

Technical Assistance Program Reporting Instructions

The Violence Against Women Act of 2000 requires awardees to report on the effectiveness of activities carried out with award funds. 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 awardees to report data related to their OVW funded activities. Awardees should answer questions based on the activities engaged in under this grant during the current reporting period.

This reporting tool details the Semi-Annual Progress Report questions and instructions for the Technical Assistance Program (TA Program).

All awardees should read each section to determine which questions they must answer based on the activities engaged in under this award during the current reporting period. Sections B and D of this form must be completed by all awardees. In section A, subsection A1 must be answered. In subsection A2 and section C, awardees must answer an initial question about whether they engaged in certain activities during the current reporting period. If the response is yes, then the grantee must complete that section or subsection. If the response is no, the rest of that section or subsection is skipped.

All information should reflect activities for the current reporting period only. The activities of volunteers or interns may be reported if they are coordinated or supervised by Technical Assistant Cooperative Agreement award-funded staff or if TA Cooperative Agreement funds substantially support their activities.

OVW recognizes that some of the information requested will not be available for many newly funded projects until they have had sufficient time to implement record-keeping procedures to track the information requested. In the meantime, provide the most accurate and complete information possible with the data you have available.

The progress report is due to OVW within 30 days of the end of the current reporting period (for the period ending June 30, the deadline is July 30; for the period ending December 30, the deadline is January 30).

If you have any questions about the progress report, call, email or visit the website of the VAWA Measuring Effectiveness Initiative at the Muskie School of Public Service.

- **VAWA MEI phone:** 1-800-922-VAWA (8292)
- **VAWA MEI email:** vawamei@maine.edu
- **Website:** vawamei.org

If you have questions about your grant, please contact your OVW program specialist at 1-202-307-6026 (TTY: 202-307-2277).

If you have questions about your JustGrants account, please contact JustGrants.

- **JustGrants OVW Support phone:** 866-655-4482
- **JustGrants OVW support email:** OVW.JustGrantsSupport@usdoj.gov
- **JustGrants Support website:** <https://justicegrants.usdoj.gov/user-support>

PLEASE NOTE:

This document contains bookmarks for easy navigation. Please use the bookmark panel (usually located on the left sidebar) in your PDF program to skip directly to a section in this document.

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A. General Information

A1. Awardee information

All TA Cooperative Agreement awardees must complete this subsection.

1. Date of report

Enter the date on which you submit the 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. TA provider 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.

EXAMPLE:

University of Maine System dba Cutler Institute

4. TA project name

Enter the name of your project. (For example, VAWA Measuring Effectiveness Initiative.)

5. Award 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.

6. Type of lead organization

Check the item that most closely resembles your organization.

7. Issues addressed

Check all topical issues that are addressed in your TA Cooperative Agreement.

8. Point of contact

Provide the name, mailing address, telephone number, facsimile number, and e-mail address for the contact person responsible for the day-to-day coordination or administration of the award.

9. Tribal populations

Check yes if your award targets tribal populations.

DEFINITION: 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.

EXAMPLE 1:

Your TA Cooperative Agreement provides comprehensive technical assistance to one of OVW's discretionary grant programs. You provide specific training for tribal grantees. Check "yes."

EXAMPLE 2:

Your TA Cooperative Agreement provides targeted technical assistance on children witnessing domestic violence. Your Cooperative Agreement did not specifically design training and technical assistance for American Indians, but 12 tribes receiving OVW funds request technical assistance and attend training during the current reporting. Answer "no" to this question because your Cooperative Agreement is not specifically designed to meet the needs of American Indians. If this is an important development, you can report this in the narrative section of this reporting form.

10. Grantee program addressed

List the grant programs for which you provide training or technical assistance.

11. Project partners

Provide a list of all project partners included on the Summary Data Sheet.

12. Priority areas addressed

Provide a list of all priority areas addressed by your project. These should be from the Call for Concept Papers and/or specifically addressed in the Cooperative Agreement terms and conditions.

A2. Staff Information

If your TA Cooperative Agreement funds were used to fund staff positions during the current reporting period, check yes and answer question 13. If not, check no and skip to Section B.

13. Staff

Report the total number of full-time equivalent (FTE) staff funded under this award during the current reporting period. Include employees who are part time and/or partially funded with these award funds as well as contractors. Pro-rate the FTE when an employee or contractor was not employed or utilized over the entire reporting period. Round to the second decimal.

EXAMPLE 1:

You have one staff whose salary is 100% funded with TA Cooperative Agreement funds and another whose salary is 25% funded with TA Cooperative Agreement funds, report 1.25 FTE.

EXAMPLE 2:

A full time employee funded 100% with TA Cooperative Agreement worked full-time for the first three months, but had no time on the award during the last three months of the reporting period. Report the staff time as .50 FTE.

EXAMPLE 3:

You contracted an information technology specialist full time for two months during the reporting period. Report that as .33 FTE.

B. Program Activities

All TA providers must complete this section.

14. Program activities

Check all activities your project engaged in with TA Cooperative Agreement funds during the current reporting period.

C. Function Areas

Throughout this section, only report on activities provided by TA Cooperative Agreement funded staff and activities directly supported by TA Cooperative Agreement funds.

C1. Training

If your TA Cooperative Agreement funds were used for training during the current reporting period, check yes and answer questions 15-18. If not, check no and skip to Section C2.

DEFINITION: Training

For the purposes of this reporting form, **training** means developing knowledge, experience, skill and/or conveying information that educates professionals to perform at a higher level of proficiency in their profession. Do not count community education or general awareness campaigns provided to increase non-professionals' awareness of domestic violence, dating violence, dating violence, sexual assault and/or stalking.

15. Type and number of training events provided

Report the number and types of national, regional (multi-state), statewide and local training events provided during the current reporting period that were either provided by your TA Cooperative Agreement-funded staff or directly conducted by TA Cooperative Agreement funds. Staff development training provided to TA Cooperative Agreement-funded staff should not be counted.

If staff who are only partially funded under this award provide training for this award, you should report only on training events that are funded by your TA Cooperative Agreement.

DEFINITION: Conference

An event usually lasting a day or more that may include workshops and plenary sessions that address a number of topics/subtopics.

DEFINITION: Workshop or seminar

An event with a specific focus that may be part of a larger conference.

EXAMPLE 1:

TA Cooperative Agreement funds are used for a three-day new grantee orientation. There are multiple speakers, plenary sessions and break-out sessions. You should count this as one event (new grantee orientation). If you are combining the new grantee orientation with another event, (two days for orientation and a third day for training for campus police) you would count that as two events (new grantee orientation and national meeting).

EXAMPLE 2:

During the current reporting period, the Executive Director of your organization conducted six teleconference training events attended by OVW grantees. However, the Executive Director was

not funded with your TA Cooperative Agreement award nor were any TA Cooperative Agreement funds used to support these training events. You would not report any of the training events conducted by the Executive Director in this question since she/he is not funded by the TA Cooperative Agreement award and TA Cooperative Agreement funds were not used to support the training events. (You may however, choose to report this information in either question 22 if it relates to the goals and objectives of your TA Cooperative Agreement award or question 25 if it relates to the effectiveness of your TA Cooperative Agreement.)

EXAMPLE 3:

Your trainer, partially funded with your TA Cooperative Agreement funds, conducts two statewide workshops during the current reporting period. If the time spent by trainer on these two workshops was time paid for under the TA Cooperative Agreement, then count the events as two statewide workshops. If half of this person's time was funded by a different project, then count one training event.

16. Number of people trained

Report the number of people trained with TA Cooperative Agreement funds during the current reporting period. Use the category that is most descriptive of the people who attended the training event. Only if you are unable to determine the disciplines represented at a training event, then report those people under multidisciplinary group. TA Cooperative Agreement-funded staff attending staff development training should not be counted.

EXAMPLE:

At the new grantee orientation, 30 of the new grantees are sexual assault programs, 20 are domestic violence programs, and 10 are faith-based organizations. Report the people trained as 30 sexual assault program staff, 20 domestic violence program staff, and 10 faith-based organization staff.

17. Number of hours spent on training

Report the total number of hours spent on training during the current reporting period.

EXAMPLE:

During this reporting period you conduct one 3 day conference with 6 hours of training each day and 10 2-hour workshops. You would report this as 38 hours of training.

18. Training content areas

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

C2. Technical Assistance

If your TA Cooperative Agreement funds were used to provide technical assistance during the current reporting period, check yes and answer questions 19-21. If not, check no and skip to Section C3.

DEFINITION: Technical Assistance

For the purposes of this form, **technical assistance** includes a wide variety of activities designed to facilitate individual or agency change in some systematic manner by providing expertise to solve a problem. Examples of technical assistance activities include clarifying legislative and

policy implementation and/or standards of service, technology consultations, and assistance with problem-solving.

19. Number of technical assistance activities

Report the total number of technical assistance activities provided during the current reporting period, indicating whether they were site visits or other types of consultations in the appropriate column for the type of organization receiving technical assistance. Report by each organization engaged, not by each individual.

DEFINITION: Consultation

Consultations may include in-person, telephonic, electronic, or other types of contact. Each contact should count as one consultation.

DEFINITION: Site visit

An in-person visit made to an agency or other location for the purpose of providing technical assistance consultation.

DEFINITION: Technical assistance consultation

Technical assistance consultations conducted by telephonic, electronic, or other types of contact other than site visits. Each contact should count as one consultation.

DEFINITION: Information request response

Information request responses mean providing information or materials to professionals on certain topic areas.

DEFINITION: Referrals

Referring professionals to other technical assistance providers.

EXAMPLE:

You provide technical assistance to a sexual assault program grantee and their hospital partner on creating a Sexual Assault Forensic Examiner program. You conduct one site visit followed-up with three teleconferences to discuss the challenges they encountered while creating the program. Count this as one (1) site visit (for each organization), three (3) "other technical assistance consultations" provided to a sexual assault program, and three (3) "other technical assistance consultations provided to a health care provider.

20. Number of hours spent on technical assistance

Report the total number of hours spent on technical assistance funded by the TA Cooperative Agreement during the current reporting period.

21. Topics of technical assistance

Check all topics that apply to technical assistance you provided during the current reporting period. The technical assistance provided may be categorized by more than one topic. Check all that apply.

EXAMPLE:

You provide consultation to a domestic violence program on culturally appropriate services and outreach strategies for women from Vietnam. In addition, you provide technical assistance to a dual program on installing a new software program to help them manage data collection. You would check off the topics "Developing or enhancing culturally and linguistically appropriate

services for underserved populations” and “Technology and technology capacity (data collection and software program purchase or development).”

C3. Underserved populations

If your TA Cooperative Agreement funds were used to develop or enhance standards of service for underserved populations or to encourage the representation of underserved populations in coordination activities during the current reporting period, check yes and answer questions 22-23. If not, check no and skip to Section C4.

22. Activities addressing underserved populations

Check all activities listed in which TA Cooperative Agreement funds were used to develop or enhance services for underserved populations or to encourage the representation of underserved populations in coordination services. Check all that apply.

DEFINITION: Underserved populations

Underserved populations include populations underserved because of geographic location, underserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age), and any other population determined to be underserved by the Attorney General.

23. Underserved populations

Indicate which underserved populations were addressed in the activities identified in question 22. Check all that apply.

C4. Products

If your TA Cooperative Agreement funds were used to develop, substantially revise, or distribute products during the current reporting period, check yes and answer question 24. If not, check no and skip to Section D.

24. Product development, revision, and/or distribution

Report the number of products developed, substantially revised, or distributed with TA Cooperative Agreement funds during the current reporting period. Report 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 but were used or distributed during the current reporting period.

EXAMPLE:

You used TA Cooperative Agreement funds to create 1,000 brochures on victim services for sexual assault victim/survivors with disabilities. You distributed 50 copies. You also used TA Cooperative Agreement Grant funds to distribute 200 copies of a brochure developed during a previous reporting period. Finally, you developed a new brochure in Braille for victims/survivors who are blind, although no copies were distributed during the current reporting period. You would report this as follows: for the first brochure, enter “1” as the Number developed or revised in the Brochure category, enter the topic, enter “victims/survivors with disabilities” under Intended audience, and enter “50” under Number used or distributed. For the second brochure, enter the title in the Brochure category, enter the intended audience, and enter “200”

as the Number used or distributed. For the new brochure, enter “1” under Number developed or revised, enter the title, enter the intended audience, and write “braille” in other languages.

D. Narrative

25. Report on the status of meeting the terms of your TA Cooperative Agreement.

All grantees must answer this question.

Report on the status of the goals and objectives for your TA Cooperative Agreement award as of the end of the current reporting period, as they were identified in your award proposal or as they have been added or revised. Indicate whether the activities related to your goals and objectives have been completed, are in progress, are delayed, or have been revised. Comment on your successes and challenges, barriers, and provide any additional explanation you feel is necessary for us to understand what you have or have not accomplished relative to your goals and objectives. If you have not accomplished objectives that should have been accomplished during the current reporting period, you must provide an explanation.

Please limit your response to two pages.

If you have not accomplished objectives that should have been accomplished during this current reporting period, you must provide an explanation.

EXAMPLE:

Objective: Conduct training on legal services for sexual assault victims/survivors.

Activity: Developed training curricula and conducted five regional trainings.

Status: Ongoing.

Comments: Although we developed training curricula and conducted five regional trainings, only half of the LAV grantees were trained. We will conduct five more regional trainings during the next six months in an attempt to train all LAV grantees.

26. What do you see as the most significant areas of remaining need with regard to increasing victim safety and offender accountability in the communities you serve?

All grantees must answer this question on an annual basis. Submit this information on the January to June reporting form only.

Consider geographic regions, underserved populations, service delivery systems, challenges and barriers for your TA Cooperative Agreement. Please be specific.

Please limit your response to two pages.

EXAMPLE:

Although our targeted TA Cooperative Agreement has been successful reaching OVW grantees in urban areas, we do not seem to attract grantees from rural areas. In addition, when grantees from rural areas attend our training, they report that our curriculum does not take the needs of rural areas into consideration. We need to develop training for grantees in rural areas.

27. What do you see as the most significant needs of awardees, including emerging issues, the types of support, technical assistance, or other needs of the awardees you serve?

All grantees must answer this question on an annual basis. Submit this information on the January to June reporting form only.

Consider geographic regions, underserved populations, service delivery systems, and challenges and barriers for the grantees served by your TA Cooperative Agreement. Please be specific.

Please limit your response to two pages.

EXAMPLE:

Grantees report that they still have difficulty engaging judges in Coordinated Community Response activities. They see judges as a primary focus for future training activities and would like ideas to get judges involved and trained.

28. Provide any additional information that you would like us to know about your TA Cooperative Agreement award and/or the effectiveness of your grant.

This question is optional.

If you have other data or information regarding your TA Cooperative Agreement that would more fully or accurately reflect the effectiveness of your TA Cooperative Agreement award than the data you have been asked to provide on this form, answer this question. If you have not already done so elsewhere, 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, and positive or negative unintended consequences.

Please limit your response to two pages.

EXAMPLE:

Because of technical assistance from our TA Cooperative Agreement, 30 grantees report that they have successfully established SANE programs.

Appendix: Glossary of Frequently Used Terms

Dating violence:

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim/survivor. The existence of such a relationship is determined by the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic violence:

The Violence Against Women Act (VAWA) defines domestic violence as 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 cohabitating with or has cohabitated 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 whom a victim/survivor 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/dating violence applies to any pattern of coercive behavior that is used by one person to gain power and control over a current or former intimate partner or dating partner. This pattern of behavior may include physical or sexual violence, emotional and psychological intimidation, threats, verbal abuse, stalking, isolation, and economic control. In compiling domestic violence figures, awardees should include grant funds directed at dating violence.

Sexual assault:

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.

Stalking:

VAWA defines stalking as engaging in 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.

Sex trafficking:

Sex trafficking is defined as trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; and/or

the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.