# OFFICE FOR VICTIMS OF CRIME
# FELLOWSHIP GRANT PROGRAMS
# PERFORMANCE MEASURES

This document contains the performance measures and instructions for the Office for Victims of Crime's (OVC's) fellowship grant programs.

## GOALS AND OBJECTIVES

The Department of Justice is committed to advancing work that promotes civil rights, increases access to justice, supports crime victims, protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

OVC works to enhance the Nation's capacity to assist crime victims and to provide leadership in changing attitudes, policies, and practices in ways that will promote justice and healing for all victims. The OVC fellows work collaboratively to support the victim services field and uphold the OVC mission.

### Structure of the Questionnaire

This questionnaire is divided into five topic areas in addition to grant activity and the narrative questions. All OVC fellows must provide a response for every question in each of the topic areas. The performance measures in this document contain short reporting instructions for guidance.

The question numbers used in this document have been added for ease of use; they do not correspond directly to questions in the Justice Grants system (JustGrants).

### Roles and Responsibilities for Completion

OVC expects that agencies will assign a point of contact to gather and report performance data. This includes subgrantees, if applicable. Agency points of contact should work with other staff as needed to gather and report the required information when it is due.

### Reporting Periods

Performance measures data and responses to the narrative questions are currently reported quarterly in JustGrants. Reporting on these measures should occur directly in JustGrants.

If you have any questions about the performance measures, email the OVC Performance Measurement Helpdesk at ovcpmt@usdoj.gov or call toll free at 844−884−2503.

The table below outlines the reporting periods and submission deadlines.

| Reporting Period | Submission Period | Deadline | What is Due? |
|---|---|---|---|
| October 1−December 31 | January 1−30 | January 30 | Quarterly report and narrative reporting questions |
| January 1−March 31 | April 1−30 | April 30 | Quarterly report and narrative reporting questions |
| April 1−June 30 | July 1−30 | July 30 | Quarterly report and narrative reporting questions |
| July 1−September 30 | October 1−30 | October 30 | Quarterly report and narrative reporting questions |

## GRANT ACTIVITY

1. Is this the last reporting period during which the award will have data to report?

   A. Yes
   B. No

2. Was there grant activity during the reporting period?
   *Instruction: There is grant activity when the grantee has obligated, expended, or drawn down grant funds to implement objectives proposed in the OVC-approved grant application. An answer of Yes in a reporting system indicates the program is operational and that answer should remain the same until the grant closes out.*

   A. Yes
   B. No (If No, explain why there was no grant activity during the reporting period)

## TRAINING

These questions ask about training activities that occurred during the reporting period that were funded as part of your grant. Training differs from technical assistance in that it is usually intended for multiple audience types and is not customized for a single group.

3. Does your fellowship program conduct training activities?

   A. Yes
   B. No (If No, skip to the next section)

4. Were training activities conducted during the reporting period?

   A. Yes
   B. No (If No, skip to the next section)

5. Number of trainings conducted during the reporting period.

6. Number of participants who attended or completed trainings during the reporting period.
   *Instruction: Report the total number of participants who attended grant-funded training hosted by you or your agency/organization. Report the aggregated total as a whole number. All zero (0) entries must represent a true value of zero.*

7. Select the types of participants who completed training during the reporting period.
   *Instruction: Report the types of participants who attended grant-funded training hosted by you or your agency/organization. Report each type of participant who attended or completed training. Grantees may select more than one type of participant, if applicable. If you select Other, explain.*

   - Victim service/social service providers (including housing/shelter)
   - Victim advocates
   - Legal service providers
   - Courts and prosecutors (including probation, etc.)
   - Law enforcement (federal, state, local, tribal, and task forces)
   - Medical professionals/healthcare providers (including vision and dental)
   - Mental health providers
   - Substance abuse treatment providers
   - Educators/Youth service providers
   - Community-based organizations (including faith-based organizations)
   - Community members
   - Government officials
   - Embassies or consulates

- Businesses (including financial institutions, civic/business community, and trade/professional affiliations)
- Media outlets
- Immigrant/Ethnic service providers
- Labor rights/union organizations
- Researchers or academics
- Other (explain)

8. Provide additional details, including the location, content, and audience, related to training topics or activities during the reporting period.

## TECHNICAL ASSISTANCE

These questions ask about grant-funded technical assistance activities that occurred during the reporting period. Technical assistance differs from training in that it is usually customized for the needs of a particular group providing victim services.

9. Does your fellowship program provide technical assistance?

   A. Yes
   B. No (If No, skip to the next section)

10. Was technical assistance conducted during the reporting period?

    A. Yes
    B. No (If No, skip to the next section)

11. Number of technical assistance requests received during the reporting period.

12. Number of technical assistance requests completed during the reporting period.

13. Number of participants who received technical assistance during the reporting period.

14. Provide additional details, including the location, content, and audience, related to technical assistance topics or activities during the reporting period.

## COMMUNITY/FIELD-SPECIFIC OUTREACH

These questions ask about the community (general public) or field-specific outreach/public awareness activities conducted during the reporting period.

15. Does your fellowship program conduct community or field-specific outreach/public awareness activities?

    A. Yes
    B. No (If No, skip to the next section)

16. Were outreach/public awareness activities conducted during the reporting period?

    A. Yes
    B. No (If No, skip to the next section)

17. **Number of outreach/public awareness activities developed or enhanced during the reporting period.**
    *Instructions: Report the number of outreach/public awareness activities that were developed or enhanced during the reporting period. Only report developments or enhancements that are fully completed. Do not include efforts that are still being developed or revised.*

18. **Number of outreach/public awareness activities completed during the reporting period.**
    *Instructions: Report the number of outreach/public awareness activities that were completed, by the type of activity.*

| Type of outreach/public awareness activities | Number of outreach/public awareness activities completed during the reporting period |
|---|---|
| Attended community meetings or events | |
| Hosted community meetings or events | |
| Distributed newsletters, emails, or other bulletins to the community or field | |
| Conducted activities on social media (e.g., Facebook, Twitter) | |
| Conducted outreach to vulnerable communities | |
| Conducted outreach to field-specific communities or contacts | |
| Other | |
| If Other, explain | text |

19. **Number of technology products developed or enhanced during the reporting period.**
    *Instructions: Report the number of web-based products that were developed or enhanced during the reporting period. Only report developments or enhancements that are fully completed. Do not include efforts that are still being developed or revised.*

20. **Number of technology products disseminated during the reporting period.**
    *Instructions: Report the number of technology products that were disseminated, by the type of activity.*

| Type of technology products | Number of technology products disseminated during the reporting period |
|---|---|
| Telephone hotline | |
| Text message service | |
| Instant message, chat service | |
| Website | |
| Mobile app | |
| Cybersecurity/Safety technology | |
| Reporting/Data management capacity (not public facing) | |
| Other | |
| If Other, explain | text |

21. **Provide additional details about any presentation or outreach material developed, enhanced, or disseminated, including the location, content, and audience, as applicable.**

22. **List and describe the feedback received from OVC, grantees, and/or the field detailing the impact of the presentation or outreach material developed from your fellowship.**

## COLLABORATION INITIATIVES AND REPORTS

These questions ask about internal and external initiatives (i.e., speeches, reports, stakeholder meetings, forums, conferences) that provide subject matter expertise and/or present information on OVC's efforts to expand its mission, foster collaboration, and ultimately improve circumstances for victims of crime.

23. Does your fellowship program conduct collaborative initiative activities (i.e., speeches, reports, meetings, forums, conferences, etc.)?

    A. Yes
    B. No (If No, skip to the next section)

24. Were collaborative initiative activities conducted during the reporting period?

    A. Yes
    B. No (If No, skip to the next section)

25. Number of internal stakeholder meetings, forums, conferences, and international briefings attended for the purpose of providing subject matter expertise and/or presenting information on OVC's efforts during the reporting period.

26. Number of external stakeholder meetings, forums, conferences, and international briefings attended for the purpose of providing subject matter expertise and/or presenting information on OVC's efforts during the reporting period.

27. Number of speeches, articles, or reports on topics related to the fellowship that were completed/disseminated during the reporting period.

28. Provide additional details about any report, presentation, or other material developed, enhanced, or disseminated, including the location, content, and audience, as applicable.

29. Describe the value of your product, assessment, presentation, or material developed from your fellowship to OVC, grantees, and/or the field.

30. List and describe the feedback received from OVC, grantees, and/or the field detailing the impact of the product, assessment, presentation, or material developed from your fellowship.

## RECOMMENDATIONS DEVELOPED OR SHARED WITH THE OFFICE FOR VICTIMS OF CRIME

Report the total number of recommendations by topic area. Topic areas include communication within OVC and with stakeholders as well as systems or policies. Note: The sum of 31a and 31b should equal the total in question 31.

31. Total number of recommendations provided to OVC management during the reporting period.

    A. Number of recommendations provided to OVC management to enhance communication within OVC or with stakeholders.
    B. Number of recommendations provided to OVC management to improve system or policies.

32. Provide additional details, including location, content, and audience, related to the recommendations provided to OVC during the reporting period.

## NARRATIVE REPORTING QUESTIONS

The data provided when answering these questions corresponds to a separate section of the report from the quantitative performance measures.

1. Describe the status of each goal and objective from your OVC approved grant award.

2. Describe any problems, delays, or adverse conditions that you encountered, if any, that affected your ability to reach your goals or objectives.

3. Is there any technical assistance that OVC can provide to address any problems, delays, or adverse conditions identified?

   A. Yes
   B. If Yes, explain
   C. No

4. Are you on track to fiscally and programmatically complete your program on time and within the budget specified in your grant application?

   A. Yes
   B. No
   C. If No, explain

5. Describe any significant developments related to your project during the reporting period that you did not share above. These may be factors internal to your organization or external related to your larger community/the Nation that positively or negatively affected your project implementation.

6. What progress on goals and objectives is anticipated for the next 6 months, or less if your grant is scheduled to end prior to the next reporting period?

7. Will your agency be able to sustain the program efforts after federal funding under this award has ended?

   A. Yes, we will likely be able to sustain the efforts and have other sources of funding in place
   B. Yes, we hope to sustain the efforts but are still working to identify funding
   C. No, we will be unable to sustain program efforts
   D. We are unsure at this time

8. Is the federal award shared with other entities (i.e., subgrantees) to implement grant-approved activities? If so, identify any subgrantees who implemented grant-approved activities during the reporting period in the space below and provide a summary of their activities.