



# Transitional Housing Assistance Grant Program

VIOLENCE  
AGAINST  
WOMEN ACT

MEASURING  
EFFECTIVENESS  
INITIATIVE

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# Who We Are



## VAWA MEI's Mission:

- Support OVW in tracking and measuring the work of VAWA grantees
- Provide technical assistance to VAWA grantees

# COVID-19 General Reporting Guidance

- **Use narrative to provide context about the reported data**
  - Use narrative questions to discuss the impact of COVID-19 on grant supported activities
  - Use question 43 to discuss issues with data collection
- **If you are unable to collect data for the report**
  - Do not estimate
  - Any numbers reported should have adequate source documentation
  - Use narrative fields to explain missing data or activities you are unable to quantify right now

# COVID-19 General Reporting Guidance (Continued)

- **Do not use a future period's progress report to report activities that took place in January to June 2021**
  - Contact your OVW Program Specialist if data becomes available after you submitted the Jan-June 2021 report
- **Tips for validating the progress report if a data field should be blank but is giving a validation warning**
  - Enter "1" in any field which cannot remain blank
  - Then use question 43 to explain "*We entered 1 in question 20 in order to validate the form. The number should be deleted.*"

# COVID-19 Reporting Guidance for Narrative Questions

- **Include words like “COVID-19” and “pandemic” when describing COVID-19 related adjustments to programing or when explaining incomplete or missing data**
  - Use Question 39 to explain how the pandemic has impacted the status of your grant goals and objectives
  - Speak to any no cost-extensions or other delayed or revised activities that have been approved by your program specialist

# Reporting Guidance for Policy Changes Related to COVID-19

- **For policy changes that have been implemented as a result of the pandemic**
  - Use Section C3 Policies to describe the policy changes in narrative question 19

# COVID-19 Reporting Guidance for Victim Services Data

- **If you are experiencing data collection challenges related to victim services information**
  - Report missing demographic information in the “unknown” categories
  - Use the narrative fields to explain missing data and data collection challenges

# COVID-19 Resources

- **Office on Violence Against Women (OVW) guidance for grantees**
  - <https://www.justice.gov/ovw/resources-and-faqs-grantees#covid>
- **Futures Without Violence resource list**
  - <https://www.futureswithoutviolence.org/get-updates-information-covid-19/>
- **TA2TA COVID-19 resource hub**
  - <https://www.ta2ta.org/resources-and-information-on-covid-19-response.html>



# VAWA MEI COVID-19 Resources

- **VAWA MEI COVID-19 FAQs and Contact Us Form**
  - <https://www.vawamei.org/tools-resources/faqs/category/covid-19-faqs/>
  - <https://www.vawamei.org/contact-us/>
- **Reporting in a Pandemic “Office Hours” recording**
  - <https://www.vawamei.org/tools-resource/reporting-in-a-pandemic-training-video/>
- **Crafting Narratives Webinar Video & Narrative Examples**
  - <https://www.vawamei.org/tools-resource/crafting-narratives-training-video/>
  - <https://www.vawamei.org/tools-resource/examples-of-grantee-narrative-data/>

# The Reporting Cycle



## Section A2: Program Description (1 of 3)

### ➤ Section A2 – Yes or No

- Were Transitional Housing Program funds used to support housing units?

➤ **The answer to the above question will determine whether to answer questions 21, 25, and questions 31-35!**

## Section A2: Program Description (2 of 3)

### ➤ Section A2 - When to respond “No”

- Were Transitional Housing Program funds used to support housing units? Check **No & skip to A3**
- **Answer no because** OVW Transitional Housing grant funds were only used to provide support to survivors who are in a Transitional Housing unit that are funded by another agency or by another funding source
- **Do not fill out Questions 21, 25, or 31-35** (those questions are only applicable to grantees that use grant funds to pay for units reported in Section A2).

## Section A2: Program Description (3 of 3)

### ➤ Section A2 – When to respond “Yes”

- Were Transitional Housing Program funds used to support housing units? Check **Yes** & Answer question 9
- **Fill out Questions 21, 25, and 31-35 as applicable**
  - **Q. 21. Not served due to lack of available housing**
  - **Q. 25 Nights of shelter**
    - (If you reported program-rented or program-owned units in Question 9)
  - **Q. 26 Rent subsidy/vouchers row**
    - (If you reported vouchers/rent subsidy units in Question 9)
  - **Q. 31-33 Exited from housing**
  - **Q. 34-35 Terminated from housing**

# Section A2: Program Description, Q9

## ➤ Question 9

- Report the type and number of housing units funded

## ➤ Definitions

- **Program-owned:** the T-Housing Program rents and is responsible for the housing unit(s)
- **Program-rented:** the T-Housing Program rents the housing unit(s) and sublets the unit(s) to program participants
- **Vouchers/rent subsidies:** the T-Housing Program provides victims with rent vouchers, or assists with rent payments, that are used to make payment to a third party owned unit(s)

## **Type and number of housing units funded: Example I (Answer “No” to A2)**

Your program uses OVW Transitional Housing funds to pay for a case manager that provides supportive services to victims/survivors who are in Transitional Housing units. Your program uses a different funding stream to provide victims with Transitional Housing units.

In this case, you will respond “No” to Section A2 and skip to Section A3. You will NOT answer questions 21, 25, and 31-35.

## **Type and number of housing units funded: Example 2 (Answer “Yes” to A2, program owned)**

Your program houses victims in a 3 unit building owned by your program. Your program uses OVW Transitional Housing funds to pay for the utilities in all three units, as well as to support staff and general maintenance.

In this case, you will respond “Yes” to Section A2 and answer q.9 under the column “program-owned”. You will also respond to questions 21, 25, and 31-35 as appropriate.



## **Type and number of housing units funded: Example 3 (Answer “Yes” to A2, program rented)**

Your program rents from area landlords to house victims and their families in 5 separate buildings. Your program uses OVW Transitional Housing funds to pay rent directly to the landlords for all units, and then sublets the units to victims/survivors. (Typically, the program’s name would be on the lease).

In this case, you will respond “yes” to Section A2 and answer q.9 under the column “program-rented”. You will also respond to questions 21, 25, and 31-35 as appropriate.

## **Type and number of housing units funded: Example 4 (Answer “Yes” to A2, voucher/rent subsidies)**

Your program uses OVW Transitional Housing funds to provide vouchers directly to 8 victims and their families, and those 8 victims use these vouchers to support housing that they rent from area landlords. (Typically, the victims name would be on the lease).

In this case, you will respond “yes” to Section A2 and answer q.9 under the column “vouchers/rent subsidies”. You will also respond to questions 21, 26, and 31-35 as appropriate.

## **Section A2: Program Description, Q10**

### **Question 10**

- **Report the number and type of housing units supported with grant funds that are accessible to people with disabilities**
- **The total number of units reported here should not exceed the total units reported in q.9**

## Section A3: Staff Information

- **Report FTEs for staff funded (fully, or partially) under the Transitional Housing grant**
  - Report FTEs under categories that reflect job function rather than job title.
  - Report out to the second decimal (i.e. 0.25 FTE)
- **View the E-Learning Video “What’s an FTE”**
  - [vawamei.org/tools-resource/e-learning-video-whats-an-fte/](http://vawamei.org/tools-resource/e-learning-video-whats-an-fte/)
- **Access the FTE Calculator and Intro Video to the tool**
  - [www.vawamei.org/tools-resource/fte-calculator/](http://www.vawamei.org/tools-resource/fte-calculator/)

## Section D: Victim Services

- **Most of the data requested in this section is congressionally mandated**
  - Congress wants to know how many of the victims/survivors seeking services were served and how many could not be served
- **Provide information in this section that represents only those victims/survivors served and services provided with Transitional Housing Program funding**
  - Report victims/survivors as well as their children and/or other dependents

## Section D: Victim Services, Q20 (1 of 2)

- **Question 20: Number of victims/survivors seeking grant-funded services**
  - **Served:** received all requested services that are provided by Transitional Housing funds
  - **Partially served:** received some but not all requested services that are provided by Transitional Housing funds
  - **Not served:** received none of the requested services that are provided by Transitional Housing funds

## Section D: Victim Services, Q20 (2 of 2)

### ➤ Question 20 continued

- Victims reported as served, not served or partially served are an **unduplicated** count and should be reported only once in each reporting period they receive grant-funded services
- Children and other dependents are also an unduplicated count and should be reported only once in each period

## Section D: Victim Services, Q21

- **Question 21 number of victims not or partially served solely due to lack of housing**
  - Only answer this question if you answered Yes to Section A2 and reported data in q.9



## Section D: Victim Services, Q22

- **Question 22 reasons partially served or not served**
  - Check off all that apply if you reported any victims/survivors as partially served or not served in q.20
- **Common reporting errors in “other”**
  - Victims did not return
  - Victim refused services
  - Services not provided by our program
  - Could not locate victim

## Section D: Victim Services, Q23

### ➤ Question 23 demographics

- Victims, children, and other dependents may be reported in more than one “race/ethnicity” category
- Total race/ethnicity will be equal to or greater than the total served and partially served (q.20A&B)
- Victims, children, and other dependents can only each be reported once in the “age” and “gender” categories
- Total age and gender will both be equal to the total served and partially served (q.20A&B)

## Section D: Victim Services, Q24

- **Question 24 victim relationship to offender**
  - Report the victim's relationship to the offender(s)
    - If a victim/survivor experienced more than one type of victimization and/or was victimized by more than one perpetrator, report in all categories that apply. The total relationships may exceed the sum of all victims/survivors.
  - The total victims/survivors reported should be equal to or higher than the total of q.20A&B

## Section D: Victim Services, Q25

- **Question 25 transitional housing nights of shelter**
  - You will complete this question only if you check “YES” for Section A2 and answered that you have Program-Owned or Program-Rented housing in q.9
  - Bed nights is an unduplicated count. Each victim, child, or other dependent should be multiplied by the number of nights stayed
  - We do not expect to see more than 182 bed nights per person, per period. (There are approximately 182 nights in a 6 month period)

## Section D: Victim Services, Q26 (1 of 2)

### ➤ Question 26 housing assistance

- You will report the total costs for each type of assistance, the number of victims receiving the that type of assistance, and the total number of months the GRANT-FUNDED service was received
- Answer the “rent subsidy voucher” row only if you responded “YES” to Section A2 and you listed housing units under the “rent subsidy/voucher” category

## Section D: Victim Services, Q26 (2 of 2)

- **Question 26 housing assistance (continued)**
  - Do not include mortgage payments in q.26. There is not a question on the form to report mortgage payments of program-owned units.
  - Do not report funds used on support services here (i.e. transportation, child care, education, etc.)

## Section D: Victim Services, Q28 (1 of 2)

### ➤ Question 28 support services

- Report only the grant-funded services provided to victims, children, and other dependents reported in q.20A&B
- Report an unduplicated count of victims, children, and other dependents in each unique service
- Report the number who received a particular service, not the number of times a particular service was provided

## Section D: Victim Services, Q28 (2 of 2)

### ➤ Question 28 support services (continued)

- The total in any individual service category should not be greater than q.20A&B (served and partially served)
- Do not report safety planning, information, or referrals
  - OVW expects that all programs provide these basic services and they do not need to be reported
- Do not report intakes – this a procedure, not a service



## Section D: Victim Services, Q30

- **Question 30 vouchers for support services**
  - Check the types of vouchers given to victims for support services
  - **Do not report donations here**, this question is asking for grant-funded vouchers only.

## Section D: Victim Services

### ➤ Questions 31 – 35

- Respond to these questions only if you answered “YES” to Section A2 and reported data in q.9
- If you did not answer “YES” to section A2 and report data in q. 9 you will skip ahead to q.36

## Section D: Victim Services, Q3 I

- **Question 31 destination upon exit**
  - Report the number of victims that reached the maximum time in the program or that no longer required or desired services
  - This number should reflect the number of victims that exited your program
    - Do not report victims who are currently residing in housing units
  - Victims who were terminated from the program should NOT be reported here; they will be reported in a later question.

## Section D: Victim Services, Q32

- **Question 32 perception of risk of violence upon exit**
  - Only record perceptions of risk of violence for the victims that exited transitional housing and were reported in q.31
  - Total responses should equal the total number of victims reported in q.31
  - Victims who were terminated from the program should NOT be reported here; they will be reported in a later question.

## Section D: Victim Services, Q33

- **Question 33 length of stay/exited**
  - Report the length of stay for victims reported as exiting under q.31
  - The total responses for q.33 should equal the total number of victims reported as exiting under q.31

## Section D: Victim Services, Q34, Q35

- **Question 34 reason for termination and destination upon termination**
  - Report the number of victims that were terminated from transitional housing funded housing
  - Do not report victims that were terminated from housing that was not funded by Transitional Housing program funds
  - Report the destination of victims and the reason for termination
- **Question 35**
  - Report the length of stay for victims reported as terminated under q.34.
  - The total responses should equal the total number of victims terminated under q.34

## Section D: Victim Services, Q36, Q37

- **Question 36 & 37 follow up services**
  - Report all follow-up support services provided with grant funds after victims exit or are terminated from transitional housing
  - A victim, child, or other dependent may be counted only once under each type of service event if they received that service more than once during the current reporting period

## Section E: Narrative

- All grantees must fill out **Questions 39** every time you report and **Questions 40 & 41** annually on the January to June reporting form
- **Questions 42 & 43** are optional
  - Use q. 43 to provide any additional information about the submitted data, such as if you submitted two different reports for the same period or you need to provide “dummy data” in a section in order to validate



# Validating Your Form

Validate

## Warning: JavaScript Window - Validation Error



The field 'Date of Report' (question #1) on page 1 must be filled in.

Would you like to correct this now?

If so, click Yes, otherwise, Click No, or to exit form validation, click Cancel.

Yes

No

Cancel



## Warning: JavaScript Window - Reminder



A field in 'Staff FTE(s)' (question #9) on page 3 is greater than 9.99.

Would you like to review this now?

If so, click Yes, otherwise, Click No, or to exit form validation, click Cancel.

Yes

No

Cancel



## Warning: JavaScript Window - Validation Success



Your form has been successfully validated and is ready for submission.

OK

# Who do I call for help? (1 of 3)

- **If you have questions or need technical support with your JustGrants account**

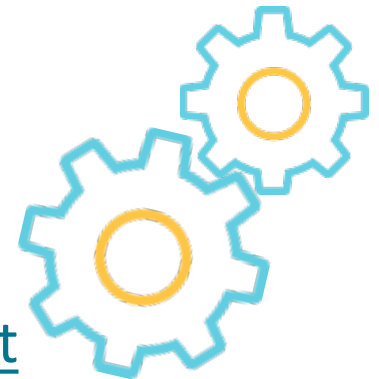
**JustGrants OVW Support phone and email:**

1-866-655-4482

[OVW.JustGrantsSupport@usdoj.gov](mailto:OVW.JustGrantsSupport@usdoj.gov)

**JustGrants Support website:**

<https://justicegrants.usdoj.gov/user-support>



# Who do I call for help? (2 of 3)

- If you need to verify grant-supported activities
- If you need approval for products
- Cannot submit your progress report by the deadline

**Please contact your OVW Grant Specialist!**



**Office on Violence Against Women**

202-307-6026

<https://www.justice.gov/ovw>

# Who do I call for help? (3 of 3)

- If you have questions on the content of the reporting form
- If you would like to receive technical assistance directly from staff via email or phone



**VAWA Measuring Effectiveness Initiative**

**1-800-922-VAWA (8292)**

[vawamei@maine.edu](mailto:vawamei@maine.edu)

[www.vawamei.org](http://www.vawamei.org)

# Tips for Successful Data Reporting

- Read the grant-specific “Reporting Form Instructions” pdf found on our website
- Be specific if you use the “other” category
- Use optional narrative questions to discuss successes, provide more detail, or explain data
- Do not use acronyms or abbreviations
- Do not include extra documents as a way to report data

**Give us a call and/or send us an email!**

# Questions? Thank you!

## ➤ VAWA MEI

- 1-800-922-VAWA (8292)
- [vawamei@maine.edu](mailto:vawamei@maine.edu)
- [vawamei.org/contact-us/](http://vawamei.org/contact-us/)