

July 20, 2021 Transitional Housing Program Progress Reporting Webinar Questions and Answers

The table on the following pages offers a list of the questions and answers that occurred during the Transitional Housing Program Progress Reporting webinar that took place on July 22, 2021.

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Transitional Housing Program Progress Reporting Webinar July 2021

| Questions | Answers |
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| If we are funded to provide rental assistance but haven't used any money yet (budget just approved), do we still answer no? | If you are not yet using funds because your grant has not yet been approved, you will want to check 'no' funds were not used, because they have not yet been used. Then, you will use the narrative to describe your situation, and name that your budget has not yet been approved and that you are not yet using funds. |
| We have hired people but they are still in training and waiting for approval of program forms from NNEDV. | live answered (see recording) |
| The budget has been approved but we have yet to train the advocates completely and ready to launch. | Whether you report any activity is dependent upon whether grant funds were used to support that activity. If you did use grant funds to pay grant-funded staff, you would report their time in the staff section. |
| Even for Disability question, if there are no survivors that require this accessibility, should we also answer 1 and qualify in narrative? | If you are asking about question 10, if a unit is reported as "accessible" in question 10 regardless of whether any clients needed that access, the answer is: No. For q.10, only report units as accessible when they are occupied by people who require the accessibility during the reporting period. |
| Our TH units are not supported with these funds; however, the grant which did was no longer supporting these units as of 1.1.2021. Which has caused a delay in moving in tenants, as we needed to identify another subsidy source. Do I report them as fully served? | Hi Andrea. You're only going to be considering which services are Transitional Housing grant-funded. If housing units were not paid for using the T-housing grant for the January-July 2021 reporting period, you will check No to section A2. For the victim services section, you will only be reporting on grant-funded victim services. So if someone requests 1 grant funded service and you are able to provide it, then they would be reported as fully served. |
| I have used the fund in motel unit as transitional because of lack of housing | I believe you may want to confer with your program specialist at OVW about the use of funds in this way. My understanding is that emergency lodging is not a grant-funded service of the OVW Transitional Housing grant. |
| If someone stays on the waitlist from one reporting period to another, do they get counted on both reports as "not served"? | Yes, if someone is on the waitlist for BOTH periods and have not received the grant-funded housing they are seeking, you would report that victim/survivor as not served on both period's reporting forms. |
| A participant last received rent assistance in November. But we didn't report that she exited the program last reporting period because we thought that a participant is considered exited only after receiving the three months of follow-up | Yes you will want to report this person as "exited" when they either a) time-out of the grant-funded housing unit |

Transitional Housing Program Progress Reporting Webinar July 2021

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| <p>services. Should we report that she exited this reporting period?</p> | <p>or b) if they leave the grant-funded housing unit. You can report on grant-funded follow up services in question 38.</p> |
| <p>I understand that. My question to you is: even though I should have reported her as "exited" last reporting period and didn't, should I then report her as "exited" in the report for this period?</p> | <p>If you ever find that you reported incorrectly in a previous reporting period, do not report the situation again, corrected, on a following reporting period. Instead, please reach out to us one-on-one at VAWAMEI, as we may be able to correct the data from our side when we are cleaning it. I would also recommend you inform your Program Specialist of what you reported, and then what you should have reported. They may be able or decide to change your request to correct it from their side, depending on how long after the report was submitted that you realized the error on the previous report.</p> |
| <p>My program subsidizes rent on units leased in the client's name, based on need. In some circumstances full rent is paid, but it is paid directly to the landlord. This makes A2 a yes correct?</p> | <p>Yes, question A2 asks about units paid with vouchers or rent subsidies, in addition to program-rented or program-owned units. In this way, it includes rental assistance on units that are listed in the client's name.</p> |
| <p>Where do we document other support services we used grant funds for, such as the cab assistance for school, or child care examples?</p> | <p>Question 28, Support Services, lists out a variety of support services. Use this question to indicate how many victims you provided each service to over the reporting period.</p> |
| <p>Can you repeat what to report if a survivor exited as they did not need rental assistance any longer?</p> | <p>If a survivor exited the program during the current reporting period as they did not need rental assistance any longer, you will report them in #31, and report the destination upon exist.</p> |
| <p>What if the agency was having issues to accessing the funding and we had to cease assisting the client even the client was not max'd out on time.</p> | <p>If, at the time that you had to cease assisting one client, you were still able to use funds to assist other clients, I would check off the reason not served, "program reached capacity." This reason not served is intended to capture the limitations of the funding to support the full scope of need in your community.</p> |
| <p>Do we need to report the money spent on those services anywhere?</p> | <p>There is a separate financial report that each grantee organization needs to submit, but because it is not part of the progress reporting we here at VAWA MEI don't have much insight into how that process works. I believe OVW would be best able to help you with those financial reporting questions!</p> |
| <p>Got it. So deposit assistance, application fees would be reported in 26. However, cab for school, food would not?</p> | <p>Yes, deposit assistance and application fees would be reported in 26. Cab assistance would be reported as transportation in question 28, food would be reported in</p> |

Transitional Housing Program Progress Reporting Webinar July 2021

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| | question 28 as material assistance. Do not report one service in both question 26 and 28, try to separate them as best you can between the most relevant categories in the two questions. |
| Can I count the follow-up services contact when I already counted under number of direct or phone contact? | If you provide a victim/survivor grant-funded follow-up services after the victim exists or is terminated from the transitional housing, you would report those grant-funded services in #37, even if you reported providing them support services in #28. |
| We were not able to access any funds, therefore stopped assisting all clients. i.e.: had 2 clients that their first month's rental assistance was Nov. 2020. The agency ceased assistance effective June. None of these clients ended up moving (yet) and are trying to work out assistance through other programs in an effort to stay where they are. | Thank you for clarifying. I would report these victims as partially served, then, since it was mid-reporting period that they lost services. Then, I would describe the full situation in the narrative. |
| For question 43, if our ED is no longer with us and this is the first time we are doing the progress report, is this where we would write it? | Yes. I would use question 43, and question 42, to describe the challenges that this change has caused your program. |
| A participant wanted to move to a unit that her parents owned. Our program manager advised her to find housing elsewhere to avoid the chance of impropriety and conflict of interest. She didn't and stayed with her parents. She stayed in his program for less than one year. Should we consider her terminated? | Did you decide to end providing services to them because of the non-compliance? If so, yes you would report them as terminated. If the victim decided they no longer needed or wanted your assistance, they would be reported in #31 Destination upon exit. |
| Actually, we told her that we could continue assisting her with rent assistance if she would find housing elsewhere, but she didn't want to live anywhere else but on the studio her parents had available. | Thank you for the additional info! Yes, I would recommend you report them in the terminated question. |
| It was tricky. Also, should we count her as partially-served? Since she requested more rent assistance and didn't receive. | live answered (see recording) |
| We have a continuous grant however our budget hasn't been approved yet, since it was a continuous grant our agency had left over funds under salary and direct client assistance, we continued to use those funds and provided an interpreter fee for a past client, do we need to report under narratives? | Yes! In this case, where you have multiple grants at the same time (the original now a continuation and the second grant), please use the narrative to detail exactly how the funds were used and broken down to be accurately reported. |