

## QUICK GUIDE for Reviewing STOP Subgrantee Annual Progress Reports

### General Information, Staff FTEs, and Training

- Question 8 Total percentage of funds directed does not equal 100%
- Question 9 Staff FTEs in any one category are greater than 5 (Did they report only what was STOP funded or required match? Have FTEs been pro-rated if appropriate? Did they report in percentages rather than decimals?)
- Question 9 Staff “other” could fit existing category or insufficient information provided regarding of staff person provided (e.g., contractor, consultant, overtime)
- Question 12 Trained “other”-- are not professionals responding to victims and should not be reported in training (e.g., victims, community members, high school students)

### Victims Served

- Reported that no funds were used for victim services yet victim services staff FTEs were reported
- Question 25 Reported no victim services staff FTEs yet reported victim services data
- Question 25 Served more than 1,000 victims served per 1.0 victim services staff FTE (did they pro-rate based on STOP-funded or required match services only?)
- Question 25 Number of victims partially served is greater than number of victims served (may have misunderstood partially served—look at reasons not served “other”; may not have prorated partially served)
- Question 25 Number of victims not served is greater than 20% of victims seeking services (may have misunderstood not served; may not have prorated not served)
- Question 27 Reasons not served “other” could fit in existing category, or are inappropriate and indicate a misunderstanding of partially served or not served (“victim refused services,” “victim could not be located,” “victim withdrew,” are red flags)

### Demographics

- Question 28 Race total is less than total victims served
- Question 28 Gender total does not equal total victims served
- Question 28 Age total does not equal total victims served
- Question 28 Age under 18 is greater than 35% of total victims served (did they include secondary victims in question 25, 28, etc.?)
- Question 28 Unknowns for race, age, or gender are greater than 35% of total victims served (did they count victims receiving outreach or making hotline calls only, rather than victims who received services?)
- Question 29 Relationships to offender by victimization is less than total victims served for that victimization (did not report a relationship to offender for each victim reported as served in a particular victimization category, did not use unknown category?)
- Question 29 Relationship to offender unknowns are greater than 35% of total victims served (did they count secondary victims or victims who received outreach but not services?)

### **Victim services**

- Question 30A Any single category of victim service is greater than total victims served (each category should not be more than victims served)
- Question 30A Civil legal assistance reported when no FTEs for attorney and/or paralegal were reported (should only be reported when provided by attorney and/or paralegal )
- Question 30A Victim services "other" - response could indicate misreporting of victims served (e.g., "follow-up phone calls to victims who could not be reached")
- Question 30B Total number of bed nights for emergency shelter and/or transitional housing is less than total number of victims plus family members (Were they funded under STOP to provide shelter? May have reported victims referred or transported to shelter. May have miscalculated.)
- Question 30B Number of victims receiving shelter is 0, yet number of family members receiving shelter is greater than 0 (should not report family members receiving shelter unless they also report victims receiving shelter)

### **Law enforcement**

- Reported that no funds were used for law enforcement, yet law enforcement FTEs were reported
- Question 33 Reported law enforcement activities, yet no law enforcement officer FTEs were reported
- Question 33 Reported more than 1,000 in any one law enforcement activity category per 1 law enforcement FTE (Is this reasonable? Were activities pro-rated to reflect STOP-funded/required match activities only?)

### **Prosecution**

- Reported that no funds were used for prosecution, yet prosecutor FTEs were reported
- Question 37 Reported prosecution activities, yet no prosecutor FTEs were reported
- Question 37 Reported no cases received by prosecutor, but did report cases accepted, declined, and/or transferred (When cases are reported as accepted, declined, etc., there should also be a number reported for cases received.)

### **Courts**

- Reported that no funds were used for courts, yet court staff FTEs were reported
- Question 44 Reported court activities, but no court staff FTEs were reported
- Question 46 Number of individual review hearings reported is less than the number of offenders reviewed (number of hearings would typically be higher than number of offenders)

### **Probation**

- Reported that no funds were used for probation, yet probation staff FTEs were reported
- Question 52 Reported probation activities, yet no probation staff FTEs were reported
- Question 53a Number of offenders is higher than the number of probation contacts for those offenders (number of contacts would typically be higher than number of offenders)