



VAWA STOP

Reporting Requirements

September 21, 2022

Presented by:
Daun Brown, VAWA Planner

STOP Reporting Requirements

VAWA “Annual” Progress Report

- These reports are project specific.
- Due within 30 days of the end of the reporting period.
- Information is collected for the calendar year for the specific time period of that specific project.

- Grant Period: 10/1/21 – 9/30/22
 - Reporting Period #1: 10/1/21 – 12/31/21 (3 months)
 - Report Due: 1/30/22
 - Reporting Period #2: 1/1/22 – 9/30/22 (9 months)
 - Report Due: 10/30/22

- STOP Subgrantee Report Instructions are available on GCC website at <http://www.ncdps.gov/gccforms>

Accessing the STOP Report

- Click on the VAWA Report
- Save the Report to your Computer
- Complete Electronically and Submit Report via GEMS
 - Do NOT use a MAC computer to complete this report



- Project Overview
- Attachments
- Notice of Implementation
- Reimbursements
- Budget Adjustments
- Non Budgetary Adjustment
- Project Progress Report
- VAWA Reports**

VAWA Reports

| Report Name | Due Date | Submitted On | Status |
|--|------------|--------------|-----------------|
| 2020 VAWA Annual Progress Report (01/01/2020 - 12/31/2020) | 01/31/2021 | 01/14/2021 | Reviewed by GCC |
| 2021 VAWA Annual Progress Report (01/01/2021 - 12/31/2021) | 10/30/2021 | | |

This form must be completed every calendar year for each VAWA Grant. Click on the link below to open the report. After you have completed and validated the report, you must save and upload your report.

- [VAWA Report](#)
- [Reporting Instructions](#)



Completing the STOP Report

Section A: General Information

Covers general information about your organization.

Reminder:

- Reporting Period is not full calendar year. It is your project's performance period for that calendar year.
(ex: 10/1/21 – 12/31/21)
- Subgrant Number = Project ID (PROJXXXXXX)
- Positions Funded should be in FTE (VAWA MEI FTE Resource)
<https://www.vawamei.org/tools-resource/e-learning-video-whats-an-fte/>

SECTION A1

GENERAL INFORMATION
Grant Information
All grantees must complete this subsection.

OMB Clearance #1122-0003
Expiration Date:

1. Date of report [] [] [] [] [] [] (format date with 6 digits – 01/31/17)

2. Current reporting period January 1 - December 31, [] [] [] [] (Year)

3. Subgrantee name _____

4. Subgrant number(s) for each subgrant award under which activities were supported during the current reporting period
(List the numbers for all subgrants supporting activities engaged in during the current reporting period.)

[] [] []
[] [] []
[] [] []

5. Type of funded organization
(Check the one answer that best describes the organization receiving the STOP Program subgrant.)

Community-based organization
 Court
 Government agency (Department of Human Services, Bureau of Health)
 Law enforcement
 Legal services organization
 Probation, parole, or other correctional agency
 Prosecution
 State coalition (domestic violence)
 State coalition (dual – domestic violence/sexual assault)
 State coalition (sexual assault)
 Tribal coalition
 Tribal government
 Tribal sexual assault and/or domestic violence program
 Unit of local government
 University/school
 Victim services (domestic violence)
 Victim services (dual – domestic violence/sexual assault)
 Victim services (sexual assault)
 Other (specify): _____

5a. Is this a faith-based organization?
 Yes No

5b. Is this a culturally-specific community-based organization?
 Yes No

STOP Program Annual Progress Report • 1 • Office on Violence Against Women

Completing the STOP Report

Section B: Purpose Areas

Indicate which of the Statutory Purpose Area(s) that you selected for your application.

OMB Clearance #1122-0003
Expiration Date:

SECTION B

PURPOSE AREAS
All subgrantees must complete this section.

10. Statutory purpose areas
(Check all purpose areas that apply to activities supported with STOP Program funds during the current reporting period.)

| Check all that apply | Purpose areas |
|--------------------------|--|
| <input type="checkbox"/> | Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including crimes of domestic violence, dating violence, sexual assault, and stalking, including the appropriate use of nonimmigrant status under subparagraphs (U) and (T) of section 1010(a)(15) of the Immigration and Nationality Act (8 U.S.C. 1101(a)). |
| <input type="checkbox"/> | Specialized units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking. |
| <input type="checkbox"/> | Police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault and stalking as well as the appropriate treatment of victims. |
| <input type="checkbox"/> | Data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying, classifying, and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking. |
| <input type="checkbox"/> | Victim services and legal assistance programs, including sexual assault, domestic violence, dating violence, and stalking programs; delivery of victim services to underserved populations; specialized domestic violence court advocates in courts where a significant number of protection orders are granted; and increased reporting and reduced attrition rates for cases involving violent crimes against women, including crimes of domestic violence, dating violence, sexual assault, and stalking. |

Completing the STOP Report


Section C: Function Areas

| | | |
|---------|-----------|---|
| SECTION | C1 | FUNCTION AREAS Training |
| SECTION | C2 | Education |
| SECTION | C3 | Coordinated Community Response All subgrantees must complete this subsection. |
| SECTION | C4 | Policies and Legislation |
| SECTION | C5 | Products |
| SECTION | C6 | Data Collection and Communication Systems |
| SECTION | C7 | Specialized Units |

If a section does not apply to your funded project, click on the 'No' response and skip to the next question.

Completing the STOP Report

Section D: Victim Services/Legal Services



SECTION D **VICTIM SERVICES/LEGAL SERVICES**

Were your STOP Program funds used to provide victim services?
Check yes if STOP Program-funded staff provided victim services or if STOP Program funds were used to support victim services during the current reporting period. Report all victims served and victim services provided with STOP Program funds, whether by a victim services agency or victim services within law enforcement, prosecution, or the court system in this section. Report criminal justice activities, such as 911 calls, cases investigated, and cases prosecuted, in Section E only.

Yes—answer questions 29-42
 No—skip to Section E



Chrome PDF Viewer

Report the following, to the best of your ability, as an unduplicated count for each category during the current reporting period. This means that each victim/survivor who was seeking or who received services during the current reporting period should be counted only once in that reporting period. You can report victims/survivors in each reporting period that they request services.

Victims/survivors are those against whom the sexual assault, domestic violence, dating violence, or stalking was directed. Some victims/survivors may have experienced more than one type of

OK

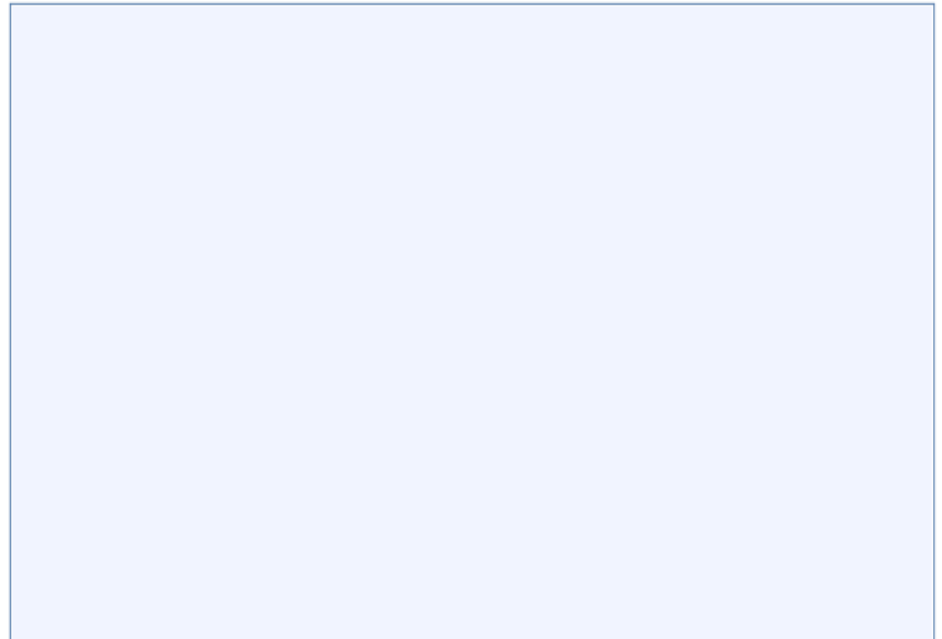
Completing the STOP Report

Section E: Criminal Justice System

- Law Enforcement
- Prosecution
- Courts
- Probation and Parole
- Batterer Intervention Program

65. (Optional) Additional information

(Use the space below to discuss the effectiveness of probation activities funded or supported by your STOP Program subgrant and to provide any additional information you would like to share about those activities beyond what you have provided in the data above. An example might include a decrease in caseload and higher number of contacts with offenders as a result of funding a specialized domestic violence probation officer.) (Maximum 2000 characters)



Completing the STOP Report

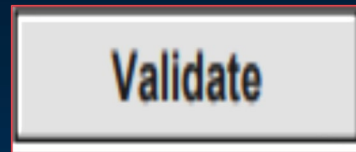
Section F: Narrative

- All subrecipients must answer questions 69 and 70.
- Subrecipients using funds to implement the Crystal Judson Domestic Violence Protocols must answer question 71.
- Questions 72 and 73 are optional.

Completing the STOP Report

Validating the Report

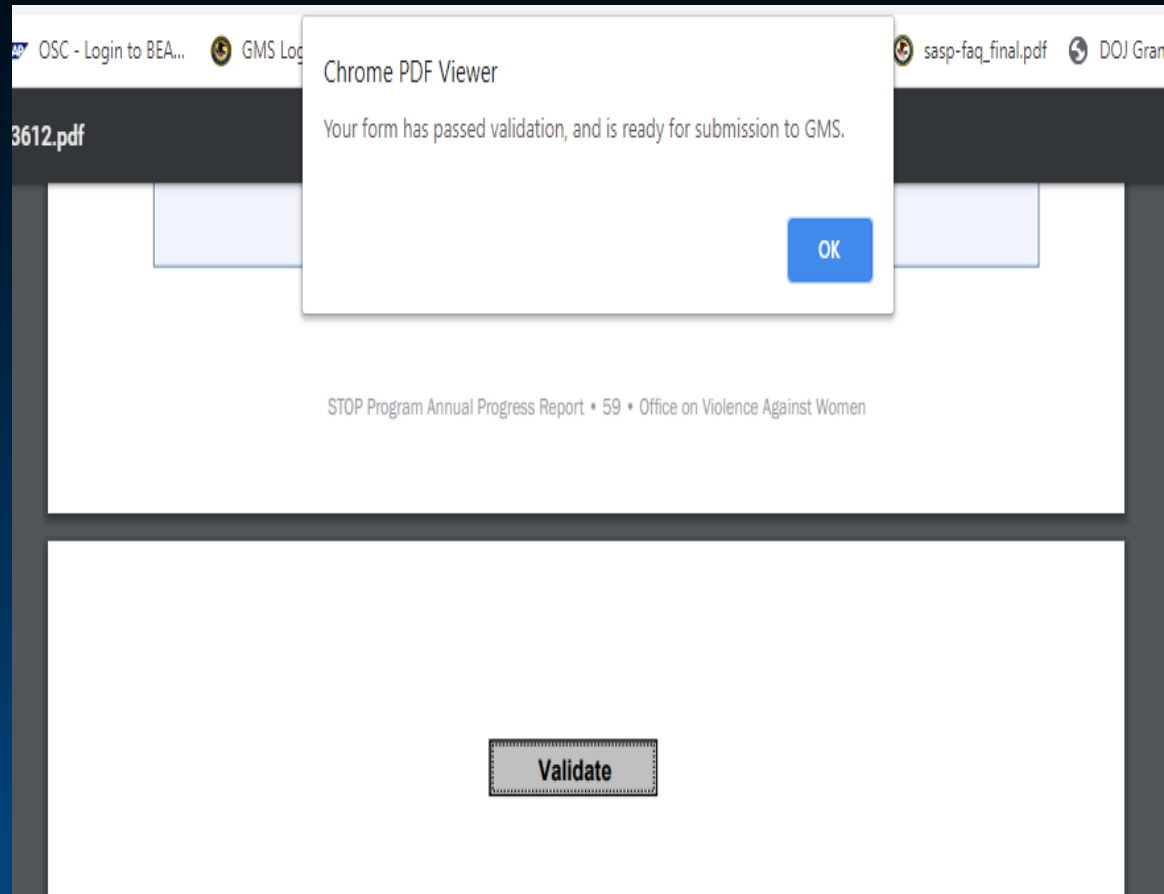
Once you have completed the STOP Report, Save, then validate the report!



Completing the STOP Report

Ensure that the report validates, by clicking on the validate button.

If you do not get the message that the form has passed validation, you will need to correct the errors in the report.



Submitting the STOP Report

Project Overview

Attachments

Notice of Implementation

Reimbursements

Budget Adjustments

Non Budgetary Adjustment

Project Progress Report

VAWA Reports

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VAWA Reports

| Report Name | Due Date | Submitted On | Status |
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2021 VAWA Annual Progress Report (01/01/2021 - 12/31/2021)

File *

Choose File...

Browse

SAVE ATTACHMENT

1

4

3

STOP Progress Report Requirements

- Each STOP project must upload a separate report in GEMS.
- Reports must be completed electronically.
- Handwritten, scanned, incomplete and/or blank reports = Agency Hold in GEMS.
- Information and data submitted should reflect the project's grant funded activities completed during the specified time frame of the calendar year.
- Keep a copy of all STOP reports for a minimum of 3 years.

Importance of STOP Reports

- Data is utilized by the Office on Violence Against Women to demonstrate the effectiveness of VAWA funding nationwide.
- OVW utilizes the data submitted to support continued funding to the State.
- The State utilizes data as a tool to guide funding priorities.

STOP Report Resources at VAWA MEI

<https://www.vawamei.org/grant-program/stop-formula-grant-program/>

- STOP Subgrantee Progress Reporting Form
- STOP Formula Subgrantee Reporting Form Instructions
- STOP Formula Subgrantee Training Video
- E-Learning Video: What's an FTE?
- STOP Formula FTE Calculator
- Crafting Narratives

QUESTIONS?



Reporting Questions

Contact:

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