

**OFFICE FOR VICTIMS OF CRIME**  
**ANTITERRORISM AND EMERGENCY ASSISTANCE PROGRAM**  
**SEMIANNUAL PROGRESS REPORT NARRATIVE QUESTIONS**

## INSTRUCTIONS

Recipients of Antiterrorism Emergency Reserve funds are required to complete semiannual progress reports, which have two components: performance measure questionnaire and narrative questions. To complete the semiannual progress report narrative questions, create a new Word document which contains the following: your grant number, report dates, any additional comments summarizing what your report covers, and answers to questions 1-4 below.

The document should begin with the recipient's Antiterrorism and Emergency Assistance Program (AEAP) grant number and report dates (e.g., January–June 2021).

Finally, respond to statements 1–4 by describing the services provided, service statistics, plans for addressing longer-term and unmet needs, and findings of evaluations or assessments aimed at gauging program effectiveness.

## STATEMENTS

1. Description of services provided. Recipients are required to provide a narrative summation of the activities and efforts supported by Antiterrorism Emergency Reserve funds, to include a description of coordination efforts, intra-agency and interagency protocols, new services and programs established, and other large-scale activities.

*Note: Recipients can break this down by subrecipient activities if it makes reporting easier.*

2. Service statistics. Recipients are required to provide detailed information on victims served (direct or indirect), types of services rendered, number of victims assisted, amount of funding expended, and purpose of each expenditure (e.g., hire staff, secure space, subcontract for services, conduct training, etc.).

*Note: Use this area to provide descriptions for the data entered in the AEAP Performance Measure Questionnaire. If recipients have nothing additional to report, they may reference the data reported in the performance measure questionnaire.*

3. Description of plans for addressing longer-term and unmet needs. Recipients are required to describe any ongoing needs of the victims and community, any unmet needs, and resources available or needed to support services once the Antiterrorism Emergency Reserve funds are exhausted.

*Note: Recipients can break this down by subrecipient or provide more general information.*

4. Evaluation/Assessment of the effectiveness of the response. Recipients are required to describe findings of any assessment of the victim service strategy, victim satisfaction with services rendered, and lessons learned. Recipients must address the impact on victims who received services (e.g., how victims benefited from the services made available via this funding), and provide anecdotal information, such as feedback received from victims, etc.

*Note: Recipients can break this down by subrecipient or provide more general information.*