

OVC Victim Assistance Formula Grant Program

ANNUAL NARRATIVE REPORT

Your organization will be asked to answer these questions, once a year, at the end of the 12-month period, as of Sept. 30. **(Do not exceed 5,000 characters for each response.)**

Subrecipient Name: _____

Vendor ID: _____ Contract No: _____

Subgrant Award #: _____ Date: _____

Print Name: _____ Signature: _____

1. Provide challenges your victim assistance program faced during the reporting period.
2. Describe services that victims needed but could not be provided (e.g., unmet need).
3. Provide major issues that either assisted or prevented victims from receiving direct services or assistance during the reporting period.
4. Describe your victim assistance program coordination of public and private efforts within the community to help crime victims during the reporting period.
5. Describe any notable activities of your victim assistance program that improved the delivery of victim services during the reporting period.
6. Discuss each priority (i.e., child abuse, domestic assault, sexual assault, and underserved) VOCA funds were used to assist crime victims during the reporting period (e.g., using case histories or other descriptions; case histories or other materials)
7. Briefly describe efforts taken to serve Victims of Federal crimes during the reporting period.
8. Identify emerging issues or notable trends affecting crime victim services during this reporting period.
9. Briefly outline staffing retention issues affecting your victim assistance program during the reporting period. (e.g., high turnover due to insufficient salary or benefits, heavy workload etc.)
10. Explain the process to publicize VOCA victim assistance services during the reporting period.
11. Explain how your victim assistance program provides direct services to new/underserved populations during the reporting period.
12. Explain how the program is able to respond to gaps in services during the reporting period.
13. List and explain any outcome measure(s) during the reporting period.