

U.S. DEPARTMENT OF JUSTICE OFFICE ON VIOLENCE AGAINST WOMEN

INSTRUCTIONS FOR SEMI-ANNUAL PROGRESS REPORT FOR TECHNICAL ASSISTANCE COOPERATIVE AGREEMENTS

The Violence Against Women Act of 2000 (VAWA 2000) requires awardees to report on the effectiveness of the activities carried out with award funds, including the number of people served and the number seeking services who could not be served. To meet this Congressional reporting requirement and the requirements of the Government Performance and Results Act, the Office on Violence Against Women (OVW) requires all awardees to complete this **Semi-Annual Progress Report**.

This form is to be used for reporting progress semi-annually, for the periods January 1 to June 30 and July 1 to December 31. **All awardees should read through each section to determine which questions they must answer based on the activities supported under your award during the current reporting period.** Sections B and D of this form must be completed by all awardees. In section A, subsection A1 must be completed by all awardees. In subsection A2 and section C, awardees must answer an initial question about whether they engaged in certain activities during the current reporting period. If the response is yes, then the awardee must complete that subsection. If the response is no, the rest of that subsection is skipped.

The activities of volunteers or interns may be reported if they are coordinated or supervised by Technical Assistance Cooperative Agreement (TA Cooperative Agreement) award-funded staff or if TA Cooperative Agreement funds substantially support their activities.

This form must be submitted to OVW within 30 days of the end of the reporting period (July 30 or January 30). *OVW recognizes that some of the information requested in this form will not be available for many awardees until they have had sufficient time to implement record-keeping procedures to track the information requested. In the meantime, provide the most accurate and complete information possible with the data you have available.*

If you have any questions about this form or if you need assistance completing the form, e-mail or call the VAWA Measuring Effectiveness Initiative at the Muskie School of Public Service, vawamei@usm.maine.edu, 1-800-922-VAWA (8292). Information on the Semi-Annual Progress Report can be found at <http://muskie.usm.maine.edu/vawamei>. If you have questions about your award, please contact your OVW program specialist at 1-202-307-6026 (TTY: 202-307-2277). If you have questions about the Grants Management System (GMS), please contact the GMS Hotline staff at: 1-888-549-9901.

INSTRUCTIONS

Please note: It may be helpful to have the Technical Assistance Program Call for Concept Papers for the fiscal year the project was funded under and your award proposal available at the time you complete this form. The TA Program Call for Concept Papers is available on the OVW website (www.ojp.usdoj.gov/vawo).

DEFINITIONS

Sexual assault is a continuum of behaviors defined in the Violence Against Women Act (VAWA) to include both sexual assaults committed by offenders who are strangers to the victim, and sexual assaults committed by offenders who are known to, related by blood or marriage to, or in a dating relationship with the victim. VAWA defines sexual assault as any conduct proscribed as sexual abuse by federal statute. Such proscribed behavior includes knowingly causing another person to engage in a sexual act by using force against that other person, or by threatening or placing that other person in fear. It also includes engaging in a sexual act with another person after knowingly rendering that person unconscious, or administering to another person by force or threat of force, or without the knowledge or permission of that person, a drug, intoxicant, or other similar substance and thereby substantially impairing the ability of that other person to appraise or control sexual conduct. Sexual assault also includes knowingly engaging in a sexual act with another person if that other person is incapable of appraising the nature of the conduct, or is physically incapable of declining participation in or communicating unwillingness to engage in that sexual act. Sexual assault also includes knowingly engaging in sexual contact with another person without the other person's permission. Finally, the statute proscribes any attempts to commit any of these acts.

VAWA defines **domestic violence** to include felony or misdemeanor crimes of violence (including threats or attempts) committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving award monies, or by any other adult person against whom a victim is protected from that person's acts under the domestic or family violence laws of the jurisdiction receiving award monies. It should be understood that 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. This pattern of behavior may include physical or sexual violence, emotional and psychological intimidation, threats, verbal abuse, stalking, isolation, and economic control. VAWA defines **dating violence** as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined by the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

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.

For the purposes of this form, **technical assistance** is defined as direct problem-solving services provided by the TA provider to assist individuals, programs, and agencies in improving their services, management, policies, and/or outcomes. TA may be provided in person, by electronic media such as telephone, video, or e-mail, or by other means.

Training means developing knowledge, experience, skill and/or conveying information that educates professionals to perform at a higher level of proficiency in his or her profession.

A. General Information

A1. Awardee Information

All TA Cooperative Agreement awardees must complete this section.

1. Date of report
Enter the date on which you completed this form.
2. Current reporting period
Check the box corresponding to the six-month period for which you are providing information. Then enter the year for which you are providing information.
3. TA provider name
Enter the name of the organization that received the award. (For example, Muskie School of Public Service.)
4. TA project name
Enter the name of your project. (For example, the VAWA Measuring Effectiveness Initiative,)
5. Award number
Enter the federal award number assigned to your TA Cooperative Agreement award.
6. Type of lead organization
Check the item that most closely resembles your organization.
7. Issues Addressed
Check all issues that are addressed in your TA Cooperative Agreement.
8. Point of contact
Provide the name, mailing address, telephone number, facsimile number, and e-mail address for the contact person responsible for the day-to-day coordination or administration of the award.
9. Tribal populations
Check yes if your award targets tribal populations.

Indian tribe: A tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native village or regional or village corporation (as defined in, or established pursuant to, the Alaska Native Claims Settlement Act [43 U.S.C. §1601 et seq.]), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

EXAMPLE 1: Your TA Cooperative Agreement provides comprehensive technical assistance to one of OVW's discretionary grant programs. You provide specific technical assistance and training for tribal grantees. Check "yes."

EXAMPLE 2: Your TA Cooperative Agreement provides targeted technical assistance on children witnessing domestic violence. Your Cooperative Agreement did not specifically design training and technical assistance for American Indians, but 12 tribes receiving OVW grants call for technical assistance and attend training during the current reporting. Answer "no" to this question because your Cooperative Agreement is not specifically designed to meet the needs of American Indians.

10. Grantee program addressed

List the grant programs for which you provide technical assistance.

11. Project partners

Provide a list of all project partners included on the Summary Data Sheet.

12. Priority areas addressed

Provide a list of all priority areas addressed by your project. These should be from the Call for Concept Papers and/or specifically addressed in the Cooperative Agreement terms.

A2. Staff Information

If your TA Cooperative Agreement funds were used to fund staff positions during the current reporting period, check yes and answer question 13. If not, check no and skip to Section B.

13. Staff

Report the total number of full-time equivalent (FTE) staff funded under this award during the current reporting period. Include employees who are part time and/or partially funded with these award funds as well as contractors. Pro-rate the FTE when an employee or contractor was not employed or utilized over the entire reporting period. Round to the second decimal.

EXAMPLE 1: You have one staff whose salary is 100% funded with TA Cooperative Agreement funds and another whose salary is 25% funded with TA Cooperative Agreement funds, report 1.25 FTE.

EXAMPLE 2: A full time employee funded 100% with TA Cooperative Agreement worked full-time for the first three months, but had no time on the award during the last three months of the reporting period. Report the staff time as .50 FTE.

EXAMPLE 3: You contracted an information technology specialist full time for two months during the reporting period. Report that as .33 FTE under information technology specialist.

EXAMPLE 4: A staff member works 1/2 time (20 hours per week) on the TA Cooperative Agreement. Half of her time is dedicated to training and the other half to program coordination. Count her time as .25 for trainer and .25 as program coordinator.

B. Program Activities

All Awardees must complete this section.

14. Program activities

Check all activities your TA Cooperative Agreement engaged in during the current reporting period.

C. Function Areas

Throughout this section, only report on activities provided by TA Cooperative Agreement-funded staff and activities directly supported by TA Cooperative Agreement funds.

C1. Training

If your TA Cooperative Agreement funds were used for training during the current reporting period, check yes and answer questions 15-18. If not, check no and skip to C2.

*For the purposes of this reporting form **training** means developing knowledge, experience, skill and/or conveying information that educates professionals to perform at a higher level of proficiency in his or her profession. Do not count community education or general awareness campaigns provided to increase non-professional's awareness of sexual assault, domestic violence and/or stalking.*

15. Type and number of training events provided

Report the number and types of national, regional (multi-state), statewide and local training events provided during the current reporting period that were either provided by your TA Cooperative Agreement-funded staff or directly supported by TA Cooperative Agreement funds. **Staff development training provided to TA Cooperative Agreement-funded staff should not be counted.**

If staff who are only partially funded under this award provide training, you need to determine a means of identifying training events to report on this progress report. If all of the training conducted by the staff person is for the same audience and on the same topics, then report the percentage of training events that reflects the percentage of the staff person's

funding under this award. If the training provided by the staff person under this award is for a different audience or on a different topic, then count only those events.

Conference: An event usually lasting a day or more that may include workshops and plenary sessions that address a number of topics/subtopics.

Workshop or seminar: An event with a specific focus that may be part of a larger conference.

EXAMPLE 1: TA Cooperative Agreement funds are used for a three-day new grantee orientation. There are multiple speakers, plenary sessions and break-out sessions. You should count this as one event (new grantee orientation). If you are combining the new grantee orientation with another event, (two days for orientation and a third day for training for campus police) you would count that as two events (new grantee orientation and national conference).

EXAMPLE 2: During the current reporting period, the Executive Director of your organization conducted six teleconference training events attended by OVW grantees. However, the Executive Director was not funded with your TA Cooperative Agreement award nor were any TA Cooperative Agreement funds used to support these training events. You would not report any of the training events conducted by the Executive Director in this question since she/he is not funded by the TA Cooperative Agreement award and TA Cooperative Agreement funds were not used to support the training events. You may however, choose to report this information in either question 22 if it relates to the goals and objectives of your TA Cooperative Agreement award or question 25 if it relates to the effectiveness of your TA Cooperative Agreement.

EXAMPLE 3: Your trainer, partially funded with your TA Cooperative Agreement funds, conducts two statewide workshops during the current reporting period. If the time spent by trainer on these two workshops was time paid for under the TA Cooperative Agreement, then count the events as two statewide workshops. If half of this person's time was funded by a different project, then count one training event.

16. Number of people trained

Report the number of people trained with TA Cooperative Agreement funds during the current reporting period. Use the category that is most descriptive of the people who attended the training event. If you are unable to determine the disciplines represented at a training event, report those people under multidisciplinary group. TA Cooperative Agreement-funded staff attending staff development training should not be counted.

EXAMPLE: At the new grantee orientation, 30 of the new grantees are sexual assault programs, 20 are domestic violence programs, and 10 are faith-based organizations. Report the people trained as 30 sexual assault program staff, 20 domestic violence program staff, and 10 faith-based organization staff.

17. Number of hours spent on training

Report the total number of hours spent on training during the current reporting period.

18. Training content areas

Check the topics addressed in training events during the current reporting period. Check all that apply. Do not include topics of staff development training attended by TA Cooperative Agreement-funded staff.

C2. Technical Assistance

If your TA Cooperative Agreement funds were used to provide technical assistance during the current reporting period, check yes and answer questions 19-21. If not, check no and skip to C3.

*For the purposes of this form, **technical assistance** includes a wide variety of activities designed to facilitate individual or agency change in some systematic manner by providing expertise to solve a problem. Examples of technical assistance activities include clarifying legislative and policy implementation and/or standards of service, technology consultations, and assistance with problem-solving.*

19. Number of technical assistance activities

Report the total number of technical assistance activities provided during the current reporting period, indicating whether they were site visits or other types of consultations. Consultations may include in-person, telephonic, electronic, or other types of contact. Each contact should count as one consultation.

Site visit: A visit made to agency or other location for the purpose of providing technical assistance consultation.

Other technical assistance consultation: Technical assistance consultations conducted by telephonic, electronic, or other types of contact other than site visits. Each contact should count as one consultation.

EXAMPLE: You provide technical assistance to a sexual assault program grantee and their hospital partner on creating a Sexual Assault Forensic Examiner program. You conduct one site visit followed-up with three teleconferences to discuss the challenges they encountered while creating the program. Count this as one (1) site visit (for each organization), three (3) “other technical assistance consultations” provided to a sexual assault program, and three (3) “other technical assistance consultations provided to a health care provider. (See below.)

Recipients of technical assistance	Number of site visits	Number of other technical assistance consultations	Number of information request	Number of referrals
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			responses	
Health care provider	1	3		
Sexual assault program	1	3		

20. Number of hours spent on technical assistance.

Report the total number of hours spent on technical assistance during the current reporting period.

21. Topics of technical assistance

Check all topics that apply to technical assistance you provided during the current reporting period. The technical assistance provided may be categorized by more than one topic. Awardees should make this determination. Check all that apply.

EXAMPLE: You provide consultation to a domestic violence program on culturally appropriate services and outreach strategies for women from Vietnam. In addition, you provide technical assistance to a dual program on installing a new software program to help them manage data collection. You would report as follows:

Topics of technical assistance	
Criminal codes	<input type="checkbox"/>
Developing or enhancing culturally and racially appropriate services for underserved populations	<input checked="" type="checkbox"/>
Technology and technology capacity (<i>data collection and software program purchase or development</i>)	<input checked="" type="checkbox"/>

C3. Underserved populations

If your TA Cooperative Agreement funds were used to develop or enhance standards of service for underserved populations or to encourage the representation of underserved populations in coordination activities during the current reporting period, check yes and answer questions 22-23. If not, check no and skip to C4.

22. Activities addressing underserved populations

Check all activities listed in which TA Cooperative Agreement funds were used to develop or enhance services for underserved populations or to encourage the representation of underserved populations in coordination services. Check all that apply.

Underserved populations include populations underserved because of geographic location, underserved racial and 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 Attorney General.

23. Underserved populations

Indicate which underserved populations were addressed in the activities identified in question 22. Check all that apply.

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C4. Products

If your TA Cooperative Agreement funds were used to develop, substantially revise, or distribute products during the current reporting period, check yes and answer question 24. If not, check no and skip to D.

24. Report the number of products developed, substantially revised, or distributed with TA Cooperative Agreement 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 for 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 or substantially revised 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.

EXAMPLE: You used TA Cooperative Agreement funds to create 1,000 brochures on victim services for sexual assault victim/survivors with disabilities. You distributed 50 copies. You also used TA Cooperative Agreement Grant funds to distribute 200 copies of a brochure developed during a previous reporting period. Finally, you developed a new brochure in Braille for victims/survivors who are blind, although no copies were distributed during the current reporting period. You would report this as follows:

Products	Number developed or revised	Title/topic	Intended audience	Number used and/or distributed	Other languages
Brochures	1	Victim services for women with disabilities	victims/survivors with disabilities	50	
		What to do if you are raped	victims/survivors	200	
	1	Violence against women: A guide for women who are blind or visually impaired	victim/Survivors who are blind		Braille

D. Narrative

All Awardees must answer question 25. Please limit your response to four pages for this question.

25. Report on the status of meeting the terms of your TA Cooperative Agreement.

Using Appendix A, report on the status of the goals and objectives for your TA Cooperative Agreement award as of the end of the current reporting period, as they were identified in your award proposal or as they have been added or revised. Indicate whether the activities related to your goals and objectives 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.

EXAMPLE:

*Objective: Conduct training on legal services for sexual assault victims/survivors.
Activity: Developed training curricula and conducted five regional trainings.
Status: Ongoing.
Comments: Although we developed training curricula and conducted five regional trainings, only half of the LAV grantees were trained. We will conduct five more regional trainings during the next six months in an attempt to train all LAV grantees.*

All Awardees must answer questions 26 and 27 on an annual basis, on the January to June reporting form. You may also, at your discretion, submit this information on the July to December reporting form. Please limit your response to two pages for each question.

26. What do you see as the most significant areas of remaining need with regard to increasing victim safety and offender accountability in the communities you serve?

Consider geographic regions, underserved populations, service delivery systems, and challenges and barriers for your TA Cooperative Agreement. Please be specific.

EXAMPLE: Although our targeted TA Cooperative Agreement has been successful reaching OVW in grantees in urban areas, we do not seem to attract grantees from rural areas. In addition, when grantees from rural areas attend our training, they report that our curriculum does not take the needs of rural areas into consideration. We need to develop training specific to this topic for grantees in rural areas.

27. What do you see as the most significant needs of awardees, including emerging issues, the types of support, technical assistance, or other needs of the awardees you serve?

Consider geographic regions, underserved populations, service delivery systems, and challenges and barriers for the grantees served by your TA Cooperative Agreement. Please be specific.

EXAMPLE: Grantees report that they still have difficulty engaging judges in CCR activities. They see judges as a primary focus for future training activities and would like ideas to get judges involved and trained.

Question 28 is optional.

PLEASE LIMIT YOUR RESPONSE TO TWO PAGES.

28. Provide any additional information that you would like us to know about your TA Cooperative Agreement award and/or the effectiveness of your award.

If you have other data or information regarding your TA Cooperative Agreement that would more fully or accurately reflect the effectiveness of your Technical Assistance Cooperative Agreement award than the data you have been asked to provide on this form, answer this question. If you have not already done so elsewhere, 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, and positive or negative unintended consequences.

EXAMPLE: Because of technical assistance from our TA Cooperative Agreement, 30 grantees report that they have successfully established SANE programs.