

U.S. DEPARTMENT OF JUSTICE OFFICE ON VIOLENCE AGAINST WOMEN SEMI-ANNUAL PROGRESS REPORT FOR TECHNICAL ASSISTANCE PROGRAM

Brief Instructions: This form must be completed for each Technical Assistance (TA) Cooperative Agreement award received. The TA Cooperative Agreement administrator or coordinator must ensure that the form is completed fully with regard to all Cooperative Agreement activities.

All TA providers should read through each section to determine which questions they must answer based on the activities engaged in under this TA Cooperative Agreement during the current reporting period. Sections B and D of this form must be completed by all TA providers. In section A, subsection A1 must be answered by all TA providers. In subsection A2 and section C, TA providers must answer an initial question in each subsection about whether they engaged in certain activities during the current reporting period. If the response is yes, then the TA provider must complete that subsection. If the response is no, the rest of that subsection is skipped.

For example, (1) if you only provided technical assistance with staff funded under this cooperative agreement during the current reporting period, you would complete sections A, B, C2, and D (and answer 'no' in C1 and C3).

The activities of volunteers or interns may be reported if they are coordinated or supervised by TA Cooperative Agreement-funded staff or if TA Cooperative Agreement 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.

SECTION	Page Number
Section A: General Information	2
Section B: Program Activities	3
Section C: Function Areas	4
C1 Training	4
C2 Technical Assistance	9
C3 Underserved Populations	12
C4 Products	13
Section D: Narrative	14
Appendix A: Status of Goals and Objectives Table	15

A. GENERAL INFORMATION

A1. Awardee information

All TA Cooperative Agreement awardees must complete this section.

1. Date of report _____
2. Current reporting period January 1-June 30 July 1-December 31 _____ (Year)
3. TA provider name _____
4. TA project name _____
5. Award number (*the federal award number assigned to your TA Cooperative Agreement*)

6. Type of lead organization receiving the funds (*pick the item that most closely resembles your organization.*)

- | | |
|--|---|
| <input type="checkbox"/> State/Tribal/Territory Coalition | <input type="checkbox"/> Advocacy organization |
| <input type="checkbox"/> Faith-based organization | <input type="checkbox"/> Victim services |
| <input type="checkbox"/> Membership or professional organization | <input type="checkbox"/> Training organization |
| <input type="checkbox"/> University/college | <input type="checkbox"/> Governmental agency |
| <input type="checkbox"/> Policy/research institute | <input type="checkbox"/> Other (<i>specify</i>) _____ |

7. Does your TA Cooperative Agreement address (*Check all that apply.*)

- | | |
|--|---|
| <input type="checkbox"/> Domestic violence | <input type="checkbox"/> Probation |
| <input type="checkbox"/> Sexual assault | <input type="checkbox"/> Law Enforcement |
| <input type="checkbox"/> Stalking | <input type="checkbox"/> Tribal issues |
| <input type="checkbox"/> Underserved population (people with disabilities, immigrants) | <input type="checkbox"/> Criminal/civil justice |
| <input type="checkbox"/> Courts | <input type="checkbox"/> Other (<i>specify</i>) _____ |

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

Name _____

Agency/organization name _____

Address _____

Telephone _____ Facsimile _____

E-mail _____

9. Does this TA Cooperative Agreement target tribal populations? (*Check yes if your TA specifically focuses on tribal populations.*)

- Yes
 No

10. List the grantee population(s) for which you provide technical assistance.

List OVW grant program(s) or special initiatives for which you provide TA and Training

11. Project partners (from Summary Data Sheet)

--

12. Priority areas addressed

--

A2. Staff Information

Were TA Cooperative Agreement funds used to fund staff positions during the current reporting period? (Check yes if TA Cooperative Agreement funds were used to pay staff, including part-time staff and contractors.)

- Yes--answer question 13
- No--skip to Section B

13. Staff (Report the total number of full-time equivalent [FTE] staff funded by TA Cooperative Agreement during the current reporting period. Include employees who are part-time and/or only partially funded with these cooperative agreement funds as well as contractors. Round to the second decimal. See separate instructions for examples of how to calculate FTEs for part-time staff and contractors.)

Total number of FTE staff _____.

B. PROGRAM ACTIVITIES

All TA providers must complete this section.

14. Program activities (Check all program activities your TA Cooperative Agreement engaged in during the current reporting period.)

<input type="checkbox"/>	Maintaining a current database of grantee contacts
<input type="checkbox"/>	Developing and maintaining Web-based information for grantees to include training announcements, promising practice summaries, and other information of interest to grantees
<input type="checkbox"/>	Convening national and/or regional training events including training institutes, conferences, seminars, roundtables, meetings, new grantee orientation
<input type="checkbox"/>	Assisting grantees through on-site consultations, email, by telephone, and/or through audio and/or video conferences
<input type="checkbox"/>	Developing training materials for grantees
<input type="checkbox"/>	Responding to requests for problem-solving from grantees
<input type="checkbox"/>	Providing technical assistance on the full range of statutory and programmatic requirements grantees must meet
<input type="checkbox"/>	Facilitating peer-to-peer mentoring
<input type="checkbox"/>	Facilitating access to other sources of specialized technical assistance available through other OVW technical assistance providers
<input type="checkbox"/>	Policy development
<input type="checkbox"/>	Other:

C. FUNCTION AREAS

C1. Training

Were your TA Cooperative Agreement funds used for training during the current reporting period? Check yes if TA Cooperative Agreement -funded staff provided training or if TA Cooperative Agreement funds were used to directly support the training.

- Yes--answer questions 15-18
- No--skip to C2

For the purposes of this reporting form, training means providing information on sexual assault, dating violence, domestic violence, and stalking that enables a professional to improve their response to victims/survivors as it relates to their role in the system.

15. Type and number of training events provided (*Report the number of national, statewide, and regional training events by the type of training that were either provided by TA Cooperative Agreement-funded staff or directly supported with TA Cooperative Agreement funds. Staff development training provided to TA Cooperative Agreement-funded staff should not be counted.*)

Type of training	Total number of training events			
	National	Regional (several states)	Statewide	Local
Computer-based training				
Conferences/Institutes				
Teleconferences				
Videoconferences				
Workshops/seminars				
Webcasting				
Train-the-trainer sessions				
New grantee orientation				
Other (<i>specify</i>):				

16. Number of people trained (Report the number of people trained during the current reporting period by TA Cooperative Agreement-funded staff or training supported by TA Cooperative Agreement funds. Use the category that is most descriptive of the people attending the training event. TA Cooperative Agreement-funded staff attending staff development training should not be counted.)

People trained	Number
Adult protective services staff	
Attorneys/law students	
Batterer intervention program staff	
Campus judicial/disciplinary board members	
Child welfare/protection workers	
Child advocates	
Community advocacy organization staff (NAACP, Gray Panthers)	
Corrections personnel (probation, parole, and correctional facilities)	
Court personnel (judges, clerks)	
Culturally specific community programs	
Disability/Deaf organization staff (non-governmental)	
Domestic violence program staff (and boards)	
Dual sexual assault and domestic violence program staff (and boards)	
Educators (teachers, university faculty)	
Elder organization staff (non-governmental)	
Faith-based organization staff	
Government agency staff (vocational rehabilitation, DHS)	
Health professionals (excluding forensic examiners)	
Transitional housing staff	
Immigrant organization staff (non-governmental)	
Interpreters	
Law enforcement officers	
Mental health professionals	
Multidisciplinary group	
Personal care attendants	
Prosecutors	
Sexual assault forensic examiners	
Sexual assault program staff (and boards)	
Social service organization staff	
Spiritual leaders	
State, tribal and/or territory sexual assault coalition and/or domestic violence coalition (staff and boards)	
Substance abuse providers	
Supervised visitation and exchange center staff	
Transportation providers	
Tribal community groups	
Tribal council members	
Tribal elders	
Tribal government/Tribal government agency staff	
University student affairs staff	

Victim-witness specialists	
Volunteers	
Other national technical assistance providers	
Other (specify): _____	
TOTAL	

17. Total number of hours spent on training *(Report the total number of hours of training funded by TA Cooperative Agreement during the current reporting period.*

Total number of training hours _____.

DRAFT

18. **Training content areas** (Indicate all topics addressed in training events provided by your TA Cooperative Agreement funds during the current reporting period. Check all that apply.)

Sexual assault, domestic violence, dating violence and stalking

- Abuse of people who are deaf/have disabilities
- Advocate response
- Child witnesses to domestic violence
- Confidentiality
- Cultural issues specific to American Indians and/or Alaska Natives
- Cyberstalking
- Dating violence overview, dynamics, and services
- Domestic violence overview, dynamics, and services
- Drug facilitated sexual assault
- Dynamics and history of violence against American Indian and/or Alaska Native women
- Elder abuse
- Indian Child Welfare Act
- Forensic evidence collection and documentation
- Mandatory reporting requirements
- Safety planning for victims/survivors
- Sexual assault forensic evidence collection
- Sexual assault overview, dynamics, and services
- Sex offender management
- Stalking overview, dynamics, and services
- Supervised visitation and exchange
- Tribal strategies to address sexual assault, domestic violence, dating violence or stalking
- Other (specify): _____

Justice system

- Child victimization statutes/codes
- Civil court procedures
- Criminal court procedures
- Decreasing dual arrests/identifying predominant aggressor
- Dating violence statutes/codes
- Domestic violence statutes/codes
- Evidence analysis, collection, and preservation
- Evidence-based prosecution
- Family court procedures
- Federal agency response to sexual assault, domestic violence, dating violence and stalking (IHS, BIA, FBI, USAO)
- Firearms and domestic violence
- Immigration
- Judicial response
- Law enforcement response
- Mandatory reporting requirements

- Pro-arrest policies
- Probation response
- Prosecution response
- Protection orders (including full faith and credit)
- Safety audits
- Sexual assault statutes/codes
- Stalking statutes/codes
- Trial skills
- Tribal jurisdiction and Public Law 280
- Victims not polygraphed
- Other (specify): _____

Underserved populations

Issues specific to victims/survivors who:

- live in rural areas
- are American Indian or Alaska Native
- are Asian
- are black or African American
- are deaf
- have disabilities
- are elderly
- are Hispanic or Latino
- are homeless or living in poverty
- are immigrants, refugees, or asylum seekers
- are institutionalized or isolated
- are lesbian, gay, bisexual, transgender, or intersex
- are Native Hawaiian or other Pacific Islander
- have mental health/substance abuse issues
- Other (specify): _____

Organizational community response

- Accessibility
- Coalition development
- Coordinated community response
- Discrimination and oppression issues
- Emergency preparedness
- Evaluation
- Outreach to underserved populations
- Response teams (DART, DVRT, SART)
- Standards of service for sexual assault, domestic violence, dating violence, and stalking programs
- Strategic planning
- Technology
- Technology safety issues
- Victim service administration and operations
- Other (specify): _____

C2. Technical Assistance

Were your TA Cooperative Agreement funds used to provide technical assistance during the current reporting period? Check yes if TA Cooperative Agreement-funded staff provided technical assistance or if TA Cooperative Agreement funds directly supported the provision of technical assistance.

For the purposes of this reporting 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.

- Yes--answer questions 19-21
- No--skip to C3

19. Number of technical assistance activities (Report the total number of technical assistance activities provided to programs during the current reporting period, indicating whether they were site visits, technical assistance consultations (ongoing problem solving, strategy developing), information request responses (giving an example of a training protocol for law enforcement, giving information about another jurisdiction that has developed an approach to prosecuting stalking cases) or referrals (referring a grantee to another organization with specialized expertise). Contact other than site visits (delivery of technical assistance in person) may include telephonic, electronic, or other types of contact. Each contact should be counted as one activity.)

Recipients of technical assistance	Number of site visits	Number of technical assistance consultations	Number of information request responses	Number of referrals
Adult protective services				
Batterer intervention program				
Child protection workers				
State, tribal or territory coalitions				
Coordinating council/task force				
Corrections (<i>probation, parole, and correctional facility</i>)				
Court				
Culturally specific community programs				
Disability/deaf organization				
Domestic violence program (staff and boards)				
Dual sexual assault and domestic violence program (staff and boards)				
Elder abuse/aging network				
Faith-based organization				
Forensic examiner program				
Health care provider (<i>excluding forensic examiner</i>)				
Law enforcement				
Legal services/attorneys/law students				
Mental health care provider				

Prosecutor's office				
Sex offender management programs				
Sexual assault program (staff and boards)				
Stalking program				
Supervised visitation				
Other national technical assistance providers				
Tribal government				
Tribal sexual assault or domestic violence program				
University/school				
Other (<i>specify</i>): _____				
TOTAL				

20. Total number of hours spent on technical assistance (*Report the total number of hours of technical assistance funded by TA Cooperative Agreement during the current reporting period.*)

Total number of technical assistance hours _____.

21. **Topics of technical assistance** (Check the topics that apply to technical assistance provided with TA Cooperative Agreement funds during the current reporting period. The technical assistance provided may be categorized by more than one topic. Check all that apply.)

Topics of technical assistance	
Accessibility	<input type="checkbox"/>
Board development for sexual assault, domestic violence, and stalking programs	<input type="checkbox"/>
Board development for Family Justice Centers or co-located responses	<input type="checkbox"/>
Coordinated community response	<input type="checkbox"/>
Civil legal services for victims/survivors	<input type="checkbox"/>
Collaboration	<input type="checkbox"/>
Court response	<input type="checkbox"/>
Creating/sustaining diverse organizations	<input type="checkbox"/>
Criminal codes	<input type="checkbox"/>
Enhancing culturally and linguistically appropriate services	<input type="checkbox"/>
Curricula and training issues	<input type="checkbox"/>
Developing or enhancing culturally appropriate services for underserved populations	<input type="checkbox"/>
Fatality reviews	<input type="checkbox"/>
Sexual assault forensic evidence collection and documentation	<input type="checkbox"/>
Full faith and credit	<input type="checkbox"/>
Grant guidelines	<input type="checkbox"/>
Law enforcement response	<input type="checkbox"/>
Policy/protocol development	<input type="checkbox"/>
Program development	<input type="checkbox"/>
Program evaluation	<input type="checkbox"/>
Probation and parole response	<input type="checkbox"/>
Prosecution response	<input type="checkbox"/>
Protection orders enforcement	<input type="checkbox"/>
Response to abuse of people with disabilities/who are deaf	<input type="checkbox"/>
Response to elder abuse	<input type="checkbox"/>
Response to sexual assault victims/survivors	<input type="checkbox"/>
Response to domestic violence victims/survivors	<input type="checkbox"/>
Safety planning	<input type="checkbox"/>
Sex offender management	<input type="checkbox"/>
Standards of service for sexual assault, domestic violence, and stalking programs	<input type="checkbox"/>
Strategic planning	<input type="checkbox"/>
Supervised visitation and exchange	<input type="checkbox"/>
Sustainability	<input type="checkbox"/>
Technology and technology capacity	<input type="checkbox"/>
Technology safety and security (confidentiality)	<input type="checkbox"/>
Victim service administration and operations	<input type="checkbox"/>
Women of color leadership development	<input type="checkbox"/>
Other (specify): _____	<input type="checkbox"/>

C3. Underserved Populations

Were your TA Cooperative Agreement funds used to develop or enhance standards protocols or procedures for underserved populations or to encourage the representation of underserved populations in coordination activities during the current reporting period? Check yes if TA Cooperative Agreement-funded staff were used to develop or enhance services for underserved populations or if TA Cooperative Agreement funds directly supported representation of underserved populations in coordination activities.

- Yes-- answer question 22-23
- No--skip to C4

22. **Activities addressing underserved populations** (Check all activities 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.)

Activity	
Developing materials for underserved populations	<input type="checkbox"/>
Identifying gaps in services	<input type="checkbox"/>
Identifying underserved populations	<input type="checkbox"/>
Supporting representatives of historically underserved groups to participate in meetings	<input type="checkbox"/>
Coordinating a task force/caucus to address issues concerning underserved populations	<input type="checkbox"/>
Training/technical assistance regarding culturally appropriate services for historically underserved populations	<input type="checkbox"/>
Other (specify): _____	<input type="checkbox"/>

23. **Underserved populations** (Indicate which underserved populations were addressed in the activities indicated in question 20. Check all that apply.)

Victims/survivors who:

- live in rural areas
- are American Indian or Alaska Native
- are Asian
- are black or African American
- are deaf
- have disabilities
- 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/substance abuse issues
- Other (specify): _____

C4. Products

Were your TA Cooperative Agreement funds used to develop, substantially revise, or distribute products during the current reporting period? Check yes if TA Cooperative Agreement-funded staff developed products or if TA Cooperative Agreement funds directly supported the development, revision, or distribution of products.

- Yes--answer question 24
- No--skip to section D

24. Use of TA Cooperative Agreement funds for product development, substantial revision, or distribution *(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.)*

Products	Number developed or revised	Title/topic	Intended audience	Number used or distributed	Other languages/formats
Brochures					
Manuals					
Newsletter					
Training curricula					
Training materials					
Reports					
Tool kits					
TA packets					
Fact sheets					
Web site <i>(report number of unique visitors in used or distributed column)</i>					
Videos					
Other <i>(specify):</i> _____					

D. NARRATIVE

All TA providers must answer question 25.

PLEASE LIMIT YOUR RESPONSE TO FOUR PAGES FOR THIS QUESTION.

25. Report on the status of meeting the terms of the TA Cooperative Agreement as outlined in the Award Letter. *(Using Appendix A, report on the status of meeting the terms of the cooperative agreement as outlined in the Award Letter as of the end of the current reporting period. 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. If you have not accomplished objectives that should have been accomplished during the current reporting period, you must provide an explanation.)*

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. As a TA provider what do you see as the most significant areas of remaining need with regard to increasing victim/survivor safety and offender accountability? *(Consider geographic regions, underserved populations, service delivery systems, types of victimization, and challenges and barriers unique to the grantees to whom you provide technical assistance.)*
27. What do you see as the most significant needs of grantees/emerging issues (describe the types of support, technical assistance or other needs of the grantees you serve. Note any new or emerging issues, e.g., emergency preparedness)?

Question 28 is optional.

PLEASE LIMIT YOUR RESPONSE TO TWO PAGES FOR THIS QUESTION.

28. Provide any additional information that you would like us to know about your TA Cooperative Agreement and/or the effectiveness of your cooperative agreement. *(If you have other data or information regarding your program that would more fully or accurately reflect the effectiveness of your TA Cooperative Agreement-funded program than the data you have been asked to provide on this form, answer this question. If you have not already done so elsewhere on this form, you may want to report on systems-level changes, community collaboration, the removal or reduction of barriers and challenges for victims/survivors, promising practices, and 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.

APPENDIX A

Goals/Objectives (Describe your goals and objectives, as outlined in your grant proposal, or as revised)	Key Activities/in furtherance of goals/objectives	Status (e.g., completed, in progress, delayed, revised)	Comments (successes, challenges, explanations)