

Reporting Guidance for New Campus Grantees

VAWA Measuring Effectiveness Initiative:

TA/Training on content of the reporting forms:

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Section A1. General Information

Grantees should fill out all questions in this section every reporting period. If you are in the planning phase, answer question 10 by indicating the percentages you plan to direct program funds to.

Section A2. Staff Information

This section should be filled out if Campus funds were used to support any staff time during the current reporting period.

Section B. Purpose Areas

Per OVW, if you have a new grant and have not yet begun working under your program purpose areas, check off one purpose area to get the form to validate and explain in the narrative section that your work has yet to begin. When approaching this section, do not check off any areas that you are not doing yet or you are not doing anymore.

Section C1. Minimum Requirements

Per OVW, during the planning phase of the grant (year one) grantees should not complete Section C1 Minimum Requirements of the progress report *except for* questions 22-25 which report coordinated campus and community response activities.

Questions 14-21 capture mandatory prevention and education program events for incoming students and training events for campus police/security officer that occur once program implementation begins (years two and three) and after the strategic plan is approved. **Please see subsections below for guidance on how new grantees should fill out this mandatory section in order to validate the progress report.**

Questions 14-17: Mandatory Prevention and Education Programs for Incoming Students

Only approved events for incoming students should be reported in Section C1 Minimum Requirements. Per OVW, mandatory prevention and education programs for incoming students have to be approved by an OVW Program Specialist, even if funded by another source. OVW states that, *"All program activities that are meant to meet the program requirements (whether grant funded or not), must receive approval prior to implementation."* For this reason, new grantees typically do not yet have approved activities to report.

If you are in the planning phase (year one of the grant) and/or you have not started mandatory prevention and education programming for incoming students, please do the following in order to validate the progress report:

- a) Report "0" in **question 14**, prevention and education program events provided to students.

- b) Report “yes” or “no” in **question 15** based on if the grantee institution plans to collaborate with campus and community-based victim advocacy organizations for future programming.
- c) Report the total number of incoming students in both the “Total number of incoming students” category and the “Number incoming not educated” category in **question 16a**.
- d) Use narrative **question 16b** to explain why incoming students have not been educated, i.e. *“we are in the planning period, thus implementation activities will begin after the strategic plan is approved.”*
- e) Do not check off any topics of prevention and education in **question 17**.

Questions 18-21: Mandatory Training for Campus Security and Judicial/Disciplinary Boards

If you are in the planning phase (year one of the grant) and/or you have not started mandatory training for campus police/security officers and judicial/disciplinary board members, please do the following in order to validate the progress report:

- a) Report “0” for program events provided in **question 18**.
- b) Do not check either “yes” or “no” for **question 19**.
- c) Report “0” for the number of people trained in **question 20**.
- d) Do not check off any topics of trainings in **question 21**.

Questions 22-25: Coordinated Campus and Community Response

Per OVW, grantees should be meeting with their CCR teams throughout the entirety of the grant, including during the planning phase (year one). Therefore, these are the only questions in Section C1 that should be filled out if you are just beginning your grant.

For **questions 22** (Campus-based CCR) and **question 24** (External CCR), check off groups and organizations that make up your CCR teams, including members who you do and do not have a signed MOU. Use narrative **question 23** and **question 25** to detail what your team has been doing the last six months.

Section C2. Policies

Grantees in the planning period should only report in this section if they have used funds to support and applicable activities.

Section C3. Training

Grantees in the planning period should not report any activities in this section unless OVW has approved training during this period.

Section C4. Campus Education

Grantees in the planning period should not report any activities in this section.

Section C5. Products

Grantees in the planning period should only report in this section if they have used funds to support and applicable activities.

Section C6. Data Collection and Communication Systems

Grantees in the planning period should only report in this section if they have used funds to support and applicable activities.

Section C7. System Capital Improvement

Grantees in the planning period should only report in this section if they have used funds to support and applicable activities.

Section D. Victim Services

Grantees in the planning period should not report any activities in this section.

Section E. Campus and Community Measures

New grantees should use available data from their Clery Act report to answer question 49. If you do not yet have a system in place to track and report these numbers, report to the best of your ability and describe exactly where the numbers came from, what they reflect, and the time period they represent in the narrative question 52.

Section F. Narrative

Grantees should always complete the narrative section of the progress report, whether you are in the planning or implementation phase. Please use the following guidance to inform your narrative writing.

Question 54: Grants Goals and Objectives

- a) Grantees should use the goals and objectives they listed in their original submission while in the planning year, but state that these activities have not been conducted since they are in the planning year.
- b) After the strategic plan has been submitted, grantees should use the strategic plan goals and objectives for the narrative section.
- c) Grantees should detail the status of each goal/objective as “in progress,” “delayed,” “completed,” or “revised” in the “Status” text box above the larger “Goals/Objectives” text box. Grantees should provide enough details in the “Goals/Objectives” text boxes so that OVW can understand what activities have been conducted under each goal and what progress has been made.

Questions 54-58: General Guidance

- a) The narrative section should detail Campus grant-funded activities that have happened, not what will happen.
- b) If you are in the planning phase (year one of the grant) and therefore have not reported data in most sections of the report, use **question 58** to indicate that your grant activities have not yet begun and this is why the form is blank.