

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 or subsection. If the response is no, the rest of that section or 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 should be reported if they were coordinated or supervised by LAV Program-funded staff or if LAV Program grant funds substantially supported 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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SECTION **A1**

GENERAL INFORMATION

Grant Information

All grantees must complete this section.

1. **Date of report**

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)
Supplement number _____
(if appropriate)

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): _____

5a. **Is this organization a faith-based organization?**

Yes No

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

First name _____ MI _____ Last name _____

Agency/organization name _____

Address _____

City _____ State _____ Zip code _____

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 percentage of your LAV Program grant funds was 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 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 to, or related by blood or marriage to, or in a dating relationship with the victim/survivor. The term **domestic violence/dating 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 or dating partner. **Stalking** is defined as a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress. (See separate instructions for more complete definitions.)

	Percentage of grant funds
Sexual assault	<input type="text"/>
Domestic violence/dating violence	<input type="text"/>
Stalking	<input type="text"/>
TOTAL	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. Report staff by functions performed, not by title or location. Include employees who are part-time and/or only partially funded with these grant funds, as well as consultants/contractors. If an employee or contractor was employed or utilized for only a portion of the reporting period, prorate appropriately. For example, if you hired a full-time attorney in October who was 100% funded with LAV Program funds, you would report that as .5 FTE. Report all FTEs in decimals, not percentages. One FTE is equal to 1,040 hours—40 hours per week x 26 weeks. See separate instructions for examples of how to calculate FTEs.)

Staff	FTE(s)
Administrator <i>(fiscal manager, executive director)</i>	<input type="text"/>
Attorney	<input type="text"/>
Information technology staff	<input type="text"/>
Law student/intern	<input type="text"/>
Legal advocate <i>(does not include attorney or paralegal)</i>	<input type="text"/>
Paralegal	<input type="text"/>
Program coordinator <i>(training coordinator, legal staff coordinator)</i>	<input type="text"/>
Support staff <i>(administrative assistant, bookkeeper, accountant)</i>	<input type="text"/>
Trainer	<input type="text"/>
Translator/interpreter	<input type="text"/>
Victim advocate <i>(includes domestic violence, sexual assault, and dual)</i>	<input type="text"/>
Other <i>(specify):</i> <input style="width: 400px;" type="text"/>	<input type="text"/>
TOTAL	<input type="text"/>

SECTION **B**

Purpose Areas

All grantees must complete this section.

10. Statutory purpose areas

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

Check ALL that apply	Purpose areas
<input type="checkbox"/>	To implement, expand, and establish cooperative efforts and projects between domestic violence and sexual assault victim services organizations and legal assistance providers to provide legal assistance for victims of sexual assault, stalking, domestic violence, and dating violence. (In most cases, this purpose area refers to legal services organizations.)
<input type="checkbox"/>	To implement, expand and establish efforts and projects to provide legal assistance for victims of domestic violence, dating violence, stalking, and sexual assault by organizations with a demonstrated history of providing direct legal or advocacy services on behalf of these victims. (In most cases, this purpose area refers to victim services organizations.)
<input type="checkbox"/>	To provide training, technical assistance and data collection to improve the capacity of grantees and other entities to offer legal assistance to victims of domestic violence, dating violence, stalking, and sexual assault.

11. Special interest categories 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 C2

12. Training events 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. For purposes of this reporting form, training provided to LAV Program-funded staff should not be counted. For purposes of this reporting form, **training** means providing information on sexual assault, dating violence, domestic violence, and/or stalking that enables professionals)*

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 training events should not be counted as people trained. If you do not know how many people to report in specific categories, you may report the overall number them in “Multidisciplinary,” but this category should be used only as a last resort. Students, community members, and victims should not be reported as people trained, since they are not professionals responding to victims.)

People trained	Number	People trained	Number
Advocacy organization staff (NAACP, AARP)	<input style="width: 100%; height: 20px;" type="text"/>	Law students	<input style="width: 100%; height: 20px;" type="text"/>
Attorneys (does not include prosecutors)	<input style="width: 100%; height: 20px;" type="text"/>	Mental health professionals	<input style="width: 100%; height: 20px;" type="text"/>
Bar association/volunteer lawyer program staff	<input style="width: 100%; height: 20px;" type="text"/>	Multidisciplinary (various disciplines at same training)	<input style="width: 100%; height: 20px;" type="text"/>
Batterer intervention program staff	<input style="width: 100%; height: 20px;" type="text"/>	Prosecutors	<input style="width: 100%; height: 20px;" type="text"/>
Child welfare workers/advocates	<input style="width: 100%; height: 20px;" type="text"/>	Sex offender treatment providers	<input style="width: 100%; height: 20px;" type="text"/>
Court personnel (judges, clerks)	<input style="width: 100%; height: 20px;" type="text"/>	Sexual assault coalition staff (state or tribal)	<input style="width: 100%; height: 20px;" type="text"/>
Disability organization staff (non-governmental)	<input style="width: 100%; height: 20px;" type="text"/>	Social services organization staff (non-governmental—food bank, homeless shelter)	<input style="width: 100%; height: 20px;" type="text"/>
Domestic violence coalition staff (state or tribal)	<input style="width: 100%; height: 20px;" type="text"/>	Supervised visitation and exchange center staff	<input style="width: 100%; height: 20px;" type="text"/>
Elder organization staff (non-governmental)	<input style="width: 100%; height: 20px;" type="text"/>	Translators/interpreters	<input style="width: 100%; height: 20px;" type="text"/>
Faith-based organization staff	<input style="width: 100%; height: 20px;" type="text"/>	Tribal government/Tribal government agency staff	<input style="width: 100%; height: 20px;" type="text"/>
Government agency staff (vocational rehabilitation, food stamps, TANF)	<input style="width: 100%; height: 20px;" type="text"/>	Victim advocates (non-governmental, includes sexual assault, domestic violence, and dual)	<input style="width: 100%; height: 20px;" type="text"/>
Health professionals (doctors, nurses)	<input style="width: 100%; height: 20px;" type="text"/>	Victim-assistants (governmental, includes victim-witness specialists/coordinators)	<input style="width: 100%; height: 20px;" type="text"/>
Immigrant organization staff	<input style="width: 100%; height: 20px;" type="text"/>	Volunteers	<input style="width: 100%; height: 20px;" type="text"/>
Law enforcement officers	<input style="width: 100%; height: 20px;" type="text"/>	Other (specify): <input style="width: 150px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Legal services staff (does not include attorneys)	<input style="width: 100%; height: 20px;" type="text"/>	TOTAL	<input style="width: 100%; height: 20px;" type="text"/>

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.)
- Dating violence laws
- Dating violence overview, dynamics and services
- 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
- Representation/advocacy for victims/survivors within the criminal justice system
- Representation/advocacy for victims/survivors within the educational system
- Response to victims/survivors who have been trafficked
- 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:

- are American Indian or Alaska Native
- are Asian
- are black or African American
- 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 disabilities
- have limited English proficiency
- have mental health issues
- have substance abuse issues
- live in rural areas
- Other (specify):

15. (Optional) Additional information

(Use the space below to discuss the effectiveness of training activities funded or supported by your LAV Program grant and to provide any additional information you would like to share about your training activities beyond what you have provided in the data above. An example might be an increased number of referrals of sexual assault victims/survivors to your organization from both governmental and non-governmental victim advocates following a training provided to both groups on identifying legal issues for these victims/survivors.)

SECTION C2

Coordinated Community Response

All grantees must answer this subsection.

16. Coordinated community response activities

(Check the appropriate boxes to indicate the agencies or organizations, even if they are not memorandum of understanding memorandum of understanding [MOU] partners, 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. If LAV-funded staff participated in a task force or work group, indicate that under "Meetings" by checking the frequency of the meetings and the types of organizations participating. In the last column, indicate the agencies or organizations with which you have an [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	
Advocacy organization (NAACP, AARP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corrections (probation, parole, and correctional facility)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Court	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Domestic violence organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educational institution/organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Faith-based organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Government agency (INS, Social Security, TANF)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health/mental health organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Law enforcement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal organization (legal services, bar association, law school)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prosecutor's office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual assault organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sex offender management/sex offender treatment provider	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social service organization (non-governmental)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tribal government/Tribal government agency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

16a. Number of communities with improved CCR capacity

*(Provide the number of communities that have improved their capacity to respond to domestic violence, dating violence, sexual assault, and stalking as a result of the coordinated community response activities described above. For purposes of this question, a **community** may be defined as a city or town that you serve, but in larger metropolitan areas a “community” may be a neighborhood or borough.)*

Number of communities

17. (Optional) Additional information

(Use the space below to discuss the effectiveness of CCR activities funded or supported by your LAV Program grant and to provide any additional information you would like to share about those activities beyond what you have provided in the data above. An example might be an improved judicial response to victims/survivors requesting protection orders, as the result of meetings of a regional task force that included victim advocates, legal services attorneys, and judges.)



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 18
 No—skip to C4

18. 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. Do not report the number of products printed or copied; only report the number developed or revised—in most cases that number will be one for each product described—and/or the number used or distributed. See separate instructions for examples of how to report under “Developed or revised” and “Used or distributed.”)

Products	Number developed or revised	Title/topic	Intended audience	Number used or distributed	Other languages
Brochures	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Client education materials	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Manuals	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Training curricula	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Training materials	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other (specify): _____	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

SECTION C4

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 19
- No—skip to C5

19. Technical assistance provided

(Indicate the area[s] of technical assistance addressed and the type of recipient. Technical assistance is any of a wide variety of activities designed to facilitate individual or agency change in some systematic manner by providing expertise to solve a problem. Check all that apply.)

	Sexual assault	Domestic violence/ dating violence	Stalking
Attorneys	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friends of the court/mediators/guardians ad litem	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal services staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prosecutors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Victim advocates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION
C5

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 LAV Program funds or LAV Program-funded staff were used to develop, install, expand, and/or coordinate data collection systems.

- Yes—answer question 20
- No—skip to section D

20. 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

SECTION **D**

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 these services to victims/survivors, or if grant funds were used to support these services.

- Yes—answer questions 21-24 and 25-31 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 32-33.
- No—skip to section E

21. 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 separate instructions 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 was seeking or who received services during the current reporting period should be counted only once in that reporting period. For purposes of this question, victims/survivors are those against whom the sexual assault, domestic violence, dating 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. Do not report secondary victims here.)

	Sexual assault	Domestic violence/ dating violence	Stalking	TOTAL
A. Served: victims/survivors who received the service(s) they requested, if those services were funded by your LAV Program grant	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
B. Partially served: victims/survivors who received some service(s), but not all of the services they requested, if those services were funded by your LAV Program grant	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL SERVED AND PARTIALLY SERVED (21A + 21B)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
C. Victims/survivors seeking services who were not served: victims/survivors who sought service(s) and did not receive the service(s) they were seeking, if those services were funded by your LAV Program grant	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

(Check all that apply.)

- Conflict of interest
- Did not meet statutory requirements
- Hours of operation
- Insufficient/lack of culturally appropriate services
- Insufficient/lack of language capacity (including sign language)
- Insufficient/lack of services for people with disabilities
- Lack of child care
- Need not documented
- Program reached capacity
- Program unable to provide service due to limited resources/priority-setting
- Services inappropriate or inadequate for victims/survivors with substance abuse issues
- Services inappropriate or inadequate for victims/survivors with mental health issues
- Services not appropriate for victim/survivor
- Transportation
- Other (specify): _____

23. Demographics of victims/survivors served or partially served

(Based on the victims/survivors reported in 21A and 21B, report the total numbers for all that apply. Because victims/survivors may identify in more than one category of race/ethnicity, the total for "Race/ethnicity" may exceed the total number of victims/survivors reported in 21A and 21B. However, the total number of victims/survivors reported under "Race/ethnicity" should not be less than the total number of victims/survivors reported in 21A and 21B. The total number of victims/survivors reported under "Gender" and the total number reported under "Age" should equal the total number of victims/survivors reported in 21A and 21B. Those victims for whom gender, age, and/or race/ethnicity are not known should be reported in the "Unknown" category.)

Race/ethnicity (victims/survivors should not be counted more than once in either the category "American Indian and Alaska Native" or in the category "Native Hawaiian and other Pacific Islander")	Number of victims/survivors
American Indian and Alaska Native	<input type="text"/>
Asian	<input type="text"/>
Black or African American	<input type="text"/>
Hispanic or Latino	<input type="text"/>
Native Hawaiian and other Pacific Islander	<input type="text"/>
White	<input type="text"/>
Unknown	<input type="text"/>
TOTAL RACE/ETHNICITY (should not be less than the sum of 21A and 21B)	<input type="text"/>
Gender	
Female	<input type="text"/>
Male	<input type="text"/>
Unknown	<input type="text"/>
TOTAL GENDER (should equal the sum of 21A and 21B)	<input type="text"/>
Age	
0-12	<input type="text"/>
13-17	<input type="text"/>
18-24	<input type="text"/>
25-59	<input type="text"/>
60 +	<input type="text"/>
Unknown	<input type="text"/>
TOTAL AGE (should equal the sum of 21A and 21B)	<input type="text"/>
Other demographics	
People with disabilities	<input type="text"/>
People with limited English proficiency	<input type="text"/>
People who are immigrants/refugees/asylum seekers	<input type="text"/>
People who live in rural areas	<input type="text"/>

24. Victims'/survivors' relationship to offender

(For those victims/survivors reported as served and partially served in questions 21A and 21B, report the victim/survivor relationship 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 total number of relationships in the sexual assault column must be at least [insert sum of sexual assault victims/survivors reported in 21A and 21B]; the total number in the domestic violence/dating violence column must be at least [insert sum of domestic violence victims/survivors reported in 21A and 21B]; and the total number in the stalking column must be at least [insert sum of stalking victims/survivors reported in 21A and 21B].)

Victim's relationships to offender	Number of victims/survivors relationships		
	Sexual assault	Domestic violence/dating violence	Stalking
Current or former spouse or intimate partner	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other family or household member	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dating relationship	<input type="text"/>	<input type="text"/>	<input type="text"/>
Acquaintance (neighbor, employee, co-worker, schoolmate, student, etc.)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Stranger	<input type="text"/>	<input type="text"/>	<input type="text"/>
Relationship unknown	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL	<input type="text"/>	<input type="text"/>	<input type="text"/>

25. Victim services provided by lawyers

(Report the number of victims/survivors from 21A and 21B who received the following services from LAV Program-funded lawyers during the current reporting period by type of service. Count each victim/survivor only once for each type of service that victim/survivor received during the current reporting period; do not report the number of times that service was provided to the victim/survivor. The total for each type of service should not be higher than the total of 21A and 21B [insert total of 21A and 21B]. Note that question 27 below addresses the provision of legal services to victims/survivors.)

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

26. Victim services provided by other staff

(Report the number of victims/survivors from 21A and 21B 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 each victim/survivor only once for each type of service received during the current reporting period; do not report the number of times that service was provided to the victim/survivor. The total for each category of service should not be higher than the total of 21A and 21B [insert total of 21A and 21B].)

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

27. Legal issues

(Report the total number of new and pending matters in which the following legal issues were addressed by LAV-funded staff during the current reporting period. Count a victim/survivor once for each category of 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.)

Legal issues	Number of victims/survivors	
	Pending	New
A. Protection orders <i>(temporary and final, enforcement of existing PO)</i>	<input type="text"/>	<input type="text"/>
B. Family law matters		
Divorce	<input type="text"/>	<input type="text"/>
Custody/visitation	<input type="text"/>	<input type="text"/>
Establishment of paternity	<input type="text"/>	<input type="text"/>
Child/spousal support	<input type="text"/>	<input type="text"/>
Other family law matters	<input type="text"/>	<input type="text"/>
C. Consumer/finance <i>(credit, debt, bankruptcy, tax, etc.)</i>	<input type="text"/>	<input type="text"/>
D. Employment	<input type="text"/>	<input type="text"/>
E. Income maintenance <i>(TANF, disability, food stamps, unemployment)</i>	<input type="text"/>	<input type="text"/>
F. Housing	<input type="text"/>	<input type="text"/>
G. Immigration		
VAWA self-petition	<input type="text"/>	<input type="text"/>
Cancellation of removal	<input type="text"/>	<input type="text"/>
Green card application	<input type="text"/>	<input type="text"/>
U visa	<input type="text"/>	<input type="text"/>
T visa	<input type="text"/>	<input type="text"/>
Other immigration matters	<input type="text"/>	<input type="text"/>
H. Criminal issues <i>(sexual assault, domestic violence/dating violence, stalking. Does not include defending victims accused of criminal activities.)</i>	<input type="text"/>	<input type="text"/>
I. Educational issues	<input type="text"/>	<input type="text"/>
J. Other <i>(specify):</i> _____	<input type="text"/>	<input type="text"/>

28. 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-J] listed in question 27 during the current reporting period. For purposes of this question, consider all family law matters [section B] as one category and all immigration matters [section G] as one category.)

29. Comprehensive services

(If victims/survivors received other needed legal services for matters such as those listed in question 27 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. Please limit your response to two pages.)

30. Legal outcomes

(For all cases closed or issues resolved during the current reporting period for which services were provided by LAV Program-funded lawyers, paralegals, or specially appointed advocates, report the number and type of outcome for each issue addressed and resolved. 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 (<i>temporary and final, enforcement of existing PO</i>)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Divorce	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Custody/visitation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Establishment of paternity	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Child/spousal support	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other family law matters	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Consumer/finance (<i>credit, debt, bankruptcy, tax, etc.</i>)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Employment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Income maintenance (<i>TANF, disability, food stamps, unemployment</i>)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Housing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
VAWA self-petition	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cancellation of removal	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Green card application	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
U Visa	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
T Visa	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other immigration matters	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Criminal issues	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Educational issues	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other (<i>specify</i>):	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

31. (Optional) Additional information

(Use the space below to discuss the effectiveness of the legal services you have provided to victims and to share any additional information about your legal services activities beyond what you have provided in the data above. An example might be that you are requesting and obtaining protection orders that address child and spousal support as well as custody and visitation on a regular basis on behalf of victims/survivors.)

A large, empty rectangular box with a thin blue border, intended for providing additional information as described in the text above.

32. a. Pro bono attorneys

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

Recruited	<input type="text"/>
Trained	<input type="text"/>
Mentored	<input type="text"/>
Coordinated	<input type="text"/>

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.)

33. a. Volunteer law students

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

Recruited	<input type="text"/>
Trained	<input type="text"/>
Mentored	<input type="text"/>
Coordinated	<input type="text"/>

b. Cases worked on

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

SECTION **E**

NARRATIVE

All grantees must answer question 34.

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

(Report succinctly on the status of the goals and objectives for your LAV Program grant as of the end of the current reporting period, as they were identified grant proposal 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 briefly 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 35.

PLEASE LIMIT YOUR RESPONSE TO 8,000 CHARACTERS FOR THIS QUESTION.

35. 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 36 and 37 on an annual basis. Submit responses on the January to June reporting form only.

PLEASE LIMIT YOUR RESPONSE TO 8,000 CHARACTERS FOR EACH QUESTION.

36. 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, dating 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.)

37. 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 38 and 39 are optional.

PLEASE LIMIT YOUR RESPONSE TO 8,000 CHARACTERS FOR EACH QUESTION.

38. 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 any other data or information that you have not already reported in answer to previous questions on this form that demonstrate the effectiveness of your LAV Program-funded program, please provide it below. 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 consequence.)

39. Provide any additional information that you would like us to know about the data submitted.

(If you have any information that could be helpful in understanding the data you have submitted in this report, please answer this question. For example, if you submitted two different progress reports for the same reporting period, you may explain how the data was apportioned to each report; if you funded staff-e.g., advocates and attorneys-- but did not report any corresponding victim services or legal services, you may explain why; or if you did not use program funds to support either staff or activities during the reporting period, please explain how program funds were used, if you have not already done so.)

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.

Report on the status of your LAV Program grant goals and objectives as of the end of the current reporting period. - **Question #34**

Goals/Objectives (1,750 characters)	Status (100 characters)	<input type="text"/>
Key Activities (1,750 characters)		
Comments (500 characters)		
Goals/Objectives	Status	<input type="text"/>
Key Activities		
Comments		

Report on the status of your LAV Program grant goals and objectives as of the end of the current reporting period. - **Question #34 (cont. 1)**

Goals/Objectives	Status	<input type="text"/>
Key Activities		
Comments		
Goals/Objectives	Status	<input type="text"/>
Key Activities		
Comments		

Report on the status of your LAV Program grant goals and objectives as of the end of the current reporting period. - **Question #34 (cont. 2)**

Goals/Objectives	Status	<input type="text"/>
Key Activities		
Comments		
Goals/Objectives	Status	<input type="text"/>
Key Activities		
Comments		

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. - **Question #35**

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. - **Question #35 (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, dating violence, and stalking? - **Question #36**

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, dating violence, and stalking? - **Question #36 (cont.)**

What has LAV Program funding allowed you to do that you could not do prior to receiving this funding?
- Question # 37

What has LAV Program funding allowed you to do that you could not do prior to receiving this funding?
- Question # 37 (cont.)

Provide any additional information that you would like us to know about your LAV Program grant and/or the effectiveness of your grant. - **Question # 38**

Provide any additional information that you would like us to know about your LAV Program grant and/or the effectiveness of your grant. - **Question # 38 (cont.)**

Provide any additional information that you would like us to know about the data submitted. - **Question # 39**

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Provide any additional information that you would like us to know about the data submitted. - **Question # 39 (cont.)**

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