

Transitional Housing Program Progress Reporting Form Recording Transcript

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Intro Slides of recording Transcript

Hello, and thank you for accessing our recording on completing the Transitional Housing Assistance Grant Program. We will be reviewing the full reporting form using a split screen so that you can see both the form itself on the right hand side, and then some key information on the PowerPoint slide on the left hand side. Before we get started, I just want to go over the reporting periods for the progress report.

There are two reporting periods each year. There's January to June and the report will be due July 30th for that period. And there's July to December with the reporting form to January 30th of the following month. We hope that this trading enables you to provide the most detailed and accurate reporting of your grant-funded work on your semiannual progress report.

Accurate data reporting is important for multiple reasons. Your quantitative and qualitative data enables VAWA's effectiveness to be measured, so VAWA MEI creates support for OVW using your data and data from grantees across the country. The summary data reports support OVW to make requests for increased appropriations, and to defend VAWA's funding to decision makers.

Your data also helps OVW to make sure federal funds are being spent appropriately and to measure the performance of grant programs. Additionally, every two years, the attorney general is required to submit a report to Congress the overall effectiveness of VAWA funding. VAWA grantee data makes up a significant part of this mandated report. The more consistently grantees fill out their reports, the more accurately VAWA's effectiveness can be measured through these needs.

Here are a few tips before we look at the progress reporting form page by page. Please read the separate instructions you have downloaded with the progress reporting form. There are many helpful examples to assist you in filling out this form.

Throughout the form there are other categories listed and for many of the questions and in general, we ask that you use this other category only if you can't find a way to put the information into a category that already exists and/or is a close enough fit. When we aggregate data for reports, often responses in the other category will not get included in those reports. However, there are some cases where "Other" really is the only option to accurately capture what you're reporting.

And that's fine, we just ask that you take the time to rule out any other options first. And additionally, if you do not have an other to report, please leave the box completely blank. So there's no need to put in an N/A, or a no, or not yet, or anything like that. Following most sections of the form, you will find optional narrative questions and during this training I'm not going to stop and talk about each individual one, so I want to talk about those all upfront.

You're going to use each of these sections to talk about the unique successes of your grant funded activities, talk about the impact grant funded activities have made on your community or survivors, these questions exist at the end of each section so that you can provide more detail about the work being done in each area, that's the hard data or the numbers themselves cannot capture on their own. So, we encourage you to report in those optional narrative questions in order to help your program be most accurately described, and to accurately capture the work you're doing with grant funds.

We ask that you try not to use acronyms or abbreviations in your data. If you do use an acronym, please provide an explanation of each question where you use that acronym. Do not send attachments or extra documents containing data that is asked for in the report itself.

Only data that is contained in the reporting form will be received and analyzed by Muskie's VAWA MEI. And finally, if you have any questions about reporting, please give us a call or send us an email. We are here to help and will happily work through any scenarios or questions you have about your report.

(Minute 4:40) Section A1 – Grant Information

Section A1: Grant Information. All grantees must fill out this section. For **Question 1** fill in the date that you upload your report to GMS and submit it to OVW.

Questions 2 through **4** will be pre-populated for you, so you won't need to do anything once you've downloaded the form itself from GMS, so just look at them and confirm the information.

Note the question marks that are next to every section of questions. If you click on the question mark information from the instructions for the Transitional Housing Semi-annual Progress Report will pop up to help you fill out the form. You will find these throughout the entire form.

Question 5 asks you to indicate what type of organization receives the Transitional Housing Program grant funds. Indicate the type of funded organization receiving T-Housing funds, and check all types of funded organizations that apply to you. Question 5A asks if you are a faith-based organization, check "yes" or "no."

And **Question 6** asks for your point of contact. Now, for the point of contact, please provide the contact information for the person who knows the most about the day-to-day activities of the grant program. This is a person we might call or email to ask questions about the data.

It's not necessarily the project director or fiscal agent, this is really the project coordinator.

Question 7 asks if your grant specifically addresses tribal populations. And so, if you indicate yes for this question, list the specific tribal populations in the space provided.

Answers such as, "All tribes in our state," or the use of etc, are not responses that will work here. You should not include tribal populations who just happened to have living in your service area or someone who happens to come in for services. In most cases, if you indicate yes, your program's intention is to focus on a specific tribe or nation, and this would have been included in your grant proposal, so you can go back to that.

Question 8 asks about what percentage of funds are from your Transitional Housing program were directed to each of the areas of abuse. Grantees determine what percentage of funds are directed to any of these. It's going to be sexual assault, domestic violence, dating violence, or stalking, and the total there must equal 100%.

(Minute 7:35) Section A2 – Program Description

Section A2: Program Description. Section A2 is asking if you used your T-Housing funds to support housing unit. The answer to A2 will determine whether or not to answer **Questions 21, 25, and 31** through **35**.

Please answer yes only if your program supports housing units with Transitional Housing program funds. If, on the other hand, you use your T-housing funds to provide support services, and the housing itself is paid through other funds like HUD for example, you will answer "no" to this question and move on to section A3. And in this case, you'll also want to make note that you would not be answering Questions 21, 25, and 31 through 35.

And we'll talk about that when we get to those sections as well. If you answered yes to A2, you'll be asked to describe the type and number of housing units funded. So, I'm going to go over how we define those.

Program owned typically applies to T-housing programs who actually own their units and the T-housing funds are used for upkeep, maintenance, necessary repairs, things like management duties, security, all of those kinds of activities. The funds themselves are used for supporting the units that the program already owns. Program rented means that the T-housing program uses Transitional Housing funds to rent units that are then sublet to program participants.

In most cases for this scenario, it will probably mean that your program is the name on the lease and then you sublet the apartment to your participants. And vouchers or rent subsidies typically means that the T-housing program provides subsidies or assists with rent payments that are made to a third party. So in most cases for this scenario, it would be the client's name on the lease, and the T-housing program provides a payment either directly to the participant, or to the landlord, but most likely the participant would have been responsible for finding the housing, securing it, and generally, their name would be on the lease.

These are the three types of units that are most often supported with Transitional Housing funds. So here's an example of one scenario, your program houses survivors however, transitional housing funds are not used to pay for housing services, housing is supported through another funding source. Instead, your program uses T-housing funds to pay for the case manager that provides supportive services to victim/survivors.

In this case, you're going to answer no to section A2 and then that will give you directly to A3. And please take note that you will not be answering Questions 21, 25, and 31 through 35. Here is a second example, and you'll see this one illustrated on the GMS form on the right hand side. Your program house survivors in a three unit building owned by your program you use of OVW T-housing funds to pay for the utilities in all three units, as well as to support staff and general maintenance.

So, in this case, you would respond "yes" to Section A2 and answer **Question 9** under the column Program Owned, and you'll see that that's three clustered units and program owned, and you will answer Questions 21, 25, and 31 through 35.

Question 10 then asks for you to name the number of units that are accessible to people with disabilities. People with disabilities is defined as a person who has significant limitations in activities of daily living.

This may include people who are blind or vision impaired, people who are deaf or hearing impaired, people with physical disabilities, and people with diagnosed mental illness, if their activities are so limited. You should only be answering this question if people with disabilities have resided in a T-housing grant-supported unit during the six month reporting period.

(Minute 12:10) Section A3 – Staff Information

Section A3: Staff Information. This is where staff funded by the Transitional Housing grant are reported. If your Transitional Housing funds were used to fund staff positions, answer "Yes" to A3. When considering reporting staff, there are some things you want to think about.

First off, only report FTEs for staff whose salary is provided, either fully or partially, by grant funds. Report by activity performed rather than job title. If staff members fall into two or more categories, divide the FTE among those applicable categories.

Times should be pro-rated if necessary, such as when someone is part-time, was hired partway through the grant period, is a contractor, or is full-time, but only partially funded by T-housing program funds report to the second decimal, for example, 1.25 FTE, and please use the other category sparingly here. For the most part, all activities performed by staff are included in the listed categories. If you do use other, please be specific and in the other descriptor correlate each entry with an FTE amount.

I'm going to show you a cheat sheet, a fact sheet for calculating FTEs. It's a chart that can help you calculate FTEs for a 40 hour full-time work week. FTE should be based on the 26th week or six month reporting period that just ended, and in six months there are 1040 working hours.

So you can use the math that's illustrated here on this chart to help you calculate your FTE funding with T housing funds, especially if you know how many hours somebody works within that six month period. So, I'm going to go through some examples of calculating staff. Example one, your grant funds are used to fund one full-time case manager whose salary is 25% funded by the grant, and another full-time case manager whose salary is 50% funded by the grant.

In this case, you would report only the percent of salary that the grant funded and the correct FTE under case manager would be 0.75 FTE, and that's because it's 25% plus 50% and you'll see that on the GMS form on the right hand side, 0.75 FTE per case manager.

Example number two, your grant funds a full-time employee who spends 16 hours a week coordinating the program and 24 hours a week providing housing advocacy.

In this case, you would divide staff time by function, and the correct FTE under program coordinator would be 0.4 for FTE, which is 16 hours divided by 40 hours, and 0.6 FTE, which is 24 hours divided

by 40 hours, and these would be reported under the housing advocates category. And, you'll see here that we have the 0.6 FTE and then 0.4 under program coordinator.

And finally, we have a third example. Your Transitional Housing grant funded a full-time facilities operations staff who was hired two months into the reporting period. In this case, you would need to pro-rate the FTE to reflect four months of the six month reporting period that this person was employed. So the correct FTE under facilities operations staff would be 0.67 FTE, which is four months divided by 6 months.

So hopefully, that will give you some ideas around how to calculate your FTEs.

(Minute 16:35) Section B – Program Areas

Section B: Program Areas. Statutory purpose areas are asked for in **Question 12**.

All grantees are going to be completing the section. You should check all the purpose areas that apply to activities engaged in with Transitional Housing funds during the current reporting period. If you're not sure which purpose areas apply to your grant, you should refer to your grant proposal.

If some of your purpose areas have changed, you can check them in this question however, your program specialist must approve all changes to your purpose areas.

And then for **Question 13**, you're asked to include any areas of special interest that were listed in the grant proposal for transitional housing funds.

(Minute 17:25) Section C1 – Community Coordinated Response

Section C1; Coordinated Community Response. This section provides a picture of the relationship that you have with other agencies and organizations within your community and the frequency with which you interact with these agencies. It's going to include all agencies and organizations that you interact with, not just those that you have an MOU with. And you'll be answering this in three ways.

The first column here is listing all of the different types of agencies. The second column asks for you to check the frequency with which you provide or receive referrals, consultations, and/or technical assistance to the agencies that are listed in the first column. This next column asks for you to report the frequency with which you meet with the agencies listed in the first column.

These meetings are most often associated with systems of change, such as task force meetings, meetings to adjust specific forms or policies, or protocol. And, the final column asks you to indicate the agencies or organizations with which you have a memorandum of understanding.

(Minute 18:40) Section C2 – Accessibility and Security

Section C2: Accessibility and Security. If your key T-housing funds were used for accessibility and/or security during the current reporting period, check "yes" for this section, and in **Question 16** indicate all of the ways funds were used to support victim services and/or housing units, and for this question you may check all that apply.

(Minute 19:05) Section C3 – Policies

Section C3: Policies. If your T housing funds were used for the development, substantial revision, and/or implementation of policies during the current reporting period, check yes for section C3 and answer **Question 17**.

Indicate those policies and protocols on which development or revision was completed during the current reporting period and any whose implementation occurred during the current reporting period. If the policy or protocol is still in development or in revision phase, you should not report this policy or protocol until the period in which it is actually implemented. By substantially revise, we mean that you spent a good amount of time revising the policy or protocol. Simply doing an edit or changing some names or fonts would not be considered a substantial revision.

In this section, **Question 18** is asking if you received technical assistance in the development of this project, and this is simply a "yes" or "no."

(Minute 20:25) Section D – Victim Services

Most of the data requested in the victim's services section is congressionally mandated. Congress wants to know how many, the number of victims seeking services were served, and how many could not be served.

Provide information in the section that represents only those victims who were served or partially served with T housing program funds, and then indicate only the services that were provided with T housing program funds as well. When you are considering whether or not to report a victim, ask yourself these three questions. What service did the victim request or accept?

This person has to request or accept services before you would count them in this section at all. Secondly, what services are you funded to provide under your T-housing grant? Only report on grants funded requested services that you provide, not services you provide with other funding.

And number three, is the person a primary victim of domestic violence, dating violence, sexual assault, or stalking? Victims must be primary victims of one of the victimizations to be served using grant funds. So that brings us to the question of, who would not be counted at all?

There are some people who would fall into that category. For example victims or survivors who are seeking only services not funded with your T-housing program funds. Remember, you only count funded services.

Also, those who did not accept any of the grant-funded services that were offered or recommended, those who are not experiencing or are not the children or other dependents of domestic violence, dating violence, sexual assault, or stalking, and those who have begun the intake process, but have not completed it. In other words, they did not complete the paperwork required for the Transitional Housing program. Once you determine whether or not a victim should be reported, then you need to determine if they should be reported as served, partially served, or not served.

So we'll look through these definitions. How someone is served if they requested grant-funded services and your program was able to provide all of those services. Count someone as partially served if they requested grant-funded services, but because of programmatic issues, such as those listed in **Question 22**, which will be coming up, your program could not provide all of the services requested.

And count someone as not served if your program could not provide any of the grant-funded services that they requested, solely due to lack of available housing in **Question 21** or due to programmatic issues, such as those listed in Question 22. Before we move on though, I want to talk a little bit about partially served and not served victims and survivors. We find that grantees are often worried about reporting victims as partially served or not served, because they fear that it will appear that they are not meeting their goals or objectives, or it will shed a negative light on their program.

However, by reporting victims as partially served or not served, grantees are helping OVW and decision makers understand the scope and burden of violence that stretches far beyond what VAWA is able to fund. OVW knows that VAWA funding is not enough to support every victim who requests services from grantees, therefore, we want to encourage you all to carefully track and report using both the quantitative data-- the numbers-- and the narrative data to highlight instances of partial or non-service. Narrative data can highlight long waiting lists for services or full programs, or a program's inability to provide particular support services.

Your more detailed data can help show the great need for services that still exists. Another thing to think about when you're thinking about filling out the served, partially served, and not served, is that victims should be reported as an unduplicated count and should only be counted once per reporting period. However, they can be counted in each reporting period that they are served.

So, we have an example here. Someone requested counseling at the beginning of the reporting period and then requested civil legal advocacy at the end of a reporting period. They should be reported only once in **Question 20** where we're asking about the number of victim survivors served and partially served, and then they should be counted once under each type of service that was provided in an upcoming question, which is **Question 28**. I'm going to go through a few examples here and you'll be able to see the examples illustrated on the GMS form on the right hand side as I walk through these examples.

Here's example one, a victim of domestic violence calls your program from a shelter looking for transitional housing and case management. Both are funded by your transitional housing grant and you are able to immediately get her and her two children into your available unit and begin case management services.

In this case, she receives all services she requested that you are funded to provide under your grants, and she would be reported as served in Question 20. And so, you see that one victim survivor and two children are served. Example two, your program offers case management and court accompaniment under your transitional housing grant, a victim of domestic violence who is currently in one of your programs transitional housing units asks for these two services, but your program can only provide case management because the advocate is booked and unable to provide court accompaniment on the date requested.

In this case, the victim receives some, but not all of the requested services that are funded by T-housing funds. So, you'll report her as partially served in Question 20, and then in Question 22, which is coming up, the reason not fully served would be program reached capacity, and that should be selected. Example three, your Transitional Housing grant is used to provide support services to victims receiving Transitional Housing from a partner agency.

A victim receiving a rent subsidy from the partner agency is referred to you for transportation to court, which you are grant-funded to provide. Your agency does not have a wheelchair accessible vehicle, however, available on the victim's court date, so you were not able to provide the service. In this case, the victim did not receive the requested service that is funded by the T-housing fund, she would be reported as not served in Question 20.

And in Question 22, the reason not fully served would be insufficient or lack of services for people with disabilities, and that would be selected. And I'll show you these coming up-- actually I can show them to you right now. Question 22 shows where you would have insufficient or lack of services for people with disabilities is a check mark, and program reached capacity is also a check mark.

Once it's checked once, you can't add to it, even if there are additional people. Question 21 asks that you record the number of survivors, children, and other dependents that were not served or partially served solely due to lack of available housing. Please note that you should only respond to Question 21 if you reported using OVW funds to support housing units in Section A2.

And here's an example to show where you would fill that in. Your program uses T-housing funds to rent for apartments to house victims. A victim with one child requested Transitional Housing services, but your programs or apartments are full, and you cannot provide housing.

In this case, both the adult victim and the child should be reported have not served in Question 20, and they should again be reported in Question 21 as not served or partially served solely due to the lack available housing. For **Question 23**, demographics, you will be reporting the demographics of people served and partially served. Please note that individuals may be reported in multiple race ethnicity categories and that these are self-reported

If an individual chooses not to answer these questions please list them as unknown.

For **Question 24** report the victim's relationship to the offender. If they were victimized by more than one perpetrator count each relationship individually.

The total relationships reported should be equal or be higher than the total number in **20A** and **20B**, victims served and partially served. **Question 25**, nights of shelter. This is asking about transitional housing nights of shelter and please note, that you will only be completing the section if you've checked yes for Section A2 and if you answered that your program has either program owned or program rented housing unit.

You do not answer this question if your funds are only used for rent subsidies or vouchers. So you see here in the example on the GMS form that two survivors and two children received housing paid for by T-housing funds for a total of 315 bed nights for the survivors and 250 bed nights for the children. **Question 26**, housing assistance.

In this question, you will be completing the total cost for each type of assistance, along with the number of victims or survivors receiving that type of assistance, as well as the total number of months, if applicable. For the rent subsidy voucher category, this is where those of you who answered yes to Section A2 and you listed housing units under the rent subsidy voucher category will report those subsidies. All the other categories listed here in this question relate directly to financial housing assistance as opposed to support services of some other kind.

Things like transportation and child care, or material assistance are going to be entered under Question 28, support services. So the things that we want to see here are only going to be those financial housing assistances and then we will actually move onto the Question 28 and look at those support services that you provide.

For all victims, children, and other dependents counted as served and partially served in Question 20, you will be reporting the grant-funded services they received. Each served victim, child, or other dependent should be counted only once within each category. For instance, if two survivors and two children received ongoing case management during the reporting period, you would count them each only once under the case management category.

If you are referring a survivor to a service but not providing it yourself, you can count this under case management as well.

In **Question 30**, you'll be reporting on the vouchers that you provide for support services. Please check that type of voucher given for support services and only report this transitional housing funds paid for the voucher.

Vouchers in this question or services that are provided to the victim/survivor that provides some choice. A voucher enables a client to independently choose the service or item. And also, please note that if a voucher was donated to your program, you do not count those.

These are only for those that are funded by T-housing funds. **Questions 31** through **35**, which are related to program exit and termination, should only be answered if you responded yes in Section A2, Question 9. Question 31 asks for your destination upon exit, and to better define this, we want to tell you a little bit about what it means to exit.

If someone exits your program, it means the survivor either reached the maximum time allowed in the program or the services were no longer required or desired. The total number here should reflect the number of victims and survivors who exited your program during the current reporting period. Do not report those who were terminated from your program, as you will report them in later questions.

Question 32 asks about their perception of risk upon exiting. And so, for this one, you are going to let us know what their perception of the risk was upon exiting, and if they do not know, then it's recorded as, does not know. And if you do not know because you did not ask them or because they left without being able to be giving you that information, that would be listed in the unknown category.

And the total responses to this question should equal the total number of survivors reported in Question 31 as having exited. Question 33 asks about the length of stay for those who have exited, and the total responses for this question should also equal the total number of victims reported as exiting under question 31. For each person who was reported as exiting, report the number of months that they, their children, and other dependents stayed in grant-funded housing.

Question 34 switches gears to those who have been terminated from your Transitional Housing program. Terminated means that the survivor was asked to leave the housing component of the program before they reached the maximum time allowed and they still wanted services. Remember to only count those who were terminated from housing that was funded by the Transitional Housing grant.

Question 35 asks about the length of stay for those who were terminated from your program. This is where you're going to report the length of stay for those reported as terminated under Question 34. The total responses for Question 35 should equal the total number of those reported as terminating under Question 34.

A note here that for both **Questions 33** length of stay for those who have exited, and Question 35 length of stay for those who were terminated, you should count the total length of stay from the time that they entered the housing until they've left. So for instance, a survivor who was in your unit for a total of 14 months at the time of exit is reported in Question 33 as one victim and then the number of month's row, it would be 14 months. All grantees can answer Questions 36 and 37, regardless of whether transitional housing units are funded by OVW or another source.

So, regardless of how you answered question A2. And here, you want to record all grant-funded follow up services.

So for **Question 36**, check yes if you provided follow up services to exited or terminated participants, and then in **Question 37**, is where you are going to report on the follow up services provided.

You will report the number of victims, children, and other dependents who received each service. And remember, this is an unduplicated count within each category.

(Minute 38:15) Section E - Narrative

Section E: Narrative. All grantees must answer **Question 39**. For this question, report on the status of all of your T-housing program grant's goals and objectives as of the end of the current reporting period. Report only on the status of your approved goals and objectives. All of these must be reported in each reporting period.

Your OVW program manager will pay very close attention to this question. It will enable them to monitor the status of your goals and objectives, and so you're going to indicate whether the activities related to your objectives for this reporting period have been completed, are in progress, are delayed, or have been revised. All grantees must answer Questions 40 and 41 on the January to June reporting period.

For **Question 40**, what do you see as the most significant areas of remaining need with regard to improving services to victims or survivors, increasing their safety or access to permanent housing of choice and economic self-sufficiency? You should report not only on the needs of your program participants, but needs within your community, any kind of under-served populations, what challenges you're seeing or barriers to service that you are identifying. When answering **Question 41**, you're going to be talking about what T housing program funding allows you to do that you could not do prior to receiving this funding.

Be as specific as possible in this narrative. If you have any about what it was like before receiving this funding that you can compare with results that are occurring now that you have it, that would be really helpful. You can also use stories or statistics that can help provide the information that you want to talk about.

Questions 42 and 43 are always optional. For **Question 42**, provide additional information regarding the effectiveness of your grant-funded program. It's sort of a catch all question. And then **for Question 43**, this is where you'll provide any additional information that you would like us to know here at VAWA MEI about the data that you've submitted.

If there were any issues or irregularities in your data that you reported in a previous section on this form, you can provide an explanation here that will help us understand the data better. And we always look at this question before we would be contacting you with questions about your data. Once the form is complete, you must go to the last page of the form and click the Validate button.

The validation process will highlight any missing or incomplete information and ask whether you wish to return to the section to review or change the data. When this happens, you'll see one of two warning messages. One type is a validation error message with a red circle with an X in it.

If you receive this type of message it means that you are missing some of the required information, and if you want to fix this error now, you can click yes and it will bring you back to that exact question on the form. If not, click in no and continue with validation, but note that you will not be able to complete the validation process until you fix that validation error. The second type of warning is a reminder with a yellow triangle and an exclamation point.

This type of message indicates that something on the form looks like it may be incorrect. You do not have to make a correction on the form to successfully validate when you get this kind of message. If you want to review the field, click yes and it will bring you back to that exact question on the form.

If not, click no and continue with validation. After correcting or completing missing information, return to the bottom of the form and press validate until all sections of the form are complete. You will receive a third warning message, which is not actually a Warning message at all, but something that says validation success.

And at this point, your form has been successfully validated, and it's ready for you to save, and then submit through GMS. Another reminder is to please use Muskie's VAWA MEI website for the following information to help you with your progress report. There are sample progress reporting forms and instructions, there are training dates and training materials available, they're including recordings and past training events that have happened that you can get your colleagues to attend.

There are final reports to Congress, both Biennial and STOP as well as SASP Reports to Congress. And, there are also the summary data reports, which are aggregated data by grant program and charts and tables These are the products and information that you can consistently find on our website.

We also post important updates and notification letters from OVW recording important requirements for new programs or progress reporting forms that become available to those programs. If you have any questions as you're filling out the reporting form, please feel call or email Muskie's VAWA MEI, your program specialist, or GMS, our numbers are listed here.

You can contact us at Muskie at 1-800-922-8292, or your OVW Program Specialist at 202-307-6026, or your OVW GMS Support at 1-866-655-4482. Thank you for participating in today's webinar!