

**U.S. DEPARTMENT OF JUSTICE
OFFICE ON VIOLENCE AGAINST WOMEN**

**INSTRUCTIONS FOR SEMI-ANNUAL PROGRESS REPORT FOR GRANTS TO ENHANCE
CULTURALLY AND LINGUISTICALLY SPECIFIC SERVICES FOR VICTIMS OF
DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING
PROGRAM**

INTRODUCTION

The Violence Against Women Act of 2000 (VAWA 2000) requires grantees to report on the effectiveness of the activities carried out with grant funds, including number of persons served and number of persons seeking services who could not be served. To meet these Congressional reporting requirements and the requirements of the Government Performance and Results Act, the Office on Violence Against Women (OVW) requires all grantees of the Culturally and Linguistically Specific Services for Victims of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Program (Culturally and Linguistically Specific Services Program) to complete this **Semi-annual Progress Report**.

The grant administrator or coordinator for the Culturally and Linguistically Specific Services Program grant must ensure that the form is completed fully with regard to all grant-funded activities. Grant partners, however, may complete sections relevant to their portion of the grant.

This form is to be used for reporting progress semi-annually, for the periods January 1 to June 30 and July 1 to December 31. **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.** Sections B and E of this form must be completed by all grantees. In section A, subsection A1 must be answered. In section C, subsection C3 must be answered. In section D and subsections A2, C1, C2, and C4-C7, 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.

All information should reflect activities for the current reporting period only. The activities of volunteers or interns may be reported if they are coordinated or supervised by Culturally and Linguistically Specific Services Program-funded staff or if Culturally and Linguistically Specific Services Program funds substantially support their activities.

This form must be submitted to OVW within 30 days of the end of the reporting period (i.e., by January 30 or July 30).

If you have any questions about this form, or if you need assistance completing the form, contact the VAWA Measuring Effectiveness Initiative at the Muskie School of Public Service at 1-800-922-VAWA (8292) or email vawamei@usm.maine.edu. Reporting forms, instructions, training dates, and other information regarding the reporting process for the Culturally and Linguistically Specific Services Program can be found at <http://muskie.usm.maine.edu/vawamei>. If you have questions about your grant, please contact your OVW program specialist at 1-202-307-6026 (TTY: 202-307-2277).

INSTRUCTIONS

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

This information will be pre-populated by GMS. You must download a new reporting form for each reporting period.

3. Grantee name

This information will be pre-populated by GMS.

4. Grant number

This information will be pre-populated by GMS.

5, 5a, 5b. Type of lead agency/organization

In question five, choose the box that best describes the type of agency/organization administering the Culturally and Linguistically Specific Services Program grant. Choose only one.

In question 5a, indicate whether the lead agency is a faith-based organization.

In question 5b, indicate whether the partner agency 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 contact person responsible for the day-to-day coordination of the grant.

7. Tribal populations

Check yes if your Culturally and Linguistically Specific Services Program grant specifically focuses on American Indians or Alaska Natives and indicate which tribes or nations you serve or intend to serve. Report only on tribes or nations you intentionally serve. Do not include a tribe or nation if they are served incidentally by your program. Answers such as “all tribes in our state,” “all federally recognized tribes,” or the use of “etcetera” are not valid responses.

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 programs and services provided by the United States to Indians because of their status as Indians.

8, 8a. Culturally and linguistically specific populations

Indicate which culturally and linguistically specific population(s) were served with your Culturally and Linguistically Specific Services Program grant during the current reporting period by checking all that apply.

In question 8a, provide additional information regarding the culturally specific population(s) served.

9. Percentage of grant funds

Report the area(s) addressed by your Culturally and Linguistically Specific Services Program grant during the current reporting period and estimate the approximate percentage of funds (or resources) committed to each area. The grantee may choose how to make this determination.

10. Percentage of grant funds used for prevention activities

Estimate the approximate percentage of your Culturally and Linguistically Specific Services Program funds used for prevention activities.

11. Percentage of grant funds used for children exposed to violence

Estimate the approximate percentage of your Culturally and Linguistically Specific Services Program funds used for providing culturally and linguistically specific services to children exposed to domestic violence, dating violence, sexual assault, and/or stalking.

Definitions

Sexual assault is a continuum of behaviors defined in the Violence Against Women Act (VAWA) to include 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. Finally, the statute proscribes any attempts to commit any of these acts.

The Violence Against Women Act defines **domestic violence** as felony or misdemeanor crimes of violence (including threats or attempts) committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim

under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim/survivor who 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.

The Violence Against Women Act defines **dating violence** as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. 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.

Stalking is defined as 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.

A2. Staff Information

If Culturally and Linguistically Specific Services Program funds were used to fund staff positions during the current reporting period, check yes and answer question 12. If not, check no and skip to section B.

12. Staff

Report the total number of full-time equivalent (FTE) staff funded by the Culturally and Linguistically Specific Services Program grant during the current reporting period. Report staff by function(s) performed, not by title or location. Include employees who are part time and/or partially funded with these grant funds, as well as consultants/contractors. If an employee or contractor was employed or utilized for only a portion of the reporting period, prorate appropriately. If staff members fall into two or more categories of job descriptions, divide their time as appropriate. Report all FTEs in decimals, not percentages. One FTE is equal to 1,040 hours—40 hours per week multiplied by 26 weeks.

Administrator: Administrative positions, such as director and fiscal manager

Counselor: Professional counselors or peer counselors who provide emotional support, guidance, problem-solving, etc., to victims/survivors.

Legal advocate: A staff person who assists a victim/survivor with civil or criminal legal issues, including preparing paperwork for protection orders; accompanying a victim/survivor to a protection order hearing, administrative hearing, or other civil or criminal proceeding; and all other advocacy within the justice system.

Program coordinator: Staff who coordinate specific aspects of the program, such as Victim Services Coordinator.

Support staff: Staff who are secretaries, administrative assistants, bookkeepers, accountants, and/or receptionists.

Victim advocate (includes domestic violence, sexual assault, and dual): A person who facilitates a victim/survivor in accessing needed resources or services. An advocate may also provide crisis intervention, safety planning, and support during medical exams.

EXAMPLE 1: You have one full-time victim advocate whose salary is 100% funded with Culturally and Linguistically Specific Services Program funds and another victim advocate employed full-time whose salary is 25% funded with Culturally and Linguistically Specific Services Program funds. Report them as 1.25 FTEs under victim advocate.

EXAMPLE 2: A staff member, whose salary is 100% funded with Culturally and Linguistically Specific Services Program funds, spends an average of 20 hours of her/his time per week training and coordinating hotline volunteers and 20 hours providing direct victim advocacy. Report this person's time as .50 under program coordinator and .50 under victim advocate.

EXAMPLE 3: If you used your Culturally and Linguistically Specific Services Program funds to contract with an interpreter for the equivalent of three months of full-time work over the course of the reporting period, report that person as .50 FTE (520 hours worked divided by 1,040 hours in the six-month reporting period) under translator/interpreter.

EXAMPLE 4: If an employee worked full time for the first three months and had no time on the grant during the last three months of the reporting period, report that staff person as .50 FTE.

Responses in the “Other” category should be very specific. Responses such as graduate assistant, contractor, and consultant are not valid since they do not specify the function performed by the staff person.

B. Purpose Areas

All grantees must complete this section.

13. Statutory purpose areas

Check all purpose areas that apply to activities supported with Culturally and Linguistically Specific Services Program funds during the current reporting period.

14. Areas of interest addressed by your grant

In addition to the purpose areas identified in question 13, the Culturally and Linguistically Specific Services Program Application and Program Guidelines may have identified several areas in which OVW encouraged applications from grantees. If your program addressed any of these areas during the current reporting period, list them here. Because these areas of interest 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. Training

If Culturally and Linguistically Specific Services Program funds were used for training during the current reporting period, check yes and answer questions 15-18. If not, check no and skip to subsection C2.

15. Training events provided

*For the purposes of this reporting form, **training** means providing information on sexual assault, domestic violence, dating violence, and stalking that enables professionals to improve their response to victims/survivors as it relates to their role in the system. **Education** means providing general information that will increase public awareness of sexual assault, domestic violence, dating violence, and stalking. In this subsection, report information on training activities. Education should be reported in subsection C2.*

Report the total number of training events provided during the current reporting period that were either provided by Culturally and Linguistically Specific Services Program-funded staff or directly supported by Culturally and Linguistically Specific Services Program funds. If non-grant-funded staff were sent to training with Culturally and Linguistically Specific Services Program funds, count the training as an event. Training provided to Culturally and Linguistically Specific Services Program-funded staff should not be counted.

If a trainer is partially funded with Culturally and Linguistically Specific Services Program funds and partially funded by other sources, develop a system to determine which training activities will be reported here. Do not count the same training activities on more than one grant report form.

EXAMPLE 1: A full-time trainer is hired by your agency. Half of her/his salary is paid by the Culturally and Linguistically Specific Services Program, and half through other means. You choose to count alternate trainings that s/he conducts as Culturally and Linguistically Specific Services Program-funded training.

EXAMPLE 2: A full-time trainer is hired by your agency. Half of her/his salary is paid by the Culturally and Linguistically Specific Services Program, and half through other means. The Culturally and Linguistically Specific Services Program funds focus on training people in rural areas, and the other funds pay for training in urban areas. You count only the training events that take place in rural areas and/or that include content on rural issues as Culturally and Linguistically Specific Services Program-funded.

EXAMPLE 3: You use Culturally and Linguistically Specific Services Program funds to send two victim advocates, who are not funded under your grant, to a statewide training conference. Count this as one training event in question 15, and report two (2) victim advocates in question 16.

16. Number of people trained

Report the number of people trained during training events reported in question 15. Use the category that is most descriptive of the people who attended the training event. These should be people trained by Culturally and Linguistically Specific Services Program-funded staff or people attending training events that were directly supported with Culturally and Linguistically Specific Services Program funds during the current reporting period. If you are unable to determine the disciplines represented at a training event, report those people under “Multidisciplinary,” but this category should be used only as a last resort. Culturally and Linguistically Specific Services Program-funded staff attending training should not be counted.

17. Training content areas

Check the topics covered in training events reported in question 15. Check all that apply. Do not include topics of training attended by Culturally and Linguistically Specific Services Program-funded staff. Do not use the “Other” category to report the name of the group that received the training, the title of the training event, or the name of the conference that was attended.

18. (Optional) Additional information

Use this space to discuss the effectiveness of training activities funded or supported by your Culturally and Linguistically Specific Services Program grant. You may provide examples, data, or any other information about your training activities that you have not already provided.

C2. Community Education

If Culturally and Linguistically Specific Services Program funds were used for community education during the current reporting period, check yes and answer questions 19-22. If not, check no and skip to subsection C3.

19. Education events

*For the purposes of this reporting form, **education** means providing general information that will increase public awareness of sexual assault, domestic violence, dating violence, and/or stalking. In this subsection, report information on community education activities. **Training** means providing information on sexual assault, domestic violence, dating violence, and/or stalking that enables professionals to improve their response to victims/survivors as it relates to their role in the system. Report training activities in subsection C1.*

Report the total number of education events provided during the current reporting period that were either provided by Culturally and Linguistically Specific Services Program-funded staff or directly supported by Culturally and Linguistically Specific Services Program funds.

20. Number of people educated

Report the number of people attending education events by the category that best describes the attendees. Report only on Culturally and Linguistically Specific Services Program-funded community education events provided during the current reporting period. Do not count psychoeducational services for victims/survivors or batterer intervention programs in this section.

In this form, ***psychoeducation*** refers to the education of a victim/survivor, family member, or offender about sexual assault, domestic violence, dating violence, and/or stalking issues as part of the goals of intervention, treatment, and/or rehabilitation. Psychoeducation involves teaching people about a problem, what to do about it, and how to recognize signs of the problem so that they can get help before the problem worsens or occurs again.

21. Topics of education events

Indicate all topics covered in education events provided by Culturally and Linguistically Specific Services Program funds during the current reporting period. Do not count psychoeducational services for victims/survivors or batterer intervention programs in this section. Check all that apply.

22. (Optional) Additional information

Use this space to discuss the effectiveness of education activities funded or supported by your Culturally and Linguistically Specific Services Program grant. You may provide examples, data, or any other information about your training activities that you have not already provided.

C3. Coordinated Community Response

All grantees must complete this subsection.

23. Coordinated community response (CCR) activities

Check the appropriate boxes to indicate which agencies or organizations you provided victim/survivor referrals to, received victim/survivor referrals from, engaged in consultation with, provided technical assistance to, and/or attended meetings with, during the current reporting period, according to the usual frequency of the interactions. If the interactions 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 the meeting was with a task force, you should check all attendees.

Activities should be reported here only if Culturally and Linguistically Specific Services Program-funded staff completed them or if Culturally and Linguistically Specific Services Program funds were used to directly support them. You should also count activities engaged in by staff who are partially funded by your Culturally and Linguistically Specific Services Program grant.

EXAMPLE: You participate in a quarterly task force meeting on improving understanding of cross cultural and immigration issues in the community. Members of the task force include representatives from a legal services agency, law enforcement department and a domestic violence victim services organization with which you have an MOU. Culturally and Linguistically Specific Services Program funds directly support the above activities. You would report the CCR activities by checking the boxes under the Quarterly column in the Meetings section for legal organization, law enforcement agency and domestic violence program, and also checking the box under the MOU column for domestic violence program.

24. (Optional) Additional information

Use this space to discuss the effectiveness of CCR activities funded or supported by your Culturally and Linguistically Specific Services Program grant. You may provide examples,

data, or any other information about your CCR activities that you have not already provided.

C4. Policies

If Culturally and Linguistically Specific Services Program-funded staff developed, substantially revised, and/or implemented policies or protocols or if Culturally and Linguistically Specific Services Program funds were used to develop, substantially revise, and/or implement policies or protocols during the current reporting period, check yes and answer questions 25 and 26. If not, check no and skip to subsection C5.

25. Policies developed, substantially revised, or implemented

Check all the types of policies or protocols developed, substantially revised, and/or implemented during the current reporting period. These activities should be completed by Culturally and Linguistically Specific Services Program-funded staff or directly supported by Culturally and Linguistically Specific Services Program funds. Check all that apply. If the protocol/policy is still in the development or revision phase, it should not be reported until it is actually finished.

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) *Your agency did not have a policy concerning appropriate response to underserved populations. During the current reporting period, grant-funded staff developed a policy and outlined protocols for responding appropriately to underserved populations. You report this activity during the current reporting period because the development of the policy was completed.*

EXAMPLE 2: (Substantially revised) *Your agency had a policy and protocol concerning appropriate response to underserved populations, but it only referred to the needs of ethnic minorities. During the current reporting period, grant-funded staff amended the policy to include appropriate response to people who are elderly and disabled. You report this activity during the current reporting period because the amendments were completed.*

EXAMPLE 3: (Implemented) *Your agency amended its policy concerning appropriate response to underserved populations to include protocols for people who are elderly and disabled. During the current reporting period, the new protocols were distributed and became standard practice within the agency. You would report this activity during the current reporting period because the protocol became standard practice. You would not continue to report this same activity in future reporting periods.*

26. (Optional) Additional information

Use the space provided to discuss the effectiveness of the policies you have developed, revised, or implemented that were funded or supported by your Culturally and Linguistically Specific Services Program grant. You may provide examples, data, or any other information about your policy activities that you have not already provided.

C5. Products

If Culturally and Linguistically Specific Services Program-funded staff developed, substantially revised, and/or implemented products or if Culturally and Linguistically Specific Services Program funds were used to develop, substantially revise, and/or distribute products during the current reporting period, check yes and answer question 27. If not, check no and skip to subsection C6.

27. Product development, revision, and/or distribution

Report the number of products developed, substantially revised, and/or distributed with Culturally and Linguistically Specific Services Program grant funds during the current reporting period. Report the number of new products developed and/or substantially revised during the current reporting period; the title/topic; and intended audience for each product developed, revised, and/or distributed; and the number of products used or distributed. If a product was created in or translated into a language other than English, including Braille, indicate the language. Report on products that were newly developed or substantially revised during the current reporting period whether or not they were used or distributed, and on products that were previously developed or revised and were used or distributed during the current reporting period. Do not report the number of products printed or copied; only report the number developed or revised—in most cases that number will be one for each product described—and/or the number used or distributed.

EXAMPLE: You used your Culturally and Linguistically Specific Services Program funds to develop a brochure in Spanish on services for Latina victims/survivors of sexual assault and to distribute 1,000 copies during the current reporting period. You also distributed 500 copies of an existing brochure. You developed a new poster on sexual assault, also with Culturally and Linguistically Specific Services Program funds, but have not distributed any posters in this reporting period. You would report this as follows: for the first brochure, enter “1” as the Number developed or revised in the Brochure category, enter the topic, enter “Latina victims/survivors” under Intended audience, “1,000” under Number used or distributed, and “Spanish” under Other languages. For the second brochure, enter the title in the Brochure category, enter the intended audience, and enter “500” as the Number used or distributed. For the poster, enter “1” under Number developed or revised, describe the poster, and enter the intended audience.

C6. Public Awareness

If Culturally and Linguistically Specific Services Program-funded staff engaged in public awareness activities or if Culturally and Linguistically Specific Services Program funds were used to directly support public awareness activities during the current reporting period, check yes and answer questions 28 and 29. If not, check no and skip to section C7.

28. Public awareness activities

Indicate the activities that were supported with Culturally and Linguistically Specific Services Program funds during the current reporting period. Indicate by checking the appropriate box(es) whether the focus of the activity was sexual assault, domestic violence, dating violence, stalking, or a combination of those issues. Check all that apply.

29. (Optional) Additional information

Use the space provided to discuss the effectiveness of public awareness activities funded or supported by your Culturally and Linguistically Specific Services Program grant and to provide any additional information you would like to share about your public awareness activities beyond what you have provided in the data above. An example might include conducting community events in languages most frequently encountered in the population served to inform about the available services, resulting in building relationships between the communities and service providers.

C7. System Improvement

If Culturally and Linguistically Specific Services Program funds were used to support system improvement during the current reporting period, check yes and answer question 30. If not, check no and skip to section D.

30. Use of Culturally and Linguistically Specific Services Program funds for system improvement

Indicate the system improvement activities engaged in during the current reporting period with Culturally and Linguistically Specific Services Program funds and identify the system(s) in which the improvement occurred. Check all that apply.

31. (Optional) Additional information

Use the space provided to discuss the effectiveness of system improvement activities funded or supported by your Culturally and Linguistically Specific Services Program grant. You may provide examples, data, or any other information about your system improvement activities that you have not already provided.

D. Victim Services

If Culturally and Linguistically Specific Services Program-funded staff provided services, or if Culturally and Linguistically Specific Services Program funds were used to provide victim services during the current reporting period, check yes and answer questions 32-41. If not, check no and skip to section E.

32. Number of primary victims/survivors served, partially served, and victims/survivors seeking services who were not served

Report the following, to the best of your ability, as an unduplicated count for each category during the current reporting period. This means that each victim/survivor who requested or received services during the current reporting period should be counted only once in that reporting period. You can report victims/survivors in each reporting period in which they requested or received services.

Primary victims/survivors are those against whom the sexual assault, domestic violence, dating violence, or stalking was directed. Some victims/survivors may have experienced more than one type of victimization, such as sexual assault and domestic violence, or domestic violence and stalking. These victims/survivors should be counted only once under the primary victimization. (See Example 1 below on primary victimization, and refer to the definitions of sexual assault,

domestic violence, dating violence, and stalking in question 11.) Do not report secondary victims here—secondary victims will be counted in question 33 below.

EXAMPLE 1: (unduplicated count) A victim/survivor requested services three different times during the current reporting period; you will report this person only once in question 32.

EXAMPLE 2: (unduplicated count) A victim requested counseling at the beginning of the reporting period and then the same victim came back at the end of the reporting period and requested civil legal advocacy. Although this victim came two times and requested two different services, you will only count that victim once in question 32. You will count the victim once for each type of service received in question 37A Victim services.

- A. *Victims/survivors served* are those who received the service(s) they requested, if those services were provided under your Culturally and Linguistically Specific Services Program grant.
- B. *Victims/survivors partially served* are those who received some of the service(s), but not all of the services they requested, if those services were provided under your Culturally and Linguistically Specific Services Program grant.
- C. *Victims/survivors seeking services who were not served* are those who sought services but did not receive the service(s) they were seeking, if those services were provided under your Culturally and Linguistically Specific Services Program grant.

Note: If you receive a call or request for service from someone who is NOT a victim/survivor, or if the person is a victim/survivor but is requesting a service you do NOT provide under your Culturally and Linguistically Specific Services Program grant, that person should NOT BE COUNTED in any category in question 32. (If the person calling or requesting services is a secondary victim, that person's calls/requests may be reported in question 38 [Hotline calls and information and referral]. If they received services under your Culturally and Linguistically Specific Services Program grant, they should be reported in question 33 [Number of secondary victims served]. See definition of secondary victims in question 33.)

EXAMPLE 1: (Primary victimization) A victim/survivor comes into your program looking for help with a protection order. Her estranged intimate partner, who had a history of very controlling behavior with some physical abuse, came to her apartment and sexually assaulted her. You could report her under either domestic violence/dating violence or sexual assault, but you must choose only one. In this instance, sexual assault may be more appropriate, because it was the sexual assault that prompted her to seek services.

EXAMPLE 2: (Served) A domestic violence victim/survivor calls your program looking for assistance obtaining a protection order. You assist her with the paperwork and with the filing and service of the emergency protection order, and accompany her to the protection order hearing three weeks later. Since this victim/survivor received the services she requested that were provided under your Culturally and Linguistically Specific Services Program grant, she should be counted as "served."

EXAMPLE 3: (Partially served) Your program offers crisis intervention and transportation under your Culturally and Linguistically Specific Services Program grant. A victim asks for these two

services, but your program can only provide crisis intervention because the advocate is busy and unable to provide transportation. You would count this victim as “partially served,” because your program could not provide the transportation.

EXAMPLE 4: (Not served) A woman is sexually assaulted by the person with whom she was living. A police officer who responded to the incident has called your program’s hotline on behalf of the victim asking if an advocate will accompany the victim/survivor to the hospital during her examination. There is no advocate available to do this, and it is a service your program is funded to do under your Culturally and Linguistically Specific Services Program grant. You are unable to provide the requested service; therefore she should be counted as “not served.”

EXAMPLE 5: (Not counted) During the reporting period, you sent out letters to 10 victims/survivors, informing them of services you provide; 5 letters are returned as undeliverable. Only victims/survivors who contact you after receiving the letter and who request a service that you are funded to provide with Culturally and Linguistically Specific Services Program funds would be counted in question 32; none of the other victims/survivors to whom you mailed letters would be counted at all in this question. (You would, however, count the letters sent to victims/survivors in question 39 [Outreach to victims/survivors], if this activity was funded by your Culturally and Linguistically Specific Services Program grant.)

(Examples 5A-C use the same scenario to illustrate how the three categories of “served,” “partially served,” and “not served” differ, and how they should be applied to the varying responses the victim/survivor received.)

EXAMPLE 5:

A. A sexual assault victim/survivor calls your program looking for crisis intervention and group support. You provide crisis intervention and she attends a support group for sexual assault victims/survivors. This victim/survivor has received the services she requested that you are funded to provide under your Culturally and Linguistically Specific Services Program grant and should be counted as “served.”

B. A sexual assault victim/survivor calls your program looking for crisis intervention and group support. You provide crisis intervention. However, your group support services are full and you cannot provide this service. This victim/survivor has received some, but not all, of the services she requested that you are funded to provide under your Culturally and Linguistically Specific Services Program grant and should be counted as “partially served.”

C. A sexual assault victim/survivor calls your program looking for crisis intervention and group support. You have a waiting list for all services and cannot provide her any services at this time. When your services become available, you cannot locate her. This victim/survivor has not received any of the services she requested that you are funded to provide under your Culturally and Linguistically Specific Services Program grant and should be counted as “not served.”

The partially served and not served categories generally have to do with issues within your program that keep you from providing grant-funded services to a victim/survivor who requests those services. If a victim/survivor chooses to discontinue services once they have begun receiving them, then the victim/survivor should be reported as “served.” The same is true if a

victim/survivor moves, even if they do not inform you, and they are unable to complete the services. When determining whether a victim/survivor is served, partially served, or not served, do not consider services the victim/survivor declined, unless the victim/survivor requested a service but found the program rules unacceptable.

33. Number of secondary victims served

Report the following, to the best of your ability, as an unduplicated count during the current reporting period. This means that each secondary victim who was seeking or who received services during the current reporting period should be counted only once in that reporting period.

Secondary victims are those who are indirectly affected by sexual assault, domestic violence, dating violence, or stalking. They will be children, siblings, spouses or intimate partners, parents, grandparents, and other affected relatives. In order to be counted here, secondary victims must receive services—it is not enough that they are related to a victim/survivor who received Culturally and Linguistically Specific Services Program-funded services.

EXAMPLE 1: A victim/survivor receives assistance from a Culturally and Linguistically Specific Services Program-funded legal advocate in obtaining a protection order against her former husband, but does not include her child on the protection order. She will be counted as a primary victim/survivor, but her child will not be counted as a secondary victim, since the child did not receive a service.

EXAMPLE 2: The grandmother of a victim/survivor calls a Culturally and Linguistically Specific Services Program-funded hotline to ask for help with how to deal with her adolescent granddaughter who was sexually assaulted on a first date. The grandmother will be counted as a secondary victim, since she received services; the granddaughter will not be counted as a primary victim/survivor, since she did not receive services.

34. Reasons that victims/survivors seeking services were not served or were partially served

Indicate the reasons that victims/survivors seeking services were not served or were partially served by checking all that apply. OVW acknowledges that funded Culturally Specific Programs may not be able to serve all victims/survivors who request services. This information is being collected to identify unmet needs and barriers to service.

Conflict of interest: The program cannot serve the victim/survivor because current or previous relationships with that victim/survivor or other parties related to that victim/survivor would interfere with the ability of the program to serve that victim/survivor. 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: Victim/survivor does not meet requirements of statute. For example, a victim/survivor requests help with a divorce, but has not met statutory residency requirements to file for a divorce in the jurisdiction.

Hours of operation: Hours during which the program provides services are not compatible with the hours the victim/survivor is available to receive requested services.

Insufficient/lack of culturally appropriate services: Services currently provided under the grant are not culturally appropriate for the victim/survivor.

Insufficient/lack of language capacity (including sign language): Interpreter services not available or not available at the time the victim/survivor is seeking services.

Victims/survivors may be placed on a waiting list to receive interpreter services, but have not been served by the end of the current reporting period.

Insufficient/lack of services for victims/survivors who are D/deaf or hard of hearing: Staff are not able, for any reason, to provide appropriate or adequate services for victims/survivors who are D/deaf or hard of hearing.

Insufficient/lack of services for people with disabilities: The services provided under the grant are not accessible to people with disabilities. For example, a shelter does not allow a care attendant to accompany a victim/survivor to the shelter, which prevents her from being able to use shelter services.

Lack of child care: Victim/survivor is unable to receive requested services due to the lack of available child care.

Program reached capacity: Program is operating at full capacity. Victims/survivors may be placed on a waiting list.

Program rules not acceptable to victim/survivor: Although eligible for services under the grant, a victim/survivor is not willing to comply with rules of the program. For example, a program requires eight individual counseling sessions and the victim/survivor does not want to attend individual counseling.

Program unable to provide service due to limited resources/priority-setting: Program has set priorities (e.g., that they will only represent victims/survivors in protection order hearings who are in imminent danger, or who have complex legal issues related to their protection orders) and is unable to serve victims/survivors who do not meet the priority criteria because of limited resources.

Services inappropriate or inadequate for people with mental health issues: Staff are not able, for any reason, to provide appropriate or adequate services for victims/survivors with mental health problems. For example, the program does not have overnight staff and the victim/survivor cannot be left alone overnight.

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 with substance abuse problems.

Services not appropriate for victim/survivor: For any reason, the services available under the grant are not appropriate for a victim/survivor. For example, although support groups are offered under the grant for survivors of sexual assault, a victim/survivor requesting support group services is not served because it is clinically determined that the victim/survivor is not appropriate for the group.

Services not available for victims/survivors accompanied by male adolescents: Although shelter services are provided under the grant, your shelter has rules prohibiting adolescent males from residing in the shelter, and the victim/survivor refuses to go to the shelter without the child. Therefore, the victim/survivor is denied shelter services.

Transportation: Victim/survivor is unable to arrange for transportation to receive services or to attend court hearings. This includes situations in which public transportation is not available or, if available, cannot be paid for.

Below are examples of responses in the “other” category that indicate the victim/survivor should have been reported in a different category or should not have been reported at all in answer to question 32.

EXAMPLE 1: In the “Other” category, you report, “Victim refused services.”

If your program offers services, usually through outreach, and the victim/survivor refuses the services or does not contact your program to accept services, you would not count this person at all in this section.

EXAMPLE 2: In the “Other” category, you report “Service was not provided by our program.” Only consider services supported with grant funds. For example, your Culturally and Linguistically Specific Services Program grant funds only crisis intervention services but a victim/survivor contacts your program seeking both crisis intervention and a support group. You only consider your program’s ability to provide the crisis intervention when determining if the victim/survivor should be counted as served, partially served, or not served, since your program is not funded to provide support group services under your Culturally and Linguistically Specific Services Program grant.

EXAMPLE 3: In the “Other” category, you report “Could not locate victim.”

If your program began to provide the requested services, this person would be counted as served. However, if this person was placed on a waiting list, and when your program was able to provide the service you were not able to locate the victim/survivor, you would then count this victim/survivor as not served. You would indicate “Program reached capacity” in question 34 because your program was not able to provide the service when it was requested.

35. Demographics of victims/survivors served or partially served

Based on the victims/survivors reported in 32A and 32B, report the total numbers for all 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 32A and 32B. However, the total number of victim/survivors reported in the “gender” and “age” categories should equal the total number of victims/survivors reported in 32A and 32B. 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.

Gender: Report the gender of each victim/survivor, or if the gender is unknown, report it as unknown. This is an unduplicated count, and the total number for gender should equal the sum of 32A and 32B.

Age: Report the number of victims/survivors served in the applicable age category, or if the age is unknown, report it as unknown. This is an unduplicated count, and the total number for age should equal the sum of 32A and 32B.

People with disabilities: Count victims/survivors with a significant limitation in activities of daily living as people with disabilities. This may include people who are blind or who have low vision, people with developmental disabilities, people with mental health issues or who have mental illness, or people with a chronic, debilitating illness, if their activities are so limited.

People who are D/deaf or hard of hearing: Report the number of victims/survivors who identify with and participate in the language, culture, and community of Deaf people based on the use of sign language (Deaf); victims/survivors who identify within the audiological

definition of severe to profound hearing loss and who do not have a cultural affiliation (deaf); and/or victims/survivors who identify with any degree of hearing loss from mild to profound and are committed to participate in society through the use of their residual hearing plus hearing aids, speechreading, and assistive technology to aid communication (hard of hearing).

People with limited English proficiency: Report the number of victims/survivors served 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/asylum seekers: Where possible, report the number of victims/survivors who were immigrants/refugees/asylum seekers. This is not a question about immigration or legal status.

People who live in rural areas: Report the number of victims/survivors who live in a rural area or community. (If you do not know if an area is rural, you may use either of the following definitions: 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: You served a 20-year-old woman who is a victim/survivor of domestic violence, who identifies as American Indian and Latina, who does not read or write English, and whose primary language is Lakota. Count 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.

36. Victims/survivors' relationships to offender

For those victims/survivors reported as served and partially served in questions 32A and 32B, report the relationship of the victim/survivor to the offender. Victims/survivors are those against whom the sexual assault, domestic violence, dating violence, or stalking was directed. If a victim/survivor was victimized by more than one perpetrator, count the victim/survivor in all categories that apply. The total number of relationships in the sexual assault column must be at least the sum of the number of sexual assault victims/survivors reported in 32A and 32B; the total number in the domestic violence/dating violence column must be at least the sum of the number of domestic violence/dating violence victims/survivors reported in 32A and 32B; and the total number in the stalking column must be at least the sum of the number of stalking victims/survivors reported in 32A and 32B. The total number of victims/survivors reported here all together may total more than the sum of all victims/survivors reported in 32A and 32B. Do not report relationships to offenders for secondary victims.

Current or former spouse or intimate partner: The victim/survivor (1) is currently or formerly married to the offender, (2) shares a child in common with the offender, (3) is cohabitating with or has cohabitated with the offender as a spouse, or (4) is a person similarly situated to a spouse of the offender under the laws of the jurisdiction receiving grant monies.

Other family member or household member: The victim/survivor is related to the offender by blood, kinship, or similar relationships. Family is defined to include both traditional and non-traditional family structures, including foster parents, grandparents and other relatives,

single parents, gay or lesbian parents, extended family, clans, etc. This includes victims/survivors who shared a household or have/had a roommate relationship with the offender.

Current or former dating relationship: The victim/survivor is, or has been, in a social relationship of a romantic or intimate nature with the offender. 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.

Acquaintance: The victim/survivor is known to the offender. For example, the victim/survivor is a neighbor, employee, co-worker, friend, fellow schoolmate, student, etc., of the offender.

Stranger: The victim/survivor and the offender are not known to each other.

37A. Victim services

Based on the victims/survivors reported in 32A and 32B, report the number of primary victims/survivors who received Culturally and Linguistically Specific Services Program-funded services during the current reporting period. Count each victim/survivor only once for each type of service that victim/survivor received during the current reporting period; do not report the number of times that service was provided to the victim. Do not report secondary victims receiving services in this question.

Civil legal advocacy/court accompaniment: Assisting a victim/survivor with civil legal issues, including preparing paperwork for protection orders; accompanying a victim/survivor to a protection order hearing, or other civil proceeding; and all other advocacy within the civil justice system. This also includes accompanying a victim/survivor to an administrative hearing, such as unemployment, Social Security, TANF, or food stamp hearing.

Civil legal assistance: Civil legal service provided by an attorney and/or paralegal.

Counseling services/support group: Short-term 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 notifying the victim/survivor of case status, hearing dates, plea agreements, and sentencing terms; preparing paperwork such as 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.

Crisis intervention: Process by which a person identifies, assesses, and intervenes with an individual in crisis so as to restore balance and reduce the effects of the crisis in her/his life. In this category, report crisis intervention that occurs in person and/or over the telephone.

Employment counseling: Actions designed to assist a victim/survivor in obtaining employment, e.g., coaching on career options, skills training, job searches, resume-writing, marketing, job interviews, and preservation of employment.

Financial counseling: Actions designed to assist a victim/survivor with issues related to improving credit, retiring debt, setting up bank accounts, managing household finances, negotiating with lenders or landlords, developing budgets, managing financial assets, making major purchases such as a home or auto, filing tax returns.

Hospital/clinic/medical response: Accompanying a victim/survivor to, or meeting a victim/survivor at, a hospital, clinic, or medical office.

Job training: Providing training in specific employment-related skills to a victim/survivor, e.g., on computer literacy.

Language services: Provision of interpretation and/or translation.

Material assistance: Providing victims/survivors with clothing, food, personal items, etc.

Transportation: Provision of transportation, either directly or through bus passes, taxi fares, or other means of transportation.

Victim/survivor advocacy: Actions designed to help the victim/survivor obtain needed resources or services including employment, housing, shelter services, health care, victim's compensation, etc.

37B. Immigration matters

For the victims/survivors reported as receiving victim services in question 37A, report the number who received assistance with immigration matters during the current reporting period. In the row marked "Immigration matters," provide an unduplicated count of victims/survivors who received assistance with any immigration issue, even if they received help with more than one issue or received assistance on more than one occasion. For specific categories of immigration matters, report the number of victims/survivors who received assistance in each of the categories. Count a victim/survivor only once for each category of immigration matter for which they received assistance. The number of victims/survivors reported in either the general category of immigration matters or in any specific category should not be greater than the sum of 32A and 32B.

EXAMPLE: Your Culturally and Linguistically Specific Services Program-funded immigration specialist assisted a victim/survivor with the paperwork and filing of a VAWA self-petition and with an application for work authorization pending the decision on the VAWA self-petition. You have already reported this victim in question 37A under Civil legal advocacy and Victim/survivor advocacy. You would report this person in question 37B once under the general category Immigration matters, once in the specific category VAWA self-petition, and once in the specific category Work authorization.

37C. Shelter services

Report the total number of victims/survivors and accompanying family members who received emergency shelter and/or transitional housing provided with Culturally and Linguistically Specific Services Program funds during the current reporting period. This should be an unduplicated count for both victims/survivors and for family members. This means that each victim/survivor and each family member who received shelter services during the current reporting period should be counted only once. Report the total number of bed nights provided in emergency shelter and/or transitional housing to victims/survivors and family members. The number of bed nights is computed by multiplying the number of victims/survivors and family members by the number of nights they stayed in the shelter. The number of bed nights will typically be significantly higher than the number of victims/survivors and family members. For example, one victim/survivor and her three children all stayed in the shelter for 10 nights. The number of bed nights would be 4 multiplied by 10, or 40.

38. Hotline calls/information and referral

Report the number of hotline calls and requests for information and referral received from primary victims/survivors, and the total number of hotline calls received, on phone lines paid for with Culturally and Linguistically Specific Services Program funds or answered by Culturally and Linguistically Specific Services Program funded staff during the current reporting period. Also report the specific languages (other than English) used when responding to these requests

for information or assistance. Primary victims/survivors whose calls are reported here should not be reported as victims served in question 32 unless they also received at least one of the services listed in question 37A Victim services or 37C Shelter services. Victims/survivors who receive services such as crisis intervention or victim advocacy over the telephone, in addition to basic hotline information and/or referrals, should also be reported in question 37A. Hotline calls that include victim advocacy or crisis intervention services are those that require more time than the average call and involve a more intensive focus on the immediate needs and situation of the victim. All calls, whether or not from victims/survivors, should be included in “Total number of calls/requests.”

EXAMPLE 1: A victim/survivor calls the grant-funded hotline and is in crisis. The Spanish-speaking advocate spends 30 minutes on the call assisting the victim/survivor. In this case, the call would be counted in this question under both Number of calls from primary victims/survivors and Total number of calls/requests and “Spanish” would be entered under Language(s) other than English used when responding to requests for information or assistance. The victim/survivor would also be counted in question 32 as a victim served, in question 37A under Crisis intervention, and demographic information (even if the responses entered were in the unknown categories) would be reported on this victim/survivor in questions 35 and 36.

EXAMPLE 2: The mother of a victim/survivor calls the grant-funded hotline and requests information about available services for her daughter. Your program provides her with the information. In this case, she would be counted in this question under Total number of calls/requests; she would not be reported in any other questions, and demographics would not be collected for this caller.

39. Outreach to victims/survivors

Report the number of unsolicited letters, phone calls, or visits to victims/survivors of specific incidents of sexual assault, domestic violence, dating violence, or stalking, informing them of services and/or providing information. Also report the specific languages (other than English) used in outreach activities.

Victims/survivors who are the recipients of these outreach activities should not be reported as victims/survivors served in question 32 unless they also received at least one of the services reported in question 37A Victim services or 37C Shelter services. Victims/survivors who received services such as victim advocacy over the telephone should be reported in question 37A.

EXAMPLE: Your agency receives calls from the police department when officers are transporting Spanish-speaking sexual assault victims/survivors to the hospital for forensic examinations. Your protocol is to send a victim advocate to the medical facility to stand by and, if the victim/survivor chooses, to be present during the exam. During the current reporting period, your Culturally and Linguistically Specific Services Program-funded victim advocates responded to 22 calls from law enforcement and accompanied 18 of the victims during their exams. You would enter “22” in the column Number of outreach activities to victims/survivors in this question. You would also count the 18 victims/survivors for whom you provided accompaniment as victims/survivors served in question 32 as victims served, in question 37A under Hospital/clinic/other medical response, and you would provide demographic information

(even if the responses entered were in the “unknown” categories) on these 18 victims/survivors in questions 35 and 36.

40. Protection orders

Report the total number of temporary and/or final protection orders requested and granted for which Culturally and Linguistically Specific Services Program-funded victim services staff assisted victims/survivors of sexual assault, domestic violence, dating violence, or stalking during the current reporting period. This should include all orders having the force of law that are designed to protect the victim/survivor from contact with the offender during the pendency of the order. They may be referred to as protection from abuse, protection from harassment or anti-harassment orders, restraining orders, or no-contact or stay-away orders in your jurisdiction, and they may be criminal or civil. Temporary orders are generally issued *ex parte*, meaning without a court hearing, for a short period of time (e.g., 30 days), and final orders are issued after a court hearing for a longer period of time (e.g., two years). For all instances in which victim services staff assisted the victim/survivor in obtaining such an order, the number of those orders requested and granted should be reported here.

41. (Optional) Additional information

Use the space provided to discuss the effectiveness of victim services activities funded or supported by your Culturally and Linguistically Specific Services Program grant. You may provide examples, data, or any other information about your victim services activities that you have not already provided.

E. Narrative

All grantees must answer questions 42 and 43.

Please limit your responses to the space provided.

42. Report on the status of the goals and objectives for this grant.

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

EXAMPLE 1:

Objective: *Provide training for new bilingual hotline volunteers.*

Activity: *Coordinate with local victim services agency to schedule training dates and compile training materials.*

Status: *Ongoing.*

Comments: Training dates have been set and publicized; materials for training notebooks have been selected. Training will be provided as scheduled over a two-month period in February and March of 2010.

EXAMPLE 2:

Objective: Offer services to victims/survivors on immigration-related matters.

Activity: Hire immigration specialist to assist with VAWA self-petitions and other immigration matters.

Status: Delayed.

Comments: The person we originally hired for this position had to leave the area due to a family emergency before starting work, so the hiring has been delayed. We hope to have someone in the position by March 1, 2010.

43. What services or resources do you provide that are specifically tailored to reach the culturally and linguistically specific population(s) that you serve? (E.g. staff, volunteers, or advisory board members of your organization reflect the community you serve.) Please limit your response to the space provided (8,000 characters) for this question.

All grantees must answer questions 44 and 45 on an annual basis. Submit this information on the January to June reporting form only.

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

44. What do you see as the most significant areas of remaining need, with regard to improving services to victims/survivors of sexual assault, domestic violence, dating violence, or stalking, increasing victims/survivors safety, and enhancing community response (including offender accountability for sex offenders)? (Consider geographic regions, underserved populations, service delivery systems, and challenges and barriers unique to your service area and the population[s] you serve.)

45. What has Culturally and Linguistically Specific Services Program funding allowed you to do that you could not do prior to receiving this funding? (e.g., expand coordination and cross-referrals with sexual assault agencies in your community.)

EXAMPLE: Before we received Culturally and Linguistically Specific Services Program funds, our agency did not have appropriate staff to serve Spanish-speaking victims. Since we received this funding, we have hired a Spanish-speaking therapist and have increased the number of Spanish-speaking victims served by our program from 2 to 40.

Questions 46 and 47 are optional.

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

46. Provide any additional information that you would like us to know about your Culturally and Linguistically Specific Services Program grant and/or the effectiveness of your grant. (If you have any other data or information that you have not already reported in answer to previous

questions that demonstrate the effectiveness of your Culturally and Linguistically Specific Services Program-funded program please provide it below.)

47. Provide any additional information that you would like us to know about the data submitted. (If you have any information that could be helpful in understanding the data you have submitted in this report, please answer this question. For 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 reported staff—e.g., victim advocates—but did not report any corresponding victim services you may explain why; or if you did not use Culturally and Linguistically Specific Services 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.)