

July 20, 2021 Transitional Housing Program Webinar Transcript

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Slide 1: Transitional Housing Assistance Grant Program (Minute 00:00)

Hi, everyone. Welcome to today's webinar on the semi-annual progress reporting for the Transitional Housing Assistance Program reporting form. My name's Hannah Brintlinger and I am here with my colleague, Casey Benner as well as our colleagues, Devon and Julia who will be helping us with the questions today. We are all members of the VAWA Measuring Effectiveness Initiative, which is the TA provider that helps you all learn about and complete your OVW progress report. Thank you to TA2TA for hosting today's webinar into the capturers that are helping us to present to you all.

As outside there's the chat box, as well as the Q&A pod. The chat pod will be used to share resources with you all, such as links to our websites as they come up. Meanwhile, we ask that you use the Q&A pod to ask us all questions. We'll hold off to the end for many of the questions, but a lot of them will be answered in the moment. So you are here with us all today because your semi-annual progress report is almost due, as a reminder which you will hear multiple times throughout this webinar. Your progress reports are due 30 days after the close of the reporting period. So the January to June 2021 progress report is due July 30th.

Slide 2: Who we are (Minute 00:50)

So who we are VAWA MEI. We are technical assistance providers like I said, charged with helping you with your report and putting all your grant funded activities into the report. Our team works out of the Masking school of public service at the University of Southern Maine in Portland, Maine. We collect, align, and analyze data from thousands of grantees nationwide. We support the grantees in completing their progress report. We are OVW grantee ourselves. So we're required to fill out a progress report just like you are.

And just so you know, we are not OVW, we are not JustGrants, we do not monitor your grants. We do not monitor your grant funded activities, but instead we try to make sense of your data and make sure that you are reporting as accurately as possible.

Slide 3: COVID-19 General Reporting Guidance (Minute 02:55)

Before we get into the reporting form, we wanted to go over some general reporting guidance related to the pandemic. And so please use the narrative to provide context about the data that you reported, whether that be to talk about data you are unable to collect and report in the reporting form itself, or any other contextual information you think would be helpful for us to know as well as your program specialist. You can use question number 43 to discuss those things.

Slide 4: COVID-19 General Reporting Guidance (Continued) (Minute 03:40)

Please do not use that for future reporting period to report activities that took place during the January to June 2021 reporting period. If data does become available after the reporting period, please reach out to your program specialists and coordinate with them the best way forward.

Slide 5: COVID-19 Reporting Guidance for Narrative Questions (Minute 04:15)

If you do have missing data because you don't have data to report in certain questions due to the pandemic, but the storm is requiring you to enter that data in order to validate it. Simply put in a 1 into that field that can't remain blank. And then use that narrative question number 43 at the end to explain why, and let us know that it should be deleted.

Slide 6: Reporting Guidance for Policy Changes Related to COVID-19 (Minute 04:35)

Also in the narrative, you should use words like COVID-19 and/or pandemic when you're describing COVID related adjustments or anything related to the pandemic really. If there were any policy changes that you have implemented as a result of that pandemic, you can use Section C3 policies to describe those changes in the narrative questionnaire, which is question number 19.

Slide 7: COVID-19 Reporting Guidance for Victim Services Data (Minute 05:10)

If you again are experiencing data collection challenges related to the victim services section or victim services information in general that you don't have demographic information, please utilize those unknown categories and use the narrative field to explain the missing data and any data collection challenges. There was a theme in all of those slides. Use the narrative to describe any struggles that you have or missing data due to the pandemic.

Slide 8: COVID-19 Resources (Minute 05:50)

On this next slide is a few COVID-19 related resources for you. The first one is the OVW guidance for grantees related to the pandemic. Futures Without violence has a resource list available and TA2TA has a COVID-19 resource hub that you can access.

Slide 9: VAWAM MEI COVID-19 Resources (Minute 06:15)

VAWA MEI have a few resources as well. So we have COVID-19 FAQ. We also have a reporting in a pandemic office hours recording where we sat down with OVW and answered many questions related to the pandemic and reporting on your funded activities, so you can access that recording at that link, as well as a couple other recording-- or one other recording and another resource related to crafting narratives. And so as I was saying, please use the narrative to provide context and details about what you're experiencing because of the pandemic and accessing that narrative might provide you with some ideas of how to write about what you're seeing.

Slide 10: The Reporting Cycle (Minute 07:15)

So this next slide goes over the reporting cycle. It is your responsibility as a federal grantee to submit data on your funded program every six months. So first, you're awarded your grant. Congratulations. And the moment you're become a grantee again, you are mandated to complete the progress report every six months. And so again, the progress report for this reporting period the January to June 2021 is due July 31.

So you will access your progress report from our website. You'll go to the Transitional Housing page on our website. You might have received a link from your program specialist from OVW. You'll download the form onto your computer and open the form with Adobe. We're finding that a lot of the time a web based viewer gets a default and we'll open the form instead of Adobe, which will cause a lot of issues with answering questions in the form and saving the data you put into the form and so please be sure to download the form onto your computer and open it in Adobe.

Once you successfully open it, you'll fill it out. You will then validate the form which we will highlight later on in the webinar. And then you will upload the form into JustGrants. Next, the report is reviewed by your program specialist the program specialist for all discretionary programs review their programs report. It's possible during that time that they have questions about what you put in their report. If your program specialist reaches out to you and they are asking you to do a change request, you will need to work with them to update the form, and I believe you will be sending it back to your program specialist directly and then they work to get it into JustGrants. But again, it'll be between you and your program specialist to get changes made to the form itself.

Once OVW is done reviewing all of the progress reports, they then send the data on to us at VAWA MEI. And we review the data. We look for any inconsistencies or questions that arise for us while we go over the data, we might contact you via email or phone call to ask you about what you've reported so that we can better understand it.

If any changes need to be made because of our outreach, you simply need to communicate with us about what the data should be and we will make updates on our end. There's no need for you to resubmit the form, just communicate with us. Once we've finished reviewing all of the data, we then create report for OVW. You send them to OVW, as well as published reports on our website. And that brings us to the reporting form.

Slide 11: Section A2: Program Description-Yes or No (Minute 10:55)

Thank you, Hannah. Hi, everybody. I have spoken to some of you already. My name is Casey Benner. I've working on the Transitional housing program for several years now. So we're going to jump right in to Section A2 program description. This is one of the sections of the forum that is not required because not all of you use your grant funds to support the actual Transitional housing unit. Some key housing grantees use their funds just for victim services and that's absolutely OK. You would just click No to Section A2.

This section determines how and if you're going to respond to some of the questions in the victims services section. So I'm going to repeat those quite a few times as we go through this. Because it's tricky and it's not really that intuitive while you're going through the form. So questions 21, 25, and 31 to 35 will only be answered if you use your grant funds to provide the housing units themselves. And you would click Yes to section A2 to indicate that.

Slide 12: Section A2: Program Description-When to Respond No (Minute 12:15)

So as I said some critics will say no to this section that's going to indicate that you use your grant funds for not the units themselves but for staff time and direct victim services. It might be that you could get to this, and you're going to then fill out the victim services section. So this is where it gets a little tricky and can be really program specific. And again, it's going to determine how if you're filling out questions in the victim services section, you're going to want to make a note to yourself that if you click No for Section A2 that you don't use your grant funds for housing units, you're going to skip past questions 21, 25, and 31 to 35. All of those questions asked about clients who are accessing grant funded housing.

Slide 13: Section A2: Program Description-When to Respond Yes (Minute 13:15)

So if you say yes, you use your funds for housing units themselves you would click Yes. And you would answer question 9. And then that would also mean that you're going to fill out questions 21, 25, 26, if necessary, and then 31 through 35 as applicable. And we'll go through some examples too. Question 25, nights of shelter is specific to grantees who use grant funds for program rent or program owned units in question 9.

Question 26 has a subsidy voucher and that's specific to grantees who use their grant funds for vouchers or rent subsidy units in question 9. So if you don't have rent subsidy vouchers, you're not going to answer the rent subsidy voucher out of question 26. If your units are not program rented and they're not program owned, you're going to get questioned 25.

Slide 14: Section A2: Program Description-Question 9 (Minute 14:10)

So in question 9, we'd be reporting the type and the number of housing units that your funds are used for. And we have a couple definitions here on our screen about the different types of units. Sometimes it's going to be a best fit sort of category because there are some really unique programs out there doing really unique setups for their units. So for the purposes of this form, program owned is going to need that your program is renting and is responsible for the housing units. So maybe your agency own the whole building with a bunch of units in it and you rent those out to quite.

Program rents it would mean that you use your grant funds to rent the housing units or sublet the units for your clientele. This likely means that your agency's name is right on the lease that you signed for a client, not the client's name. So it's being rented by your agency and your housing somebody there. Vouchers and rent subsidies are when you use your grant funds to provide the victim with the rent voucher, or you assist them with their rent payments. And that person, the victim client survivor, is probably on the lease with their own name. So you'd be supporting them with grant funds to pay for their units, but they are the ones specifically renting the unit.

Slide 15: Type and number of housing units funded: Example 1 (Answer “No” to A2) (Minute 15:45)

I'm going to go through a couple of examples of what this would look like. So let's pretend that your program is using key housing funds to pay for a case manager. And they provide support services to victims and survivors in key housing units. Your program uses a different funding streams to pay for the unit. So in this case, you're using grant funds for the case manager and not the unit, so you would click No to Section A2 and you would be skipping questions 21-25, and 31 through 35 because you don't use grant funds for units themselves.

Slide 16: Type and number of housing units funded: Example 2 (Answer “Yes” to A2, program owned) (Minute 16:25)

An example 2, we have a program that houses victims in a three unit building that we own. So we have three units and one building, and we use our grant funds to pay for the utilities of all three units. So grant funds are specifically supporting the units themselves, as well as support staff and general maintenance. In this case, we're going to respond Yes to Section A2. And then in question 9, we'd be reporting this as a program owned unit and then were responding to questions 21-25, and 31 to 35 if they apply to us.

This example also would be a clustered unit which is written on the screen, but it's clustered because all three units are in the exact same building together. It might be clustered also if the units were in a cul-de-sac and you had like three units clustered together, means what it says.

Slide 17: Type and number of housing units funded: Example 3 (Answer “Yes” to A2, program rented) (Minute 17:35)

All right. In example 3. Your program is using grant funds to rent from area landlords to house victims and their families in 5 separate buildings. So your program is using key housing funds to pay rent directly to the landlords for all units, and your program's name is on lease, and then you're renting those out to victims and survivors and their families. In this case, we are using grant funds for units. We'll select Yes for Section A2. And then in question 9, we're going to report this as program rented because our agency is the one renting and named on the lease. And then we're going to respond to questions 21-24, and 31 to 35 as appropriate.

Slide 18: Type and number of housing units funded: Example 4 (Answer “Yes” to A2, voucher/rent subsidies) (Minute 18:25)

All right. In our last example, in this case, we're pretending that our program uses key housing funds to provide vouchers directly to eight victims and their families, and those eight victims use these soldiers to support their housing, which they are renting from area landlords. So the victims' names are on the lease. Not our agency name. And in this case, we respond yes to section A2. The answer in question 9 that we have vouchers and rent subsidies, these would likely be a scattered unit because it's pretty unlikely that all of your clients are seeking units in the exact same spot, which would be clustered.

It couldn't be, but more typically that would be a scattered rent subsidy. And then if questions 21, 25, 26, 31 to 35 apply to us, we would respond to those.

Slide 19: Section A2: Program Description-Question 10 (Minute 19:25)

Question 10 of section A2 is asking if your units are accessible to people with disabilities. We got a lot of questions about this, because what does that mean, how do we know if they count for this form.

If you have units that you own or rent or you are providing vouchers and rent subsidies for a client who requires accessibility due to some kind of disability that they have, then you would report that in question 10. If none of the victims/survivors clients that you're serving require that accessibility component, you do not need to report in

question 9. So it's not asking is the unit accessible if someone wanted it to be. It's asking is somebody that you're supporting housing units or requiring that accessibility.

And as the second bullet says this will never exceed what you reported in question 9 because it's asking about who you reported in question 9, who is staying in those units.

Slide 20: Section A3: Staff Information (Minute 20:35)

OK. You are champions. I see my colleagues are keeping up with the Q&A. Already. The next section is section A3, Staff information. OK. Let's see. Hannah, as I said to pass it off to you now.

I can't see the page number. No, but I can jump in if you are. Keep going. How many times do I got? It must be one or two, right? OK. One more. Sorry. Thank you all for being with me. I am sharing my screen and I can't see which side number I'm on.

So in Section A3, staff information, you're reporting on any salaried or not salary, any staff who you use key housing funds to pay for their salary in some capacity. It doesn't have to be 100%. So if you use your key housing funds to partially pay for someone salary or if they're part time, if they start part way through the reporting period, all of those instances are what we're going to calculate into a Full Time Equivalent, or FTE.

So this is asking how many staff are supported by grant funds and by how much? The FTEs we're hoping that you'll be able to report to reflect the job function that they're there performing for your grant, rather than their job title because as you all know in the field, you might have seven different hats you're wearing at your agency but maybe your title is case manager.

Your title is less important for the purposes of section A3 than the grant funded functions you're performing. So if you're failing if you have, you can split your FTE value into the applicable categories. And we'd be reporting out to the second decimal. So you would never report 00-- 0.001, but you can report 0.01. That would be able to the second decimal.

We have some pretty cool new tools on our website in case you haven't heard of them that are new. We have an e-learning video for what an FTE is because there are some examples and teaches you how to calculate them. And we also have an FTE calculator with an intro video that you can access on our website too. We are going to go through some examples, but you can also always reach out to us any time. We help people calculate their FTEs all the time because we know it's a cumbersome and random thing that you only have to do twice a year, and we don't expect you to be a pro at it.

Slide 21: Section D: Victim Services (Minute 23:40)

And I misspoke that we're not going through examples today. But we have those calculator tools and if you need help with calculating an FTE, or if you think you want to double check your calculation, you could always email us and say, hey, this is what information they have. This is how I calculated the FTE. Am I right? Am I on the right track, and we'd be happy to help you with that. All right. Now I'm going to pass this back to my colleague, Hannah. Thank you for your patience.

Thanks, Casey. I also before I dive into the victim services section, not last week, two weeks ago, we hosted an webinar that focused solely on calculating FTEs. And so I believe last week that recording and all of the materials associated with that recording were posted onto our website as well. So that's a resource that can be accessed.

And I was just reminded that as you can see, we are not going through the entire Transitional housing form section by section, question by question because it is simply too large. But we do have training materials on our website in the key housing section of our website that has a recording and a transcript and minute markers that walk you through the entire form question by question.

And so if we are not covering something that you want to hear about or learn about, that is available on our website as well as you are more than welcome to reach out to Casey and I as often or as much as we would like. And I think Julia put the Transitional Housing Program training video into the chat.

So before we jump into the victim services questions themselves, we wanted to highlight that most of the data requested in this section is congressionally mandated. And so Congress wants to know how many victims survivors that were seeking services, we're able to be served and how many of them could not be served. And so please provide information in this section that represents only those victim survivors that were served and the services that were provided with Transitional housing program funding, as well as please only report all of those victim survivors as well as their children and/or their other dependents. So the main takeaway is please only provide information on Transitional housing program funded activities and services.

Slide 22: Section D: Victim Services-Question 20 (Minute 26:50)

So the next slide is a good introduction into the victim services section. And so question 20 is where you report the number of victims/survivors seeking grant funded services, and you categorize victim/survivors as served, partially served or not served. And so this question really sets out the rest of the victims services section. And so the information that you provide here about the number of individuals served and partially served later on in the section, they will be asking about the services that those individuals received as well as their demographics and so on and so forth.

In order to report a victim survivor as fully served, they need to have received all of the requested services that you are funded to provide with your Transitional housing funds. To report them as partially served, they need to have received some but not all of the requested services that you are funded to provide with your Transitional housing funds. And you would report them as not served if they received none of the requested services that you are funding to provide with your Transitional housing fund.

And before I move on, I quickly want to note that some grantees worried about reporting really high numbers in partially serve or not serve, and they fear that it might appear they're not meeting their grant goals and objectives or it will shed a negative light and that's not really what happens. And by reporting personally served and not third victim brainteaser helping OVW and decision policy makers understand the scope and burden of violence that stretches far beyond what VAWA is able to find.

And so OVW knows that our funding is not enough to support every victim who requests grant funded services. So please carefully track and report using both quantitative data and qualitative data, instances, use the qualitative data to highlight instances of partial or non-service. It can be used to highlight long waiting lists for emergency shelters or programs inability to support the victim for almost any recent.

Slide 23: Section D: Victim Services-Question 20 Continued (Minute 30:05)

For question number 20, you will also report the victim as served not served or partially served and you need to do that in an unduplicated way. And so a victim should only be reported once in each reporting period that they receive grant funded services, as well as the children and other dependents that you report. That should also be an unduplicated count. And they should only be reported once in each reporting period that they receive grant funded services for. For not serve victims, report them only one for an hour reporting period if they were not able to receive any funded services that they've requested.

You will also need to determine the victimizations and I'll get to the lack of housing in a second, but you need to report a victim under the sexual assault, domestic violence, dating violence, or stalking category. And so since you can only report a victim ones in each reporting period, and oftentimes victims receive or not receive experience more than one type of victimization, you must determine their primary victimization and report them underneath that category.

One way to determine that some grantees use the victimization that brought them that motivated the client, the victim to come and request services, other times it's more appropriate to report them in a different way. But ultimately it is up to the grantee to determine how to best report them as part served answers, partially served and under which victimization report them only ones.

Slide 24: Section D: Victim Services-Question 21 (Minute 32:15)

In question number 21, that's where it asks you to report the number of victims who were not served or were partially served solely due to the lack of housing. And so thinking back to the slides that Casey had about section eight two if you reported yes to section 2 and you reported in data in question 9, you would then answer this question. You would provide information on the number of victims who were not served or partially served solely due to lack of housing.

Slide 25: Section D: Victim Services-Question 22 (Minute 33:00)

In question number 22, that's where you report the reasons for partially served or not served. And so in this question you check off all that apply for those victim survivors that you reported as partially serve or not served in question 20. And so we often see common reporting errors in the other category in question number 22.

And so if you find yourself wanting to report victims did not return, you might want to pause and think a little bit more-- a little deeper about whether or not you're reporting them the right way. And that's because if your program began to provide a victim with the grant funded service that you requested and the victim does not return or the victim withdraws or they relocate, you would report that person has fully served even if the service was not complete. So if the program did not take any action to remove the victim and the victim removed themselves, they would be reported as fully served because the victim then received all of the grant funded services that they were requesting.

Another common one is victim refused services and so if your program offers services, usually through outreach and the victim refuses those services or does not contact you to support those services, you would not report them in this section at all. Again, the victim needs to request or accept group funded services in order to be reported in this section.

Another common one is services not provided by our program. And so you only factor in services that are supported by your grant funds. So again, they need to have accepted or requested a grant funded service. And the last one that we will often see is could not locate victims. So if your program began to provide the requested services and this person, excuse me-- if your program began to provide the requested services, this person would be reported as served if you no longer could locate them. Essentially, that is them no longer requesting the service. If this person was put on a wait list and then later on your program was able to provide them with the services, that's when you would-- I'm pausing because I'm remembering something specific about the housing that I want Casey to jump in on.

I was responding to a TA. Hannah, can you tell me which part you want me to jump in on?

I was thinking about the-- could not locate the victim. And so with the wait list is right a situation with Transitional Housing and reporting the victim?

Yeah, thank you. Thank you for refreshing me. As the middle of typing back to somebody. Sorry. So for wait lists, the chance are really common to housing because finding housing units is difficult. If you have someone who request housing that's grant funded and you're not able to find them any housing during the reporting period, maybe they're on a wait list, you're going to report that person has not served. If that person decides to go with some other agency or like withdraw their request to accept or seek grant funded T housing and they haven't accepted or received any other grant funded services, you won't be reporting on them on a future report as like partially served or fully served because they have officially backed off and chosen to go a different path.

If you are part of this is because for Transitional Housing grants there is a clock, if you will, that start counting down on your client's ability to access and receive Transitional housing grant funded services. What I mean by that is someone is not supposed to be receiving a grant funded support services until they're officially in a Transitional housing unit, whether or not that unit is funded by this grant but the person needs to be in a Transitional housing unit to begin receiving grant funded support services.

So that means that if you are providing support services before someone is in a Transitional housing unit, whether the units get funded or not, you shouldn't be using grant funds to provide those services and this gets really tricky. And in very special cases your OVW specialist might grant you special permission to provide grant funded support services to somebody who is not in a Transitional housing unit.

I imagine some people are feeling some type of way about what I just said, and I really encourage you to reach out to your OVW specialist if you are providing grant funded support services to people who are not in a Transitional Housing Program whether or not it's a grant funded unit, it might be that they give you permission to continue doing. And it might be that they ask you to use a different funding stream to provide those support services until a victim is able to get into a Transitional housing unit.

Hopefully, I didn't scare anybody too much. But this is one of those things you want to talk to you OVW specialist about if you are feeling unsure about how you're using your grant funds and what is and is not allowed because if you ask us what is and is not allowed from your grant, we can't actually tell you. It might be program specific, you might have special permission. And all of those things all those questions if you reach out to us. We're going to direct you to reach out to your OVW specialist anyways, because we're not legally allowed to provide you guidance on what your program grant is and is not allowed to do. Because it's specific to you, and we don't get to see your grant award. All right. I'm going to pass this back to you.

Thank you so much, Casey. I knew I would not do that nuanced justice. And so I see that there are questions coming in about that and Julia and Devon are graciously answering them. And if there are major takeaways that we should say verbally, we'll do that towards the end of the section. But I will bring us forward into the next question in the victim services section. And that's where we report on how we discuss the demographics of those victims that you are reporting as served and partially served. So in question number 23 is where you report the demographics. And I'm pausing because I'm trying to decide if I was frozen but I think I am not.

[Slide 26: Section D: Victim Services-Question 23 \(Minute 41:30\)](#)

So in question number 23, you report on the victims, children, and other dependents demographics. And they all for the race and ethnicity category may be reported in more than one category. However, the total race and ethnicity must be equal to or greater than the total number of those reported as served and partially served in question 20.

Then for the age and the gender categories, the victims, children, and other dependents can only be reported once in each of those categories. And so the total age and the total gender must equal the number of total served and partially served in number 20. Also in the demographic section, there is and other demographics sub box. And those other demographics are not required to be filled out. If you happen to learn about those demographics through providing services to the victims, that's when you can report that information.

Again, this information is not required and you should not be putting questions about a person's disability or immigration status on any forms that you use to serve victims as a means of collecting this information. It's just if you happen to learn about it. And each category and other demographics part cannot exceed the number of victims reported observed and partially served the total. I'm assuming that you all can no longer see my face but hopefully you can still hear my voice. And that brings--

We can hear you.

Slide 27: Section D: Victim Services-Question 24 (Minute 43:30)

Great, thank you. That brings you to question number 24, the victim relationship to the offender. And so in question number 24 you report the victim's relationship to the offender or offender if a victim survivor has experienced more than one type of victimization and/or was victimized more by more than one offender, then you would report in all of the categories that apply.

The total number of relationships for each of these victimizations can exceed the sum of all of the victims reported as served and partially served. It just needs to at least equal the number in question number 20. And like I said towards the beginning, if you were unable to capture any of the demographic information due to COVID, that's totally OK and please utilize the unknown categories.

Slide 28: Section D: Victim Services-Question 25 (Minute 44:50)

All right. Let me jump in OK, Hannah?

Yes, please.

Thank you. So picking up where he left off question 25, this is one of those questions that you will skip if you did not report yes in Section A2. If you use grant funds to support housing units, you may report in question 25 if you have program owned or program rented housing units. If you don't have program owned or program rented housing units that are supported by your Transitional housing grant funds, please get a question 25 entirely.

So assume that you do have a program owned or program rented housing units supported by your T housing funds, you will be reporting the number of bad nights per victims, child, and other dependent for the six month reporting period only. So if you report one victim you should not be reporting more than six months worth of bad night in question 25 because we're only thinking about the six month reporting period. In general, we estimate and this is not perfect math because 182 days in the reporting period isn't quite how the calendar always lined up. But it's our reference point for if you report more than that per victim, we might reach out to you to see if maybe you reported the total number ever provided to a victim or survivor rather than the six months worth of bed mates that they received.

And this should be an unduplicated count. So you're only going to be reporting on the unique humans the victims child or dependents that stayed in program owned or program or rented housing units supported by your T Housing Grant fund.

Slide 29: Section D: Victim Services-Question 26 (Minute 47:00)

In question 26, anyone can answer this question even if you don't use your funds for housing units. But there's one row in question 26 which is the rent subsidy voucher row that you should skip unless you have a program rented vouchers or subsidy units that you reported in question 9 in Section A2. So if you didn't report vouchers or rent subsidy units in question 9, you will skip the rent subsidy voucher row question 26. And it's really important to remember that question 26 is asking again, about grant funded housing assistance.

So if you're not using your grant funds for something, you're not going to report on it in question 26. There's an other category at the bottom of question 26 that we see people reporting all the time all kinds of things that don't make sense, because this is housing assistance like utilities or perhaps you pays for somebody trash pickup. Or a cleaning service that had to happen, this is housing assistance related to the unit that the Transitional Housing Units that the victim and their family are currently in even if the units not grant funded. But if you're paying for something to assist with the housing unit itself, then that's question 26. Sometimes we see things like child care and transportation and gas vouchers reported in question 26 and none of that is related to the housing unit and doesn't belong in 26.

Slide 30: Section D: Victim Services-Question 26 Continued (Minute 48:45)

Oh, further that you're not going to report on mortgage payments, there's nowhere on the form that's asking you to report on mortgage payments for program units. If you're inclined to report on that, you can type it out in a narrative question but nowhere is there a numerical box that asks for that. And as I said, you don't want to report support services in the housing assistance question.

Slide 31: Section D: Victim Services-Question 28 (Minute 49:10)

And move on to question 28, which is about support services. These are grant funded support services. So your T housing grant funded staff who are providing direct services to people, that will be reported in question 28. If you are paying for somebody to receive a service, that can be reported in question 8, like perhaps you have to pay for somebody's transportation to come to the counseling center. So grant funded.

And you're going to be reporting on the unique number of people. So an unduplicated count of the victims, children, and their dependents who receive each type of grant funded service that you provided them during the six month reporting period. Sometimes people ask for things that are funded through a different funding stream or maybe your agency doesn't offer those things and you had to make a referral out. You don't want to consider any of those for the purposes of question 28.

It's only asking which services are you to provide, and how many humans did you provide it to during the six month reporting period? If somebody came in and received counseling in January and then they came back to you seeking child care in May, that's still only one person, you can only report on them one time per category that they received a grant funded service in.

Slide 32: Section D: Victim Services-Question 28 Continued (Minute 50:50)

That being said, because we're counting the number of humans, we are not expecting or should not ever be a number you report in a support service that is greater than the number of people you provided services to in question 20. So if you report five people actually served in question 20, then you will be reporting the services that those five people received. And no category will ever say more than that. Yes, that makes sense. So you won't report six people receive transportation if there was only five people served.

Another few things that we see on these forms of thought is safety planning information or referral or intake. These four things are not reported in the victim services section because OVW is anticipating that most if not all people receive those services at some point while receiving another service. So victim advocacy might involve you being able to make referrals out that's just encapsulated under the victim advocacy role, and not service.

Safety planning or crisis intervention if that is happening, it's not going to be called just safety planning because it again housed under the service of maybe providing victim advocacy, maybe it's right at the beginning of counseling that the safety planning happens. OK, and then same with intake, that's considered a procedure and not a grant funded service. Like no one ever comes to your agency says I would really an intake, they're asking for whatever the services like, I would really like to access counseling at your agency. And then you do the procedure of an intake to provide that service.

Slide 33: Section D: Victim Services-Question 30 (Minute 52:55)

Question 30, vouchers is another one we see a lot of hiccups with this reporting form because a lot of people are inclined to report donations, which is really cool. But donations are not grant funded if they're donated. So you're not going to want to report on anything that's donated like if somebody donates a bunch of gift cards to you, those are not paid for with grant funds if they were donated. You will not report on them in question 30.

So if you pay for gas vouchers with grant funds, then you would put that in question 30 under transportation as a voucher. Or if you pay for a Walmart gift card with grant funds for a victim to go and choose things to furnish their

new Transitional housing unit or get food or something like that, then you can report that in question 30 because you paid for it with the grant funds. Is the key throughout this whole form grant funds.

Slide 34: Section D: Victim Services-Question 31 through 35 (Minute 54:00)

So in questions 31 through 35, if you answered no to Section A2 that you do not use your grant funds for housing units at all, you're going to skip questions 31 to 35, which saves you some time. So you want to make sure you skip right past those. If you responded yes to section 2 and you did report grant funded housing units in question 9, you may be reporting in question 31 through 35, if you had people exit or be terminated from the housing unit during the six month reporting period. And I'm going to go over what those mean.

So exiting is when somebody's time out like they've exceeded or I mean, they've met the maximum amount of time they can receive your grant funded services for the housing unit. Or if they leave, if they no longer require or want the grant funded housing unit that would be affected. So they are currently residing in your housing unit during the reporting period at some point. And then at some point during this reporting period, they left or stopped wanting to be grant funded housing unit or they timed out.

If you had to remove somebody from the housing unit, you terminated them because maybe they broke a program rule or maybe they left and never said anything and then they came back and brought the abuser with them and you had to terminate the services due to a program rule, that would all be terminated. Terminated is the agency is taking action to remove the person from the grant funded unit. Exit is timing out or choosing not to continue to receive.

Slide 35: Section D: Victim Services-Question 31(Minute 54:45)

So in question 31, it's going to ask you all right if you have people exit where did they go and maybe you don't know this. We see a lot of things in the other category like they went to live with their family or they returned to living with the offender, and those unfortunately both of those are going to best fit into a category that's already in the list. So going to live with the offender again and exiting will actually be categorized as housing of choice, even though maybe doesn't feel like a choice and that feels super crappy to report. There is temporary housing with family member is in the US, so you could select if they want to stay with somebody after exiting the program.

Slide 36: Section D: Victim Services-Question 32 (Minute 57:05)

OK. In question 32, you may report on anyone who exited if you asked what their perception of risk of violence is when they exited. Some agencies don't do this. It's OK if you write unknown. There's an unknown category. So if you have three people exit and you do not ask them about your perception of risk of violence, you can report on an unknown category. Maybe you don't have the ability to ask these people, maybe they left on their own accord and they exited without really checking out with you. So there's an unknown category to capture that. But it does need to equal the number of people who exited. So if you don't have that information for anybody who exited, you would just write all of them in the unknown category. And again, this is specific to exiting and not terminating.

Slide 37: Section D: Victim Services-Question 33 (Minute 58:00)

And then in question 33 it's going to ask you of those people who exited the program, how long were they in the grant funded housing unit in total? So this is like the only question on the form that's asking you information that extends past the six month reporting period. So if someone was in a Transitional Housing Unit for 13 months, there's a spot in question '33 for you to report that victim under the 13 month row to show that that's how long they stayed in the unit before exiting.

Slide 38: Section D: Victim Services-Questions 34 & 35 (Minute 58:40)

Then we get into termination. This is where you're writing information about people that your agency had to forcibly and services for. So there is a list of reasons for termination in question 34 if you're looking for the

difference. So if somebody broke a rule, maybe there was chronic non-payment and they couldn't maintain their housing unit anymore.

When somebody is terminated, you'll report them and their destination upon termination in question 34. And then 35 it looks exactly the same as question 33, which can be confusing. 35 is asking for the total number of months someone stayed in a grant funded unit like past the six months. So maybe somebody stayed in your grant funded unit for eight months, they broke the program rule a couple too many times and they had to be terminated from the program. You'll report that one person under the eight months row to show that that's how long they were in the program before termination.

Slide 39: Section D: Victim Services-Questions 36 & 37 (Minute 59:50)

I want to note right here that the instructions that you can download with the reporting form have a typo in them because they're super, super old and the transitional housing program form hasn't been updated in quite a while the error and those instructions is that it says you cannot answer questions 36 and 37 unless you provided grant funded housing units and that is not true.

Anybody, whether you use grant funds for housing units or not can report in question 36 and 37. These two questions are asking about grant funded follow up support services. So if someone accepts or terminate from a unit and then who are providing them with grant funded support services like maybe they need some Transitional Case Management after exiting the program, you would report on the follow up services in question 37.

It might be that your agency is able to provide follow up services for people who have exited and not for people who had terminated the program specific. So that will be on you to know if your agency does that or not, it'll be based on your own program rules. But for the purposes of the form, anybody any clients, whether it's the victim the child or dependents of the primary victim can receive follow up services that are grant funded and be reported in these questions.

Question 37 looks identical to question 28. It's the same list of support services. The difference between 37 and 28 is that 28 is asking you what services did they receive that were grant funded while they were in a Transitional housing unit. And question 37 is asking you which support services did they receive that you were grant funded to provide after they were out of the grant funded housing unit.

Can look a little tricky. So I definitely encourage all of you to access the handout for this or are training materials on our website to reference back to as you're filling out the form.

Slide 40: Section E: Narrative (Minute 1:02:20)

All right. You guys are champions we are on the last section that we're going to go through today, which is the narrative. In section E, there are some questions that are required and then there are some questions that are sometimes required and there are some questions that are optional.

However, we encourage grantees to fill out all manner of questions because we read your narrative. It's so important you might even get quoted in a report to Congress. And it's just valuable information to tell a story about the numbers that you reported. Numbers don't tell a story. So the more you can write out the words and for your OVW specialist, the better. In question 39, you need to fill that out every single time you complete a report, whether it's the one that's doing the end of July or the one due at the end of January.

Questions 40 and 41 are always due-- are required on the January through June reporting forum which is due in July. So on the report that you submitted in January it's required and highly encouraged that you put 40 and 41. Question 42 and 43 are always optional. They're a great spot for you to tell us or OVW about anything you reported in any section that might need some further clarification. So it might be a spot to highlight if you had to-- if you have a validation error.

Sometimes validation errors are telling you to do something that's wrong because the form is finicky and it sometimes gets confused about what you should be reporting. So it might be like, hey you didn't report any accident you have to do that that's a really common validation error that we get that's not true. Sometimes if that happens, what you would do is call me. I will talk you through a walk around for that validation error so that you can successfully validate form and get it submitted.

And then while I'm giving you that support, I'm going to be telling you to type out an explanation in question 43 that says I had a bad validation error. This is the workaround, I did I had to enter dummy data and to make the form validate. Please delete it. Another thing you might write in question 43 is how you calculated your staff FTE. That's a super helpful thing for you to write down for us, because it means we don't have to reach out to you if we have a question about what you calculated. We can see how you calculated it if you type it up right.

There's a bunch of things that you could write in question 43. But basically, if you think about it as a way to communicate directly to us and to OVW about any numbers you reported anywhere on the form that might need more clarification. All right. And we have a very helpful narrative training video for anyone interested which you can accept from the VAWA MEI website. There's examples of what other parties might have reported. Yeah very impactful thing here in.

[Slide 41: Validating Your Form \(Minute 1:05:40\)](#)

OK. I think, can you hear still?

Yes, Casey. We can still hear you.

OK. It seems like I froze. Sorry.

That's OK. No worries.

All right. That was my own glitch. The thing as I was talking about is validating. Every time you complete a form, it must be validated before you submit it to just. There is a Validate button on the very last page of the reporting form. And when you click it, you will get a pop up. And if you do not get a pop up, that's not good it means that your form didn't work. And that it might be opened using a web browser instead of in Adobe. That's one of the quickest ways for you to see if your form has opened correctly. It's to scroll all the way back to the bottom of the form and click Validate even if you haven't felt anything out yet just to make sure it will give you a pop-up.

And if you don't get a pop-up up and you're having a hard time figuring out how to open it and then we have instructions for how to open it correctly on our website when you go to download the form again. All the instructions for making it open correctly are right there when you're going to download it from our website. But anyway, let's assume that it opened correctly and you click Validate. You're going to get one of three different pop ups which are all on the screen right now.

The first one you might get is the one all the way on the left with a red circle and an X in it. And it's a validation error. This is considered a hard warning that you have to fix in order to correctly validate your form. And sometimes these ones are wrong, which is what I was telling you about. So if you get a validation error with a red X and it's not letting you submit your form but you know your data is correct, and it's telling you to do something that you didn't do with grant funds, that's a reason to reach out to us and we'll walk you through a workaround.

Sometimes the validation error might flag things like typed 10,000 instead of one, or you accidentally skipped over all of the demographic questions and went right to victim services because you're excited to brag about how cool your agency is and all the awesome things your staff are doing. And a form is going to be like, hey you forgot the demographic. You're going to go back you can click Yes. It'll take you directly to the question that it has an issue, so that you can check it out and see what needs to change.

Then when you correct whatever flag, you'll throw all of that down to the bottom it again. And maybe this time you get the Warning that's a reminder the yellow triangle with an exclamation point, it's a reminder warning. It's a soft warning. So you don't have to address it to submit the form, but it's a good thing to click Yes and go check out the data to see if what you typed was maybe a typo, because typo happens and we're all human. Sometimes you mean to type 1.00 FTEs and you accidentally type 100 FTEs. And the forms like, Oh, do you really have 100 grant on its staff, are you sure? And you're going to click, Yes. And then you're going to go look at the staff FTEs and go like, Oh, no I forgot a decimal point.

You'll come all the way back down to the bottom of the form. And this time when you click Validate, you're going to really hope that this last box pops up for you it's a validation success has a little speech bubble with an eye and it just blew the one on the bottom of the screen right now. And this is the pop up you want to get, which means your form has successfully validated and now you can go into just and submit it. Everything checked out the form didn't flag anything you didn't get any numbers that it wanted you to fill out and you can submit the form. If you have issues with those you can reach out to us. We help people with validation error all the time.

Slide 42: Who do I call for help-JustGrants (Minute 1:09:55)

And I'm passing it off to you now, Hannah? Or one more. I'll do this one. OK. Someone you might call for help if you have questions is JustGrants. You will reach out to the JustGrants support line if you need help with accessing your account or if you don't know the password or your account or if your phone's not submitting in there correctly for some reason which happens. We hear about that a lot. It's a clunky new system. It's hard to get used to. Unfortunately, you can't really ask for help with that because we can't log to see it for you. Because we are grantees just like you.

Slide 43: Who do I call for help-Your OVW Grant Specialist (Minute 1:10:45)

If you have questions about what your grant funded activities that are allowed might be, if you have questions about serving people who are not in a Transitional Housing Unit and they're on a wait list, and they're asking for grant funded support services if you're trying to make products and if you're going to miss the reporting deadline, which we strongly disagree, just try not to do that. It's not great. But if any of those things are going to happen. You're going to reach out to your OVW specialist.

The main line is on the screen right now. Some of you might have the direct email or a phone number to your OVW specialist. I believe there are four different Transitional Housing specialists. So I don't know which one you all have. But they should be the ones who, they need to approve any products that you're trying to make with grant funds. They can tell you what you're allowed to do with your grant funds. And you need to let them know if you're going to miss the deadline because that can have implications for your grant funds being frozen, which is why it's not a good thing to do that. And if you're asking about serving victims who are on a wait list for a housing unit, you want to ask your OVW specialist permission to do that.

Slide 44: Who do I call for help-Us VAWA MEI (Minute 1:12:00)

And then this is our side. So if you have questions about the content of the reporting form like any question on the reporting form itself, you can reach out to us directly. Our main line here an email are on the screen. And one of our lovely colleagues will direct you to possibly me, because I work on Transitional housing a lot or somebody else who might be able to answer your questions as well.

You can reach out to us for help with calculating your stuff FTEs, or if you want somebody to check and see if you did it right, or if you're confused about a really specific example of a when you're trying to figure out if someone is served or partially served, or not served, can be really tricky to figure that out and we're happy to help you with it.

Slide 45: Tips for Successful Data Reporting (Minute 1:12:50)

All right. We have some tips for successful data reporting on here. As we have said throughout this reporting throughout this webinar, there are instructions that you can download. I pointed out the error that's in them which is question 36 and 37 can be reported by anybody who uses grant funds for those services. There are other categories throughout the form. And Hannah and I both went over some examples of when those other categories are mistakenly used.

If you're reporting something in the other, category double check the list that's there to see if what you're reporting has a best fit category. We strongly encourage using the narrative questions to discuss any of the data that you've reported that you want to provide more detail on. If you need to explain any data that might look strange to your OVW specialist, you can discuss successes, challenges in your community.

We strongly discourage the use of acronyms and abbreviations throughout the narrative because we would have to Google and help you figure out what you meant when we're reading it. And that's not always great. And we sometimes don't find what you were talking about. And same for your OVW specialist, because there are varieties in every state and territory around the U.S. And so your acronym might map someone else's acronym in a different state and we won't really know what you're talking about. So spell things out for us so we know what you're talking about.

And then if you try to include data on extra documents, we'll never see it. We only get to see what's on a reporting form. You want to make sure all of the data that passed on the reporting form is in the reporting form itself and not on an attachment. So, yeah.

Slide 46: Questions? Thank you! (Minute 1:14:50)

That brings us to the end of the PowerPoint. Hannah and my email addresses are on screen as well as the VAWA MEI main phone number and the website in the email address. You can reach out with questions. My colleagues, Devin and Julia have been in the chat answering Q&A for us this whole time. So thank you and shout out to them for helping us out. I don't even know what time it is. It's 2:46. So we have time to sit here and answer some Q&A.

I wonder if you couldn't hear me earlier. I was on mute. I wanted to add that, yes thank you to Julia and Devin for answering all of those too many questions and also to you all for being so engaged. The Transitional Housing form is particularly tricky. So please access all of those resources. But also know we are recording this webinar.

The question and answer pod, all of those questions and answers will be put together and the document and made available to you all. And so if there are questions you were hoping to learn more about or you want to see the answer and study it more closely, those will be options to you. Hopefully coming soon. TA2TA does a great job of turning around the recordings and material very quickly. And so I believe we will be notifying all of you when these materials become available.

I don't see anything else in the Q&A right now. So we'll hang out for a few more minutes and see if anyone is taking seriously a question for us. And as we've said already, I'll just repeat that our website has so many materials for you to access like, there is a recording of the question by questions like guide for this reporting form example, says timestamped and a transcript.

So you can skip around if you need like a refresher on just one question. There's FTE calculators on our website. There's an extra training video. There's a staff but mean a victim services specific training video although that one will probably be a little confusing because it doesn't 100% line up with the Transitional housing form because they're always asking questions about housing units on the form that other forms don't have. So I strongly encourage you to access the Transitional housing training on our website.

So we are done for today. So if you don't have a question that you're hoping to have answered, you're welcome to exit the webinar. We appreciate your time and your engagement as Hannah said.

OK. We don't have any more questions coming in right now. So please feel free to reach out to us any time. If you didn't take down our contact information, you can reach out to us through the VAWA MEI website. There's a Contact Us page on there. I think we're going to close the webinar for today because we don't have any more questions coming in.

I think we do have one question in the chat actually right now. And I think I maybe have missed some context. My colleague has been replying.

I have been replying so in the situation there was a victim who was, a participant wanted to move to a unit with her that her parents owned and the program manager advised her to find housing elsewhere to avoid the chance of impropriety and conflict of interest. She didn't and she stayed with her parents and they stayed in the program for less than one year, and they were wondering if they should consider her as terminated.

Additionally, they told her that they could continue assisting her with rent assistance if she would find housing elsewhere but she didn't want to live elsewhere. So but she wanted to stay in the studio that they had available. And so in that instance I recommended that they report her as terminated since she was not complying with the rules of the guidance that was being provided. And so that led to should we count her as partially served since she requested more rent assistance and didn't receive it?

OK. Thank you, Hannah. What would you, Casey?

My answer would be, yeah I think she would be reported as partially served because she's actively still requesting the grant funded services that you are able to provide when grant funds. However, as Hannah said, you would report this person was terminated from the program because the program rules were not acceptable to the party or there was noncompliance with the program rules.

And then you would want to report in question 35, how many months they had Grant funded housing unit for, and that would be in total. So I think I can't quite remember now if it was a year, less than a year. But however, many months they were in that grant funded unit up until the time that you had to terminate providing that service for the victims. You would report that in question 35.

Right. And so then in question 20 they would be reported as partially served because they didn't receive the grant funded services that they were asking for the reasons of the program rules not acceptable to parties, right.

Yeah.

I hope he helped answer your question, Andrea. But please feel free to email us if you have anything else that comes up that you'd like to talk through with us.

OK. Sorry, I noticed in the Q&A box questions are still coming in, so I wasn't sure when to end it. But whenever you two are ready, I'll go ahead and close this out.

It looks like that was the last one. So I think we are all set to close out for today. Thank you.

OK. Sounds great. Thank you guys.

Thank you. Have a good one.

You too, bye.