

U.S. Department of Justice Office on Violence Against Women

SEMI-ANNUAL PROGRESS REPORT FOR

Legal Assistance to Victims Grant Program

Brief Instructions: This form must be completed for each Legal Assistance for Victims Program (LAV Program) grant received. The grant administrator or coordinator must ensure that the form is completed fully with regard to all grant-funded activities. Grant partners, however, may complete sections relevant to their portion of the grant. Grant administrators and coordinators are responsible for compiling and submitting a single report that reflects all information collected from grant partners.

All grantees should read each section to determine which questions they must answer based on the activities engaged in under this grant during the current reporting period. Sections B and E must be completed by all grantees. In section A, subsection A1 must be answered. In section C, subsection C2 must be answered. In Section D and subsections A2, C1, C3, C4, and C5, grantees must answer an initial question about whether they engaged in certain activities during the current reporting period. If the response is yes, then the grantee must complete that section/subsection. If the response is no, the rest of that section/subsection is skipped.

For example, 1) if you are a legal services organization providing legal services with staff funded under this grant, you would complete sections A, B, D, E, and subsection C2 (and answer "no" in C1, C3, C4 and C5); or 2) if you receive funds for staff to provide training and technical assistance and funds for data collection, you would complete sections A, B, and E, and subsections C1, C2, C4, and C5 (and answer "no" in C3).

The activities of volunteers or interns may be reported if they are coordinated or supervised by LAV Program-funded staff or if LAV Program grant funds substantially support their activities.

For further information on filling out this form, refer to the separate set of instructions, which contains detailed definitions and examples, illustrating how questions should be answered.

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GENERAL INFORMATION

All grantees must complete this section.

- 1. Date of report** / / (format date with 6 digits, like - 01/31/04)
- 2. Current reporting period** **January 1-June 30** **July 1-December 31** (Year)
- 3. Grantee name** _____
- 4. Grant number** _____
(the federal grant number assigned to your LAV Program grant)
- 5. Type of grantee organization**
(Check the one answer that best describes the organization receiving the LAV Program funds.)

Bar association

Bar foundation/IOLTA administrator

Law school

Legal aid/assistance (non-Legal Services Corporation)

Legal services organization (Legal Services Corporation funded)

State coalition

Tribal government/organization

Victim services (domestic violence)

Victim services (dual—domestic violence/sexual assault)

Victim services (sexual assault)

Other (specify): _____

- 6. Point of contact (person responsible for the day-to-day coordination or administration of the grant)**

Name _____

Agency/organization name _____
(if different from grantee name)

Address _____

Telephone _____ Facsimile _____

E-mail _____

- 7. Does this grant specifically address tribal populations?**

(Check yes if your LAV Program grant focuses on tribal populations, and indicate which tribes or nations you serve or intend to serve.)

Yes No **If yes, which tribes/nations:** _____

**8. What percentages of your LAV Program grant funds were directed to each of these areas?**

(Report the area[s] addressed by your LAV Program grant during the current reporting period and estimate the approximate percentage of funds [or resources] used to address each area [consider education, training, victim services, etc.]. The grantee may choose how to make this determination.)

Throughout this form, the term **sexual assault** includes both assaults committed by offenders who are strangers to the victim/survivor and assaults committed by offenders who are known or related by blood or marriage to the victim/survivor. The term **domestic 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. **Stalking** is defined as a course of conduct directed at a specific person that places that person in reasonable fear of the death of, or serious bodily injury to, herself or himself, a member of her/his immediate family, or her/his spouse or intimate partner.

	Percentage of grant funds
Sexual assault	
Domestic violence	
Stalking	
TOTAL (validated at submit time)	100%

SECTION
A2

Staff Information

Were LAV Program funds used to fund staff positions during the current reporting period?

Check yes if LAV Program grant funds were used to pay staff, including part-time staff and contractors.

Yes—answer question 9

No—skip to Section B

**9. Staff**

(Report the total number of full-time equivalent [FTE] staff funded by the LAV Program grant during the current reporting period. Include employees who are part-time and/or only partially funded with these grant funds as well as contractors. If an employee or contractor was not employed or utilized over the entire reporting period, report the average. Round to the second decimal. Click the help button for examples of how to calculate FTE's for part-time staff and contractors.)

Staff	Grant-funded staff
Administrator (fiscal manager, executive director)	
Civil attorney	
Counselor	
Information technology specialist	
Law student/intern	
Legal Advocate	
Paralegal	
Program coordinator(training coordinator,victim services coordinator)	
Support staff (secretary, administrative assistant)	
Trainer	
Victim advocate	
Other (specify):	
TOTAL	



PURPOSE AREAS

All grantees must complete this section.



10. Statutory purpose areas

(Check all purpose areas that apply to activities supported by LAV Program grant funds during the current reporting period.)

Check ALL that apply	Purpose areas
☐	Cooperative efforts and projects between domestic violence and sexual assault victim services organizations and legal assistance providers to provide legal assistance for victims of domestic violence, stalking, and sexual assault.
☐	Efforts and projects to provide legal assistance for victims of domestic violence, stalking, and sexual assault by organizations with a demonstrated history of providing direct legal or advocacy services on behalf of these victims.
☐	Training, technical assistance and data collection to improve the capacity of grantees and other entities to offer legal assistance to victims of domestic violence, stalking, and sexual assault.



11. Program priorities addressed by your grant

(In addition to the purpose areas identified above, the LAV Program Grant Application and Program Guidelines may have identified several special interest categories or program priorities that would receive priority consideration. If your program addressed any of these special interest categories or priorities during the current reporting period, list them below.)

SECTION
C1**FUNCTION AREAS**
Training**Were your LAV Program funds used for training during the current reporting period?**

Check yes if LAV Program-funded staff provided training or if grant funds directly supported the training.

Yes—answer questions 12-14

No—skip to subsection C2

**12. Training provided**

(Report the total number of training events during the current reporting period that were either provided by LAV Program-funded staff or directly supported by LAV Program funds. Staff development training provided to LAV Program-funded staff should not be counted.)

Total number of training events provided

**13. Number of people trained**

(Report the number of people trained during the current reporting period by LAV Program-funded staff or training supported by LAV Program funds. Use the category that is most descriptive of the people who attended the training event. LAV Program-funded staff attending staff development training should not be counted.)

People trained	Number	People trained	Number
Attorneys		Law students	
Bar association/volunteer lawyer program staff		Mental health professionals	
Batterer Intervention Program staff		Multidisciplinary group	
Child welfare workers/advocates		Prosecutors	
Courts (judges and court personnel)		Social service organization staff	
Community advocacy organization staff (NAACP, Gray Panthers)		State or tribal domestic violence coalition staff	
Disability organization staff (non-governmental)		Supervised visitation and exchange center staff	
Elder organization staff (non-governmental)		Tribal government/tribal government agency staff	
Faith-based organization staff		Victim advocates (domestic violence)	
Government agency staff (Vocational Rehabilitation, food stamps, TANF)		Victim advocates (sexual assault)	
Health professionals (doctors, nurses)		Victim advocates (dual-sexual assault and domestic violence)	
Immigrant organization staff		Volunteers	
Law enforcement officers		Other (specify):	
Legal Services Staff			

TOTAL

**14. Training content areas**

(Indicate all topics covered in training events provided or directly supported with your LAV Program funds during the current reporting period. Check all that apply.)

Confidentiality

Consumer/finance (credit, debt, bankruptcy, tax, etc.)

Divorce/custody/visitation/child support

Domestic violence laws

Domestic violence overview, dynamics and services

Housing

Identifying legal issues

Immigration

Protection orders (including full faith and credit)

Public benefits (TANF, disability, food stamps, unemployment)

Relocation

Safety planning

Serving underserved/unserved populations

Sexual assault laws

Sexual assault overview, dynamics and services

Stalking laws

Stalking overview, dynamics and services

Other (specify): _____

Issues specific to victims/survivors who:

live in rural areas

are American Indian or Alaska Native

are Asian

are black or African American

are disabled

are elderly

are Hispanic or Latino

are homeless or living in poverty

are immigrants, refugees, or asylum seekers

are lesbian, gay, bisexual, transgender, or intersex

are Native Hawaiian or other Pacific Islander

have mental health problems

have substance abuse problems

Other (specify): _____

SECTION
C2**Community Collaboration**

All grantees must answer this subsection.

**15. Community collaboration**

(Check the appropriate boxes to indicate the agencies or organizations, even if they are not partners with which you have a memorandum of understanding [MOU], that you provided victim/survivor referrals to, received victim/survivor referrals from, engaged in consultation regarding victims/survivors with, provided technical assistance regarding victims/survivors to, and/or attended meetings with, during the current reporting period, according to the usual frequency of the interactions. If the interactions were not part of a regular schedule, you will need to estimate the frequency with which these interactions occurred during the current reporting period. In the last column, indicate the agencies or organizations with which you have a MOU for purposes of the LAV Program grant.)

Agency/organization	Victim/survivor referrals, consultations, technical assistance			Meetings			MOU Partner
	Daily	Weekly	Monthly	Weekly	Monthly	Quarterly	
Community advocacy organization (NAACP, Gray Panthers)							
Corrections (probation, parole, and correctional facility)							
Court							
Domestic violence program							
Faith-based organization							
Government agency (INS, Social Security, TANF)							
Health/mental health organization							
Law enforcement							
Legal services organization (legal services, bar association, law school)							
Prosecutor's office							
Sexual Assault Program							
Social service organization							
Tribal government/Tribal government agency							
Other (specify):							



Products

Were your LAV Program funds used to develop, substantially revise, or distribute products during the current reporting period?

Check yes if LAV Program-funded staff developed products, or if LAV Program funds directly supported the development, revision, or distribution of products.

Yes—answer question 16

No—skip to subsection C4

- 16. Use of LAV Program funds for product development, substantial revision, or distribution**
 (Report the number of products developed, substantially revised, or distributed with LAV Program grant funds during the current reporting period. Report the number of new products developed or substantially revised during the current reporting period; the title/topic; and intended audience of each product developed, revised, or distributed; and, the number of products used or distributed. If a product was created in or translated into a language other than English, including Braille, indicate the language. Report on products that were newly developed during the current reporting period whether or not they were used or distributed, and on products that were previously developed or revised but were used or distributed during the current reporting period.)

Products	Number developed or revised	Title/topic	Intended audience	Number used or distributed	Other languages
Brochures					
Client Education Materials					
Manuals					
Training curricula					
Training materials					
Other (specify):					



Technical Assistance

Were your LAV Program funds used to provide technical assistance during the current reporting period?

Check yes if grant-funded staff provided technical assistance or if grant funds directly supported the provision of technical assistance.

Yes—answer question 17

No—skip to subsection C5



17. Technical assistance provided

(Indicate the area[s] of technical assistance addressed and the type of recipient. Check all that apply.)

	Sexual assault	Domestic violence	Stalking
Attorneys			
Friends of the Court/mediators/Guardians ad Litem			
Judges			
Legal services staff			
Prosecutors			
Victim advocates			
Other (specify): _____			



Data Collection

Were your LAV Program funds used to develop, install, expand, or coordinate data collection systems during the current reporting period?

Check yes if grant funds or grant-funded staff were used to develop, install, expand, or coordinate data collection systems.

Yes—answer question 18

No—skip to Section D



18. Use of LAV Program funds for data collection systems

(Check all that apply.)

Develop new data collection system

Install data collection systems

Expand existing data collection system

Coordinate existing data collection

Purchase computers and other equipment



VICTIM SERVICES/LEGAL SERVICES

Were your LAV Program funds used to provide victim services and/or legal services to victims / survivors during the current reporting period?

Check yes if LAV Program grant-funded staff provided services to victims/survivors, or if grant funds were used to directly support victim services.

Yes—answer questions 19-22 and 23-28 as appropriate. Provide information only on victims/survivors served with LAV Program funds. If your LAV Program funds were used to work with pro bono attorneys and/or law students, also answer questions 29-30.

No—skip to Section E

**19. Number of victims/survivors served, partially served, and victims/survivors seeking services who were not served**

Please do not answer this question without referring to the help button for further explanation and examples of how to distinguish among these categories.

(Report the following, to the best of your ability, as an unduplicated count for each category during the current reporting period. This means that each victim/survivor who sought or received services during the current reporting period should be counted only once and in only one of the listed categories. For the purposes of this question, victims/survivors are those against whom the sexual assault, domestic violence or stalking was directed. If the victim/survivor presented with more than one victimization, that person should be counted only once under the primary victimization.)

	Sexual assault	Domestic violence	Stalking
A. Served: victims/survivors who received the service(s) they needed, if those services were funded under your LAV Program grant			
B. Partially served: victims/survivors who received some service(s), but not all of the services they needed, if those services were funded under your LAV Program grant			
C. Victims/survivors seeking services who were not served: victims/survivors who sought service and did not receive service(s) they needed, if those services were funded under your LAV Program grant			

**20. Reasons victims/survivors seeking services were not served or were partially served**

(Check all that apply.)

Reasons not served or partially served

- Program reached capacity
- Need not documented
- Did not meet eligibility or statutory requirements
- Program unable to provide service due to limited resources/priority-setting
- Services not appropriate for victim/survivor
- Transportation problems
- Conflict of interest
- Services inappropriate or inadequate for victims/survivors with substance abuse problems
- Services inappropriate or inadequate for victims/survivors with mental health problems
- Services not available for victims/survivors accompanied by male adolescents
- Inadequate language capacity (including sign language)
- Geographic or other isolation of victim/survivor
- Other (specify):

**21. Demographics of victims/survivors served or partially served**

(Based on the victims/survivors reported in 19A and 19B, report the total numbers for all that apply. This should be an unduplicated count for "gender" and "age.")

Race/Ethnicity (victims/survivors may be counted for each race/ethnicity that applies)	Number of victims/survivors
Black or African American	
American Indian and Alaska Native	
Asian	
Native Hawaiian and other Pacific Islander	
Hispanic or Latino	
White	
Unknown	
Gender	Number of victims/survivors
Female	
Male	
Unknown	
TOTAL	
Age	Number of victims/survivors
0-17	
18-24	
25-59	
60+	
Unknown	
TOTAL	
Other demographics	Number of victims/survivors
People with disabilities	
People with limited English proficiency	
People who are immigrants/refugees/asylum seekers	
People who live in rural areas	

**22. Victims/survivors' relationship to offender**

(For those victims/survivors reported in questions 19A and 19B, report the relationship of the victim/survivor to the offender by type of victimization. If a victim/survivor experienced more than one type of victimization and/or was victimized by more than one perpetrator, count the victim/survivor in all categories that apply. The number of victims/survivors reported here may total more than the sum of 19A and 19B.)

Relationships to offender	Number of victims/survivors		
	Sexual assault	Domestic violence	Stalking
Current or former spouse or intimate partner			
Other family or household member (sibling, grandparent, etc.)			
Dating relationship			
Acquaintance (friend, neighbor, co-worker, schoolmate, etc.)			
Stranger			
Relationship unknown			
Other (specify): _____			
TOTAL			

**23. Victim services provided by lawyers**

(Report the total number of victims/survivors from 19A and 19B who received the following services from LAV Program-funded lawyers during the current reporting period by type of service. Count a victim/survivor once for each type of service received during the current reporting period. This may total more than the sum of 19A and 19B. Note that question 25 below addresses the provision of legal services to victims/survivors.)

Victim services provided by lawyers	Number of victims/survivors
Safety planning	
Support services (assisting the victim/survivor to obtain resources or services including employment, health care, child care, etc.)	
Pro se clinics/group services	

**24. Victim services provided by other staff**

(Report the total number of victims/survivors from 19A and 19B who received the following services from other LAV Program-funded staff [e.g., paralegals, advocates, case managers, etc.] during the current reporting period by type of service. Count a victim/survivor once for each type of service received during the current reporting period. The number of victims/survivors reported here may total more than the sum of 19A and 19B.)

Victim services provided by other staff	Number of victims/survivors
Safety planning	
Support services (assisting the victim/survivor to obtain resources or services including employment, health care, child care, etc.)	
Non-attorney legal advocacy (assisting the victim/survivor in preparing legal paperwork, accompanying her to court or administrative proceedings, etc.)	
Pro se clinics/group services	

25. Legal issues

(Report the total number of new and pending matters in which the following legal issues were addressed during the current reporting period. Count a victim/survivor once for each legal issue for which they received assistance. A pending matter is one that was open as of the first day of the current reporting period; a new matter is one that was opened during the current reporting period. The number of victims/survivors reported here may total more than the sum of 19A and 19B.)

Legal issues	Number of victims/survivors	
	Pending	New
A. Protection orders (temporary and final, enforcement of existing PO)		
B. Family law matters		
Divorce		
Custody/visitation		
Establishment of paternity		
Child/spousal support		
Other family law matters		
C. Consumer/finance (credit, debt, bankruptcy, tax, etc.)		
D. Employment		
E. Income maintenance (TANF, disability, food stamps, unemployment)		
F. Housing		
G. Immigration		
H. Other (specify): _____		

26. Number of victims/survivors who received assistance with multiple legal issues

(Report the number of victims/survivors who received LAV Program-funded services in more than one of the categories [A-G] listed in question 25 during the current reporting period. Consider all family law matters as one category.)

27. Comprehensive services

(If victims/survivors received other needed legal services for matters such as those listed in question 25 from other sources [i.e., from your organization but with non-LAV funds, or from another source, such as pro bono attorneys], describe those sources. You may provide data to demonstrate that those additional needs of victims/survivors were met.)

**28. Legal outcomes**

(For all cases closed during the current reporting period in which services were provided by LAV Program-funded lawyers, report the number and disposition of those cases by legal issue. Include all outcomes in all matters.)

Legal issue	Information/ referral/ advice only	Brief services	Administrative decision	Court decision	Negotiated resolution		Victim/ survivor withdrew	Other result
					Filed action	No filed action		
Protection orders (temporary and final, enforce- ment of existing PO)								
Divorce								
Custody/ visitation								
Establishment of paternity								
Child/spousal support								
Other family law matters								
Consumer/ finance (credit, debt, bankruptcy, tax, etc.)								
Employment								
Income mainte- nance (TANF, disability, food stamps, unem- ployment)								
Housing								
Immigration								
Other (specify):								

**29. a. Pro bono attorneys**

(Report the total number of pro bono attorneys recruited, trained, mentored or coordinated during the current reporting period.)

Recruited

Trained

Mentored

Coordinated

b. Cases accepted

(Report the number of cases accepted by pro bono attorneys during the current reporting period.)

c. Cases completed

(Report the number of cases completed by pro bono attorneys during the current reporting period.)

**30. a. Volunteer law students**

(Report the total number of law students recruited, trained, mentored, or coordinated during the current reporting period.)

Recruited

Trained

Mentored

Coordinated

b. Cases worked on

(Report the number of cases worked on by law students during the current reporting period.)



NARRATIVE

All grantees must answer question 31.

PLEASE LIMIT YOUR RESPONSE TO FOUR PAGES FOR THIS QUESTION. To answer this question go to

31. Report on the status of your LAV Program grant goals and objectives as of the end of the current reporting period.

(Using Appendix A as a guide, report on the status of the goals and objectives for your grant as of the end of the current reporting period, as they were identified in your grant proposal or as they have been added or revised. Indicate whether the activities related to your objectives for the current reporting period have been completed, are in progress, are delayed or have been revised. Comment on your successes and challenges, and provide any additional explanation you feel is necessary for us to understand what you have or have not accomplished relative to your goals and objectives. If you have not accomplished objectives that should have been accomplished during the current reporting period, you must provide an explanation.)

All grantees providing direct legal services must answer question 32.

PLEASE LIMIT YOUR RESPONSE TO TWO PAGES FOR THIS QUESTION. To answer this question, go to

32. Describe the nature of the outcomes achieved for victims/survivors during the current reporting period.

Discuss the reasons for those outcomes and, if appropriate, any systemic patterns or practices that you believe were contributing factors to the outcomes of specific cases or to cases in general involving victims/survivors.

All grantees must answer questions 33 and 34 on an annual basis. Submit responses on January to June reporting form only.

PLEASE LIMIT YOUR RESPONSE TO TWO PAGES FOR EACH QUESTION. To answer question #33 go to

To answer question #34 go to

33. What do you see as the most significant areas of remaining need, with regard to meeting the civil legal needs of victims/survivors of sexual assault, domestic violence, and stalking?

(Consider geographic regions, underserved populations, service delivery systems, types of legal problems, and challenges and barriers unique to your state or service area.)

34. What has LAV Program funding allowed you to do that you could not do prior to receiving this funding?

(e.g., expanding service areas and populations served, expanding range of services offered to victims/survivors)

Question 35 is optional.

PLEASE LIMIT YOUR RESPONSE TO TWO PAGES FOR THIS QUESTION. To answer this question go to

35. Provide any additional information that you would like us to know about your LAV Program grant and/or the effectiveness of your grant.

(If you have other data or information regarding your program that would more fully or accurately reflect the effectiveness of your LAV Program grant than the data you have been asked to provide on this form, answer this question. Feel free to discuss any of the following: systems-level changes, community collaboration, the removal or reduction of barriers and challenges for victims/survivors, promising practices, 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, 810 7th Street, NW, Washington, DC 20531.

Describe your goals and objectives, as outlined in your grant proposal, or as revised) - Question #31

Goals/Objectives	Status
Key Activities	
Comments	

Goals/Objectives	Status
Key Activities	
Comments	

Describe your goals and objectives, as outlined in your grant proposal, or as revised) - Question #31 (cont. 1)

Goals/Objectives	Status
Key Activities	
Comments	

Goals/Objectives	Status
Key Activities	
Comments	

Describe your goals and objectives, as outlined in your grant proposal, or as revised) - Question #31 (cont. 2)

Goals/Objectives	Status
Key Activities	
Comments	

Goals/Objectives	Status
Key Activities	
Comments	

- Question #32

- Question #32 (cont.)

What do you see as the most significant areas of remaining need, with regard to meeting the civil legal needs of victims/survivors of sexual assault, domestic violence, and stalking - Question #33

What do you see as the most significant areas of remaining need, with regard to meeting the civil legal needs of victims/survivors of sexual assault, domestic violence, and stalking - Question #33 (cont.)

What has LAV Program funding allowed you to do that you could not do prior to receiving this funding

- Question #34

What has LAV Program funding allowed you to do that you could not do prior to receiving this funding

- Question #34 (cont.)

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Provide any additional information that you would like us to know about your LAV Program grant and/or the effectiveness of your grant - Question #35

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Expiration 02/28/2007

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Provide any additional information that you would like us to know about your LAV Program grant and/or the effectiveness of your grant - Question #35 (cont.)

OMB Clearance # 1121-0276
Expiration 02/28/2007

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