**Semi-Annual Progress Report – Cover Page**

Domestic Violence Funding FY 2017

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| Program Name:  |  | Contract Number: |  |
| Administrator’s Name:  |  | E-mail Address: |  |
| Report Period: *Check one*  | [ ]  | **7/1 - 12/31/2016** **1st reporting period** | **[ ]**  | **1/1- 6/30/2017** **2nd reporting period and FY14 year end** |
| **Report Due Date:**  |  **January 31, 2017** |  **July 31, 2017** |
| **New address or name change? Please tell us here:** |  | **Staff changes? Please provide name, position & if new hire or resignation.** |  |  |

**Report instructions:**

1. On page 2, provide information for each activity outlined in your approved Work plan (use the chart below). Copy and fill in the chart for each High Level Outcome. Also, please use the same chart to complete the first and second semi-annual report. *For the second reporting period, please add a second row in a different color, immediately below the row from the first reporting period, so the entire year’s activities can be viewed together.*
2. On pages 3 through 6, provide information regarding the following services provided to victims in tables provided.
	1. Report the number of ALL volunteers and hours including board members. Please provide totals for end of year report.
	2. Please provide the total number of bi-lingual/ bi-cultural staff paid for by this grant.
	3. Identify the underserved populations that are being focused on for outreach services.
	4. What types of outreach are you doing for your underserved populations? Please note: Provide *specific strategies* that support outreach, i.e. more than providing brochures to a particular group.
	5. Trends/emerging issues and unmet needs impacting domestic violence victims or services in your community.
	6. Notable activities conducted by your agency to improve victim services.
	7. LGBTQ Accessibility and Inclusion policy. **Please describe any challenges you have encountered in implementation of this policy as well as a summary of any harassment/ discrimination grievances filed. Do not include any confidential information but a short summary of the incident and how it was resolved.**
	8. Attach two case studies reflecting the services provided to a victim of domestic violence.
		1. One of the two case studies will focus on services provided to meet the needs of a victim of an ***under-served population*** in your service area. For that underserved population, describe the unique needs.
		2. Include at least four (4) services provided by program staff to assist the victim.
		3. Write from a third person perspective.
		4. Include titles of staff that provided services. Only include staff supported by the VDSS Prevention and Services Grant.
		5. Describe the services in narrative form, and/or a generic list of services provided.
		6. **Please be mindful of confidentiality requirements and do not give any personally identifying information about the individuals served.**
	9. Celebrations– Please share any information about exciting, innovative services you have developed, successful fundraisers, new supporters, etc.

**Semi-Annual Progress Report–Domestic Violence Funding FY 2017**

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| **Check one:** | **[ ]**  | **July 1, 2016 – December 31, 2016 1st reporting period** | **[ ]**  | **January 1, 2017– June 30, 2017 2nd reporting period** |
| Please fill this sheet out for each semi-annual report, marking the appropriate timeframe. For the second reporting period, please add a second row in a different color, immediately below the row from the first reporting period, so the entire year’s activities can be viewed together.  |

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| **HIGH LEVEL OUTCOME:** |  |
| **ACTIVITIES:***Explain the service/initiative.* | ***Annual Goal*** | **OUTPUT***What the program did.* **# Served/** **# Services** | **On Target for the report period? Y/N** *If not on target, explain obstacles and if a Plan of Action has been developed.* | **Results of Outcome evaluation:***If not using statewide measures, please indicate local measure, such as surveys, tracking data, etc.* ***Please note:*** *Outcome data obtained for the first reporting period will be incomplete due to the lag in entry of DOW surveys. Results from the second report will be considered complete.*  |
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**Semi-annual report FY 2017- Services provided to victims**

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| **VOLUNTEERS**  **1ST reporting period** | **# of ALL volunteers** | **0** | **# of ALL volunteer hours** | **0** |
| **VOLUNTEERS** **2ND reporting period** | **# of ALL volunteers** | **0** | **# of ALL volunteer hours** | **0** |
| **TOTALS FOR YEAR** | **TOTAL # ALL volunteers** | **0** | **TOTAL volunteer # ALL hrs.** | **0** |
| **# of bi-lingual/ bi-cultural staff paid for by this grant** |  |
| **Period #1-Please list the underserved populations that are being focused on for outreach services.** |  |
| **Period #2-Please list the underserved populations that are being focused on for outreach services.** |  |
| **Period #1-What types of outreach are you doing for your underserved populations? Please note: Provide *specific strategies* that support outreach, i.e. more than providing brochures to a particular group.**  |  |
| **Period #2-What types of outreach are you doing for your underserved populations? Please note: Provide *specific strategies* that support outreach, i.e. more than providing brochures to a particular group.**  |  |
| **Period #1-Trends/emerging issues impacting domestic violence victims or services in your community. Please also identify any unmet needs of victims in your community such as a lack of legal services or housing and provide a description of the impact.** |  |
| **Period #2-Trends/emerging issues impacting domestic violence victims or services in your community. Please also identify any unmet needs of victims in your community such as a lack of legal services or housing and provide a description of the impact.** |  |
| **Period #1-Notable activities conducted by your agency to improve victim services.** |  |
| **Period #2-Notable activities conducted by your agency to improve victim services.** |  |
| **Period #1-LGBTQ Accessibility and Inclusion policy. Please describe any challenges you have encountered in implementation of this policy as well as a summary of any harassment/ discrimination grievances filed. Do not include any confidential information but a short summary of the incident and how it was resolved.** |  |
| **Period #2-LGBTQ Accessibility and Inclusion policy Please describe any challenges you have encountered in implementation of this policy as well as a summary of any harassment/ discrimination grievances filed. Do not include any confidential information but a short summary of the incident and how it was resolved.** |  |

**Semi-annual report FY 2017- Services provided to victims**

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| **Case study 1** |  |
| **Period #2-Case Study 1** |  |
| **Case study 2****(underserved population)** |  |
| **Period #2-Case study 2** |  |
| **Celebrations!!!** |  |
| **Period 2- Celebrations!!!** |  |