will include activities conducted by programs during the Federal Fiscal Year, October 1, 2008 through September 30, 2009. These activities may have been funded through the FY 2007 or FY 2008 FVPSA award.
FV-SP-103	Total Domestic Violence Program Budget	Total annual budget for domestic violence program at the time of FVPSA grant application including services not funded by FVPSA.
FV-SP-104	FVPSA Grant Amount	List total amount of FVPSA grant provided in reporting period.
FV-SP-105	Number of Shelter Facilities	This number should include programs with on-site residential facilities for emergency housing for domestic violence victims.

FV-SP-106	Non-Residential Service Sites	This number should include programs with no shelter facility, but which may coordinate emergency housing for victims through hotels/motels and safe homes.
FV-SP-107	Volunteers	Count number of individuals from all areas, including programmatic (e.g. advocacy, transportation) and administrative services (e.g. board members, data entry.)
FV-SP-108	Volunteer Hours	Count total time rounded to nearest hour.
109-113	Performance Narrative Questions	<p><i>For services supported in whole or in part by your FVPSA grant, provide examples or summaries of your program accomplishments and challenges in these areas:</i></p> <p>FV-SP-109. Share a story about a client, service, community or statewide initiative.</p> <p>FV-SP-110. What does your FVPSA grant allow you to do that you wouldn't be able to do without this funding?</p> <p>FV-SP-111. Describe, if applicable, any efforts to meet the unique needs of underserved populations in your community, including populations underserved because of ethnic, racial, cultural or language diversity or geographic isolation. Describe any ongoing challenges.</p> <p>FV-SP-112. Describe significant prevention and outreach activities during the program year.</p> <p>FV-SP-113. (Optional) Provide any additional information that you would like us to know about your FVPSA-supported domestic violence program and its effectiveness, the unmet needs of victims in your community and what would be required to meet them, or service trends that are emerging in your community.</p>
Sec. A	People Served (Unduplicated Count)	Attachment D - Activity Results
FV-A-100	Residential	Number of new domestic violence victims/survivors seen for the first time during this reporting period, counted once regardless of the number of times victim may be served during the fiscal year. <i>Count should be within program only and not unduplicated across programs statewide.</i> Number should include unduplicated counts for both residential and non-residential services. Clients who received shelter (residential services) should be counted in this category of people served <i>only</i> .
FV-A-200	Non-Residential	Clients who received <i>only</i> non-residential services should be counted in this category. Specify the numbers who were women, men and children under the age of 18. Exclude clients served only by Batterer Intervention Programs (they are counted in Sec. E). <i>Count should be within program only and not unduplicated across programs statewide.</i>

FV-A-100/200	Youth IPV Victim	Where youth under the age of 18 identified as victims of intimate partner violence (IPV), count in subset "Youth IPV victims." For example, a program served 100 children & youth, 8 identified as IPV victims. Report as Children & Youth – 100; Youth IPV Victim – 8.
	Demographics	For unduplicated clients reported. Exclude clients served only by Batterer Intervention Programs.
FV-A-300	Race/Ethnicity	Black or African American; American Indian & Alaska Native; Asian; Hispanic or Latino; Native Hawaiian & Other Pacific Islander; White; Unknown/Other. Clients may self-identify in more than one category; therefore, total number may exceed number of unduplicated clients.
FV-A-400	Gender	Female; Male; Not Specified
FV-A-500	Age	0 – 17; 18 – 24; 25 – 59; 60+; Unknown
Sec. B	Residential Services	
FV-B-100	Shelter nights	Shelter includes onsite shelter managed by the domestic violence program, program-sponsored hotel rooms, and safe houses – residences of volunteers who offer their private homes for short-term crisis situations, or other temporary housing that your program arranges. Include victims of domestic violence and their dependents only. A night should be counted for each person that arrives and is provided a shelter bed. Count the # of people housed multiplied by the # nights. For example, a victim/survivor and her 3 children stay in the shelter or safe house for 5 nights – 4 people x 5 nights = 20 shelter nights.
FV-B-200	Unmet requests for shelter	Unmet requests for shelter due to program being at capacity. Count the adult victims of domestic violence only. This count should not include individuals who were not served because their needs were inappropriate for the services of your program, e.g. homelessness not related to domestic violence. Count the total number of times requests for shelter were declined.
Sec. C	Related Services & Assistance for Adults	
FV-C-100	Crisis/Hotline Calls	Calls received on any agency line that relate to an individual or family in need of some kind of service. Count all calls including repeat callers and calls from third parties. Do not count: donations; general information about program or violence issues unrelated to a specific individual or family; calls from the media; etc.

	Supportive Counseling & Advocacy	
FV-C-200	Individual	<p>Supportive services provided to adults which extend beyond a brief, isolated contact; e.g. crisis intervention, safety planning, individual counseling, peer counseling, educational services, legal advocacy, personal advocacy, housing advocacy, medical advocacy, information/referral, transportation, home visits, etc. Count total number of hours and/or service contacts provided regardless of length. A contact could be a brief advocacy session in shelter or several hours to accompany a survivor to court. Do not count brief encounters such as distribution of tokens, supplies, toiletries, etc.</p> <p>For programs using time increments, report total hours in "Number of Hours" column provided.</p> <p>For programs that count service contacts/occurrences, enter total service contacts in "Number of Service Contacts" column provided.</p> <p>If both are collected, please enter both numbers.</p>
FV-C-201	Group	<p>Supportive services to adult victims in a group setting such as victims' support group. Total number of hours and/or sessions for each individual in attendance. E.g. 5 hour long support groups with 10 individuals at each = 50 service contacts and/or 50 hours.</p>
Section D	Related Services & Assistance for Children	
	Supportive Counseling/Advocacy for Children & Youth	
FV-D-100	Individual	<p>Supportive services provided to children which extend beyond a brief, isolated contact, e.g. crisis intervention, safety planning, individual counseling, peer counseling, educational services. Children include anyone under the age of 18, unless legally emancipated. Count total number of hours and/or service contacts.</p>
FV-D-101	Group	<p>Supportive services provided to children in a group setting, such as child-witness support groups. Total number of sessions for each individual in attendance, e.g. 4 hour long support groups with 8 individuals at each = 32 service contacts and/or 32 hours.</p>
	Activities for Children & Youth	
FV-D-200	Individual	<p>All activities that fall outside of child advocacy including unplanned/unstructured contacts such as mentoring opportunities. Count total number of hours and/or service contacts.</p>
FV-D-201	Group	<p>All activities that fall outside of child advocacy including recreational activities, child care, etc. Count total number of hours and/or service contacts. For example, a 3-hour field trip for 4 children = 4 service contacts and/or 12 hours.</p>

Sec. E	Batterer Intervention Services	
FV-E-100	Individual	<p>Provision of individual sessions based on a specific model of intervention i.e. programs designed to address accountability for abusive behavior; including re-education programs for those who abuse their intimate partners.</p> <p><i>Report only if these services are funded by FVPSA.</i></p> <p>Count total number of hours and/or service contacts provided. Count the number of unduplicated individuals served within the reporting period.</p>
FV-E-101	Group	<p>Provision of group sessions based on a specific model of intervention for those who abuse their intimate partners.</p> <p><i>Report only if these services are funded by FVPSA.</i></p> <p>Total number of sessions for each individual in attendance. E.g. 5 hour long support groups with 10 individuals at each = 50 service contacts and/or 50 hours.</p>
Sec. F	Community Education & Public Awareness	
FV-F-100	Adults/General Population	<p>All presentations of information or trainings about domestic violence and/or services related to victims of domestic violence and their children, such as training for health professionals. Include all presentations for a mixed-age audience.</p> <p>Count the total number of training and community education presentations.</p> <p>Count the total number of individuals attending.</p>
FV-F-101	Youth Targeted	<p>Presentations that are specifically targeted for audiences of children or youth, such as school-based prevention programs, should be counted under the Youth section.</p> <p>Count the total number of training and community education presentations.</p> <p>Count the total number of individuals attending.</p>
FV-F-200	Community Awareness Activities	<p>All domestic violence-focused information forums where domestic violence information is distributed and an exact count of audience can not be obtained, such as: press conferences; booths at health fairs; etc. Count the number of such activities. Use the narrative questions to describe any events of particular significance.</p>
Sec. G	Service Outcome Data	
G-101 - 105		<p>Describe Resource Outcome and Safety Outcome. For each program area from which you collected outcome data, indicate how many surveys were completed and how many YES responses you received to each of the outcome questions.</p>