

# Transitional Housing Reporting Instructions

The Violence Against Women Act of 2000 requires grantees to report on the effectiveness of activities carried out with grant 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 grantees to report data related to their OVW funded activities. Grantees 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 Transitional Housing Assistance Grants for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking Program (Transitional Housing Program).

All grantees should read each section to determine which questions they must answer based on the activities engaged in under this grant during the current reporting period. Subsections A1 and C1, and sections B and E of this form must be completed by all grantees. In section D and subsections A2, A3, C2, and C3, grantees 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.

In sections A through D, information reported in this Semi-Annual Progress Report should reflect only those activities paid for or supported by Transitional Housing Program grant funds. The activities of volunteers or interns may be reported if they are coordinated or supervised by Transitional Housing grant-funded staff or if Transitional Housing 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](mailto:vawamei@maine.edu)
- **Website:** [vawamei.org](http://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](mailto: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. Grant information**

**All grantees 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. Grantee 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. Grant 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.

#### **5. Type of funded organization**

Check all responses that describe the type of organization receiving the Transitional Housing Program grant. This is the organization that is the official recipient and authorized signer for the grant.

#### **5A. Faith-based organization**

Indicate whether or not this is a faith-based organization.

#### **6. Point of contact**

Provide the name, agency/organization name, mailing address, telephone number, facsimile number, and e-mail address for the person responsible for the day-to-day coordination of the grant.

#### **7. Tribal populations**

Check yes if your grant specifically focuses on American Indians and/or Alaska Natives. List the names of all the tribes or nations you serve or intend to serve. If you provide services to a victim/survivor who identifies as American Indian or Alaska Native, but your grant is not designed specifically to meet the needs of this population, you would answer "no" to this question.

DEFINITION: Indian tribe

The term "Indian tribe" means 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 Transitional Housing Program is located in Montana and purposefully created culturally appropriate housing services for American Indian populations in your state. Check “yes” and list all American Native tribes you serve or intend to serve (e.g., Blackfeet Nation, Northern Cheyenne, Fort Peck Assiniboine, and Sioux).

EXAMPLE 2:

Your Transitional Housing Program is located near a reservation. Your program did not specifically design services for American Indians. During the current reporting period you serve 4 victims/survivors who identify as American Indian. Answer “no” to this question, because your program is not specifically designed to meet the needs of American Indians.

EXAMPLE 3:

Your Transitional Housing Program is located in Oklahoma and purposefully created culturally appropriate housing services for American Indian populations in your state. During the current reporting period you served victims/survivors from tribes you intended to serve, as well as American Indians from tribes in Nevada and Montana. Check “yes” and list all Native American tribes you serve or intend to serve (e.g., Osage, Western Band of Cherokee), but do not list the Nevada and Montana tribes because that is not your intended population.

## 8. Percentage of grant funds

Report the areas addressed by your Transitional Housing Program during the current reporting period and estimate the approximate percentage of funds (or resources) committed to each area (consider housing and supportive services provided, victims served, etc). The grantee may choose how to make this determination. The total must equal 100%.

EXAMPLE:

Your Transitional Housing Program provides supportive services grant funds pay for a full-time victim advocate who offers support groups to victim/survivors housed in your Transitional Housing Program. The victim advocate provides several support groups, one of which is designed to address victim/survivor issues regarding sexual assault. You determine that approximately 10% of the victim advocate’s time is working with victim/survivors of sexual assault. You report 90% percentage of funds used for domestic violence, and 10% percentage of funds used for sexual assault.

## A2. Program Description

**If Transitional Housing Program grant funds were used to support housing units during the current reporting period, check yes and answer questions 9-10. If not, check no and skip to subsection A3.**

### 9. Type and number of housing units funded

Report the number of housing units supported with Transitional Housing Program funds by type and number of housing units. This should be an unduplicated count of units.

DEFINITION:

- **Program-owned:** The Transitional Housing Program owns the housing unit(s) and is responsible for the housing unit(s). Activities may include using funds to provide property management duties, funding janitorial or security staff, using funds to pay for utilities, or using funds to make necessary repairs and/or to provide property maintenance. If grantees are using Transitional

Housing Program funds for case management or other support services only, they should check no in Section A2 and report those services in question 28.

- **Program-rented:** The Transitional Housing Program rents the housing unit(s) and sublets the unit(s) to program participants.
- **Vouchers/rent subsidies:** The Transitional Housing Program provides victims/survivors with rent vouchers, or assists with rent payments, that are used to make payment to a third-party owned unit(s).
- **Scattered units:** Individual housing units located throughout the community or service area.
- **Clustered units:** Multiple housing units located in one building or complex.
- **Co-located with domestic violence emergency shelter:** Housing unit(s) located in the same building or on the same property as a domestic violence emergency shelter.
- **Co-located with homeless emergency shelter:** Housing units located in the same building or on the same property as a homeless emergency shelter.

EXAMPLE 1:

Your Transitional Housing Program owns a 6-unit apartment building used to provide transitional housing to victims/survivors of domestic violence. Report “6” under the type of housing unit “Clustered” in the “Program-owned units” column.

EXAMPLE 2:

Using Transitional Housing Program funds, a domestic violence emergency shelter dedicated one bedroom in the shelter as a transitional housing unit. The shelter is owned by the agency. In addition, the Transitional Housing Program is able to fund rent subsidies for up to 5 victims/survivors (at any given time) to rent apartments at a specific apartment complex in the community. Report “1” under the type of housing unit “Co-located with domestic violence emergency shelter” in the “Program-owned units” column. Also report “5” under the type of housing unit “Clustered” in the “Vouchers/rent subsidies” column.

## 10. Number of units accessible to people with disabilities

For the total units reported in question 9, indicate how many are accessible to people with disabilities. The total number of units reported here should not exceed the total of units in question 9.

DEFINITION: People with disabilities

A person who has significant limitation in activities of daily living. This may include people who are blind or vision impaired, people who are deaf or hearing impaired, people with physical disabilities, and people with diagnosed mental illness, if their activities are so limited.

## A3. Staff Information

**If Transitional Housing Program funds were used to fund staff positions during the current reporting period, check yes and answer question 11. If not, check no and skip to Section B.**

### 11. Staff

Report the total number of full-time equivalent (FTE) staff funded under this grant during the current reporting period. A full-time equivalent employee works 40 hours a week for the entire 6 month reporting period. Include employees and contractors who are part-time and/or only partially funded with this grant. If an employee or contractor was not employed or utilized over the entire reporting period, determine the percent worked during the 6 month reporting period. If staff members fall into two or more of the job categories provided here, divide their time as appropriate. Report by category of

job tasks and not the staff person's professional title or credentials. Do not report volunteers or unpaid interns here.

- **Administrator:** Administrative positions, such as executive director and fiscal manager.
- **Attorney:** A person licensed to practice law who represents victims/survivors in legal matters. An attorney who provides civil legal services. This may include a law student acting as an attorney or a paralegal or other advocate certified to represent clients in certain proceedings.
- **Case manager:** A person who works with victims/survivors to ensure that all agreed upon goals are completed in a reasonable timeframe.
- **Child advocate/counselor:** A person who provides support and assistance on behalf of the children of victims/survivors. This may include facilitating a support group, one on one support, play therapy, assistance with school placement, or other needs of a child.
- **Child care worker:** A person who provides group or individual child care for the children of victims/survivors (refer to the state licensing regulations).
- **Counselor:** Professional (social workers, counselors, psychologists, including substance abuse counselors, etc.) or peer counselors who provide emotional support, guidance and/or problem solving.
- **Facilities/operation staff:** A person who maintains or oversees needs of the transitional housing facility including building and grounds.
- **Housing advocate:** A person who assists victims/survivors to obtain permanent housing.
- **Information technology staff:** A person who manages the development, installation, and/or implementation of computer systems and applications.
- **Legal advocate:** A person who assists a victim/survivor with civil legal issues including preparing paperwork for protection orders, accompanying a victim/survivor to a hearing or other civil proceeding, and all other advocacy within the civil justice system. A legal advocate could be a person who assists victims/survivors with criminal legal issues including preparing paperwork for victim impact statements, accompanying a victim/survivor to a criminal court proceeding or law enforcement interview, and all other advocacy within the criminal justice system.
- **Program coordinator:** A person who coordinates program activities, such as volunteers, transitional housing, etc.
- **Security staff:** A person who provides for the security of the transitional housing property by monitoring the parking lot, entrances and exits of the units, and building and grounds.
- **Support staff:** Secretaries, administrative assistants, receptionists, bookkeepers, accountants.
- **Transitional services advocate:** A person who coordinates and/or provides services designed to prepare victims/survivors for permanent housing. This includes, but is not limited to job training, career counseling, GED preparation/education, life skills, etc.
- **Translator/interpreter:** A person who assists victims/survivors by translating documents and/or providing interpreter services in order to assist victims/survivors in obtaining services. This can also include translator services provided through language lines. Calculate FTEs using a 40 hour work week.
- **Victim advocate:** A person who provides assistance designed to help victims/survivors obtain resources or services including victim's compensation, etc. Advocacy could also include accompanying victims/survivors to administrative hearings.

- **Other:** If due to unusual circumstances the above staff categories do not describe grant-funded staff, describe staff activity here. E.g., do not list “consultant” but specify the tasks that the consultant will be performing (i.e. evaluator).

EXAMPLE 1:

Your Transitional Housing Program has one housing advocate whose salary is 100% funded with Transitional Housing Program funds and another housing advocate whose salary is 25% funded with Transitional Housing Program funds. Both worked full-time hours for the entire 6-month reporting period. Report 1.25 under “Housing advocate.”

EXAMPLE 2:

Your program uses Transitional Housing Program funds to hire a contractor who maintains the lawn and grounds. This contractor worked 10 hours each week during the current reporting period. Report this as .25 under “Facilities/operations staff.”

EXAMPLE 3:

During the entire reporting period, a staff member whose salary is 100% funded with Transitional Housing Program funds worked approximately 20-hours per week as the program director, 16 hours as a transitional housing advocate, and 4 hours providing crisis intervention to victims. Report this as .50 under “Administrator,” .40 under “Transitional services advocate,” and .10 under “Victim advocate.”

EXAMPLE 4:

A Transitional Housing advocate was paid full-time for the first 3 months of the reporting period but was not paid under the grant during the last 3 months of the reporting period. Report this staff person as .50 under “Transitional services advocate.”

EXAMPLE 5:

An attorney’s salary is paid 50% with Transitional Housing Program funds. The attorney is responsible for coordinating all legal advocacy services, but does not provide any direct services to victims/survivors. Report this as .50 under “Program coordinator.”

## B. Program Areas

**All grantees must complete this section.**

### 12. Program purpose area

Check all program areas supported by Transitional Housing Program grant funds during the current reporting period. Report on all program activities, even if they are different from the program activities indicated in your original application for funding, or in previous reports.

### 13. Areas of special interest

In addition to the purpose areas identified in question 12, the Transitional Housing Assistance Grant Program Application and Program Guidelines may identify areas of special interest that would receive priority consideration. If your program addressed any of these special interest areas during the current reporting period, list them here.

Because these special interest areas may change in each year’s program guidelines, you should consult the guidelines for the fiscal year for which you received your grant funds and/or your grant application.

## C. Function Areas

### C1. Coordinated Community Response

All grantees must complete this subsection.

#### 14. Coordinated Community Response activities during the current reporting period

Check the appropriate boxes to indicate the agencies or organizations that you provided referrals to, received referrals from, engaged in consultation with, provided technical assistance to, and/or attended meetings with, during the current reporting period (even if they are not memorandum of understanding [MOU] partners), according to the usual frequency of the interactions. You should count the meetings attended by staff that are at least partially funded by your Transitional Housing Program grant. In the last column, indicate the agencies or organizations with which you have an MOU, as defined in the Transitional Housing Program solicitation.

If the interactions (referrals, consultations, etc.) were not part of a regular schedule, you will need to estimate the frequency with which these interactions occurred during the current reporting period. If you have interactions with more than one of the same type of organization, report the most frequent interaction.

If you report on an advisory board or community task force meeting(s), check the appropriate boxes to reflect the agencies or organizations represented by each attendee. Do not report “Advisory Board” or “Task force” in the “Other” category.

#### EXAMPLE 1:

Your grant-funded program receives referrals from, and provides referrals to, three different non-governmental job training programs in your service area. With two of the programs, the interactions occur monthly, and with the third program the interactions occur weekly. Under the “Victims/survivor referrals, consultations, technical assistance” column, check the Weekly column for “Job training office” (since you have interactions with more than one of the same type of agency/organization you report the most frequent interaction).

#### EXAMPLE 2:

Grant-funded staff are part of a task force that meets monthly. The task force is made up of two private housing providers, law enforcement, a local non-profit refugee resettlement organization, and one legal aid attorney. Under the “Meetings” column, check the Monthly box for “Law enforcement agency”, “Private housing providers/developers,” “Social service organization,” and “Legal organization.”

#### 15. (Optional) Additional information

Please provide additional information that you would like to share about your CCR activities and the results of these activities. Examples might include improvements in systems that enabled victims to access services, descriptions of unique or enhanced collaborations and how these collaborations have assisted victims/survivors in the communities, or increased knowledge about victims/survivors needs.

## C2. Accessibility and Security

If Transitional Housing Program funds were used to support accessibility and security during the current reporting period, check yes and answer question 16. If not, check no and skip to C3.

### 16. Use of Transitional Housing Program funds for accessibility and security

Report activities supported with grant funds that enhanced your program's accessibility and safety, during the current reporting period. Check the "Victim services" column for when enhancements were provided for victims/survivors. Check the "Housing" column when accessibility and security enhancements were provided at the program's housing site.

## C3. Policies

If Transitional Housing Program funds were used to develop, substantially revise, or implement policies or protocols during the current reporting period, check yes and answer questions 17-19. If not, check no and skip to section D.

### 17. Policies developed, substantially revised, or implemented

Check all policies or protocols developed, substantially revised, or implemented with Transitional Housing Program funds during the current reporting period. Check all that apply.

DEFINITION:

- **Develop:** To create a new policy or protocol.
- **Substantially revise:** To make a significant amendment to an existing policy or protocol.
- **Implement:** To carry out a new or revised policy or protocol as standard practice.

EXAMPLE 1: Developed

The Transitional Housing Program did not have a policy concerning visitors in your housing program. During the current reporting period, grant-funded staff developed a policy and outlined protocols regarding visitors on program premises. Report this policy during the current reporting period because development was completed.

EXAMPLE 2: Substantially revised

Your Transitional Housing Program had a policy and protocol concerning visitors, but it did not refer to overnight guests. During the current reporting period, grant-funded staff amended the policy to include guidelines for overnight guests. Report this policy during the current reporting period because the revisions were completed.

EXAMPLE 3: Implemented

During the current reporting period, protocols for visitors and overnight guests at the housing program became standard practice within the organization. Report this policy during the current reporting period since it was implemented as standard practice. Do not continue to report this policy on future progress report forms.

### 18. Technical assistance for policy development

Indicate whether you received technical assistance on the development or revision of policies reported in question 17. Technical assistance may be provided by any organization.

## 19. (Optional) Additional information

Provide any additional information you would like to share about activities relating to the development, revision or implementation of policies. Examples might include the effect of these policies on the provision and/or enhancement of victim services.

## D. Services

**If Transitional Housing Program-funded staff provided services to victims/survivors, children of victims/survivors, and other dependents of victims/survivors or if grant funds were used to support services to victims/survivors, children of victims/survivors, and other dependents of victims/survivors during the current reporting period, check yes and answer questions 20-38. If not, check no and skip to section E.**

Congressional mandate requires that all Transitional Housing Program grantees report on the number of victims/survivors, children, and other dependents seeking grant-funded services that were served, partially served, and not served. The purpose of gathering this information is to understand the number of victims/survivors, children and other dependents the Transitional Housing Program served and identify gaps in services. The Office on Violence Against Women acknowledges that programs may not be able to serve all victims/survivors, children and other dependents who request services. This information is collected to identify unmet needs and barriers.

In this section, only provide information on people served and services provided with Transitional Housing Program funds. Do not count or report victims/survivors, children of victims/survivors, and other dependents of victims/survivors who do not meet grant eligibility or statutory requirements. Transitional Housing Program funds may only be used for victims/survivors of domestic violence and dating violence, their children, and other dependents. Victims/survivors are those against whom the domestic violence/dating violence was directed.

### PLEASE NOTE:

For the purpose of this form, prospective resident interviews and intakes are not considered services and should not be counted here. OVW recognizes that some programs may conduct thorough and lengthy interview and intake processes.

## 20. Number of victims/survivors, children and other dependents served, partially served, and those seeking services who were not served

Report the number of victims/survivors, children of victims/survivors, and other dependents of victims/survivors seeking services during the current reporting period who were served, partially served, and not served. Only people seeking services that you are funded to provide under the Transitional Housing Program grant should be counted. This is an unduplicated count for the 6-month reporting period, but may include people reported in previous reporting periods if their services continued. Each victim/survivor, child, and other dependent should only be counted once in this question, even if they sought services multiple times during the reporting period.

**A. Victims/survivors served** are those who received all of the grant-funded service(s) they requested, if the requested services are provided under your Transitional Housing Program grant.

**B. Victims/survivors partially served** are those who received some granted-funded service(s), but not all of the grant-funded services they requested, if the requested services are provided under your Transitional Housing Program grant.

**C. Victims/survivors not served** are those who sought grant-funded services and did not receive the grant-funded service(s) they requested, if the services requested are provided under your Transitional Housing Program grant.

PLEASE NOTE:

To determine if a victim/survivor, child, and/or other dependent is served, partially served, or not served it must first be determined if the services requested are services funded by your Transitional Housing Program grant. If the requested services are not funded by your Transitional Housing Program grant, this person is NOT reported on this progress report form. If your Transitional Housing Program offers services to a victim/survivor, child and/or other dependent and the person does not want any service, the person is NOT reported on this progress report form.

EXAMPLE 1: Served

A victim/survivor requests a transitional housing unit and participation in a weekly support group. You accept the victim/survivor into your program and provide both services, which are funded under the Transitional Housing Program grant. This victim/survivor is reported as "Served," because during the current reporting period they received all of the grant-funded services they requested.

EXAMPLE 2: Served

A victim/survivor and her two children request transitional housing and therapeutic childcare services. You are funded under the Transitional Housing Program to provide housing but do not offer therapeutic childcare services. You provide the family with transitional housing. This victim/survivor and two children are reported as "Served," because they received the grant-funded services they requested.

EXAMPLE 3: Served and partially served

A Spanish-speaking victim/survivor with two children requests transitional housing and after-school childcare services. Your program is funded to provide both of these services under the Transitional Housing Program grant. You provide the housing but have no Spanish-language services available for the after-school childcare. You refer the children to another program in your area for an after-school program. This victim/survivor is reported as "Served" because you provided the transitional housing needed by the victim/survivor, but the children are reported as "Partially Served," because you provided the transitional housing services they needed but did not provide the childcare services funded under your Transitional Housing Program grant.

EXAMPLE 4: Partially served

Your Transitional Housing Program provides transitional housing and support groups for victims/survivors of domestic violence. In the first month of the current reporting period a victim/survivor requests a transitional housing unit, and you provide this service. During the last month of the reporting period the same victim/survivor requests participation in the weekly support group. The support group is full and the victim/survivor is put on a 6-week waiting list. This victim/survivor is reported as "Partially Served" because though the housing was provided,

the support group services were not. For the 6-month reporting period, this victim/survivor received some, but not all, of the grant-funded services requested.

EXAMPLE 5: Not served

A victim/survivor with three children requests housing services and participation in counseling services. Your program offers both services but only the housing is supported with Transitional Housing Program funds. You cannot provide housing due to lack of space but you provide the family with counseling while they are on a waiting list for housing. This victim/survivor and three children are reported as “Not served” because you were unable to provide the requested grant-funded services. (The counseling services provided were not supported with grant funds and therefore are not considered when determining whether or not the victim/survivor and children were served.)

EXAMPLE 6: Not served

A victim/survivor is referred to your program for grant-funded housing services. You have the staff and resources available to provide this service. However, after conducting the intake, it is determined the victim/survivor has serious substance abuse issues that make the victim/survivor inappropriate for housing services through your program. The victim/survivor is not accepted into the program but is referred to a residential substance abuse treatment program. This victim/survivor is reported as “Not served” because your program is grant-funded to provide the requested services, and the victim/survivor is willing to partake in these services, but you were not able to serve the victim/survivor.

EXAMPLE 7: Not counted

A victim/survivor is referred to your program for grant-funded housing services. You conduct an intake interview. The victim/survivor leaves with the housing application to complete and return to your program staff. The victim/survivor does not return with the completed paperwork. This victim/survivor would not be counted (reported) in question 20 because while your program was willing and able to provide the services, the victim/survivor never completed the application process and never received housing (or any grant-funded) services.

EXAMPLE 8: Not counted

Your Transitional Housing Program grant provides employment and education services to victims/survivors; grant funds are not used to support the housing services. A victim/survivor requests, and is provided with, a transitional housing unit from your program, but she has a job and does not want employment services. This victim/survivor would not be counted (reported) in question 20 because although your program provided housing, it was not funded with your Transitional Housing Program grant. The victim/survivor did not request or receive any service funded by the Transitional Housing Program grant.

## 21. Partially served or not served solely due to lack of available housing

**This question should only be completed by grantees that are using funds to provide housing units as described in question 9.**

For victims/survivors, children and other dependents reported as partially served or not served in question 20, report the numbers who were partially or not served solely due to a lack of available housing. This includes victims/survivors, children and other dependents who may be on a waiting list for

a housing unit, but did not move into the unit during the current reporting period. The total number of victims/survivors, children and other dependents reported here may not exceed the total of 20B & 20C.

## 22. Reasons partially served or not served

For victims/survivors, children and other dependents counted as partially served or not served in question 20, report the reasons they were partially served or not partially served during the current reporting period. Do not report victims/survivors, children and other dependents reported in question 21. Check all that apply.

- **Conflict of interest:** The program cannot serve the victim/survivor, child and/or other dependent because current or previous relationships would interfere with the ability of the program to serve that victim/survivor, child and/or other dependent. (For example, the program is currently serving a victim/survivor. Her partner, identifying as your client's victim, requests to join the same support group as the person you are already serving.)
- **Did not meet statutory requirements:** Victims/survivors, children and other dependents are not eligible for services based on state or local law, program criteria, etc. (OVW requirements should not be considered when choosing this reason.)
- **Hours of operation:** Hours during which the program provides services are not consistent with the hours the victim/survivor, child and/or other dependent is available to receive needed services.
- **Insufficient/lack of culturally appropriate services:** The services available are not appropriate or adequately accommodating for a victim/survivor, child and/or other dependent due to cultural reasons. For example, requested services are only available on days that are holy for a particular person's culture.
- **Insufficient/lack of language capacity (including sign language):** Staff are not able to adequately communicate with the victim/survivor, child and/or other dependents due to language differences. Interpreter services are not available or are not available at the time they are needed. The person may be placed on a waiting list to receive interpreter services but has not been served by the end of the current reporting period.
- **Insufficient/lack of services for people with disabilities:** The program or facility lacks appropriate accessibility to serve a person with disabilities.
- **Program reached capacity:** The person is partially served or not served because the program is operating at full capacity. Victims/survivors, children and other dependents may be placed on a waiting list but have not been served by the end of the current reporting period.
- **Program rules not acceptable:** The victim/survivor, child, and/or other dependent determined that program rules were not acceptable and declined a service they requested. For example, the program has a curfew and the victim/survivor did not want to agree to a curfew.
- **Safety/security risk:** Due to the offender's behavior (e.g., unapproved visits to program premises) the victim/survivor, child and/or other dependent are determined to be a safety or security risk for program staff and other program participants.
- **Services inappropriate or inadequate for people with mental health issues:** Staff are not able, for any reason, to provide appropriate services for the victim/survivor with mental health issues.
- **Services inappropriate or inadequate for people with substance abuse issues:** Staff are not able, for any reason, to provide appropriate or adequate services for victims/survivors, children and other dependents with substance abuse issues.

- **Services not appropriate for party(ies):** The services available under the grant are not appropriate for the victim/survivor, child and/or other dependent. Do not check this box if services are not appropriate due to mental health or substance abuse issues.
- **Services not available for party(ies) based on family composition:** Program is not able to accommodate the family based on a family composition (e.g., you cannot accommodate a large family).
- **Transportation:** The victim/survivor, child and/or other dependent are unable to arrange for transportation to receive services. This includes situations in which public transportation is not available or, if available, cannot be paid for or the program cannot provide transportation.
- **Other:** If due to unusual circumstances, the reasons listed above do not capture the reason the victim/survivor, child and/or other dependent was partially served or not served, describe that reason here.

EXAMPLE 1:

A Spanish-speaking family requests transitional housing and after-school childcare services. Your program is funded to provide both of these services under the Transitional Housing Program grant. You provide the housing but have no Spanish-language services available for the after-school childcare. The children are reported as “Partially served” in question 20 because you provided one of the services requested (transitional housing) but did not provide all the services needed and requested, and those services are funded under your Transitional Housing Program grant. Report “Insufficient/lack of language capacity” as the reason the children were partially served.

EXAMPLE 2:

A victim/survivor is referred to your program for grant-funded housing services. You have the staff and resources available to provide this service. However, after conducting the interview process your program determines the victim/survivor has serious substance abuse issues that cannot be adequately handled by staff. The victim/survivor is not accepted into the program. This victim/survivor is reported as “Not served” in question 20 because your program is grant-funded to provide the requested services and the victim/survivor wants these services but you have decided not to accept the victim/survivor into your program. Report “Services inappropriate or inadequate for people with substance abuse issues” as the reason the victim/survivor was not served.

## 23. Demographics

Based on the victims/survivors reported in 20A and 20B, report the total numbers for all demographic categories that apply. Because victims/survivors may identify as more than one race or ethnicity and with more than one of the “Other demographics” options, the totals for these two categories may exceed the total number of victims/survivors reported in 20A and 20B. However, the total number of victim/survivors reported in the “Gender” and “Age” categories should equal the total number of victims/survivors reported in 20A and 20B. Those victims/survivors for whom gender, age, and/or race/ethnicity is not known should be reported in the “unknown” category. The demographic categories listed under “Race/ethnicity” are mandated by the federal Office of Management and Budget.

- **Race/ethnicity:** Report the race or ethnicity with which the victim/survivor identifies. You may count victims/survivors in more than one of the race/ethnicity categories. Victims/survivors should not be counted more than once in either the category “American Indian and Alaska

Native” or in the category “Native Hawaiian and other Pacific Islander.” For example if a victim identifies as Hawaiian and Samoan you would only report her once in the category “Native Hawaiian and other Pacific Islander.” If the race/ethnicity is unknown, report it as unknown.

- **Gender:** Report the gender of each victim/survivor, child and other dependent served or partially served. If the gender is unknown, report it as unknown. This is an unduplicated count.
- **Age:** Report the age of victims/survivors, children and other dependents served or partially served. If the age is unknown, report it as unknown. This is an unduplicated count.

Other demographic information:

- **People with disabilities:** Report victims/survivors, children and other dependents who have significant limitation in activities of daily living as people with disabilities. This may include people who are blind or vision impaired; people who are deaf or hearing impaired; people with physical disabilities; and people with diagnosed mental illness, if their activities are so limited.
- **People with limited English proficiency:** Report the number of victims/survivors, children and other dependents who have limited English proficiency. Individuals who do not speak English as their primary language and who have limited ability to read, write, speak, or understand English can be counted as having limited English proficiency.
- **People who are immigrants, refugees, or asylum seekers:** When possible, report the number of victims/survivors, children and other dependents receiving services who are immigrants, refugees, or asylum seekers.
- **People who live in rural areas:** Report the number of victims/survivors, children and other dependents who live in a rural area or community. (If you do not know if an area is rural, you may use the following definition: A rural area is any area or community, respectively, no part of which is within an area designated as a standard metropolitan statistical area by the Office of Management and Budget, consistent with the U.S. Census; or any area or community, respectively, that is within an area designated as a metropolitan statistical area or considered as a part of a metropolitan statistical area and is located in a rural census tract.)

EXAMPLE 1:

Your program served a 20-year-old woman who is a victim/survivor of domestic violence, and her two children. She identifies as American Indian and Latina, does not read or write English, and her primary language is Lakota. Her two children are a 2-year-old girl and a 2-year-old girl, both of whom the victim/survivor identifies as Lakota and White. Report this victim/survivor under Race/Ethnicity (American Indian and Hispanic or Latino), Gender (Female), Age (18-24), and as a person with limited English proficiency. Report the two children as Race/Ethnicity (American Indian and White), Gender (Female), Age (0-6).

#### 24. Victims/survivors relationship to offender

Report the victim’s/survivor’s relationship to the offender. For victims/survivors who were victimized by more than one perpetrator, report the relationship to each offender. The total number of victims/survivors reported here may exceed the total number of victims/survivors reported in 20A and 20B.

DEFINITION:

- **Intimate partner:** A person with whom the victim/survivor has a child in common; a person who is cohabitating with or has cohabitated with the victim/survivor as a spouse; 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 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 funds. Same sex partners should be reported as intimate partners or in the category of dating relationship, depending on which most accurately describes the nature of the relationship.

- **Dating relationship:** A social relationship of a romantic or intimate nature. The existence of such a relationship is determined by the following factors: 1) length of the relationship; 2) type of relationship; and 3) frequency of the interaction between the persons involved.

EXAMPLE:

A victim/survivor was physically abused by an intimate partner and by the intimate partner's brother, who lived with them. Report victim/survivor relationship to the offenders as under "Current or former spouse or intimate partner" and "Other family or household member."

## 25. Transitional housing days of shelter

**This question should only be completed by grantees that are using funds to provide housing units as described in question 9.**

For those victims/survivors, children, and other dependents reported in 20A and 20B, report the number who received Transitional Housing Program-funded transitional housing during the current reporting period. Do not report those victims/survivors, children and other dependents who received housing through a voucher or other rental assistance. Each victim/survivor, child and other dependent who received transitional housing services during the current reporting period is counted only once. Report the total number of bed nights Transitional Housing Program-funded transitional housing was provided to victims/survivors, children and other dependents. Bed nights are determined by multiplying the total number of victims/survivors, children and other dependents by the total number of nights each person stayed in the transitional housing unit, during the current report period. Reminder: A waiver is required to provide housing beyond 18 months.

EXAMPLE 1:

A victim/survivor, two children and the victim's/survivor's sister are residents in a Transitional Housing Program-funded housing unit. This family resided at the transitional housing unit for 6 months during the current reporting period. Calculate and report these activities as follows:

**Victims/survivors:** 1 victim/survivor x 184 nights (6 months) = 184 bed nights

**Children:** 2 children x 184 nights (6 months) = 368 bed nights

**Other dependents:** 1 other dependent x 184 nights (6 months) = 184 bed nights

## 26. Housing assistance

For those victims/survivors reported in 20A and 20B, report the number provided with each type of financial housing assistance during the current reporting period. Each person may be counted only once for each type of housing assistance they received during the current reporting period.

EXAMPLE 1:

Three victims/survivors each received rental assistance for 6 months. The assistance was for \$550/month. Monthly rent at \$550 x 3 victims = \$1,650. \$1,650 x 6 months=\$9,900. Under the type of service "Rent subsidy/voucher," report \$9,900 in the "Total cost" column. Then report 3 in the "Number of victims/survivors" column and 18 in the "Total number of months" column.

#### EXAMPLE 2:

A victim/survivor received some household furnishings (valued at \$250) and relocation expenses (\$300). Under the type of service “Household furnishings” report \$250 in the “Total cost” column. Then report 1 in the “Number of victims/survivors” column. Under the type of service “Relocation expenses” report \$300 and then report 1 in the “Number of victims/survivors” column.

### 27. (Optional) Additional information

Please describe the effectiveness of Transitional Housing grant-funded housing assistance. Examples might include descriptions of the effect of using grant funds to assist victims/survivors with security deposits, or the result of using funds to provide rental assistance for victims/survivors who are immigrants/refugees.

### 28. Support services

For victims/survivors, children and other dependents counted as served or partially served in question 20, report the number who received support services, if these services were provided with your Transitional Housing Program funds. A victim/survivor, child or other dependent may be counted only once under each type of service even if they received that service more than once during the reporting period.

- **Case management:** A collaborative process of assessment, planning, facilitation and advocacy for options and services to meet an individual’s needs through communication and available resources to promote the desired outcomes.
- **Child care:** Group or individual child care for persons under age 18. (Refer to your state child care licensing guidelines.)
- **Children’s activities:** Age appropriate activities for children of victims/survivors. This may include, but is not limited to, age appropriate books, art, play and learning activities.
- **Civil legal advocacy/court accompaniment:** Assisting a victim/survivor with civil legal issues including, but not limited to, preparing paperwork for protection orders; accompanying a victim/survivor to court; providing information on the civil legal system; and all other advocacy within the civil legal system.
- **Civil legal assistance:** Civil legal services provided by an attorney.
- **Counseling/support group:** Individual or group counseling or support provided by a volunteer, peer, or professional.
- **Criminal justice advocacy/court accompaniment:** Assisting a victim/survivor with criminal legal issues including, but not limited to preparing paperwork such as victim impact statements, accompanying a victim/survivor to a criminal court, providing information on the criminal legal system, and all other advocacy within the criminal justice system.
- **Crisis intervention:** Process by which a person identifies, assesses, and intervenes with an individual in crisis to restore balance and reduce the effects of the crisis in her/his life. Crisis intervention services may be provided in person or over the telephone.
- **Leadership development opportunities:** Opportunities for victims/survivors to learn or enhance their leadership skills by serving on a resident advisory committee, peer mentorship, or volunteering in the community.
- **Material assistance:** Using grant funds to provide victims/survivors with clothing, food or personal items. Please note: Providing referrals to other organizations that can assist

victims/survivors with material goods should be reported under “other victim/survivor advocacy.”

- **Translation and interpretation services:** Using grant funds to provide translation and interpretation services to assist victims/survivors to participate in and/or access services.
- **Other victim/survivor advocacy:** Actions designed to help the victim/survivor obtain needed resources or services including employment, health care, victim’s compensation, etc. Advocacy would also include accompanying a victim/survivor to an administrative hearing, such as unemployment, Social Security, TANF, or food stamp hearing.
- **Other:** If due to unusual circumstances, the support services listed above do not capture the services the victim/survivor, child and/or other dependent received, describe those support services here.

EXAMPLE:

Your Transitional Housing Program provides a variety of grant-funded support services to housing residents. During the current reporting period one victim/survivor attended 6 case management sessions, 20 support group meetings, and received food for their family. The victim/survivor’s two children received clothing for school, and each participated in children’s activities. Report 1 victim/survivors under each of the following categories: case management, counseling/support group, and material assistance. Report 2 children under the children’s activities and material assistance categories.

## 29. (Optional) Additional information

Please describe the effectiveness of Transitional Housing grant-funded supportive services. Examples might include descriptions of how using grant funds to provide child care assisted victims/survivors in remaining employed, or how using grant funds to provide children’s counseling assisted children of victims/survivors.

## 30. Vouchers for support services

Please indicate the types of service for which you provide vouchers. The term voucher refers to a coupon, form or other means whereby a client can receive the designated service or specific item (i.e., food, child care, clothes). A voucher enables a client to independently choose the service/item. Support services provided directly to victims/survivors by Transitional Housing Program-funded staff should be reported in question 28.

## 31. Transitional housing and destination upon exit

**This question should only be completed by grantees that are using funds to provide housing units as described in question 9.**

For victims/survivors reported in 20A and 20B who received Transitional Housing Program-funded transitional housing and who exited during the current report period, report their destination upon exit. In this question report only victims/survivors who exited because they completed the program, no longer needed transitional housing, or reached the maximum length of stay allowed. Do not report victims/survivors who were evicted or asked to leave the program prior to completion—report these victims/survivors in question 34.

EXAMPLE:

Five victims/survivors exited Transitional Housing Program-funded housing units during the current report period. One resident received Section 8 housing and moved into an apartment.

One resident decided to return home. Two residents found temporary housing with family members and moved to another state. One resident was admitted to a health care facility. For the five victim/survivors destinations upon exit, report 1 under “health care facility,” 2 under “Permanent housing of choice,” and 2 under “temporary housing with family and friends.”

### 32. Victim/survivor perception of risk of violence upon exit

**This question should only be completed by grantees that are using funds to provide housing units as described in question 9.**

At the time of exit from transitional housing, report the victim/survivor’s perception of their risk of future violence from their batterer. Indicate whether the victim/survivor felt they were at equal risk of violence, less risk of violence or greater risk of violence compared to the risk of violence when they first sought services from your Transitional Housing Program. This is a question asked of the victim/survivor at the time of exit and requires the victim/survivor to report their perception of current risk compared to previous risk. The total responses to this question should equal the total number of victims/survivors reported in question 31.

DEFINITION:

- **Unknown:** At exit, the victim/survivor does not provide this information.
- **Does not know:** At exit, the victim/survivor is asked about their perception of risk but does not know the answer.

### 33. Length of stay/exited

**This question should only be completed by grantees that are using funds to provide housing units as described in question 9.**

For victims/survivors, children and other dependents who exited your Transitional Housing Program-funded transitional housing during the current reporting period, report the number of months each person stayed in transitional housing. The number of victims/survivors reported here should equal the number of victims/survivors reported in question 31.

EXAMPLE:

The following victims/survivors, children and other dependents exited your Transitional Housing Program during the current report period. One victim/survivor and two children stayed in the transitional housing program for 10 months and then moved to another state to live with relatives. One victim/survivor and their dependent mother stayed in the transitional housing program for 18 months and exited to permanent housing. One victim/survivor, three children, and dependent adult sister stayed in the transitional housing program for 12 months. They found a permanent housing unit that would accept a Section 8 voucher. Report this as follows:

**10 months:** 1 victim/survivor and 2 children

**12 months:** 1 victim/survivor, 3 children, and 1 other dependent

**18 months:** 1 victim/survivor and 1 other dependent

### 34. Reason for termination and destination upon termination

**This question should only be completed by grantees that are using funds to provide housing units as described in question 9.**

For victims/survivors who received Transitional Housing Program-funded transitional housing and who were terminated from the program during the current report period, report the reason they were

terminated and their destination upon termination. In this question, only report victims/survivors who were terminated before they reached maximum time allowed in your program and who still required or desired program services. This is an **unduplicated** count. Do not report victims/survivors who exited the program by completing the program, reaching maximum time allowed, or left the program because they no longer needed services—report these victims/survivors in question 31.

DEFINITION:

- **Chronic non-payment of rent:** Failure to pay rent (or that portion for which the victim/survivor is responsible) to either the Transitional Housing Program or a third party property owner/manager.
- **Non-compliance with program rules:** For program-managed housing, violation of any program rules, except non-payment of rent.
- **Violation of lease agreement:** For non-program managed housing, violation of any lease agreement, except non-payment of rent.

EXAMPLE:

Four victims/survivors were terminated from your Transitional Housing Program-funded housing units during the current report period. One resident repeatedly violated program rules by having unauthorized persons staying in the unit; this resident moved into permanent housing. Two residents were terminated for chronic non-payment of rent; both moved in with family members. One resident's drug use became a danger to other residents and the resident was admitted to a substance abuse treatment facility. Report the reason for termination and destination upon termination as follows:

**Chronic non-payment:** Temporary housing with family - 2

**Non-compliance with program rules (excluding non-payment of rent):** Permanent housing of choice – 1; Substance abuse treatment program -1

### 35. Length of stay/terminated

**This question should only be completed by grantees that are using funds to provide housing units as described in question 9.**

For victims/survivors, children and other dependents who were terminated from your Transitional Housing Program-funded transitional housing during the current reporting period, report the number of months each person stayed in transitional housing. The number of victims/survivors reported here should equal the number reported in question 34.

PLEASE NOTE:

A waiver is required for housing beyond 18 months.

EXAMPLE:

The following victims/survivors, children and other dependents were terminated from your Transitional Housing Program during the current report period. One victim/survivor and two children stayed in the transitional housing program for 10 months and were terminated for repeatedly violating program rules by having unauthorized persons staying in the unit. Two victims/survivors stayed in the transitional housing program for eight months and were then terminated for chronic non-payment of rent. One victim/survivor, three children and a dependent adult sister stayed in the transitional housing program for 3 months. They were

terminated when the victim/survivor was admitted to a drug treatment facility for long-term treatment. Report the reason for termination and destination upon termination as follows:

**3 months:** 1 victim/survivor, 3 children, and 1 other dependent

**8 months:** 2 victims/survivors

**10 months:** 1 victim/survivor and 2 children

### 36. Follow-up services

If your program provides follow-up services to victims/survivors, children and other dependents that exited or were terminated from transitional housing, check yes and indicate the number of months follow-up services may be provided. If you check yes, answer 37.

### 37. Follow-up support services

For those victims/survivors, children and other dependents who exited or were terminated from transitional housing, report the number who received each of the follow-up support services during the current reporting period. Each person should only be counted once for each type of service received during the current reporting period.

Please refer to Question 28 for definitions of follow-up services and examples on completing this question

### 38. (Optional) Additional information

Please provide us with information on the effectiveness of your follow-up services to victims/survivors and their families. Examples might include how providing follow-up transportation assisted victims/survivors in continuing to attend substance abuse programming, or how providing follow-up job training enabled victims/survivors to obtain employment.

## E. Narrative

### 39. Report on the status of your Transitional Housing Program goals and objectives

**All grantees must answer this question.**

Report on the status of the goals and objectives for your Transitional Housing Program grant as of the end of the current reporting period. You should report on all goals and objectives identified in your grant proposal, or as they have been added or revised. Indicate whether the activities related to your objectives are completed, in progress, delayed, or revised. Comment on your successes and challenges and provide any additional explanation you feel is necessary 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 provide succinct, yet complete information when you answer the questions in this section.

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

EXAMPLE:

**Objective:** Increase security and safety of transitional housing facility.

**Activity:** Added 3 cameras and an intercom system.

**Status:** Completed.

**Comments:** We completed our installation of our security system.

**40. What do you see as the most significant areas of remaining need, with regard to improving services to victims/survivors, increasing victim/survivor safety, access to permanent housing of choice and economic self-sufficiency?**

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

Please describe remaining areas of need. Consider geographic regions, availability of affordable housing, underserved populations, service delivery systems, and challenges and barriers unique to your jurisdiction. Please be specific.

Please limit your response to the space provided (8,000 characters) for this question.

EXAMPLE:

We have a waiting list for transitional housing units. Victims/survivors must currently wait over eight months for one of our housing units to become available. Due to a lack of Spanish-speaking staff and interpreters, we are unable to provide services to Spanish-speaking victims/survivors. We turn away about 20 Spanish-speaking victims/survivors each six month report period.

**41. What has the Transitional Housing Program funding allow you to do that you could not do prior to receiving this funding?**

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

Please describe what Transitional Housing Program funds have enabled you to do that you could not do prior to receiving these funds. Provide information about what funds have directly and indirectly enabled you to do.

Please limit your response to the space provided (8,000 characters) for this question.

EXAMPLE:

Prior to receiving the Transitional Housing Program grant, our program had two housing units but not enough staff to provide services and support. With the grant funding we hired an additional full-time staff member and as a direct result were able to fill the two housing units and provide advocacy and case management services. Due to this funding two more victims/survivors in our community are safer and have a home to sleep at every night.

**42. Provide additional information about your Transitional Housing Program grant and/or the effectiveness of your grant.**

**This question is optional.**

If you have data or information regarding your program that would more fully or accurately reflect the effectiveness of your Transitional Housing Program, provide it here. If you have not already done so elsewhere on this form, feel free to discuss any of the following (but not limited to): policies and/or protocols, 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 the space provided (8,000 characters) for this question.

**43. Provide any additional information that you would like us to know about the data submitted.**

**This question is optional.**

Please provide information which would be helpful in understanding the data you have submitted in this report.

Please limit your response to the space provided (8,000 characters) for this question.

EXAMPLE:

If you submitted two different progress reports for the same reporting period, you may explain how the data was apportioned to each report; or if you funded staff-- but did not report any corresponding activities, you may explain why; or if you did not use program funds to support either staff or activities during the reporting period, please explain how program funds were used, if you have not already done so.

## 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, grantees should include grant funds directed at dating violence.

### Not served:

Victims/survivors who sought services and did not receive the service(s) they were seeking, if those services were funded by your program grant.

**Not Served Example:** Your agency uses grant funds to provide victims/survivors with criminal justice advocacy/court accompaniment services.

A victim/survivor of domestic violence asks for court accompaniment to a criminal court proceeding. On the day the client needs court accompaniment, the grant-funded advocate is busy assisting another client and is unable to provide that service. Because the victim/survivor did not receive the grant-funded service requested during the six-month reporting period, report this victim/survivor as not served.

### Partially served:

Victims/survivors who received some service(s), but not all of the services they requested, if those services were funded by your program grant.

**Partially Served Example:** Your agency uses grant funds to provide victims/survivors with crisis intervention, counseling, and civil legal advocacy/court accompaniment services.

A victim/survivor of sexual assault asks for crisis intervention and counseling services. You are able to provide this victim/survivor with crisis intervention, but you are unable to provide counseling services because of staffing limitations. Because the victim/survivor received some (but not all) of the grant-funded services that were requested during the six-month reporting period, report this victim/survivor as partially served.

## Secondary victims:

Individuals who are indirectly affected by the domestic violence, dating violence, sexual assault, stalking, and/or sex trafficking —i.e., children, siblings, spouses or intimate partners, grandparents, other affected relatives, friends, neighbors, etc.

## Served:

Victims/survivors who received the service(s) they requested, if those services were funded by your program grant.

**Served Example:** Your agency uses grant funds to provide victims/survivors with assistance obtaining protection orders, both temporary and permanent. Your agency also has a separate funding stream to provide transportation services.

A victim/survivor of dating violence comes to your agency requesting assistance with obtaining a protection order, as well as transportation services to court. You assist the victim/survivor in filling out the paperwork for the protection order, however your agency is unable to provide the transportation services. Remember, the transportation services are not grant-funded, but the protection order assistance is grant-funded. Therefore, because they received all the grant-funded services requested during the six-month reporting period, report this victim as served.

## 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.