

Tribal Coalitions Program Progress Reporting Form Recording Transcript

To navigate to each section, press “Ctrl” on your keyboard as you are clicking the section title below

Intro Slides of Recording Session.....	1
(Minute 4:00) Section A1 – Grant Information	2
(Minute 6:25) Section A2 – Staff Information	3
(Minute 10:15) Section B – Purpose Areas	4
(Minute 12:20) Section C1 – Training.....	4
(Minute 14:55) Section C2 – Community Education	5
(Minute 16:20) Section C3 – System Advocacy.....	5
(Minute 19:45) Section C4 – Policies	6
(Minute 21:00) Section C5 – Products.....	7
(Minute 21:50) Section C6 – Technical Assistance.....	7
(Minute 24:00) Section C7 – Organization Development and Capacity Building	8
(Minute 25:25) Section D – Narrative	8

Intro Slides of Recording Session

Hello, and welcome to the Tribal Coalitions Program webinar on the Semi-Annual Reporting Form. The reporting periods are January to June, in this case you need to submit a report by July 30th, and July to December in this case reports are due January 30th.

Thank you for accessing our recording. We hope that this training enables you to provide the most detailed and accurate reporting of your grant-funded work on your semi-annual progress report.

Accurate data reporting is important for many reasons. The quantitative and qualitative data enable VAWA's effectiveness to be measured. VAWA MEI creates reports for OVW using your data and data from grantees across the country.

These summary data reports support OVW to make requests for increased appropriations and to defend VAWA funding to decision makers. Your data also helps OVW to make sure federal funds are being spent appropriately and to measure the performance of grant programs.

Additionally, every two years, the Attorney General is required to submit a Report to Congress on the overall effectiveness of VAWA funding. Our grantees' data makes up a significant part of that mandated report. The more consistently grantees fill out their reports, the more accurately VAWA's effectiveness can be measured through these means.

Here are a few tips before we look at the progress reporting form page by page. Please read the separate instructions you have downloaded with the appropriate reporting form. There are many helpful examples to assist you in filling out the reporting form.

Throughout this form, there are "other" categories listed for many questions. In general, we ask that you use the "other" category only if you can't find a way to put the information in a category that already exists or is a close fit.

When we aggregate data for reports, often responses in the "other" category will not get included in the reports. However, there are some cases where "other" really is the only option to accurately capture what you're reporting. That is fine. We just ask that you take the time to rule out all the other options first.

Additionally, if you do not have an "other" to report, leave the box blank. Please do not report "not applicable," "not yet," et cetera.

Following most sections of the form, you will find optional narrative questions. Use this section to talk about the unique successes of your grant-funded activities. Talk about the impact the grant-funded activities have made on your community or for survivors.

These questions exist at the end of each section so that you can provide more detail about the work being done in each area that the hard data does not capture on its own. We encourage you

to report, in the optional narrative questions, as to help your program to most accurately capture the work you're doing with grant funds.

We ask that you try not to use acronyms or abbreviations in your data. If you do use an acronym, please provide an explanation, in each question, where you use the acronym.

Do not send attachments or extra documents containing data that is asked for in the report. Only data that is contained in the reporting form, itself, will be received and analyzed by Muskie's staff.

Finally, if you have any questions about reporting, give us a call or send us an email. We're here to help. And we'll happily work through any scenarios or questions you have about your report.

(Minute 4:00) Section A1 – Grant Information

So moving onto Section A1, Grant Information. For **Question 1**, fill in the date your report is uploaded. **Questions 2** through **4** will be pre-populated. Browse the form if you need more clarification about a specific question. Click on the question mark icon and more instructions and/or examples will pop up.

Question 5 is Type of Grantee Organization. Choose the one description that most accurately resembles your organization. **Question 6** is Type of Coalition.

Question 7, Point of Contact, provides contact information for the person who knows the most about day to day activities of the grant program. This is a person we can call and ask questions about the data and is not necessarily the project director or fiscal agent. This is really the project coordinator or administrator.

Moving on to **Question 8**, what percentage of your tribal coalition operating budget is funded by this Tribal Coalition Program grant? When determining the percentage, take into account the number of cases or clients, the amount of time spent on types of cases, training, and education topics, et cetera. This may change from reporting period to reporting period.

Question 9, tribal population, list the specific tribal populations. Don't report "all the tribes in our area".

Question 10, did this tribal coalition exist prior to receiving Tribal Coalition grant funds? Choose yes or no.

And finally, **Question 11**, on the first six lines, report the number of organizational members. This number automatically adds up to on line seven. On the last line, report the number of individual members if applicable to a tribal coalition. Individual members are individual persons not programs.

(Minute 6:25) Section A2 – Staff Information

Moving on to the next section, Section A2, Staff Information, complete this section if your Tribal Coalitions Program funds were used to fund staff positions. This includes part-time and only partially funded employees, contractors, consultants, and overtime.

When considering reporting staff, only report FTEs for staff with salaries provided fully or partially by grant funds. Include staff time of contracted work. Report the activity performed rather than job titles. If staff members fall into two or more categories, divide FTEs among applicable categories.

Time should be pro-rated, if necessary, such as when someone is part-time, was hired partway through the grant period, is a contractor, or is full-time but only partially funded by Tribal Coalition Program funds.

Report to the second decimal, for instance, 1.25 FTE. Please use the "other" category sparingly. For the most part, all activities performed by staff are included in the list of categories.

If you do use "other," please be specific. And in other descriptors, correlate each entry with FTE amount.

This the FTE cheat sheet. This slide shows some examples to help you calculate FTE for a 40-hour full-time work week. FTEs should be based on the 26-week or 6-month reporting period that is just ending. In 6 months, there are 1,040 working hours.

So moving on to examples, your grant funds are used to fund one full-time communications specialist, whose salary is 25% funded by the grant, and another full-time systems advocate, whose salary is 65% funded by the grant.

So in this case, you would report only the percent of salary that is grant funded. The correct FTE under communications specialist would 0.9 FTE. It will be 25% plus 65%.

Moving on to the second example, your grant funds a full-time employee, who spends 16 hours a week coordinating the program and 24 hours a week providing technical assistance.

In this case, you divide staff time by function. The correct FTE under program coordinator would be 0.4 FTE. And you would get that number if you divide 16 hours by 40 hours. And 0.6 FTE, you would get that by dividing 24 hours by 40 hours, under technical assistance provider.

Moving on to the third example, the grant funded a full-time tribal cultural specialist, who was hired two months into the reporting period. In this case, you would need to prorate the FTE to reflect four months out of the six-month reporting period.

The correct FTE under Tribal Cultural Specialist would be 0.67 FTE. And you would get that number if you divided four months by six months.

(Minute 10:15) Section B – Purpose Areas

That's everything for the staff section, moving on to the next Section, B. Purpose Areas. So for **Question 13**, Purpose Areas, all grantees should complete this question.

You should check all purpose areas that apply to activities engaged in with Tribal Coalitions Program funds during the current reporting period. It will be a red flag to us if you don't check any purpose areas.

If you're not sure which purpose areas apply to your grant program, you should refer to the grant proposal. If some of your purpose areas changed, you can check them in this question. Your program manager must approve all changes to your purpose areas. Your OVW program manager will pay close attention to this section.

Question 13a, Program Priority Areas addressed by your grant, if your project addressed any of these priority areas identified, by the Tribal Coalitions Grant Program Application and program guidelines during the current reporting period, list them below.

Question 14, Culturally Specific Activities, and, again, all grantees should complete this section. List all culturally specific activities that your tribal coalition engaged in during the current reporting period and the communities served. Check the box in the first column if the activity was funded with Tribal Coalitions Program funds.

Question 15 in this section is optional. It's basically additional information. So please use this space to provide additional information on the effectiveness of your culturally specific activities funded or supported by a Tribal Coalitions Program grant.

You may provide examples, data, or any other information about your culturally specific activities beyond what you have provided in the data above.

(Minute 12:20) Section C1 – Training

Moving on to the next section, which is Training. So training is defined as activities for professionals, or volunteers acting in the role of a professional, to improve their response to victims/survivors as it relates to their role in the system.

Please complete this section if grant funds directly supported the training of non-grant funded people, who are professionals, or volunteers acting in the role of a professional. Do not count staff development of grant funded staff or community education in this section.

So when you're thinking about whether or not to count something as training, think about your audience. If you are presenting to a group that is typically not seen as professionals that work with victims/survivors or offenders, you should question whether you are providing training or rather doing community education.

So here we have an example of training. So grant funds supported eight computer-based trainings that were offered statewide and focused on domestic violence and sexual assault. Grant funds also supported two workshops for tribal DV professionals and three statewide workshops for SA professionals. One conference and two teleconferences were provided by another funding source.

So in this case, you would report the eight grant funded computer-based trainings and the five workshops in **Question 12**, because the other trainings were not grant funded.

One hundred and twenty five professionals attended the grant funded computer-based training event. Sixty five professionals attended the grant funded workshops. Eighty five professionals attended the conference and teleconferences, which were provided with other funds.

So in this case, in **Question 17**, you would only report the 190 professionals that were trained with grant funds. As you can see, it totals up to 190.

(Minute 14:55) Section C2 – Community Education

So moving on to Section C2, which is Community Education. Education is defined as the dissemination of general information that may increase public awareness of sexual assault, domestic violence, dating violence, and stalking. Report the number of people attending education events as tribal or non-tribal in **Question 21**.

Moving on to the examples. Grant funds supported ten community events and eight school presentations. 850 tribal and 245 non-tribal community members were reached at the community events. And 620 tribal students and 300 tribal parents/guardians were reached through the school presentations. In the case, grant funds supported all the above activities. Therefore, all events should be reported in **Question 20** and all people educated in Question 21.

(Minute 16:20) Section C3 – System Advocacy

Moving on to the next section, which is Section C3, System Advocacy. If Tribal Coalitions Program funded staff engaged in system advocacy or if Tribal Coalitions Program funds directly support system advocacy, then check "yes" and answer **Questions 24 to 27**. If not, check "no" and skip to Section C4.

So Question 24, system advocacy activities, for the purposes of this form, system advocacy is an activity intended to effect policy and/or procedural change in order to improve institutional responses to sexual assault and/or domestic violence.

For Question 24, check all system advocacy activities that apply and indicate whether they were sexual assault or domestic violence activities or both. No federal appropriated funding made

available under this grant program may be used directly or indirectly to support the enactment, repeal, modification, or adoption of any law, regulation, or policy at any level of government without the express, prior written approval of OVW. So in other words, no lobbying is allowed.

Moving on to the next question, **Question 25**, report the total number of meetings convened in the first two columns and attended in the second two columns of the form. Report on the number of meetings attended, not the number of people or staff attending.

For example, if you have three Tribal Coalition funded staff attend one meeting, with a child welfare agency, count this as one meeting. You should also count the meetings attended by staff that are partially funded by a Tribal Coalitions grant.

Report the meetings convened or attended based on the group with whom you were meeting. If there were multiple agencies represented, count it as a multidisciplinary meeting. The "meetings convened" are the meetings that you arranged or hosted. "Meetings attended" are meetings that you attended that were arranged and hosted by another person or agency.

So, for example, the three sexual assault Tribal Coalition Program funded staff attended a meeting with the tribal government officials. Count this as one "meeting attended" with tribal government agency staff.

So the next question is **Question 26**, Coordination Activities. Check all that apply. Indicate methods used during the current reporting period to coordinate state victim services activities and/or to collaborate and coordinate with federal, state, and local entities engaged in violence against women.

So for example, toll-free telephone number, website, email, newsletter, et cetera. Check all that apply. Tracking availability of victim's services could include use of a database, other survey types, and data collection.

(Minute 19:45) Section C4 – Policies

Moving on to the next section of the reporting form, which is Policies. So **Question 28**, policies, report any policy you developed. This is a unique process developing, substantially revised, or implemented during the current reporting period.

In the unusual circumstance that you need to use the "other" category, be specific about the actual policy that was developed or implemented. And use the narrative section to explain the policy.

So to develop a policy means to create a new policy or protocol. To substantially revise means to make a significant amendment to an existing policy or protocol. The implementation is to carry out a new or revised policy or protocol as standard practice.

If you did not complete the development, revision, or implementation of any policies during this reporting period, and you are in the process of developing, revising, or implementing a policy, please check the most appropriate, but only one other category, and report in development.

(Minute 21:00) Section C5 – Products

So moving on to Section C5, Products. You would enter a number developed or revised, usually one, title, topic, intended audience, number used not printed, and then if it was produced in another language. Identify in "other" or leave blank if not.

If you did not develop or revise a product in that period but distributed it, fill everything out except number developed or revised. Likewise, if you just developed it but have not distributed it yet, fill out everything except number used or distributed.

(Minute 21:50) Section C6 – Technical Assistance

Moving on to the next section, Section C6, Technical Assistance. So if your Tribal Coalitions Program funds were used for technical assistance during the current reporting period, check "yes" and answer **Questions 31** and **32**. If not, skip to the next section.

So Question 31, number of technical systems activities, report the total number of technical assistance activities provided during the current reporting period, indicating whether they were site visits or other types of consultation.

So technical assistance is defined as a wide variety of activities designed to facilitate individual or agency change, in some systematic manner, by providing expertise to solve a problem. Examples of technical assistance activities include clarifying legislative and policy implementation and/or standards of service, technology consultation and assistance with problem solving.

So a site visit is an in-person visit made to an agency or other location for the purpose of providing technical assistance consultation. And other technical assistance consultation is defined as technical assistance consultation conducted by telephonic, electronic, or other types of contacts other than site visits. Each contact should be counted as one consultation.

Moving on to the next question, which is Question 32, topics of technical assistance. Check all topics that were covered in the technical assistance activities reported in the previous section.

The technical assistance provided may be categorized by more than one topic. Grantees should make this determination. Check all that apply.

(Minute 24:00) Section C7 – Organization Development and Capacity Building

Moving on to the next section, Section C7, Organizational Development and Capacity Building. If your Tribal Coalition funds were used for capacity building during the current reporting period, check "yes" and answer **Questions 34** and **35**. If no, skip to Section D, which is Narrative.

So Question 34, Coalition Development and Capacity Building, check all of the capacity building activities that were engaged in with Tribal Coalitions Program funds during the current reporting period. Check all that apply.

Capacity building is investment in people, institutions, and practices that enables people and institutions to improve their problem solving capacities and achieve their objectives. Do not report repairs or routine maintenance. However, if you upgraded your equipment, and it allowed you to expand your technological capacity, you can report it here.

Question 35, System Privacy, indicate whether you consider system privacy and/or security when purchasing and developing software. This is purely a yes or no question.

(Minute 25:25) Section D – Narrative

So moving to Section D, Narrative, **Question 36**, status of Tribal Coalitions Program grant goals and objectives. Report on the status of the Tribal Coalitions Program grant goals and objectives as of the end of the current reporting period. Report only on the status of your approved goals and objectives.

You should refer to your original grant proposal if you are not sure of your grant program's goals and objectives. Your OVW program manager will pay close attention to this question.

This question enables them to monitor the status of your goals and objectives, indicate whether the activities related to your objective for the reporting period have been completed, are in-process, are delayed, or have been revised.

You should include any additional information that you think your OVW program manager needs to know to understand what you have and have not accomplished.

Comments on your successes and challenges-- if you have not completed the objectives that should have been completed during this reporting, you must provide an explanation.

You're only required to answer Questions 37, 38, once a year, on the report for the January to June reporting period. However, if you choose to respond for the July to December reporting period, we will certainly analyze the data provided.

So **Question 37**, remaining areas of need-- report on what you see as the most significant areas of remaining needs, within your service area, with regards to increasing victim/survivor safety and offender accountability.

You should report not only on the needs of your program but needs within the community, needs of victim/survivors, challenges, barriers, et cetera. These needs have to be related to the scope of your grant program.

Moving on to the next question, **Question 38**, Tribal Coalitions Program grant funding. What has the Tribal Coalitions Program and the funding allowed you to do that you could not do prior to receiving this funding? For example, has the funding enabled you to identify gaps in services, improve culturally appropriate services to underserved populations, staff coalition office full-time, or increase the participation rate of historically underserved communities in coordination meetings? Be as specific as possible.

If you have any information about what it was like before receiving Tribal Coalitions Program funding, that you can compare with results that occurred after receiving the funding, we would really like to know about it. We can use stories and statistics that you provide when we write our aggregate report for OVW.

Moving on to the next two questions, Questions 39 and 40. Both of these questions are optional, actually. Please limit your response to two pages for this question.

So **Question 39**, additional information on the effectiveness of the Tribal Coalitions grant funded program. Please provide additional information regarding the effectiveness of the Tribal Coalitions grant funded program.

If you have not done so elsewhere on this form, you may want to report on systems-level changes, community collaboration, or removal or reduction of barriers and challenges for victim/survivors, promising practices, and positive or negative unintended consequences.

Discuss what you think are the key parts of the coalition's effectiveness. This question is not restricted to only grant funded activities, but it is helpful if you identify what of the activities was supported with the Tribal Coalitions Program grant.

If you feel that certain aspects of your program's effectiveness is the result of the Tribal Coalitions Program grant, but it was not actually supported with the grant fund, you can discuss it in this question.

Question 40, additional information on data-- 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 funded staff, for example, trainers, but did not report any corresponding training activities, you may explain why.

Or if you did not use program funds to support either staff or activities during the reporting period, please explain how program funds were used if you have not already done so anywhere in the form.

So once you complete the form, you must go to the last page of the form and click the Validate button. The validation process will highlight any missing or incomplete information and ask whether you wish to return to the section to review or change the data.

When this happens, you may see one of two warning messages. One type is a validation error message with a red X. If you receive this type of message, it means you are missing some of the required information. If you want to fix this error, click Yes, and it will bring you back to the exact question on the form. If not, click No and continue with validation. Note, you will not be able to complete the validation process until you fix this validation error.

The second type of warning is the reminder with the yellow exclamation point. This type of message indicates that something on the form looks like it may be incorrect. You do not have to make a correction to the form to successfully validate when you get this message. If you want to review the field, click Yes, and it will bring you back to the exact question on the form. If not, click No and continue with validation.

So after correcting or completing missing information, return to the bottom of the form and press Validate until all sections of the form are complete. You will receive a third warning message, which is not a warning at all, but a validation success.

At this point, your form has been successfully validated and is ready for you to submit through GMS.

So here we have a couple of reminders. So please use Muskie's website for the following information to help you with your progress report. These are the products and information you can consistently find on our website. We also post important updates and notification letters, from OVW, regarding important requirements for new grant programs as well as when the progress reporting forms become available for those programs.

So if you have any questions as you are filling out the reporting form, please feel free to call or email Muskie's VAWA MEI, your program specialist, or GMS. So as you can see on the screen, these are the phone numbers to reach Muskie, OVW, or GMS.

Thank you so much. I hope this training was helpful. Have a great day.