

Domestic Victims of Human Trafficking (DVHT) Program Background

The Trafficking Victims Protection Act of 2000, as amended, authorizes the Secretary of Health and Human Services to establish a program to assist United States citizens and lawful permanent residents who are victims of severe forms of trafficking (22 U.S.C. 7105(f)). OTIP will award cooperative agreements to implement the Domestic Victims of Human Trafficking (DVHT) Program, which will include: (1) the Domestic Victims of Human Trafficking and Services Outreach Program, (2) Demonstration Grants to Strengthen the Response to Victims of Human Trafficking in Native Communities Program, and (3) the Strengthen the Health Care Response for Victims of Human Trafficking Program. Through the DVHT program, grantees will provide comprehensive case management to domestic survivors of severe forms of human trafficking in a traditional case management, Native community, or health care setting. The intent of the program is to connect survivors with the services they need to improve their lives and health outcomes.

The DVHT Program is inclusive of three distinct programs: the Domestic Victims of Human Trafficking and Services Outreach Program, Demonstration Grants to Strengthen the Response to Victims of Human Trafficking in Native Communities Program, and the Strengthen the Health Care Response for Victims of Human Trafficking Program grants. The data collection instruments are intended to collect information for all three DVHT programs.

OTIP collects information to measure grant project performance, provide technical assistance to grant recipients, assess program outcomes, improve program evaluation, respond to congressional inquiries and mandated reports, and inform policy and program development that is responsive to the needs of victims.

The information collection captures information on participant demographics (e.g., age, sex, and country of origin); types of trafficking experienced (e.g., sex, labor, or both); types of enrollment; types of services requested and provided, along with their cost; barriers to service delivery; subrecipients enrolled into the grant recipient's network; victim outreach activities; and public awareness building activities.

OMB Control Number: 0970-0542

Expiration Date: 2/28/2026

PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this information collection is to gather data on the grant program to assess program performance, inform evaluation efforts, tailor technical assistance for recipients, respond to inquiries from stakeholders, and inform policy and program development. Public reporting burden for this collection of information is estimated to average XX hours per grant recipient, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This collection of information is required to retain a benefit (22 U.S.C. 7105, Trafficking Victims Protection Act). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0542 and the expiration date is 2/28/2026. If you have any comments on this collection of information, please contact Vera Soto, Office on Trafficking in Persons, by email at Vera.Soto@acf.hhs.gov.

How to Use This Workbook

Domestic Victims of Human Trafficking (DVHT) Program grant recipients are expected to submit client program entry, delivery barriers and monitoring, client case closure, training, technical assistance, and partnership development data to OTIP on a quarterly basis and client service use and costs of services data on an annual basis. The name of each quarterly submission tab will start with a 'Q.' The name of each annual submission tab will start with 'FY.'

Over the course of the DVHT program, grant recipients will use the OMB-approved forms below to collect data from clients and program partners. This data will then be aggregated and submitted to OTIP via this Excel-based data collection workbook and submitted via GrantSolutions.gov to fulfill post-award performance reporting requirements.

DVHT Program Data Collection Forms

- Client Characteristics and Enrollment Form
- Barriers to Service Delivery Form
- Client Case Closure Form
- Client Service Use and Delivery Form
- Victim Outreach Form*
- Subrecipient Enrollment
- Categories of Assistance

Several of the OMB-approved data elements have a predetermined list of values. In order to adhere to HHS' Policy for Software Development Secure Coding Practices, we are unable to add macros that would allow for multi-select data validation. This means that, for some data elements/columns, you will need to type the relevant information.

The grey cells above each of the data elements describe the format of the data that should be entered into the column and a pop-up comment box in the cell provides the field value options. The yellow example row of data also has a drop down box that contains all field options. See screenshots below.

Grant Eligibility Status Response Options:

Pre-Certified Foreign National
Certified Foreign National

U.S. Citizen/Lawful Permanent Resident

If you are adding
with a comma
"Employment Assistance"
tab and operating
'Operational Grant'

ate the values
e out,
ne 'Definitions'
arkbook on the

drop down list, one selection

open text

Grant Eligibility Status?

If eligible client did not enroll, specify reason

DVHT Victim Assistance - Client Service Use and Delivery Reporting

alphanumeric code

open text, refer to field value options

Client Identifier

Services Received During Reporting Period

EXAMPLE ROW

Employment Assistance, Education Assistance, Other



Domestic Victims of Human Trafficking Program

Terms and Definitions

Term	Definition
Definitions for Client Enrollment, Service Delivery, and Exit	
Enrollment	occurs when a victim of human trafficking is entered into the program to receive comprehensive case management services. This includes occasions when a victim reconnects to the program after a period of absence and the case is reopened.
Exit	or disenrollment occurs when a client separates from the program and is no longer receiving comprehensive case management services. This may occur when the client completes the program or for a variety of other reasons.
Clients	are those individuals enrolled in OTIP funded programs such as the Trafficking Victim Assistance Programs or Domestic Victims of Human Trafficking (DVHT) Programs. United States citizens and Lawful Permanent Residents who have experienced human trafficking are eligible to enroll in DVHT Programs including the Domestic Victims of Human Trafficking Services and Outreach Program and the Victims of Human Trafficking in Native Communities Program.
Subrecipient Partnerships	are a type of relationship between at least two organizations in which the organization funded by the government (e.g., grant recipient) has agreed to share its financial resources with one or more organizations (e.g., subrecipients) to conduct a program.
Human Trafficking	is a crime involving the exploitation of someone to perform labor or commercial sex acts through force, fraud, or coercion.
Sex Trafficking	occurs when someone is induced to perform a commercial sex act through force, fraud, or coercion – or when the person providing the act is 17 years old or younger.
Labor Trafficking	occurs when someone is recruited, harbored, transported, provided, or obtained for labor or services through force, fraud, or coercion to subject them to involuntary servitude, peonage, debt bondage, or slavery.
Disability	is defined as the product of interactions among individuals' bodies; their physical, emotional, and mental health; and the physical and social environment in which they live, work, or play. Disability exists where this interaction results in limitations of activities and restrictions to full participation at school, at work, at home, or in the community (Institute of Medicine and International Classification of Functioning, Disability, and Health).
Hearing Difficulty	is being deaf or having serious difficulty hearing.
Vision Difficulty	is being blind or having serious difficulty seeing, even when wearing glasses.
Cognitive Difficulty	is having difficulty remembering, concentrating, or making decisions because of a physical, mental, or emotional problem.
Ambulatory Difficulty	is having serious difficulty walking or climbing stairs.
Self-Care Difficulty	is having difficulty bathing or dressing.
Independent Living Difficulty	is having difficulty doing errands alone such as visiting a doctor's office or shopping because of a physical, mental, or emotional problem.
Housing	https://www.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf
Emergency Housing	is any facility whose primary purpose is to provide temporary or transitional shelter for the homeless in general or for specific populations of the homeless (e.g., domestic violence shelters, human trafficking shelters, etc.).
Institutional Housing	is any facility whose primary purpose is to provide 24-hour care, treatment, and/or supervision. This includes psychiatric treatment facilities, juvenile detention centers, jails, prisons, foster care home settings, substance abuse treatment facilities, detox centers, long-term care facilities, and nursing homes.
Permanent Housing	is community-based housing with no time limit on how long an individual can reside in the housing or receive housing assistance, living as independently as possible. This includes Permanent Supportive Housing as well as housing owned or rented by the client.
Transitional Housing	is designed to provide homeless individuals and families with the interim stability and support to successfully move to and maintain permanent housing. Transitional housing is time limited with clients staying up to 24 months in the housing, typically with accompanying supportive services. Individuals must have a lease (or sublease) or occupancy agreement in place when residing in transitional housing.
Services and Benefits	
Basic Necessities	are encounters between a client and service provider in which a client is provided directly with items needed for daily living or with funds to purchase said items. This includes providing clients with personal care items such as shampoo, conditioner, soap, lotion, clothing, feminine hygiene products, and food.
Case Management	is an encounter between a case management provider and a client during which services are provided that assist clients in the management of their health and social needs, including client needs assessments, the establishment of service plans, and the maintenance of referral, tracking, and follow-up systems. This also includes assisting clients in understanding their rights and advocating on their behalf with referral partners.
Childcare	includes encounters between the client's child or children and childcare provider including babysitters, daycare, Early Head Start, Head Start, after and/or before school care, day camps, etc. This includes assistance securing childcare, funding provided for childcare, and referrals to childcare providers.
Crisis Intervention	includes encounters in which a client or potential client in crisis receives interventions and services. This includes assistance or referrals provided for client emergencies as well as the provision of intervention techniques by a service provider aimed at alleviating emotional distress.
Education Services	are encounters in which a client accesses educational courses in an informal, traditional, or online setting. This includes English as a Second Language (ESL) courses, General Education courses, GED test preparation, and enrollment in higher education. These courses can be directly provided by the grant recipient or through a referral.
Employment Assistance	includes encounters between a client and service provider in which they receive assistance in finding and securing employment. This may include interview preparation, assistance in job hunting or resume building, or engagement in job placement programs. This can be directly provided by the grant recipient or through a referral.
Family Reunification	are encounters between a client and service provider or on behalf of a client (with their consent) in which efforts are made to reunify the client with their family members in the United States. This may include making phone calls to arrange family reunification, holding meetings to prepare for family reunification, and assisting clients in obtaining and completing any necessary reunification paperwork.
Housing/Shelter Services	are encounters between a client and service provider to assist the client in securing and maintaining housing. This may include full or partial payment of a client's rent or utilities, enrollment in housing programs or housing units, completion of housing related paperwork, and assistance with the client's housing search.

Interpreter/Translator Services	are encounters between a translator or interpreter and client to assess service needs and/or to provide services to a client. This includes the use of language lines for interpretation services.
Legal Advocacy and Services	are generally encounters between a client and an attorney or paralegal to discuss the client's rights and legal options or to follow through on legal remedies. This may include expunging criminal records because of the trafficking experience or assistance with civil or family court issues. This may also include using program funds to provide 'know your rights' presentations to facilitate legal representation by private attorneys willing to act on behalf of clients pro bono. However, program funding cannot be used for criminal defense attorney services.
Life Skills	are encounters between a client and service provider to develop skills necessary for full participation in everyday life. This includes assisting clients in learning how to do laundry, navigate public transportation, maintain personal hygiene, develop healthy relationships, enact conflict resolution, and cook healthy and balanced meals.
Medical Services	are encounters between a client and a physician, physician assistant, nurse practitioner, physician assistant, or nurse for the purpose of assessing or treating a medical problem.
Medicaid	is health insurance available to low-income individuals and families.
Mental/Behavioral Health Services	are encounters between a licensed mental health provider (psychiatrist, psychologist, LCSW, and certain other master's prepared mental health providers licensed by specific states) or an unlicensed mental health provider credentialed by the center, and a client, during which mental health services (i.e., services of a psychiatric, psychological, psychosocial, or crisis intervention nature) are provided. Clinicians and Hospitals use diagnostic codes from the DSM-5 for insurance purposes.
Other Services	are encounters between a provider, other than those listed above, and a client during which other forms of services are provided.
Peer-to-Peer Support and Mentoring	are encounters between a client and their peers (e.g., individuals who have shared a similar experience of human trafficking and/or substance use) to provide support, share knowledge, and/or work toward recovery through peer-led support groups, one-on-one coaching, mentoring programs, etc
Safety Planning	is an encounter between a client and service provider in which they develop a practical plan to avoid and react to dangerous situations. This plan should be based on the specific needs of each client.
Section 8	is the Housing Choice Voucher Program which assists low-income families, the elderly, and the disabled to afford safe housing in the private market.
SNAP	is the Supplemental Nutrition Assistance Program, formerly known as SNAP, which provides food-purchasing assistance to individuals and families.
SSDI	is Social Security Disability Insurance, a type of financial assistance provided to workers who become disabled before reaching retirement age.
SSI	is Supplemental Security Income, a type of financial assistance provided to low-income people who are aged 65 or older, blind, or disabled.
Substance Use Assessment/Treatment Services	are encounters between a substance abuse provider (e.g., credentialed substance abuse counselor, rehabilitation therapist, psychologist) and a client during which alcohol or drug abuse services (i.e., assessment and diagnosis, treatment, aftercare) are provided.
TANF	is the Temporary Assistance to Needy Families program, formerly known as welfare, which provides financial assistance to pregnant women and families with one or more dependent children.
Transportation Services	are encounters in which a service provider provides a client with the necessary resources to access transportation which enables clients to access services. This includes providing clients with bus/rail passes, cabs/cab vouchers, or gas assistance. This may occur with the service provider purchasing transportation on behalf of the client, providing clients with gifts cards to the same purpose, or providing clients with cash to purchase transportation themselves.
Victim Advocacy	is an encounter between a client and service provider in which the client is provided information and support to help them understand and exercise their rights as a victim of crime within the criminal justice process.
WIC	is the Special Supplemental Nutrition Program for Women, Infants, and Children, which provides nutrition assistance to low-income pregnant women, breastfeeding women, infants, and children under the age of five.
Trafficking Exploitation Industry/Venue	This data element describes the industry through which, or venue where, the client experienced trafficking exploitation to provide commercial sex acts or labor/services. The industry or venue can be formally recognized, or family owned.
Agriculture/Field Labor	This value should be selected if the client was trafficked to grow crops or cultivate soil. Includes: Farming operations that are not legally or formally recognized as businesses, such as agriculture on family-owned lands.
Auto-Mechanic/Auto-Shop/Car Repair	This value should be selected if the client was trafficked to repair or maintain a motor vehicle of any type, including diagnostic testing, inspections, cleaning, and cosmetic improvements.
Arts/Entertainment	This value should be selected if the client was trafficked to provide recreational entertainment or art, including modeling and the performing arts.
Bar/Cantina/Nightclub	This value should be selected if the client was trafficked through an establishment that serves alcohol/drinks as their primary business product.
Begging/Peddling	This value should be selected if the client was made to beg for money or ask strangers for donations that primarily benefit their exploiters. Includes: begging/peddling in exchange for quick or time-limited services such as selling candy or car window-washing at stoplights where the primary purpose of the labor is to beg or peddle and not necessarily to provide a good or service.
Carnival	This value should be selected if the client was trafficked to provide entertainment through traveling oddity and wonder shows or performances. This value should be selected if the client was a carnival performer or if the client supported the carnival through sale of retail goods/tickets, animal caretaking, event management tasks.
Carpentry/Woodworking	This value should be selected if the client was trafficked to make or repair any object made of wood. IMPORTANT NOTE: This industry should not be confused with Construction. If the primary work performed involved the development of the land and installation of building materials, select Construction.
Cobbling	This value should be selected if the client was trafficked to assemble, repair, or make modifications to shoes.
Commercial Cleaning	This value should be selected if the client was trafficked to provide janitorial or out-call cleaning services for commercial or public properties. IMPORTANT NOTE: This includes businesses like Merry Maids but does not refer to housekeeping staff at a hotel (Hotel/Hospitality).
Commercial Sex	This value should be selected if the client was recruited, harbored, transported, provided, obtained, patronized, or solicited for the purpose of engaging in a sex act in exchange for something of value. For minor clients, this value should be selected any time the client is offered anything of value in exchange for a sex act, even if engagement sex act does not take place. IMPORTANT NOTE: If the Type of Commercial Sex is known, please be sure to specify.
Construction	This value should be selected if the client was trafficked to provide improvements to real estate or infrastructure through building, repairs, or demolition. IMPORTANT NOTE: This industry should not be confused with private interior household repair like handyman services (Domestic Work).
Domestic Work	This value should be selected if the client was trafficked to provide childcare, housekeeping, household repair, or other household duties to an employer or family member. IMPORTANT NOTE: Household repair includes things like providing "handyman" services or backyard gardening but should not be confused with specialized lawn care (Landscaping) or other contracted work home improvement work (Construction).

Elder Care	This value should be selected if the client was trafficked to provide non-medical daily needs or to fulfill other caregiver duties for the elderly or otherwise vulnerable adults.
Escort Services	This value should be selected if the client was supplied to buyers to provide commercial sex or romantic companionship; OR, the client primarily provided commercial sex services on an "out-call" basis, meeting clients at various locations such as hotels or private residences
Factories/Manufacturing	This value should be selected if the client was trafficked to package food or merchandise to be sold; OR, to provide any other type of type of industrial factory-oriented labor.
Fishing	This value should be selected if the client was trafficked to catch/obtain fish, shellfish, or other sea life from a natural body of water (i.e., ocean, bay, gulf, etc.); OR to harvest aquatic animals or plants in controlled or selected aquatic environments.
Forced Criminal Activity	This value should be selected if the client was trafficked when providing labor or services that contribute to an illegal/illicit business operation. Includes: assault, arms smuggling/dealing, decoy services, extortion, financial scams, human smuggling/foot guiding, drug cultivation/production, drug transporting/distribution, drug smuggling, look-out/scouting, robbery, and wildlife smuggling, etc.
Forestry/Logging	This value should be selected if the client was trafficked to create, cultivate, manage, use, transport, carry and/or repair forests, trees, or tree products such as wood for recreational or commercial use.
Garment/Textiles	This value should be selected if the client was trafficked to use, alter, repair, or make modifications to a variety of fabrics, both man-made and natural fibers, as well as leather, fur, metals, and plastic.
Health Care	This value should be selected if the client was trafficked to provide medical care to patients. Includes: doula/midwife services, CNA/GNA work, home health care services, residential care facility services, etc.
Health/Beauty	This value should be selected if the client was trafficked to provide cosmetology-related services to clients. Includes: acupuncture services, hair salon/barber shop services, hair braiding, and nail salon services.
Herding Livestock/Animal Husbandry	This value should be selected if the client was trafficked to care for and raise animals for their byproducts.
Hotel/Hospitality	This value should be selected if the client was trafficked to provide lodging or other temporary accommodations to customers. Includes: front desk/front of housework and in-house housekeeping. IMPORTANT NOTE: This venue should not be confused with Commercial Cleaning and does not refer to tourist attractions Ski Resorts/Casinos (Recreation/Sports) or Cruise Ships (Transportation). This value should NOT be selected if a minor was induced to engage in a commercial sex act within a Hotel/Motel. In this situation, Exploitation Industry should be Commercial Sex and Commercial Sex Venue should be Commercial Space-Based.
Illicit Massage/Health	This value should be selected if the client was trafficked through a business that claimed to offer legitimate health/beauty/spa services, but whose true purpose is providing commercial sex services to clients. Includes: massage parlors, nail salons, acupuncture shops, spas, etc.
Landscaping	This value should be selected if the client was trafficked to modify the aesthetic features of land. Includes: Commercial gardening, grass cutting, hedge trimming, etc.
Mining/Quarrying	This value should be selected if the client was trafficked to harvest of coal or other minerals, oil, fuel, or gas.
Other	This value should be selected if the client described a trafficking situation that does not reasonably fit into any of the other venues/industries provided.
Personal Sexual Servitude	This value should be selected if the client was heavily controlled (and usually confined) for the sole purpose of providing personal sexual services to one/specific person(s).
Production of Child Sexual Abuse Material	This value should be selected if the client was induced to provide or produce visual material depicting sexually explicit displays, sexual activity, or sexual abuse, intended to erotically stimulate a person or through a business that produces such material. Includes: pornography, sextortion or revenge pornography, image-based abuse (nude photos), etc.
Recreation/Sports	This value should be selected if the client was trafficked through a business that provides a venue for patrons to partake in amusement or leisure or through athletic leagues or teams. Includes: casinos, ski resorts, pools, amusement/theme parks, recreational camps, golf courses, racetracks, family-owned gambling businesses, etc.
Religious Institution	This value should be selected if the client was trafficked through a spiritual or religious institution or organization.
Restaurant/Food Service	This value should be selected if the client was trafficked through a business primarily engaged in selling prepared food. The industry or venue can be formally recognized, or family owned. Includes: fast food, sit-down restaurants, food/ice cream trucks, food stands, etc.
Retail Sales	This value should be selected if the client was trafficked through a business primarily engaged in selling merchandise. This value should also be selected for informal sales and family business street retail sales.
Stripping/Dancing	This value should be selected if the client was trafficked to remove their clothing and provide dance performances. IMPORTANT NOTE: This value should not be confused with Bar/Club/Cantina – a venue whose primary business purpose is the sale of alcoholic beverages.
Transportation	This value should be selected if the client was trafficked to facilitate the movement of passengers and cargo, the warehousing and movement of goods, scenic and sightseeing transportation, or any related support activities. Includes: cruise ships, shipping, trucking, etc.
Traveling Sales Crew	This value should be selected if the client was trafficked to dispose of any form of waste. This value should be selected if the child was employed in a formal or informal capacity and should be interpreted broadly. Includes: collection, landfill, transfer, waste-to-energy, or recycling services, etc.
Waste Management/Recycling	This value should be selected if the client was trafficked to dispose of any form of waste. This value should be selected if the child was employed in a formal or informal capacity and should be interpreted broadly. Includes: collection, landfill, transfer, waste-to-energy, or recycling services, etc.
Not Reported	This value should be selected if the exploitation industry through which, or venue where, a client was exploited to provide commercial sex acts or labor/services is not known or is not reported.
Commercial Sex Venue	This value describes the venue where the client was induced to engage in commercial sex.
Commercial Space-Based	This value should be selected if the client was induced to engage in commercial sex within or through a commercial space. This value should be selected regardless of whether these businesses, or their associated agents, employees, or staff were involved in, or aware of, trafficking occurring on-site or within the business. IMPORTANT NOTE: For all sex trafficking situations, if the exploitation industry is known, all relevant field values for both Exploitation Industry and Commercial Sex Venue should be selected. Example: if a client was induced to engage in commercial sex within a cantina, Bar/Club/Cantina and Commercial Sex should be selected for Exploitation Industry and Commercial Space-Based should be selected for Commercial Sex Venue.
Institution-Based	This value should be selected if the client was induced to engage in commercial sex within or through a formal facility or organization of a public character in which people live and/or receive care. This value should be selected regardless of whether these institutions, or their associated employees or staff were involved in, or aware of, trafficking occurring on-site or within the institution. This should be selected regardless of the institution's fiduciary relationships or how the institution is funded. Examples of institutions: immigration facilities, detention facilities, educational facilities, child welfare agencies, shelters, transitional housing, or other nonprofit housing providers, etc.

<i>Technology-Based</i>	This value should be selected if the client was induced to engage in commercial sex, or to produce sexually explicit digital content or child sexual abuse material for the purposes of online, digital, virtual, or other technology-based distribution. This value should be used when the commercial sex act is advertised or viewable by online users (through mobile applications, social media or gaming platforms, or websites), or when content is shared digitally (via text message, video cassettes, or analog video recording). The actual location of where the sex act will take place or where the child sexual abuse material is created does not need to be known. This value should be selected regardless of whether the website, application, or other technological hosts, or their associated administrators were involved in, or aware of, trafficking occurring on their platform. IMPORTANT NOTE: For all sex trafficking situations, if the exploitation industry is known, all relevant field values for both Exploitation Industry and Commercial Sex Venue should be selected. Example: if a client was induced to produce child sexual abuse material that was distributed online, Production of Child Sexual Abuse Material and Commercial Sex should be selected for Exploitation Industry and Internet-Based should be selected for Commercial Sex Venue.
<i>Outdoor/Street-Based</i>	This value should be selected if the client was induced to engage in commercial sex along a track, stroll, block, along a smuggling route, or through any outdoor or street-based venue. Examples: any commercial or recreational vehicle motor vehicle not used as a residence including cars, trucks, vans, RVs, caravans, trucks or truck stops, parks, fields, vacant or otherwise condemned properties, outdoor recreational facilities like basketball courts or football fields.
<i>Residence-Based</i>	This value should be selected if the client was induced to engage in a commercial sex within a non-commercial private residence. The residence does not need to be a fixed, regular, and/or adequate nighttime residence for any occupants. IMPORTANT NOTE: if the residence is part of a residential facility, or institution-based or affiliated entity, please select Institution-Based. Examples: private domiciles or residences such as houses, apartments, condominiums, townhomes, RVs, or trailers, smuggling safe houses, warehouses, or ransom houses, drug production/distribution homes sometimes referred to as "trap houses" or "drug houses", etc. Not Reported: This value should be selected if the venue where the client was induced to engage in a commercial sex act is not known or was not reported.

The image displays a collection of 10 empty, blank forms for a 'Kundenkarte' (Customer Card). The forms are arranged in a grid-like fashion, with some forms having multiple columns and rows. The forms are labeled with 'Kundenkarte' and 'Kundenkarte'.

Table 1: Summary of Key Findings		
Category	Findings	Implications
Area A	Observation 1, Observation 2, Observation 3	Impact 1, Impact 2, Impact 3
Area B	Observation 4, Observation 5, Observation 6	Impact 4, Impact 5, Impact 6
Area C	Observation 7, Observation 8, Observation 9	Impact 7, Impact 8, Impact 9

OMB Control Number: 0970-0542
Expiration Date: 2/28/2026

Grant Recipient Name:	Hope for Justice, Inc.
Grant Number:	90TV0052
Report Type:	Quarterly
Report Period:	Q1 (10/1/2024 - 12/31/2024)

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: Through this information collection, ACT is gathering data on the program to assess program performance, inform evaluation, tailor technical assistance, report to stakeholders, and inform policy and program development. Public reporting burden for this collection of information is estimated to average .167 hours per response, including the time for reviewing instructions, gathering existing data sources, gathering the data needed, reviewing the collection of information, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Washington Headquarters Service, Paperwork Project (0192-0275), U.S. Department of Justice, Office of Management and Organization, Paperwork Reduction Project (1543-0047), Washington, DC 20530. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number.

Please reference page 6 of the Grant Recipient Reporting Reference Guide to populate this table.

Reporting Expectations:

The grant recipient is expected to collect on the Client Case Closure data elements when a client is disenrolled from the Domestic Victims of Human Trafficking (DVHT) Victim Assistance Program. Information should be reported to OTIP on a quarterly basis:

Quarter 1 Reporting Period: October 1 - December 31 (due January 30)

Quarter 2 Reporting Period: January 1 - March 31 (due April 30)

Quarter 3 Reporting Period: April 1 – June 30 (due July 30), and

Quarter 4 Reporting Period: July 1 – September 31 (due October 30)

Navigating This Workbook:
Each page in the table below

Each row in the table below represents one client served. Upon case closure, each unique client should be added to the table (or given their own row). **Clients should not be removed from the table.** If a client cycles back into the program, they should be given a new row in the Client Program Entry tab with their new intake date.

Each of the columns in the table below correspond to a data element in the Grant Recipient Reporting Reference Guide. See the Reference Guide or the Operational Guidance tab for more information. There are 6 total Client Case Closure columns or data elements.

The second row of the table (containing the grey color cells) provides the format of the data that should be reported in the column and, where there are structured options to choose from, the grey cell will contain a note with corresponding response options. You can hide the notes by navigating to the Review tab in Excel. Click on Notes, and select Show/Hide Note.

Reason for Case Closing Response Options:

- Client relocated
- Client unable to meet program expectations
- Determined not eligible
- Incarcerated and out of contact with program
- Lost contact
- No longer in need of services
- Time limitations of the program
- Transfer to another service program
- Other (specify)

Living Situation Response Options:

- Emergency Housing
- Institutional Housing
- No Housing/Place not meant for habitation
- Permanent Housing
- Transitional Housing
- Unknown

[illegible]



Grant Recipient Name:

Select Grant Recipient Name

Grant Number:

#NAME?

Report Type:

Quarterly

Report Period:

Q1 (10/1/2023 - 12/31/2023)

OMB Control Number: 0970-0542
Expiration Date: 2/28/2026

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: Through this information collection, ACF is gathering data on the grant program to assess program performance, inform evaluation, tailor technical assistance, report to stakeholders, and inform policy and program development. Public reporting burden for this collection of information is estimated to average .167 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This collection of information is required to retain a benefit (22 USC 7105, Trafficking Victims Protection Act). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number.

Please reference page 7 of the Grant Recipient Reporting Reference Guide to populate this table.

Reporting Expectations:

The grant recipient is expected to collect on the Barriers to Service Delivery data elements and report this information to OTIP on a quarterly basis:

Quarter 1 Reporting Period: October 1 – December 31 (due January 30)

Quarter 2 Reporting Period: January 1 – March 31 (due April 30)

Quarter 3 Reporting Period: April 1 – June 30 (due July 30), and

Quarter 4 Reporting Period: July 1 – September 31 (due October 30)

Navigating This Workbook:

Each row in the table below corresponds to a quarterly reporting period. Any and all barriers to service delivery encountered during a single reporting period should be summarized in one row (see example row). Grant recipients should use the response options provided and should expound on those barriers in the written PPR report that accompanies their workbook submission.

Barriers to Service Delivery Response Options:

Feelings of No Support and Isolation
Ineffective Coordination with Federal Agencies
Ineffective Coordination with Local Agencies
Lack of Adequate Funding
Lack of Adequate Resources
Lack of Adequate Training
Lack of Cooperation of Client
Lack of Formal Rules and Regulations
Lack of In-House Procedures
Lack of Knowledge of Victims' Rights
Language Concerns
Safety Concerns
Victims' Legal Status
Other (specify)
None

DVHT Victim Assistance - Barriers to Service Delivery

drop down list, one selection

open text, refer to field value options

open text

Reporting Period	Barriers to Service Delivery	If Barriers to Service Delivery 'Other', Specify
EXAMPLE ROW	Lack of Adequate Resources, Safety Concerns, Other	COVID-19
Q1 (10/1/2023 - 12/31/2023)		
Q2 (1/1/2024 - 3/31/2024)		
Q3 (4/1/2024 - 6/30/2024)		
Q4 (7/1/2024 - 9/30/2024)		



Grant Recipient Name:

Select Grant Recipient Name

Grant Number:

#NAME?

Report Type:

Quarterly

Report Period:

Q1 (10/1/2023 - 12/31/2023)

OMB Control Number: 0970-0542
Expiration Date: 2/28/2026

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: Through this information collection, ACF is gathering data on the grant program to assess program performance, inform evaluation, tailor technical assistance, report to stakeholders, and inform policy and program development. Public reporting burden for this collection of information is estimated to average .3 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This collection of information is required to retain a benefit (22 USC 7105, Trafficking Victims Protection Act). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number.

Please reference pages 9-30 of the Grant Recipient Reporting Reference Guide to populate this table.

Reporting Expectations:
The grant recipient is expected to collect on the Victim Outreach data elements and report this information to OTP on a quarterly basis:
Quarter 1 Reporting Period: October 1 - December 31 (due January 30)
Quarter 2 Reporting Period: January 1 - March 31 (due April 30)
Quarter 3 Reporting Period: April 1 - June 30 (due July 30), and
Quarter 4 Reporting Period: July 1 - September 31 (due October 30)

Navigating This Workbook:
Each row in this table below corresponds to a quarterly reporting period. Any and all outreach activities conducted during a single reporting period should be summarized in one row (see example row). Grant recipients should use the response options provided and should respond on outreach activities conducted in the written PPR report that accompanies their workbook submission.

The second row of the table (containing the grey color cell) provides the format of the data that should be reported in the column and, where there are structured options to choose from, the grey cell will contain a note with corresponding response options. You can hide the notes by navigating to the Review tab in Excel. Click on Notes, and select Show/Hide Note.

- Outreach Setting Response Options:
- Agricultural Settings
 - Casinos
 - Commercial Establishments
 - Courthouses
 - Court-Based Settings
 - Day Labor Settings
 - Detention Settings
 - Digital: Social Media
 - Education Settings
 - Factories
 - Health Care Settings
 - Homeless Encampments
 - Hotel/Hospitality Settings
 - Massage Parlors
 - Shelter Settings
 - Street Settings
 - Strip Clubs
 - Youth Care Settings
 - Other (specify)

- Target Population Response Options:
- 25-35BT201A+ Populations
 - Alaska Native/Indigenous Populations
 - Asian American/Pacific Islander Populations
 - Black Populations
 - Boys and Men
 - Direct Care Workers
 - Hispanic or Latino Populations
 - People with Disabilities
 - People who Live in Rural Communities
 - Religious Minority Populations
 - Runaway Homeless Youth Populations

DV/HIT Victim Outreach						
drop-down list, one selection		number	number	open text, refer to field value options		open text, refer to field value options
Reporting Period	Number of Public Awareness Activities Conducted	Number of Outreach Activities Conducted	Outreach Settings	If Outreach Setting 'Other', Specify	Target Population(s)	Number of Victims Identified
EXAMPLE ROW	6	15	Agricultural Settings, Day Labor Settings, Other	Embassies	Boys and Men, Hispanic or Latino Populations, People who Live in Rural Communities	10
Q1 (10/1/2023 - 12/31/2023)						
Q2 (1/1/2024 - 3/31/2024)						
Q3 (4/1/2024 - 6/30/2024)						
Q4 (7/1/2024 - 9/30/2024)						

OMB Control Number: 0970-0542
Expiration Date: 2/28/2026

Grant Recipient Name:	Select Grant Recipient Name
Grant Number:	#NAME?
Report Type:	Quarterly
Report Period:	Q1 (10/1/2023 - 12/31/2023)

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) **STATEMENT OF PUBLIC BURDEN:** Through this information collection, ACF is gathering data on the grant program to assess program performance, inform evaluation, tailor technical assistance, report to stakeholders, and inform policy and program development. Public reporting burden for this collection of information is estimated to average .167 hours per response, including reviewing instructions, searching existing data sources, gathering and maintaining the needed information, reviewing the collection of information, this collection of information is required to retain a benefit (22 USC 7105, Trafficking Victims Protection Act). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number.

Please reference pages 12-13 of the Grant Recipient Reporting Reference Guide to populate this table.

Reporting Expectations:
The grant recipient is expected to

The grant recipient is expected to collect data elements only on subrecipients or entities/organizations with whom the grant recipient has a formal contractual relationship to provide services. This data should be updated as entities/organizations are enrolled into the grant recipient's network on a rolling basis. Any updates are to be reported on a quarterly basis.

Quarter 1 Reporting Period: October 1 - December 31 (due January 30)
Quarter 2 Reporting Period: January 1 - March 31 (due April 30)
Quarter 3 Reporting Period: April 1 - June 30 (due July 30), and
Quarter 4 Reporting Period: July 1 - September 31 (due October 30)

Navigating This Workbook:

Each row in the table below corresponds to a subrecipient organization. If there are not subrecipients to be reported, this tab may be left blank. The second row of the table (containing the grey color cells) provides the format of the data that should be reported in the column and, where there are structured options to choose from, the grey cell will contain a note with corresponding response options. You can hide the notes by navigating to the Review tab in Excel. Click on Notes, and select Show/Hide Note.

Type of Organization Response Options:
Advocacy:

Advocacy
 Behavioral Health
 Child Welfare
 Community Member
 Education
 Employment
 Faith Based
 Government
 Health Care
 Housing
 Law Enforcement
 Legal
 Other Criminal Justice
 Private Sector
 Public Health
 School (K-12)
 Service Provider
 Other (specify)

Services Provided Response Options:
Basic Necessities

Basic Necessities
Case Management
Child Care
Crisis Intervention
Education Assistance
Employment Assistance
Family Reunification
Financial Assistance
Healthcare
Housing/Shelter Services
Interpreter/Translator
Legal Advocacy and Services
Life Skills
Mental/Behavioral Health Services
Medical Services
Peer-to-Peer Support/Mentoring
Safety Planning Services
Substance Use Assessment/Treatment
Trauma Healing/Cultural Practices
Transportation
Victim Advocacy
Other Services (specify)
None
Unknown

[illegible]

OMB Control Number: 0970-0542
Expiration Date: 2/28/2026

Grant Recipient Name:	Select Grant Recipient Name	
Grant Number:		#NAME?
Report Type:	Annual	
Report Period:	FY (10/1/2023 - 9/30/2024)	

THE PAPERWORK REDUCTION ACT OF 1995 [Pub. L. 104-13] **STATEMENT OF PUBLIC BURDEN:** Through this information collection, ACF is gathering data on the grant program to assess program performance, inform evaluation, tailor technical assistance, report to stakeholders, and inform policy and program development. Public reporting burden for this collection of information is estimated to average .25 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. Send comments regarding this burden estimate or any aspect of the collection of information, including suggestions for reducing the burden, to Washington Headquarters Service, Paperwork Project Director, U.S. Department of Justice, Office of Management and Administration, Paperwork Reduction Project (J-2006-08), Washington, DC 20530.

VICTIMS PROTECTION ACT: An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number.

Please reference pages 12-13 of the Grant Recipient Reporting Reference Guide to populate this table.

Reporting Expectations:

The grant recipient is expected to report on the services and benefits received by each client at the end of the reporting year.

Annual Reporting Period: October 1 - September 30 (due October 30)

Navigating This Workbook:

Each row in the table below represents one client served. Provide any and all services and benefits received by clients during the reporting year in one row.

The second row of the table (containing the grey color cells) provides the format of the data that should be reported in the column and, where there are structured options to choose from, the grey cell will contain a note with corresponding response options. You can hide the notes by navigating to the Review tab in Excel. Click on Notes, and select Show/Hide Note.

Services Provided Response Options:

Basic Necessities
Case Management
Child Care
Crisis Intervention
Education Assistance
Employment Assistance
Family Reunification
Financial Assistance
Healthcare
Housing/Shelter Services
Interpreter/Translator
Legal Advocacy and Services
Life Skills
Mental/Behavioral Health Services
Medical Services
Peer-to-Peer Support/Mentoring
Safety Planning Services
Substance Use Assessment/Treatment
Traditional Healing/Cultural Practices
Transportation
Victim Advocacy
Other Services (specify)
None
Unknown

Public Benefits Response Options:

Child Care Subsidy
General Assistance
Medicaid
Refugee Cash Assistance
Refugee Medical Assistance
Refugee Social Services
Section 8/Permanent Housing Assistance
SNAP (Food Stamps)
State-specific Health Benefits
Social Security Disability (SSI or SSDI)
Temporary Assistance for Needy Families
Unemployment Insurance
WIC
Other (specify)
None
Unknown

[illegible]

Domestic Victims of Human Trafficking Program DataGrant Recipient: *(Name of Organization)*

THE PAPERWORK REDUCTION ACT OF 1995 (PUB. L. 104-13) STATEMENT OF PUBLIC BURDEN: Through this information collection, ACF is gathering data on the grant program to assess program performance, inform evaluation, tailor technical assistance, report to stakeholders, and inform policy and program development. Public reporting burden for this collection of information is estimated to average .75 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This collection of information is required to retain a benefit (22 USC 7105, Trafficking Victims Protection Act). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number.

Case Management-Categories of Assistance	Number of Clients	Total Funds Spent	% of Project Budget
Basic Necessities		\$ -	#DIV/0!
Case Management		\$ -	#DIV/0!
Childcare		\$ -	#DIV/0!
Crisis Intervention		\$ -	#DIV/0!
Education Assistance		\$ -	#DIV/0!
Employment Assistance		\$ -	#DIV/0!
Family Reunification		\$ -	#DIV/0!
Financial Assistance		\$ -	#DIV/0!
Healthcare		\$ -	#DIV/0!
Housing/Shelter Services		\$ -	#DIV/0!
Interpreter/Translator		\$ -	#DIV/0!
Legal Advocacy and Services		\$ -	#DIV/0!
Life Skills		\$ -	#DIV/0!
Mental/Behavioral Health Services		\$ -	#DIV/0!
Peer-to-Peer Support and Mentoring		\$ -	#DIV/0!
Safety Planning Services		\$ -	#DIV/0!
Substance Use Assessment/Treatment		\$ -	#DIV/0!
Traditional Healing/Cultural Practices		\$ -	#DIV/0!
Transportation		\$ -	#DIV/0!
Victim Advocacy		\$ -	#DIV/0!
Other Services		\$ -	#DIV/0!
Total Direct Services Spending			#DIV/0!
Total Program Administration Spending			#DIV/0!
Total Grant Recipient Budget for Project			#DIV/0!

OTIP:
Record the number of clients who received each type of service during the reporting period.

OTIP:
Program administration spending includes funds allocated to administering the grant (e.g., cost of site visits, travel, salaries for administrative staff, etc.). This category excludes funds spent on case management or direct services. Funds spent on the salary/benefits for case managers delivering services under the grant should be recorded under case management in direct services.

OTIP:
This is the amount of funding OTIP provided that grant recipient is authorized to spend during fiscal year

OTIP:
Record the amount of grant funds spent on all costs associated with providing direct services to clients (e.g, subrecipient reimbursement, subcontracted services, or payments to provided to referral partners for client services)