



U.S. Department of Justice

Office on Violence Against Women

Washington, D.C. 20530

December 22, 2008

MEMORANDUM TO TRANSITIONAL HOUSING PROGRAM GRANTEES

FROM: Cindy Dyer
Director
Office on Violence Against Women

SUBJECT: Revised Semi-annual Progress Report Form

I am writing to update all Transitional Housing Program grantees on the status of the revision of the semi-annual progress report form.

As you know, the Office on Violence Against Women (OVW) revised the progress report forms for all Violence Against Women Act (VAWA) grant programs to reflect statutory changes made by VAWA 2005 and suggestions from grantees and the Muskie School to improve the clarity of questions and instructions and to ensure greater accuracy in the reporting process. OVW submits all progress report forms, including all revisions and extensions to currently approved forms, to the Executive Office of the President, Office on Management and Budget (OMB), for approval in connection with the requirements of the Paperwork Reduction Act. Once OMB has approved the form revisions, the new versions must be then coded and uploaded into the Grants Management System (GMS).

OVW had hoped that the revised form for the Transitional Housing Program would be approved and ready for use for the current reporting period by December 31st; however, we have only recently received OMB approval and are now awaiting completion of the computer recoding of the form. The new form will not be posted on GMS by the end of the current reporting period. **We anticipate the revised form being ready during February 2009.**

OVW will grant an appropriate extension for the upcoming filing deadline for the current reporting period. In the meantime, OVW requests that all grantees continue to collect relevant data on all grant-funded activities for the July 1 through December 31, 2008 reporting period in a manner that permits easy and accurate completion of the revised reporting form once it is posted on GMS. A draft of the revised form is available on the Measuring Effectiveness Initiative website: <http://muskie.usm.maine.edu/vawamei/>. You may use this form to collect information but it cannot be uploaded onto GMS.

OVW will notify all grantees when the new version is available for reporting on GMS for the July 1 through December 31, 2008 reporting period. All grantees will have thirty days from the

notification date to complete the form on GMS. It is imperative that you keep your contact information up-to-date so that we can notify you as quickly as possible once the revised form becomes available.

If you have any questions, please contact your OVW program specialist. In addition, the Muskie School staff are available at 1-800-922-VAWA (8292) for technical assistance on the form. Please remember that any questions about the GMS system should be directed to 1-888-549-9901.

Thank you for your ongoing cooperation in this process of providing critical data to OVW and to Congress regarding the valuable work you are doing with VAWA funds.