

The Performance Report should include the following data elements as well as narrative examples of success stories about the services that were provided to victims and their dependents. Please note that section 303(a)(4) of the Family Violence Prevention and Services Act (FVPSA) also requires that the federal director of the FVPSA program suspend funding for an approved application if an applicant fails to submit an annual Performance Report. The Performance Report should include the following data elements:

1. *Funding*—The total amount of the FVPSA grant funds awarded; the percentage of funding used for shelters, and the percentage of funding used for related services and assistance.

2. *Shelters*—The total number of shelters and shelter programs (safe homes/motels, etc.) assisted by FVPSA program funding.

- The number of women sheltered.
- The number of shelters and safe houses in the State.
- The number of young children sheltered (birth–12 years of age).
- The number of teenagers and young adults (13–21 years of age).
- The number of men.
- The number of the elderly.
- The average length of stay.
- The number of women, children, teens, and others referred to other shelters.

3. *Types of individuals served including special populations.* Record information by numbers and percentages against the total population served. Individuals and special populations served should include:

- Racial identification.
- Cultural classification.
- Language (other than English).
- Women of color.
- And other special needs populations.

4. *Related services and assistance.* List the types of related services and assistance provided to victims and their family members by indicating the number of women, children, and men that have received services. Services and assistance may include but are not limited to the following:

- Individual counseling,
- Group counseling,
- Marital Counseling,
- Crisis intervention/hotline,
- Information and referral,
- Batterers support services,
- Legal advocacy services,
- Transportation,
- Services to teenagers,
- Child care,
- Training and technical assistance,
- Housing advocacy,
- Other innovative program activities.

5. *Volunteers*—List the total number of volunteers and hours worked.

6. *Identified Abuse*—Indicate the number of women, children, and men who were identified as victims of physical, sexual, and emotional abuse.

7. *Service referrals*—List the number of women, children, and men referred for the following services: (**Note:** If the individual was identified as a batterer please indicate).

- Alcohol abuse,
- Drug abuse,
- Batterer intervention services,
- Abuse as a child,
- Witnessed abuse,
- Emergency medical intervention,
- Law enforcement intervention.

8. The performance report should include narratives of success stories about services provided and the positive impact on the lives of children and families. Examples may include the following:

- An explanation of the activities carried out including an assessment of the major activities supported by the family violence funds, what particular priorities within the State, tribe, or tribal organization were addressed, and what special emphases were placed on these activities;

- A description of the specific services and facilities that your agency funded, contracted with, or otherwise used in the implementation of your program (e.g., shelters, safehouses, related assistance, programs for batterers);

- An assessment of the effectiveness of the direct service activities contemplated in the application;

- A description of how the needs of under-served populations, including populations under-served because of ethnic, racial, cultural, language diversity, or geographic isolation were addressed, and

- A description and assessment of the prevention activities supported during the program year, e.g., community education events, and public awareness efforts.

Performance reports for the States are due on an annual basis on December 29. Performance reports for tribes and tribal organizations are due on an annual basis on September 28 of each year.

#### *D. Reporting Requirements: Deadlines for Program and Financial Reports*

All State grantees are reminded that the annual Program Reports and annual Financial Status Reports (Standard Form 269) are due 90 days after the end of each Federal fiscal year, i.e., reports are due on December 28 of each year.

All tribal program reports and annual financial status reports are due 90 days

after the end of the expenditure period, i.e., September 29 of each year.

### **Part IV. Application Requirements for States**

#### *A. Eligibility: States*

“States” as defined in section 309(6) of the Act are eligible to apply for funds. The term “State” means each of the several States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, the Commonwealth of the Northern Mariana Islands.

In the past, Guam, the Virgin Islands and the Commonwealth of the Northern Mariana Islands have applied for funds as a part of their consolidated grant under the Social Services Block grant (the Republic of Palau has applied for funds through the Community Services Block Grant). These jurisdictions need not submit an application under this Program Announcement if they choose to have their allotment included as part of a consolidated grant application.

#### *B. Approval/Disapproval of a State's Application*

The Secretary will approve any application that meets the requirements of the Act and this announcement and will not disapprove any such application except after reasonable notice of the Secretary's intention to disapprove has been provided to the applicant and after a six-month period providing an opportunity for the applicant to correct any deficiencies.

The notice of intention to disapprove will be provided to the applicant within 45 days of the date of the application.

#### *C. Content of the State Application*

The State's application must be signed by the Chief Executive of the State or the Chief Program Official designated as responsible for the administration of the Act.

All applications must contain the following information or documents:

(1) The name of the State agency, the name of the Chief Program Official designated as responsible for the administration of funds under this Act, and the name of a contact person if different from the Chief Program Official (section 303)(a)(2)(D)).

(2) A plan describing in detail how the needs of underserved populations will be met, including populations underserved because of ethnic, racial, cultural, language diversity, or geographic isolation (section 303(a)(2)(C)).

(a) Identification of the underserved populations that are being targeted for outreach and services.