



Victims of Child Abuse Act Children’s Advocacy Center’s (CAC) National Subgrants

Performance Questions and Definitions

PERFORMANCE QUESTIONS	DEFINITIONS
ACTIVITIES AND OUTPUTS	
1. How many subgrant applications were received during this reporting period? _____	Subgrant is a funding award provided by a pass-through entity to a subrecipient, to be contributed by the subrecipient toward project goals and objectives when the subrecipient carries out part of the pass-through entity’s federal award. Application refers to an official request for subgrant funding submitted to the prime grantee in response to a Notice of Funding Opportunity (NOFO). Reporting period refers to the specific timeframe covered by this report.
2. How many subgrants were made during this reporting period? _____	Subgrant is a funding award provided by a pass-through entity to a subrecipient, to be contributed by the subrecipient toward project goals and objectives when the subrecipient carries out part of the pass-through entity’s federal award. Reporting period refers to the specific timeframe covered by this report.
3. How much funding was awarded during this reporting period? _____	Funding refers to the dollar figure awarded via a subgrant. Reporting period refers to the specific timeframe covered by this report.
4. What types of projects are supported by subgrant funds? Select all that apply. ☐ Awareness and education ☐ Crisis intervention ☐ Emergency shelter ☐ Justice advocacy ☐ Mental health ☐ Staff training ☐ Volunteer coordination ☐ Growth and development – Local CAC ☐ Growth and development – Chapter ☐ Organizational capacity – Local CAC ☐ Organizational capacity – Chapter ☐ Other, specify: _____	Subgrant is a funding award provided by a pass-through entity to a subrecipient, to be contributed by the subrecipient toward project goals and objectives when the subrecipient carries out part of the pass-through entity’s federal award. Awareness and education refers to efforts to increase public understanding of child abuse and the Child Advocacy Center (CAC) model, as well as support system reforms that improve outcomes for victims. Crisis intervention refers to short-term counseling, hotlines, and immediate on-scene support. Emergency shelter refers to safe housing, temporary lodging, and related physical assistance for displaced individuals. Justice advocacy refers to a broad array of victim support and advocacy services provided by CAC staff, such as family advocates, care coordinators, victim advocates, and child life specialists. Advocacy may include, but is not limited to, assistance with understanding court processes, accompanying victims to hearings, helping create victim impact statements, making referrals to social services, offering crisis intervention, and providing client education. Mental health refers to specialized individual or group counseling to help process trauma. Staff training refers to professional education and skill-building for local victim advocates and allied first responders. Volunteer coordination refers to programs that recruit, screen, and train community volunteers.

	Growth and development – Local CAC/ Chapter refers to establishing new CACs or multidisciplinary teams (MDTs) in unserved areas, enhancing services in underserved areas, strengthening existing programs, and expanding access to quality CAC services locally or statewide. Organizational capacity – Local CAC refers to developing or maintaining the organizational and programmatic capacity to deliver the proposed coordinated local projects, programs, and trainings. Organizational capacity – Chapter refers to developing or maintaining the organizational and programmatic capacity to deliver the proposed coordinated state-wide projects, programs, and trainings.
5. How many subgrants closed during this reporting period? _____	Subgrant is a funding award provided by a pass-through entity to a subrecipient, to be contributed by the subrecipient toward project goals and objectives when the subrecipient carries out part of the pass-through entity's federal award. Closed means that the subgrant recipient has completed all final financial, performance, and compliance reports within the federally mandated timeframe (typically 120 days post-end-date) and reconciled all final expenses. Reporting period refers to the specific timeframe covered by this report.
6. How many trainings were completed during this reporting period? _____	Training refers to in-person or virtual teaching and learning activities (including planning, curriculum development, and delivery) and skills-based training that teaches practical, hands-on, specific, and job-related abilities and competencies that learners can immediately apply in their work and organizations. Completed means the requested training or technical assistance was delivered and has concluded. Reporting period refers to the specific timeframe covered by this report.
7. How many unique individuals attended the trainings during this reporting period? _____	Unique means unduplicated. Individuals should be counted only once during a reporting period. Unique individuals should not be counted in more than one reporting period. Individuals refers to those professionals involved in providing services or supporting victims in cases of child maltreatment. Training refers to in-person or virtual teaching and learning activities (including planning, curriculum development, and delivery) and skills-based training that teaches practical, hands-on, specific, and job-related abilities and competencies that learners can immediately apply in their work and organizations. Reporting period refers to the specific timeframe covered by this report.
8. Of the unique individuals who attended trainings during this reporting period, how many completed an evaluation form? _____	Unique means unduplicated. Individuals should be counted only once during a reporting period. Unique individuals should not be counted in more than one reporting period. Individuals refers to those professionals involved in providing services or supporting victims in cases of child maltreatment. Training refers to in-person or virtual teaching and learning activities (including planning, curriculum development, and delivery) and skills-based training that teaches practical, hands-on, specific, and job-related abilities and competencies that learners can immediately apply in their work and organizations. Reporting period refers to the specific timeframe covered by this report. Evaluation forms can be online or paper-based and are typically offered to participants near the end of or after the conclusion of the

	training or technical assistance. Their purpose is to collect structured feedback from participants about the quality, relevance, and effectiveness of the training or technical assistance. The forms help assess satisfaction, trainer or provider performance, content value, and areas for future improvement to ensure training or technical assistance goals are met.
9. How many technical assistance requests were received during this reporting period? _____	Technical assistance refers to the development, dissemination, and delivery of specialized knowledge or expertise to an organization or group of individuals to address a problem and inform policy, procedure, or practice. Reporting period refers to the specific timeframe covered by this report.
10. How many technical assistance requests were completed during this reporting period? _____	Technical assistance refers to the development, dissemination, and delivery of specialized knowledge or expertise to an organization or group of individuals to address a problem and inform policy, procedure, or practice. Completed means the requested training or technical assistance was delivered and has concluded. Reporting period refers to the specific timeframe covered by this report.
11. How many unique individuals received technical assistance during this reporting period? _____	Unique means unduplicated. Individuals should be counted only once during a reporting period. Unique individuals should not be counted in more than one reporting period. Individuals refers to those professionals involved in providing services or supporting victims in cases of child maltreatment. Technical assistance refers to the development, dissemination, and delivery of specialized knowledge or expertise to an organization or group of individuals to address a problem and inform policy, procedure, or practice. Reporting period refers to the specific timeframe covered by this report.
12. Of the unique individuals who received technical assistance during this reporting period, how many completed an evaluation form? _____	Unique means unduplicated. Individuals should be counted only once during a reporting period. Unique individuals should not be counted in more than one reporting period. Individuals refers to those professionals involved in providing services or supporting victims in cases of child maltreatment. Technical assistance refers to the development, dissemination, and delivery of specialized knowledge or expertise to an organization or group of individuals to address a problem and inform policy, procedure, or practice. Reporting period refers to the specific timeframe covered by this report. Evaluation forms can be online or paper-based and are typically offered to participants near the end of or after the conclusion of the training or technical assistance. Their purpose is to collect structured feedback from participants about the quality, relevance, and effectiveness of the training or technical assistance. The forms help assess satisfaction, trainer or provider performance, content value, and areas for future improvement to ensure training or technical assistance goals are met.
13. How many unique individuals were successfully contacted during this reporting period to follow up about the training or technical assistance they received? _____	Unique means unduplicated. Individuals should be counted only once during a reporting period. Unique individuals should not be counted in more than one reporting period. Individuals refers to those professionals involved in providing services or supporting victims in cases of child maltreatment. Successfully contacted means the individual was reached and

	responded to follow-up questions about the training or technical assistance received. Reporting period refers to the specific timeframe covered by this report. Follow up refers to the systematic, ongoing support and evaluation provided after an initial learning event to ensure that new knowledge, skills, or strategies are successfully applied in real-world settings. Training refers to in-person or virtual teaching and learning activities (including planning, curriculum development, and delivery) and skills-based training that teaches practical, hands-on, specific, and job-related abilities and competencies that learners can immediately apply in their work and organizations. Technical assistance refers to the development, dissemination, and delivery of specialized knowledge or expertise to an organization or group of individuals to address a problem and inform policy, procedure, or practice.
14. Did you experience any challenges that impacted service delivery during this reporting period? If yes, how did you address the challenges, or do the challenges remain unresolved? ○ Yes: _____ ○ No	Challenges related to service delivery can vary; examples might include: • Scope expansion: requirements expanding beyond the original scope. • Resource constraints: insufficient personnel, equipment, or materials, or overbooked or mismanaged resources. • Scheduling: unachievable deadlines, leading to missed milestones, burnout, or reduced quality. • Communications: poor communication practices that result in rework. • Technical: inadequate skills for specific tasks, improper tool usage, or difficulty determining the best approach for complex activities. • Risk management: failure to anticipate, plan for, or mitigate risks, causing unexpected delays or stoppages. • Accountability: confusion over who is responsible for project tasks or outcomes. • Documentation: difficulty locating project documents, assets, or maintaining consistent progress tracking. Reporting period refers to the specific timeframe covered by this report.
OUTCOMES	
15. Of the individuals who completed a training evaluation form during this reporting period, how many reported increased knowledge? _____	Individuals refers to those professionals involved in providing services or supporting victims in cases of child maltreatment. Training refers to in-person or virtual teaching and learning activities (including planning, curriculum development, and delivery) and skills-based training that teaches practical, hands-on, specific, and job-related abilities and competencies that learners can immediately apply in their work and organizations. Increased knowledge might focus on child interview techniques, investigative methods, interagency coordination, effective presentation of evidence, specialized case types, subject matter topics related to child victims and abuse, or practical job-related skills and competencies that learners can immediately apply in their work. Evaluation forms can be online or paper-based and are typically offered to participants near the end of or after the conclusion of the training or technical assistance. Their purpose is to collect structured feedback from participants about the quality, relevance, and effectiveness of the training or technical assistance. The forms help assess satisfaction, trainer or provider performance, content value, and areas for future improvement to ensure training or technical assistance goals are met.

	Reporting period refers to the specific timeframe covered by this report.
16. Of the individuals who completed a technical assistance evaluation form during this reporting period, how many respondents said the technical assistance met their needs? _____	Individuals refers to those professionals involved in providing services or supporting victims in cases of child maltreatment. Technical assistance refers to the development, dissemination, and delivery of specialized knowledge or expertise to an organization or group of individuals to address a problem and inform policy, procedure, or practice. Evaluation forms can be online or paper-based and are typically offered to participants near the end of or after the conclusion of the training or technical assistance. Their purpose is to collect structured feedback from participants about the quality, relevance, and effectiveness of the training or technical assistance. The forms help assess satisfaction, trainer or provider performance, content value, and areas for future improvement to ensure training or technical assistance goals are met. Reporting period refers to the specific timeframe covered by this report.
17. Of the individuals who were successfully contacted to follow up about the training or technical assistance received during this reporting period, how many reported that it improved their capacity to respond to child maltreatment? _____	Individuals refers to those professionals involved in providing services or supporting victims in cases of child maltreatment. Successfully contacted means the individual was reached and responded to follow-up questions about the training or technical assistance received. Follow up refers to the systematic, ongoing support and evaluation provided after an initial learning event to ensure that new knowledge, skills, or strategies are successfully applied in real-world settings. Training refers to in-person or virtual teaching and learning activities (including planning, curriculum development, and delivery) and skills-based training that teaches practical, hands-on, specific, and job-related abilities and competencies that learners can immediately apply in their work and organizations. Technical assistance refers to the development, dissemination, and delivery of specialized knowledge or expertise to an organization or group of individuals to address a problem and inform policy, procedure, or practice. Reporting period refers to the specific timeframe covered by this report. Improved capacity to respond to child maltreatment refers to the implementation of new or enhanced approaches and best practices related to the investigation and prosecution of child maltreatment cases, and the treatment of impacted child victims.
18. Of the subgrants that closed during this reporting period, how many achieved their goals? _____	Subgrant is a funding award provided by a pass-through entity to a subrecipient, to be contributed by the subrecipient toward project goals and objectives when the subrecipient carries out part of the pass-through entity's federal award. Closed means that the subgrant recipient has completed all final financial, performance, and compliance reports within the federally mandated timeframe (typically 120 days post-end-date) and reconciled all final expenses. Reporting period refers to the specific timeframe covered by this report.
19. Did the program experience any challenges related to external factors beyond your control that impacted program outcomes during this reporting period? If yes, please describe the challenges. ☐ Yes: _____ ☐ No	Challenges related to external factors can vary; examples may include: • Unexpected costs: for example, due to price surges for necessary resources. • New compliance requirements or standards: such as changes in laws, regulations, or guidance.

	• Supply: unexpected hurdles related to resource availability. • Skilled labor: labor markets making it difficult to find, hire, or retain skilled labor. • Technology: changes in stability and threats related to technology. Program refers to the specific set of activities that are carried out by the award recipient and supported by OJJDP award funds in whole or in part. Outcomes refer to the specific, measurable benefits or intended changes in conditions for program beneficiaries. Reporting period refers to the specific timeframe covered by this report.
20. How would you describe the progress made toward this award's goals and objectives during this reporting period? ○ Not started ○ Behind schedule ○ On track ○ Ahead of schedule ○ Complete	Reporting period refers to the specific timeframe covered by this report.
PROGRAM QUESTIONS (These are asked one time at beginning of the award.)	DEFINITIONS
1. Who is the target population for the program? <i>Select all that apply.</i> ○ Multidisciplinary teams ○ State chapters ○ Local Children's Advocacy Centers (CACs)	Multidisciplinary teams include professionals from law enforcement, child protective services, prosecution, medicine, counseling, and related fields who work in a coordinated fashion in response to child maltreatment cases. They are the foundation of the Children's Advocacy Center model. State chapters are member organizations made up of local Children's Advocacy Centers within a given state. Local Children's Advocacy Centers (CACs) are child-friendly facilities where professionals from victim advocacy and child protective services, law enforcement and prosecution, and the medical and mental health fields work together to investigate, prosecute, and treat child abuse.
2. What types of training and technical assistance does the program provide? <i>Select all that apply.</i> ○ Memorandum of understanding (MOU) development ○ CAC model ○ Strategic planning ○ Policy development ○ Standard operating procedures development ○ Victim advocacy training ○ Family engagement ○ Skills-based training ○ Standards accreditation ○ Other, specify: _____	Training refers to in-person or virtual teaching and learning activities (including planning, curriculum development, and delivery) and skills-based training that teaches practical, hands-on, specific, and job-related abilities and competencies that learners can immediately apply in their work and organizations. Technical assistance refers to the development, dissemination, and delivery of specialized knowledge or expertise to an organization or group of individuals to address a problem and inform policy, procedure, or practice. Memorandum of Understanding development refers to the creation of a formal, non-binding agreement between two or more parties outlining shared goals, responsibilities, and a common plan of action. This is often used as a foundation between partners involved in a multidisciplinary team or the CAC and external partners. CAC model is a formalized approach to investigating and prosecuting cases of child abuse that focuses on coordination between key partners, is based on the standards for accreditation, and has the goal of not retraumatizing child victims during the investigation. Strategic planning is the structured process of defining an organization's long-term direction, priorities, and actionable goals. This is a critical element for CAC sustainability. Policy development refers to the creation and implementation of

	foundational principles that guide organizational operations within the community. Standard operating procedures development refers to the creation and documentation of processes and procedures utilized within a CAC to achieve organizational goals. Victim advocacy training is focused on the role of victim advocates to provide crisis assessment and intervention, safety planning, referrals for additional services, ongoing support, information and case updates, and timely court advocacy, where necessary. Family engagement refers to actively involving family members with the treatment of child victims and with advising on the activities within a CAC. This could include sitting on an ad hoc committee to assist in drafting policies. Skills-based training refers to educational activities provided to members of a CAC to gain knowledge about specific approaches to their job position and duties. Standards accreditation refers to the standards for accreditation for CACs representing the evidence-supported core competencies of the CAC model. Training and technical assistance helps local CACs obtain accreditation or reaccreditation.
3. How many trainings does the program expect to complete each reporting period? _____	Training refers to in-person or virtual teaching and learning activities (including planning, curriculum development, and delivery) and skills-based training that teaches practical, hands-on, specific, and job-related abilities and competencies that learners can immediately apply in their work and organizations. Complete means the requested training or technical assistance will be delivered and concluded. Reporting period refers to the specific timeframes covered by each report.
4. How many individuals does the program expect to train each reporting period? _____	Individuals refers to those professionals involved in cases of child maltreatment. Training refers to in-person or virtual teaching and learning activities (including planning, curriculum development, and delivery) and skills-based training that teaches practical, hands-on, specific, and job-related abilities and competencies that learners can immediately apply in their work and organizations. Reporting period refers to the specific timeframes covered by each report.
5. How many technical assistance requests does the program expect to receive each reporting period? _____	Technical assistance refers to the development, dissemination, and delivery of specialized knowledge or expertise to an organization or group of individuals to address a problem and inform policy, procedure, or practice. Reporting period refers to the specific timeframes covered by each report.
6. How many technical assistance requests does the program expect to complete each reporting period? _____	Technical assistance refers to the development, dissemination, and delivery of specialized knowledge or expertise to an organization or group of individuals to address a problem and inform policy, procedure, or practice. Complete means the requested training or technical assistance will be delivered and concluded. Reporting period refers to the specific timeframes covered by each report.

7. How many individuals does the program expect to provide with technical assistance each reporting period? _____	Individuals refers to those professionals involved in cases of child maltreatment. Technical assistance refers to the development, dissemination, and delivery of specialized knowledge or expertise to an organization or group of individuals to address a problem and inform policy, procedure, or practice. Reporting period refers to the specific timeframes covered by each report.
8. How many subgrants does the program expect to make over the life of the award? _____	Subgrant is a funding award provided by a pass-through entity to a subrecipient, to be contributed by the subrecipient toward project goals and objectives when the subrecipient carries out part of the pass-through entity's federal award. Life of the award refers to the period from the start of the award to the closure of the award. For OJJDP, this is typically 3 years.
9. How many CACs and multidisciplinary teams does the program expect to support with technical assistance during each reporting period? _____	Children's Advocacy Centers (CACs) are child-friendly facilities where professionals from victim advocacy and child protective services, law enforcement and prosecution, and the medical and mental health fields work together to investigate, prosecute, and treat child abuse. Multidisciplinary teams include professionals from law enforcement, child protective services, prosecution, medicine, counseling, and related fields who work in a coordinated fashion in response to child maltreatment cases. They are a foundation of the Children's Advocacy Center model. Technical assistance refers to the development, dissemination, and delivery of specialized knowledge or expertise to an organization or group of individuals to address a problem and inform policy, procedure, or practice. Reporting period refers to the specific timeframes covered by each report.
10. How many military bases does the program expect CACs to develop partnerships with? _____	Children's Advocacy Centers (CACs) are child-friendly facilities where professionals from victim advocacy and child protective services, law enforcement and prosecution, and the medical and mental health fields work together to investigate, prosecute, and treat child abuse. Partnerships refers to written agreements established and fully executed between leadership from a local CAC and a United States military installation.
11. When are training or technical assistance recipients contacted to follow up about the services they received? ☐ 3 months ☐ 6 months ☐ Other, specify: _____	Training refers to in-person or virtual teaching and learning activities (including planning, curriculum development, and delivery) and skills-based training that teaches practical, hands-on, specific, and job-related abilities and competencies that learners can immediately apply in their work and organizations. Technical assistance refers to the development, dissemination, and delivery of specialized knowledge or expertise to an organization or group of individuals to address a problem and inform policy, procedure, or practice. Follow up refers to the systematic, ongoing support and evaluation provided after an initial learning event to ensure that new knowledge, skills, or strategies are successfully applied in real-world settings.