

**U.S. Department of Justice**  
**Office on Violence Against Women**  
**Annual STOP Administrators Report**

**STOP Violence Against Women**  
**Formula Grant Program**

1. Date of report       (format date with 6 digits – 01/31/18)
2. Current reporting period: January 1 - December 31,  (Year)
3. STOP Administrator Name (person responsible for administering STOP Program funds)  
First name \_\_\_\_\_ MI \_\_\_\_\_ Last name \_\_\_\_\_
4. Agency: \_\_\_\_\_
5. Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_  
Telephone \_\_\_\_\_ Facsimile \_\_\_\_\_  
Email \_\_\_\_\_

**6a. STOP Program funds awarded to subgrantees and amount of funds returned during current reporting period**

(For all federal fiscal years from which you made awards to subgrantees or from which unused funds were returned by subgrantees during the current reporting period, provide the following: the federal grant number, the amount of funds that were returned unused by subgrantees during the current reporting period if applicable, the amount awarded to subgrantees during the current reporting period, and the percentage of the total amount awarded that was returned. Provide this information for all awards made during the current reporting period, whether those awards were made from the current FFY allocation, from unobligated funds from another FFY, or from funds returned unused by subgrantees. Do not report on funds awarded or returned unused during previous reporting periods.)

Federal grant #	Amount of grant funds returned unused by subgrantees	Amount awarded to subgrantees during current reporting period	Percentage of total returned
FFY <input type="text"/> <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
FFY <input type="text"/> <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
FFY <input type="text"/> <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
FFY <input type="text"/> <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
FFY <input type="text"/> <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
<b>TOTAL</b>	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/> %

**6b. STOP Program funds returned by subgrantees**

(If any of the FFY allocation was returned unused by subgrantees during the current reporting period, provide the category(ies)—e.g., victim services, law enforcement, prosecution, etc.—from which those funds were returned and the amount returned from each category for the corresponding FFY.)

Area	FFY <input type="text"/>	FFY <input type="text"/>	FFY <input type="text"/>	FFY <input type="text"/>	FFY <input type="text"/>
	Amount	Amount	Amount	Amount	Amount
Courts	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Law Enforcement	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Prosecution	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Victim Services	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Discretionary	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<b>TOTAL</b>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

**6c. Reallocation of funds returned**

(Please indicate how you reallocated funds during the current reporting period that were returned by subgrantees. Indicate the number of awards made to subgrantees, and the amounts awarded, to each of the allocation categories. For discretionary awards, report the number of awards and the allocation categories to which the awards were made. Only use the discretionary category to report on awards that cannot be assigned to the other categories.)

Area	FFY <input type="text"/>			FFY <input type="text"/>		
	Number	Amount	% Total amount awarded	Number	Amount	% Total amount awarded
Courts	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
Law Enforcement	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
Prosecution	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
Victim Services	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
Discretionary	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
<b>TOTAL</b>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %

Area	FFY <input type="text"/>			FFY <input type="text"/>		
	Number	Amount	% Total amount awarded	Number	Amount	% Total amount awarded
Courts	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
Law Enforcement	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
Prosecution	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
Victim Services	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
Discretionary	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
<b>TOTAL</b>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %

## 6c. Reallocation of funds returned (cont.)

Area	FFY <input type="text"/>		
	Number	Amount	% Total amount awarded
Courts	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
Law Enforcement	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
Prosecution	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
Victim Services	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
Discretionary	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
<b>TOTAL</b>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %

## 7a. Allocation categories

(For every federal fiscal year from which awards were made during the current reporting period, indicate the number of awards made to subgrantees, and the amounts awarded, to each of the allocation categories. Also indicate the amount(s) allocated for administrative costs during the current reporting period. For discretionary awards, report the number of awards and the allocation categories to which the awards were made. Only use the discretionary category to report on awards that cannot be assigned to the other categories.)

Area	FFY <input type="text"/>			FFY <input type="text"/>		
	Number	Amount	% Total amount awarded	Number	Amount	% Total amount awarded
Courts	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
Law Enforcement	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
Prosecution	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
Victim Services	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
Discretionary	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
Administrative costs	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
<b>TOTAL</b>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %

Area	FFY <input type="text"/>			FFY <input type="text"/>		
	Number	Amount	% Total amount awarded	Number	Amount	% Total amount awarded
Courts	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
Law Enforcement	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
Prosecution	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
Victim Services	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
Discretionary	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
Administrative costs	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
<b>TOTAL</b>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %

**7a. Allocation categories (cont.)**

Area	FFY <input type="text"/>		
	Number	Amount	% Total amount awarded
Courts	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
Law Enforcement	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
Prosecution	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
Victim Services	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
Discretionary	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
Administrative costs	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
<b>TOTAL</b>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %

**7b. Percentage of allocations**

*(If any of the required allocation percentages have not been met, describe the circumstances that led to the failure to reach the allocation and efforts made to meet the allocation. If any of the required allocation percentages have not been met with FFY 14 or later funding, describe if, and how, those funds were reallocated. Maximum 2,000 characters.)*

**7c. Use of discretionary funds**

*(For any discretionary awards that you did not assign to the existing categories of courts, law enforcement, prosecution, or victim services, describe below how those funds were used. Please include award amounts. Maximum 2,000 characters.)*

SAMPLE

**7d. Use of administrative funds**

*(If you reported administrative costs in question 7a, please provide a detailed description of the amount and description of administrative costs. Please include all personnel costs, membership dues, association fees, training, travel costs for subgrantee monitoring, etc. Maximum 2,000 characters.)*

SAMPLE

**8a. Culturally specific victim services awards**

(Of the awards you reported in question 7a for victim services, indicate, for those awards that represent the 10 percent set-aside for culturally specific community-based organizations, the numbers of awards, the total amount awarded, and the percentage of the overall victim services allocation that amount represents. Also, indicate on your list of active subgrants which of the victim services awards were made to these organizations.)

	Culturally specific victim services awards		
	Number of subgrants awarded	Total amount awarded	Percentage of victim service allocation
FFY <input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
FFY <input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
FFY <input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
FFY <input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
FFY <input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %

**8b. Culturally specific victim services awards narrative**

(If you have any information regarding the culturally specific victim services awards that you want to bring to the attention of OVW, please provide this here. For example, if your culturally specific victim service awards do not represent 10 percent of your victim service allocation, please explain why and detail what efforts are being made to increase representation of culturally specific victim service providers in your subgrantee population. Or, if the culturally specific allocations also include sexual assault funds, this should be noted here. Maximum 2,000 characters.)

**9a. Sexual assault awards**

(For every federal fiscal year award made with the 20 percent set-aside for sexual assault during the current reporting period, indicate within the appropriate allocation categories the number of awards made, the amounts awarded, and the percentage of the total state STOP Award. Also, indicate the agencies and organizations that have a primary focus on sexual assault on your list of active subgrants.)

Area	FFY <input type="text"/>			FFY <input type="text"/>		
	Number	Amount	% Total state STOP award	Number	Amount	% Total state STOP award
Courts	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
Law Enforcement	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
Prosecution	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
Victim Services	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
<b>TOTAL</b>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %

Area	FFY <input type="text"/>			FFY <input type="text"/>		
	Number	Amount	% Total state STOP award	Number	Amount	% Total state STOP award
Courts	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
Law Enforcement	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
Prosecution	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
Victim Services	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
<b>TOTAL</b>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %

Area	FFY <input type="text"/>		
	Number	Amount	% Total state STOP award
Courts	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
Law Enforcement	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
Prosecution	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
Victim Services	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
<b>TOTAL</b>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %

**9b. Sexual assault awards narrative**

*(Please describe any challenges you have had meeting the 20 percent sexual assault set-aside during the current reporting period. Maximum 2,000 characters.)*

**10. Percentage of allocations by type of victimization**

*(Based on total money awarded during the current reporting period, provide your best estimate of the percentage of funding awarded to each of the following types of victimizations. The total should equal 100%.)*

The term **sexual assault** means any nonconsensual sexual act proscribed by Federal, tribal, or State law, including when the victim lacks capacity to consent. The term **domestic violence/dating violence** applies to any pattern of coercive behavior that is used by one person to gain power and control over a current or former intimate partner or dating partner. **Stalking** is defined as a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.

Type of victimization	Percentage of STOP funds
Sexual assault	<input type="text"/> %
Domestic violence/dating violence	<input type="text"/> %
Stalking	<input type="text"/> %
<b>TOTAL (must equal 100%)</b>	<input type="text"/> %



## 11. Listing of Active Subgrants

*(In a separate attachment to this report, please provide the following information on all subgrants that were active during the current reporting period: subgrant #; date of award; amount of award; name of subgrantee agency; contact person, address, telephone number; and subgrant period [beginning and ending dates]. Provide the amount of each subgrant by allocation category[ies]—e.g., victim services, law enforcement, courts—for those grants awarded during the current reporting period. If a subgrant addressed more than one allocation category, indicate this by reporting the appropriate portion of the total award focused on each category. Indicate if a victim services subgrant was made to a culturally specific community-based organization, if a subgrant addresses the Crystal Judson Domestic Violence Protocol Program or addresses the Prison Rape Elimination Act (PREA), and/or has a primary focus on sexual assault. If you wish, you may use Appendix A and Appendix B as guides for presenting this information.)*

SAMPLE

## NARRATIVE

**All STOP Administrators must answer questions 12-18.**

**Please limit your response to the space provided (20,000 characters).**

**12. Report on the status of your STOP implementation plan(s), as of the end of the current reporting period.**

*(Using the implementation plan(s) you submitted to your program specialist as a reference point, report on the distribution of funds across law enforcement, prosecution, courts, victims services, and discretionary categories; the extent to which you were able to support the type of programs identified in your plan(s); whether you achieved equitable distribution of your funds in terms of geographic diversity and the availability of victim services. Describe your successes and challenges and provide any additional explanation you feel is necessary to understand what you have or have not accomplished relative to your implementation plan(s) If you have not accomplished objectives that should have been accomplished during the current reporting period, please provide an explanation.)*

**Please limit your response to the space provided (8,000 characters).**

**13. Describe any subgrantees that used STOP funds to support any of the following purpose areas:**

- Serving victims of sexual assault who are in correctional settings, including incarcerated victims;
- Developing legislation;
- Prevention and education; and
- Improving responses to male and female victims whose ability to access traditional services is affected by their sexual orientation or gender identity.

**14. Describe your success in, and challenges to, implementing “Jessica Gonzales Victim Assistants” within local law enforcement agencies, if applicable.**

**15. Describe your success in, and challenges to, implementing “Crystal Judson Domestic Violence Protocol Program,” to include the required annual training, if applicable.**

**16. Describe your success in, and challenges to, complying with the Prison Rape Elimination Act (PREA), and discuss STOP funds awarded to address PREA compliance.**

**17. Report on your state or territory’s efforts to recognize and address the needs of underserved populations during the current reporting period.**

*(Include information regarding culturally specific victim services if not already provided in your response to question 8b. Underserved populations are those populations that face barriers to accessing and using victim services, and include populations underserved because of geographic location, religion, sexual orientation, and gender identity, as well as underserved racial or ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age), and any other population determined to be underserved by the U.S. Attorney General.)*

**18. What do you see as the most significant areas of remaining need in your state or territory, with regard to increasing victim/survivor safety and offender accountability?**

*(Consider geographic regions, underserved populations, service delivery systems, types of victimization, and challenges and barriers unique to your state or territory. Please include any areas where you might wish to receive OVW-funded technical assistance.)*

**Questions 19-22 are optional**

**Please limit your response to the space provided (8,000 characters).**

- 19. Describe any problems or barriers your state or territory has faced in its efforts to allocate the required percentages of funds to the categories of victim services, law enforcement, prosecution, or the courts.**  
*(If appropriate, describe any such barriers, what you have done to address these barriers, and any technical assistance needs you have in this area.)*
- 20. What has STOP Program funding allowed your state or territory to do that it could not do without this funding? Describe changes that occurred because of STOP Program funding.**  
*(Consider expansion of services; coordination and collaboration between agencies; development of technology tracking systems; specialized units; addressing PREA, etc)*
- 21. Provide information regarding STOP-funded model projects and/or promising practices that are examples of what has been accomplished with STOP funding in your state or territory.**  
*(Describe and identify the funded projects and the reasons you believe they are exemplary.)*
- 22. Provide any additional information that you would like us to know about your use of STOP Program funds and/or the effectiveness of that funding.**  
*(If you have not already done so elsewhere on this form, feel free to discuss any of the following: institutionalization of staff positions, policies, and/or protocols; systems-level changes; community and statewide collaboration; the removal or reduction of barriers and challenges for victims/survivors; promising practices; and positive or negative unintended consequences.)*

**Public Reporting Burden**

**Paperwork Reduction Act Notice.** Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this form is 60 minutes per form. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street NE, Washington, DC 20530.

Report on the status of your STOP implementation plan(s), as of the end of the current reporting period.

**Question #12**

SAMPLE

Report on the status of your STOP implementation plan(s), as of the end of the current reporting period.

**Question #12 (cont.)**

SAMPLE

Describe any subgrantees that used STOP funds to support any of the following purpose areas: serving victims of sexual assault who are in correctional settings, including incarcerated victims; developing legislation; prevention and education; and improving responses to male and female victims whose ability to access traditional services is affected by their sexual orientation or gender identity.

**Question #13**

SAMPLE

Describe your success in, and challenges to, implementing “Jessica Gonzales Victim Assistants” within local law enforcement agencies, if applicable.

**Question #14**

SAMPLE

Describe your success in, and challenges to, implementing “Crystal Judson Domestic Violence Protocol Program,” to include the required annual training, if applicable.

**Question #15**

SAMPLE



Describe your success in, and challenges to, complying with the Prison Rape Elimination Act (PREA), and discuss STOP funds awarded to address PREA compliance.

**Question #16**

SAMPLE

Report on your state or territory's efforts to recognize and address the needs of underserved populations during the current reporting period.

**Question #17**

SAMPLE

What do you see as the most significant areas of remaining need in your state or territory, with regard to increasing victim/survivor safety and offender accountability?

**Question #18**

SAMPLE

Describe any problems or barriers your state or territory has faced in its efforts to allocate the required percentages of funds to the categories of victim services, law enforcement, prosecution, or the courts.

**Question #19**

SAMPLE

What has STOP Program funding allowed your state or territory to do that it could not do without this funding?  
Describe changes that occurred because of STOP Program funding.

**Question #20**

SAMPLE

Provide information regarding STOP-funded model projects and/or promising practices that are examples of what has been accomplished with STOP funding in your state or territory.

**Question #21**

SAMPLE

Provide any additional information that you would like us to know about your use of STOP Program funds and/or the effectiveness of that funding.

**Question #22**

SAMPLE







SAMPLE