

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

**INSTRUCTIONS FOR SEMI-ANNUAL PROGRESS REPORT FOR
LEGAL ASSISTANCE FOR VICTIMS GRANT PROGRAM**

INTRODUCTION

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

A grant administrator or coordinator must ensure that the form is completed fully with regard to all grant-funded activities. Grant administrators and coordinators are responsible for compiling and submitting a single report that reflects all information collected from grant partners. Grant partners, however, may complete sections relevant to their portion of the grant.

This form is to be used for reporting progress semi-annually, for the periods January 1 to June 30 and July 1 to December 31. **All 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 of this form must be completed by all grantees. In section A, subsection A1 must be completed by all grantees. In section C, subsection C2 must be completed by all grantees. In section D and subsections A2, C1, C3, C4, and C5, grantees must answer an initial question about whether they engaged in certain activities during the current reporting period. If the response is yes, then the grantee must complete that section/subsection. If the response is no, the rest of that section/subsection is skipped.

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

This form must be submitted to OVW within 30 days of the end of the current reporting period (i.e., by July 30 or January 30).

If you have any questions about this form or if you need assistance completing the form, call the VAWA Measuring Effectiveness Initiative at the Muskie School of Public Service, 1-800-922-VAWA (8292), or send an email to yawamei@maine.edu. Helpful Hints and other information on the Semi-Annual Progress Report can be found at yawamei.org. If you have questions about your grant, please contact your OVW program specialist at 1-202-307-6026 (TTY: 202-307-2277).

INSTRUCTIONS

Please note: It may be helpful to have the LAV Program Application Guideline and your original grant proposal available at the time you complete this form. The application guideline is available on the OVW website.

In most of the questions on this form, you are given the option of an “Other” category. However, whenever possible, use existing categories to describe your grant-funded staff or activities. These existing categories should adequately capture the majority of grant-funded activities. The “Other” category will rarely be needed.

A. General Information

A1. Grant information. All grantees must complete this subsection.

1. Date of report
Enter the date on which you submit this form.
2. Current reporting period
The current reporting period and year is pre-populated. You must download a new reporting form for each reporting period.
3. Grantee name
Enter the "Entity Legal Name" and "Doing Business As" name (if different) that can be found at the top of your JustGrants Funded Award Page (For example: University of Maine System dba Cutler Institute).
4. Grant number
Enter the federal grant number assigned to your OVW program grant. This number can be found at the top of your JustGrants Funded Award Page.
5. Type of grantee organization
Choose the box that best describes the type of organization receiving LAV Program funding. (The grantee is always the organization eligible under the grant program to receive funds.) Check one box only. In question 5a, indicate if you are or are not a faith-based organization by checking yes or no.
6. Point of contact
Provide the name, agency/organization name if different from grantee, mailing address, telephone number, facsimile number, and e-mail address for the person responsible for the day-to-day coordination of the grant.
7. Tribal populations
Check yes if your grant specifically focuses on American Indians and indicate which tribes or nations you serve or intend to serve. Answers such as “all tribes in our state,” “all federally recognized tribes,” or the use of “etcetera” are not valid responses.
Indian tribe: A tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native village or regional or village corporation (as defined in, or established pursuant to, the Alaska Native Claims Settlement Act [43 U.S.C. §1601 et seq.]) that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

8. Percentage of grant funds

Report the area(s) addressed by your LAV Program grant during the current reporting period and estimate the approximate percentage of funds (or resources) committed to each area. The grantee may choose how to make this determination.

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

The Violence Against Women Act defines **domestic violence** to include felony or misdemeanor crimes of violence (including threats or attempts) committed by a current or former spouse of the victim/survivor, by a person with whom the victim/survivor shares a child in common, by a person who is cohabiting with or has cohabited with the victim/survivor as a spouse, by a person similarly situated to a spouse of the victim/survivor under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other adult person against an adult or youth victim/survivor who is protected from that person's acts under the domestic or family violence laws of the jurisdiction receiving grant monies. It should be understood that domestic violence applies to any pattern of coercive behavior that is used by one person to gain power and control over a current or former intimate partner. This pattern of behavior may include physical or sexual violence, emotional or psychological intimidation, threats, verbal abuse, stalking, isolation, or economic control. Domestic violence includes **dating violence**, which is any violence, including the pattern of behavior described above, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim/survivor.

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.

EXAMPLE: A victim services agency receives LAV Program funding to offer legal advocacy services for victims/survivors of sexual assault and domestic violence. During the current reporting period approximately one-quarter of the LAV Program-funded clients were sexual assault victims/survivors and the rest were victims/survivors of domestic violence. If the resources used to provide services were approximately the same to all clients, one could estimate that approximately 25% of the program's funds were directed to sexual assault and 75% to domestic violence. If the services received by domestic violence victims/survivors were more comprehensive and required more resources than those received by sexual assault victims/survivors, the percentage of funds directed to domestic violence would be greater.

A2. Staff information

If your LAV Program funds were used to fund staff positions during the current reporting period, check yes and answer question 9. If not, check no and skip to section B.

9. Staff

Report the number of full-time equivalent (FTE) staff funded under this grant during the current reporting period in the category or categories that best describe the functions they performed. Include employees who are part time and/or partially funded with these grant funds as well as contractors and consultants. Prorate appropriately when an employee or contractor was not employed or utilized over the entire reporting period. If staff members fall into two or more categories of job descriptions, divide their time by function as appropriate and round to the second decimal.

Administrator: Staff who perform primarily administrative functions, such as executive director, program director, director of finance, or/and fiscal manager.

Program coordinator: Staff who coordinate specific aspects of the program, such as Training Coordinator, Victim Services Coordinator, and Legal Staff Coordinator.

Legal advocate: Staff who primarily provide legal advocacy to victim/survivors, as in courthouse advocates who assist with protection orders, or other specially-appointed non-lawyer advocates. Does not include attorneys or paralegals.

Paralegal: Staff who work under the direct supervision of a [lawyer](#), and who are typically responsible for researching, analyzing, and managing the daily tasks for cases.

Support staff: Staff who are secretaries, administrative assistants, receptionists, bookkeepers, or accountants.

Victim advocate: Staff who provide services to victims, including crisis counselors.

EXAMPLE 1: If you have one full-time attorney whose salary is 100% funded with LAV Program funds and another full-time attorney whose salary is 25% funded with LAV Program funds, report 1.25 FTE under “attorney.”

EXAMPLE 2: A staff member, whose salary is 100% funded with LAV Program funds, spends approximately 20 hours a week of her time coordinating the pro bono attorney program, 16 hours working as a paralegal, and 4 hours collecting and analyzing evaluation data. Report that person’s time as .50 under program coordinator, .40 under paralegal, and .10 under other as “evaluator.”

EXAMPLE 3: If an employee worked full time for the first three months and had no time on the grant during the last three months of the reporting period, report that staff person as .50 FTE.

EXAMPLE 4: If you contracted with an information technology consultant for full-time services for two months during the reporting period, report that person as .33 FTE under “information technology staff.”

B. Purpose Areas

All grantees must complete this section.

10. Statutory purpose areas

Check all purpose area(s) that apply to activities supported by LAV Program grant funds during the current reporting period, even if those activities are different from the purpose area(s) indicated in your original application for funding or in previous reports.

Cooperative efforts and projects between domestic violence/dating violence and sexual assault victim services organizations and legal assistance providers to provide legal assistance for victims of domestic violence, dating violence, stalking, and sexual assault. This purpose area generally applies to legal services programs that are collaborating with victim services organizations to provide legal assistance to victims/survivors.

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. This purpose area generally applies to victim services organizations that are providing legal assistance to victims/survivors.

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. This purpose area generally applies to grantees who provide assistance other than, or in addition to, direct legal services, in the form of training, technical assistance, and/or technical support to grantees and others to improve their capacity to provide legal assistance to victims/survivors.

11. Program priorities

In addition to the purpose areas identified above, the LAV Grant Program Application and Program Guidelines may have identified several program priorities or special interest categories that would receive priority consideration. Indicate if your program addressed any of these special categories during the current reporting period. Because these special interest categories may change each year, you should consult the grant guidelines for the fiscal year for which you received your grant funds and/or your grant application before answering this question. You must answer this question if you stated in your application that your grant would address one or more of these areas, and your grant did address the area(s) during the current reporting period. Briefly describe the area(s) addressed.

C. Function Areas

Cl. Training

If your LAV Program funds were used for training during the current reporting period, check yes and answer questions 12-15. If not, check no and skip to subsection C2.

12. Training provided

Report the total number of training events provided during the current reporting period that were either provided by LAV Program-funded staff or directly supported by LAV Program funds. If non-grant-funded staff were sent to training with LAV Program funds, count the training as an event. For example, if you send five judges to the same judicial institute count this as one event. Training provided to LAV Program-funded staff should not be counted.

For purposes of this form, training is distinguished from education. **Training** means providing information on sexual assault, domestic violence, dating violence, and stalking that enables professionals to improve their response to victims/survivors as it relates to their role in the system. **Education** is typically provided for people who are not professionals, such as victims/survivors, parents, teens, refugees and immigrants, and middle school, high school, and college students. However, if students are considered preprofessional such as pre-law, medical, nursing, criminal justice, social work, etc., please report them in the appropriate existing category— e.g., pre-med students would be reported in the health professional category.

13. Number of people trained

Report the number of people trained during the current reporting period. Use the category that is most descriptive of the people who attended the training event. If you are unable to determine the disciplines represented at a training event, report those people under “multidisciplinary.” Do not report the same person in more than one category for the same training event. These should be people trained by LAV Program-funded staff or people attending training events that were directly supported with LAV Program funds during the current reporting period. LAV Program-funded staff attending training should not be counted.

14. Training content areas

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

15. (Optional) Additional information

Use this space to discuss the effectiveness of your LAV-Program funded training activities. You may provide examples, data, or any other information about your training activities that you have not already provided.

C2. Community Collaboration

All grantees must complete this subsection.

16. Community collaboration

Check the appropriate boxes to indicate the agencies or organizations, even if they are not partners with whom you have a memorandum of understanding (MOU), that you provided victim/survivor referrals to, received victim/survivor referrals from, engaged in consultation regarding victims/survivors with, provided technical assistance regarding victims/survivors to, and/or attended meetings with, during the current reporting period, according to the usual frequency of the interactions. If the interactions were not part of a regular schedule, you will need to estimate the frequency with which these interactions occurred during the current reporting period. You should also count the meetings attended by staff who are partially funded by your LAV Program grant. If the meeting was with a task force or workgroup, check all organizations attending; do not report “task force” in the “other” category. In the last column, indicate the agencies or organizations with which you have an MOU for purposes of the LAV Program grant.

EXAMPLE: A legal aid program funded under the LAV Program received 104 referrals from domestic violence advocates and 27 from sexual assault advocates during the current reporting period. The grant-funded supervising attorney met five times with the directors of the sexual assault and domestic violence agencies, both of which are MOU partners under the LAV Program grant, to discuss training needs and how well the needs of victims/survivors were being met. A grant-funded attorney attended two meetings of

a court-based workgroup that includes a judge, the court clerk, and a court advocate from the domestic violence agency. This group is addressing how issues relating to protection from abuse orders for victims/survivors. You would report the community collaboration activities in this way:

Check off that daily referrals occur with the Domestic violence program; weekly referrals occur with the Sexual assault program; quarterly meetings occur with the Court; monthly meetings occur with the Domestic violence program; and monthly meetings occur with the Sexual assault program. In addition, indicate that the Domestic violence and Sexual assault programs are MOU partners.

17. (Optional) Additional information

Use the space provided to discuss the effectiveness of coordinated community response (CCR) activities funded or supported by your LAV Program grant. You may provide examples, data, or any other information about your CCR activities that you have not already provided.

C3. Product Development

If your LAV Program funds were used to develop, substantially revise, or distribute products during the current reporting period, check yes and answer question 18. If not, check no and skip to subsection C4.

18. Product development, 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 for each product developed, revised, or distributed; and the number of products used or distributed. If a product was created in or translated into a language other than English, including Braille, indicate the language. Report on products that were newly developed or substantially revised during the current reporting period whether or not they were used or distributed, and on products that were previously developed or revised and 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.

EXAMPLE: An LAV Program-funded attorney substantially revised the contents of a brochure on protection orders during the current reporting period to make the contents consistent with changes in the state's protection order statute. LAV Program funds were used to print 1,000 of the revised brochures, 500 of which were distributed to victim services shelters and outreach offices around the state during the current reporting period.

You would report this as follows: In the Brochure line, enter "1" under Number developed or revised, write in "Staying Safe: How to Obtain a Protection Order" for Title/topic, write in "domestic violence victims/survivors" for intended audience, and enter "500" for Number used or distributed.

C4. Technical Assistance

If your LAV Program funds were used for technical assistance during the current reporting period, check yes and answer question 19. If not, check no and skip to subsection C5.

19. Technical assistance provided

Check all that apply to indicate the area(s) of technical assistance addressed and the type of recipient to whom you provided the technical assistance. Technical assistance activities address individual,

organizational, or systemic questions and issues by providing mentoring, problem-solving, developing strategies, sharing promising practices, and providing information or materials on specific topic areas. Technical assistance may be delivered during consultations that are in-person, telephonic, electronic, or that involve some other type of contact.

Friends of the Court or Guardians ad Litem refer to people who are appointed to represent the best interests of children in divorce or other custody proceedings. While mediation is prohibited (unless required by statute), grantees may provide training or technical assistance to mediators to help them understand sexual assault, domestic violence, dating violence, or stalking issues.

C5. Data Collection

If LAV Program funds were used for data collection systems during the current reporting period, check yes and answer question 20. If not, check no and skip to section D.

20. Use of LAV Program funds for data collection systems

Indicate whether LAV Program funds were used to develop, install, expand, coordinate data collection systems, or purchase computers and other equipment during the current reporting period. Check all that apply.

D. Victim Services/Legal Services

If LAV Program-funded staff provided victim services or if grant funds directly supported victim services during the current reporting period, answer questions 21-33 if appropriate. If your LAV Program funds were not used for victim services or legal services, skip to section E.

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

Report the following, to the best of your ability, as unduplicated numbers for each category during the current reporting period. Victims/survivors are those against whom the sexual assault, domestic violence/dating violence, or stalking was directed. Some victims/survivors may have experienced both sexual assault and domestic violence/dating violence, or domestic violence/dating violence and stalking. These victims/survivors should be counted only once under the primary victimization. (See Example 1 below on primary victimization, and refer to definitions of domestic violence, dating violence, sexual assault and stalking in the instructions for question 8.) Victims/survivors should be reported in all reporting periods in which they receive services.

Secondary victims should not be counted. If you submit separate self-petitions for children, please do not report them in this section; report on these cases in the Narrative section.

- A. *Victims/survivors served* are those who received the service(s) they requested, if those services were funded under your LAV Program grant.
- B. *Victims/survivors partially served* are those who received some service(s), but not all of the services they requested, if those services were funded under your LAV Program grant.
- C. *Victims/survivors seeking services who were not served* are those who sought services but did not receive the service(s) they were seeking, if those services were funded under your LAV Program grant.

Note A: Do NOT report a victim/survivor as partially served because their case is not completed or their issue is not resolved by the end of the reporting period. If that person was receiving all the services he or she requested that you were funded to provide under your LAV grant, report that person as served.

Note B: If you continue working with a victim/survivor through more than one reporting period, you can count this person as “served” in each reporting period in which services are provided to that victim/survivor. However, if during any given reporting period you do not provide services, even though the case remains open (e.g, perhaps you are waiting for a court or administrative decision to be issued), you would not report that victim/survivor as served during that reporting period.

Note C: If you receive a call or request for service from someone who is NOT a victim/survivor, or if the person is a victim/survivor but is requesting a service you do NOT provide under your LAV Program grant, that person should NOT BE COUNTED in any category.

EXAMPLE 1, "primary victimization": A victim/survivor comes into your legal services office looking for help with a protection order and a divorce. Her estranged husband, who had a history of very controlling behavior, came to visit her at her new apartment and sexually assaulted her. You could report her under either domestic abuse or sexual assault, but you must choose only one. In this instance, sexual assault would be more appropriate, because it was the sexual assault that prompted her to seek services.

EXAMPLE 2, "served": A victim/survivor who was sexually assaulted by her former roommate requests services from your LAV program. You have been funded under the LAV Program to assist victims/survivors with obtaining protection from abuse orders, both temporary and permanent. You assist her with filling out the paperwork and your staff attorney provides representation at the hearing. This victim/survivor also wants to file for civil damages against her roommate. You are not funded to represent victims/survivors in tort actions, so you refer this person to a private attorney for help with her tort action. Count this person in A, "victims/survivors served," in the sexual assault column, because she received the services she requested that were also services funded under your LAV Program grant.

EXAMPLE 3, "partially served": A victim/survivor of domestic violence calls your domestic violence program for legal services, because you have an attorney on your staff. Her estranged abusive husband has been showing up outside her apartment building wanting to talk about reconciliation. She has decided she does not want to reconcile and would like to file for divorce. In addition, she has been served with eviction papers because her estranged partner got drunk and made a lot of noise the night he assaulted her, and she would like help with that as well. You have received LAV Program funding to provide comprehensive legal services to victims/survivors, but because of limited resources you are only able to represent her in the eviction matter. Count this person as "partially served" in the domestic violence column, because you provided representation on one matter but did not provide all the services she needed, when those services were of the type funded under your LAV Program grant.

EXAMPLE 4, "not served": A victim/survivor of domestic violence walks into your law school clinic program for assistance in changing the visitation provisions in her divorce decree. Her ex-husband has been using the exchange times to harass her regarding her new relationship, and she wants to go back into court to make changes in how the exchange happens. Your clinic receives LAV Program funding to provide assistance in family law matters to victims/survivors. You do an intake on this person, but you are not able to take her case at that time because of staffing limitations, and her name is put on a waiting list. As of the end of the reporting period, she is still on the waiting list. Count this person as "not served."

(Examples 5A, 5B, and 5C use the same scenario to illustrate how the three categories of “served,” “partially served,” and “not served” should be applied to the varying responses the victim/survivor received.)

EXAMPLE 5A, “served”: A domestic violence victim/survivor calls your program looking for assistance obtaining a protection order and a divorce. You assist her with the paperwork and with the filing and service of the emergency protection order, and accompany her to the protection order hearing three weeks later. You also assist and represent her at the divorce. This victim/survivor has received a range of the services you provide under your LAV Program grant and should be counted as “served.”

EXAMPLE 5B, “partially served”: A domestic violence victim/survivor calls your program looking for assistance obtaining a protection order and a divorce. You assist her with the paperwork and with the filing and service of the emergency protection order, and accompany her to the protection order hearing three weeks later. However, you are not able at this time to assist her with a divorce. This victim has received some, but not all, of the services you provide under your LAV Program grant and should be counted as “partially served.”

EXAMPLE 5C, “not served”: A domestic violence victim/survivor calls your program looking for assistance obtaining a protection order and a divorce. You have a waiting list for all services and cannot provide her with any services at this time. When your services become available, you cannot locate her. This victim/survivor has not received any of the services you provide under your LAV Program grant and should be counted as “not served.”

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

Indicate the reasons that victims/survivors seeking services were not served or were partially served by checking all that apply. OVW acknowledges that funded programs may not be able to serve all victims/survivors who request services. This information is being collected to identify unmet needs and barriers.

Conflict of interest: Program cannot serve victim/survivor because of current or previous representation of opposing party.

Did not meet statutory requirements: Victim/survivor does not meet requirements of statute (e.g., I-360 self-petitions).

Hours of operation: Hours during which the program provides services are not compatible with the hours the victim/survivor is available to receive requested services.

Insufficient/lack of culturally appropriate services: Services currently provided under the grant are not culturally appropriate for the victim/survivor.

Insufficient/lack of language capacity (including signing): Interpreter services not available or not available at the time the victim/survivor is seeking services. Victims/survivors may be placed on a waiting list to receive interpreter services, but have not been served by the end of the current reporting period.

Insufficient/lack of services for people with disabilities: The services provided under the grant are not accessible to people with disabilities.

Lack of child care: Victim/survivor is unable to receive requested services due to the lack of available child care.

Need not documented: Determination is made that there is not sufficient legal basis to provide the services requested by the victim/survivor. For example, if the victim/survivor cannot obtain a U-certification and you cannot proceed with the application, please check off this reason.

Program reached capacity: Program is operating at full capacity. Victims/survivors may be placed on a waiting list.

Program unable to provide service due to limited resources/priority-setting: Program has set priorities (e.g., that they will only represent victims/survivors in protection order hearings who are in imminent danger, or who have complex legal issues related to their protection orders) and is unable to serve victims/survivors who do not meet the priority criteria because of limited resources.

Services inappropriate or inadequate for victims/survivors with mental health issues: Staff are not able, for any reason, to provide appropriate or adequate services for victims/survivors with mental health issues.

Services inappropriate or inadequate for victims/survivors with substance abuse issues: Staff are not able, for any reason, to provide appropriate or adequate services for victims/survivors with substance abuse issues.

Services not appropriate for victim/survivor: For any reason, the services available under the grant are not appropriate for a victim/survivor.

Transportation: Victim/survivor is unable to arrange for transportation to receive services, or to attend court hearings. This includes situations in which public transportation is not available or, if available, cannot be paid for.

Other: Describe any other reason for not serving that is not captured above. (“Victim declined services,” “victim did not complete program,” “case not complete,” and “victim could not be contacted” are all inappropriate reasons and should not be reported in this category.)

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/survivors for whom gender, age, and/or race/ethnicity are not known should be reported in the “unknown” category. The demographic categories listed under this question are mandated by the federal Office of Management and Budget.

Race/ethnicity: Report the race or ethnicity with which the victim/survivor identifies. You may count victims/survivors in more than one of the race/ethnicity categories.

Gender: Report the gender of each victim/survivor or, if the gender is unknown, report it as unknown. This is an unduplicated count, and the total number for gender should equal the sum of 21A and 21B.

Age: Report the number of victims/survivors served in the applicable age category, or, if the age is unknown, report it as unknown. This is an unduplicated count, and the total number for gender should equal the sum of 21A and 21B.

People with disabilities: Count victims/survivors with a significant limitation in activities of daily living as people with disabilities. This may include people who are vision impaired, people who are hearing

impaired, people with developmental disabilities, and people with diagnosed mental illness, if their activities are so limited.

People with limited English proficiency: Report the number of victims/survivors served who have limited English proficiency. Individuals who do not speak English as their primary language and who have limited ability to read, write, speak, or understand English can be counted as having limited English proficiency.

People who are immigrants/refugees/asylum seekers: Where possible, report the number of victims/survivors who are immigrants, refugees or asylum seekers. This is not a question about immigration or legal status.

People who live in rural areas: Report the number of victims/survivors who live in a rural area or community. (If you do not know if an area is rural, you may use any of the following definitions: any area or community, respectively, no part of which is within an area designated as a standard metropolitan statistical area by the Office of Management and Budget, consistent with the U.S. Census; or any area or community, respectively, that is within an area designated as a metropolitan statistical area or considered as a part of a metropolitan statistical area and is located in a rural census tract; or any incorporated place or census designated place with fewer than 2,500 inhabitants that is located outside an urbanized area.

EXAMPLE: If the program served a 20-year old woman who is an American Indian and Latina victim/survivor of sexual assault whose primary language is Lakota and who does not read or write English, you would count this victim/survivor under Race/ethnicity (American Indian and Hispanic/Latino), Gender (Female), Age (18-24), and as a person with limited English proficiency.

24. Victims'/survivors' relationship to offender

For those victims/survivors reported as served and partially served in items 21A and 21B, report the relationship of the victim/survivor to the offender, by type of victimization. Victims/survivors are those against whom the sexual assault, domestic violence/dating violence, or stalking was directed. 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. This should reflect information the victim/survivor identified or reported in the course of seeking services, or information considered necessary to provide appropriate services to the victim/survivor. The total number of relationships in the sexual assault column must be at least the sum of the number of sexual assault victims/survivors reported in 21A and 21B; the total number in the domestic violence/dating violence column must be at least the sum of the number of domestic violence/dating violence victims/survivors reported in 21A and 21B; and the total number in the stalking column must be at least the sum of the number of stalking victims/survivors reported in 21A and 21B. The total number of victims/survivors reported here all together may total more than the sum of all victims/survivors reported in 21A and 21B. Do not report relationships to offenders for secondary victims.

Intimate partner: The victim/survivor (1) is currently or formerly married to the offender, (2) shares a child in common with the offender, (3) is cohabitating with or has cohabitated with the offender as a spouse, or (4) is a person similarly situated to a spouse of the offender under the domestic or family violence laws of the jurisdiction receiving grant monies.

Other family member or household member: The victim/survivor is related to the offender by blood, kinship, or similar relationships. Family is defined to include both traditional and non-traditional family structures, including foster parents, grandparents and other relatives, single parents, gay or lesbian parents, extended family, clans, etc. This includes victims/survivors who share or shared a household or have or had a roommate relationship with the offender.

Dating relationship: The victim/survivor is, or has been, in a social relationship of a romantic or intimate nature with the offender. The existence of such a relationship is determined by the following factors: 1) length of the relationship; 2) type of relationship; and 3) frequency of the interaction between the persons involved.

Acquaintance: The victim/survivor is known to the offender. For example, the victim/survivor is a neighbor, employee, co-worker, friend, fellow schoolmate, student, etc., of the offender.

Stranger: The victim/survivor and the offender are not known to each other.

EXAMPLE: A victim/survivor who was being stalked by her former spouse and was sexually assaulted by her current boyfriend.

This would be counted as follows: On the line for Current or former spouse or intimate partner, enter “1” in the Stalking column for Number of victims/survivors and, on the line for Dating relationship, enter “1” in the Sexual assault column.

25. Victim services provided by lawyers

Based on the number of victims/survivors reported in 21A and 21B, report the number of victims/survivors who received the following services from lawyers during the current reporting period by type of service. Services provided by personnel acting as lawyers (e.g., accredited tribal or immigration representatives and law students) should also be counted in this question. (Note that legal services provided by lawyers are addressed in question 27.) You should count a victim/survivor only once for each type of service provided during the current reporting period, regardless of the number of times that service was provided to the victim. The total for each category of service should not be higher than the total of 21A and 21B. Victims/survivors are those against whom the sexual assault, domestic violence, dating violence, or stalking was directed. If you are representing a victim/survivor but did not provide services to her/him or work on her/his case during the current reporting period, DO NOT count that person as receiving these services.

If a non-LAV pro bono attorney provides services, do not report those services unless an LAV Program-funded attorney is closely involved in the case.

Safety planning: Assisting a victim/survivor to develop a plan for increasing her/his safety and preparing in advance for the possibility of further violence.

Support services: Assisting the victim/survivor to obtain needed resources or services including employment, health care, child care, transportation, etc.

Pro se clinics/group services: Assistance provided to more than one victim/survivor in a group setting in the form of victim advocacy (e.g., how to obtain needed resources or services) or legal advocacy (e.g., how to prepare paperwork for a protection from abuse petition, information on how the court system works, etc.).

26. Victim services provided by other staff

Based on the victims/survivors reported in 21A and 21B, report the number of victims/survivors who received the following services from other LAV-funded staff (e.g., paralegals, advocates, case managers, etc.) during the current reporting period by type of service. Count a victim/survivor only once for each type of service provided during the current reporting period, regardless of 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.

Victims/survivors are those against whom the sexual assault, domestic violence/dating violence, or stalking was directed. In this question, you may count all services that apply for each victim/survivor. If you are working with a victim/survivor but did not provide services to her/him or work on her/his case during the current reporting period, DO NOT count that person as receiving these services.

Safety planning: Assisting a victim/survivor to develop a plan for increasing her/his safety and preparing in advance for the possibility of further violence

Support services: Assisting a victim/survivor with obtaining resources or services including employment, child care, health care, transportation, etc.

Non-attorney legal advocacy: Assistance with the preparation of legal paperwork and accompanying a victim/survivor to a court or administrative proceeding, including protection order hearings and all other matters in a civil, criminal, or administrative law case

Pro se clinics/group services: Assistance provided to more than one victim/survivor in a group setting in the form of victim advocacy (e.g., how to obtain resources or services) or legal advocacy (e.g., how to prepare paperwork for a protection from abuse petition, information on how the court system works, etc.).

27. Legal issues

For all new and pending matters, report which legal issues were addressed by LAV-funded staff during the current reporting period. There may be multiple issues for each victim/survivor. Count a victim/survivor once for each category of legal issue addressed.

EXAMPLE: You represented a victim of domestic violence in several matters--a divorce proceeding that also included issues of child custody and child support, and a bankruptcy proceeding. You also helped her obtain a final protection order against an acquaintance who was stalking her. You would report that as (1) divorce, (1) custody/visitation, (1) child/spousal support, (1) consumer/finance, and (1) protection order.

28. Multiple legal issues

Referring to the categories listed in question 27, report the number of victims/survivors who received assistance with two or more legal issues falling under at least two of the categories during the current reporting period. Consider all family law matters as one category and all immigration matters as one category.

29. Comprehensive services

If victims/survivors received legal services for matters such as those listed in question 27 from other sources (i.e., from your organization but with non-LAV Program funds, or from another source) describe those sources. You may append data to this reporting form to demonstrate that those additional needs of victims/survivors were met. Please limit your response to the space provided.

EXAMPLE: Victims/survivors received assistance under your LAV Program grant with protection orders and family matters, but their legal needs relating to public benefits, housing, and employment were addressed by another staff attorney not funded under your LAV Program grant.

30. Legal outcomes

For all cases closed or issues resolved during the current reporting period for which services were provided by LAV Program-funded attorneys, paralegals, or accredited tribal or immigration representatives, report the number and type of outcome for each issue addressed and resolved. Include all outcomes for all matters.

Information: supplying self-help materials or verbal information specific to a victim/survivor's particular needs following an intake.

Referral: following legal assessment and some advice or other legal assistance provided, decision to refer.

Advice: reviewing relevant information and providing advice on action to take to address a legal problem.

Brief services: limited action taken (e.g., short letter, phone call to a third party, preparation of a will or other document) resulting in closing of cases within a few days or a week.

Administrative decision: case is resolved as a result of an administrative agency decision.

Court decision: case is resolved as a result of a court decision. Cases in which a victim/survivor is assisted with and obtains a temporary protection order, even where that victim/survivor did not pursue a longer-term or final order, should be counted here.

Negotiated resolution (no filed action/filed action): case is resolved through negotiation prior to/following initiation of court or administrative action.

Victim/survivor withdrew: case closed because client failed to return and could not be contacted OR client decided not to proceed with the case.

31. (Optional) Additional information

Use the space provided to discuss the effectiveness of the legal services you have provided that were funded or supported by your LAV Program grant. You may provide examples, data, or any other information about your legal services activities that you have not already provided.

32. Pro bono attorneys

Report the number of pro bono attorneys who have been recruited, trained, mentored, or coordinated with your LAV Program funds during the current reporting period. Pro bono attorneys can be reported in all categories that apply. Mentoring includes providing support and advice about a particular case that the pro bono attorney is handling for the purpose of ensuring competent, informed, and successful litigation. Also report how many cases have been accepted and completed by pro bono attorneys during the current reporting period.

33. Volunteer law students

Report the total number of law students (including those who received academic credits and/or a stipend) who have been recruited, trained, mentored, or coordinated with your LAV Program funds during the current reporting period. Also report how many cases were worked on by law students during the current reporting period.

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 grant as of the end of the current reporting period, as identified in your grant proposal or as they have been added or revised. Indicate whether the activities related to your objectives for the current reporting period have been completed, are in

progress, are delayed or have been revised. Comment 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 this reporting period, you must provide an explanation.

EXAMPLE: (The current reporting period for this grantee is July through December, 2008.)
Objective: Improved coordination and increased referrals from victim services agency.
Activity: Train victim advocates working with victims/survivors in identifying legal issues appropriate for referral to legal services, such as public benefits, housing, employment, etc.
Status: Delayed.
Comments: There has been staff turnover at the victim services agency and our training was not able to be held at the originally scheduled time. We have rescheduled the training for February 4, 2009.

All grantees providing direct legal services must answer question 35.

PLEASE LIMIT YOUR RESPONSE TO THE SPACE PROVIDED.

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 this information on the January to June reporting form only.

PLEASE LIMIT YOUR RESPONSE TO THE SPACE PROVIDED.

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 the LAV Program funding allowed you to do that you could not do prior to receiving this funding? For example, report if you were able to expand service areas and populations served or expand range of services offered to victims/survivors.

Questions 38 and 39 are optional.

PLEASE LIMIT YOUR RESPONSE TO THE SPACE PROVIDED.

38. Provide any additional information that you would like us to know about your LAV Program grant and/or the effectiveness of your grant that you have not already reported in answers to previous questions. If you have other data or information regarding your program that would more fully or accurately reflect the effectiveness of your LAV Program grant than the data you have been asked to provide on this form, answer this question. Feel free to discuss any of the following: systems-level changes, community collaboration,

the removal or reduction of barriers and challenges for victims/survivors, promising practices, positive or negative unintended consequences.

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., attorneys and victim advocates—but did not report any corresponding victim services or legal services, you may explain why; if you did not use program funds to support either staff or activities during the reporting period, please explain how program funds were used; or if you are a new grantee and did not expend any program funds during the reporting period, you may explain that.