

U.S. Department of Justice Office on Violence Against Women  
**Semi-Annual Performance Report for the Training and Technical  
Assistance Initiative**

**Brief Instructions**

This reporting tool details the Semi-Annual Performance Report questions for the Training and Technical Assistance Initiative (TA Program). A report must be completed for each grant received. Grant partners may complete sections relevant to their portion of the grant. Grant administrators and coordinators are responsible for compiling and submitting a single report that reflects all information collected from grant partners.

All grantees must complete the required sections. Required questions are marked with an asterisk (\*). For all other sections, grantees must answer an initial question about whether they used TA Program funds to support certain activities during the current reporting period. If the response is yes, then the grantee must complete that section. If the response is no, the rest of that section is skipped.

The activities of volunteers or interns should be reported if they were coordinated or supervised by TA Program-funded staff or if TA Program funds substantially supported their activities.

For further information on filling out this report, refer to the separate instructions, which contain detailed definitions and examples.

**Public Reporting Burden**

Paperwork Reduction Act Notice. Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this form is 60 minutes per form. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street NE, Washington, DC 20530.

## General Information

*All grantees must complete the General Information section.*

**1. Date of report**

**2. Current reporting period**

**3. Grantee name**

**4. Grant number**

*The federal grant number assigned to your TA Program grant.*

**5. Point of Contact**

*Provide information for the person responsible for the day-to-day coordination of the grant.*

- First name
- Last name
- Agency/organization name
- Address
- City
- State
- Zip code
- Telephone
- Email

**6. Type of funded organization**

*Check the one answer that best describes the organization receiving the TA Program grant.*

- Community-based organization
- Court
- Government agency
- Law enforcement
- Legal services organization
- Probation, parole, or other correctional agency
- Prosecution
- State coalition (domestic violence)
- State coalition (dual - domestic violence/sexual assault)
- State coalition (sexual assault)
- Tribal coalition
- Tribal government
- Tribal sexual assault and/or domestic violence program
- Unit of local government
- University/school
- Victim services (domestic violence)
- Victim services (dual - domestic violence/sexual assault)
- Victim services (sexual assault)
- Other (specify): \_\_\_\_\_

**7. Is this a faith-based organization?**

- Yes
- No

**8. Is this a culturally-specific community-based organization?**

- Yes
- No

**9. Does this grant specifically address and focus on tribal populations?**

- Yes
  - If yes, which tribes/nations?
- No

**10. Does your grant support the creation of products in languages other than English or provide services in languages other than English?**

- Yes
  - If yes, what languages?
- No

SAMPLE

## Staff Information

**1. Were TA Program funds used to fund staff time (at your agency, at a partner agency, contractors, or stipends) during the current reporting period?**

- Yes
- No

**2. Staff**

*Report the total number of full-time equivalent (FTE) staff funded by the TA Program grant during the current reporting period.*

- *Reporting 1.00 FTEs means a staff person worked full-time and was 100% funded by the grant for the entire reporting period. Typically, one FTE is equal to 1,040 hours (40 hours per week multiplied by 26 weeks).*
- *FTEs should be prorated to reflect when a staff person did not work-full time and/or when was not 100% funded by the TA Program grant for the entire reporting period.*
- *Round and report FTEs to the second decimal place. For example, if you calculate an FTE to be 0.66667, then rounding to the second decimal would mean this FTE would be reported as 0.67 FTE.*

Staff	FTE(s)
Total	

## Training

### 1. Were TA Program funds used to support training activities during the current reporting period?

Select yes if TA Program-funded staff provided training or if TA Program funds directly supported the training.

*Training means providing information on sexual assault, domestic violence, dating violence, and stalking that provides professionals (or volunteers acting in the role of professionals) with a tool, skill, or resource that better allows them to support victims/survivors.*

- Yes
- No

### 2. Live training events

*Report the total number of live training events that were provided by TA Program-funded staff or directly supported by TA Program funds during the current reporting period. Include both virtual and in-person live events. Do not include training provided to TA Program-funded staff.*

### 3. Total number of people trained at live training events

*Report the total number of people trained at both virtual and in-person live training events that were supported with TA Program funds during the current reporting period. TA-Program funded staff who attended training events should not be counted as people trained.*

### 4. Most frequently trained

*Report the top three types of professionals trained at the TA Program-funded live training events. Select the type of professional from the dropdowns.*

Dropdown options:

- Advocacy organization staff
- Attorneys/law students (does not include prosecutors)
- Abuser intervention program staff
- Child care staff
- Corrections personnel (probation, parole, and correctional facilities staff)
- Court personnel (judges, clerks)
- TA organization staff (non-governmental)
- Educators (teachers, administrators, etc.)
- Elder organization staff (non-governmental)
- Faith-based organization staff
- Government agency staff (vocational rehabilitation, food stamps, TANF)
- Health professionals (doctors, nurses, does not include SANEs or SAFEs)
- Immigrant organization staff (non-governmental)
- Law enforcement officers

- Legal services staff (does not include attorneys)
- Mental health professionals
- Prosecutors
- Sex offender treatment providers
- Sexual assault nurse examiners/sexual assault forensic examiners
- Social service organization staff (non-governmental)
- Substance abuse organization staff
- Supervised visitation and exchange center staff
- Translators/interpreters
- Tribal government/Tribal government agency staff
- Victim advocates (non-governmental)
- Victim assistants (governmental, includes victim-witness specialists/ coordinators)
- Volunteers
- Other (specify)

**5. Describe the content of the TA Program-funded live training events.**

**6. Were TA Program funds used to develop, create, and/or launch pre-recorded trainings during the current reporting period?**

- Yes
- No

**7. Number of pre-recorded trainings**

*Report the number of pre-recorded trainings developed, created, and/or launched with TA Program funds during current reporting period.*

**8. Describe the target audience and content of the pre-recorded trainings supported with TA Program funds during the current reporting period.**

**9. Did you collect any post-training feedback surveys/questionnaires for the TA-Program funded trainings?**

*Report yes if TA Program-funded live or pre-recorded trainings had any post-training questionnaires or evaluations completed.*

- Yes
- No

**10. Detail the findings/responses to the post-training feedback surveys/questionnaires.**

*Detail any change in knowledge, skills, and perceptions of participants based on the training content.*

**11. Discuss any additional information about TA Program-funded trainings you would like to share.**

*Examples might include an improved system response to victims/survivors with disabilities following a multidisciplinary training provided to advocates, law enforcement, and prosecution agencies on issues specific to victims/survivors with disabilities.*

SAMPLE

## Technical Assistance

- 1. Were TA Program funds used to provide technical assistance during the current reporting period?**

*Select yes if TA Program-funded staff provided technical assistance or if TA Program funds directly supported the provision of technical assistance.*

- 2. Number of technical assistance activities**

*Report the total number of technical assistance activities provided to programs during the current reporting period, indicating whether they were site visits or other types of consultations. Consultations may include in-person, telephonic, electronic, or other types of contact. Each contact should be counted as one activity.*

	<b>Number of site visits</b>	<b>Number of other technical assistance consultations</b>	<b>Number of information request responses</b>	<b>Number of referrals</b>
<b>Total</b>				

- 3. Discuss the technical assistance activities funded or supported by TA Program funds, including the topics of the technical assistance activities. Provide any additional information you would like to share about your technical assistance activities.**



## Products

**1. Were TA Program funds used to develop or substantially revise products during the current reporting period?**

*Select yes if TA Program-funded staff developed or revised products or if TA Program funds directly supported the development or revision of products.*

- Yes
- No

**2. Describe the products developed or substantially revised with TA Program funds during the current reporting period.**

*Describe what type of product it was, the title/topic of the product, as well as its intended audience. Also provide information on if the product was translated into a language other than English (including Braille).*

SAMPLE

## Narrative

- 1. Report on the status of your TA Program grant goals and objectives as of the end of the current reporting period.**

*This question is required. Report on the status of the goals and objectives as they were identified in your grant proposal or as they have been added or revised.*

- 2. What do you see as the most significant areas of remaining need, with regard to improving services to victims/survivors, increasing victims/survivors' safety, and enhancing community response (including offender accountability)?**

*This question is required for the January-June reporting period. Consider geographic regions, underserved populations, service delivery systems, types of victimization, and challenges and barriers unique to your jurisdiction.*

- 3. What has TA funding allowed you to do that you could not do prior to receiving this funding?**

*This question is required for the January-June reporting period.*

- 4. Provide additional information regarding the effectiveness of your grant-funded program.**

*If you have any other data or information that you have not already reported that demonstrate the effectiveness of your TA Program grant, please provide it below.*

- 5. Provide additional information to explain the data submitted on this form.**

*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 performance reports for the same reporting period, you may explain how the data was apportioned to each report; if you reported staff but did not report any corresponding activities, you may explain why; or if you did not use TA Program funds to support either staff or activities during the reporting period, please explain how program funds were used.*