



Sexual Assault Services Formula Grant Program

VIOLENCE
AGAINST
WOMEN ACT

MEASURING
EFFECTIVENESS
INITIATIVE

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Who We Are

Our Mission

- Support OVW in tracking and measuring the work of VAWA grantees
- Provide technical assistance to VAWA grantees

**We are the experts on progress reporting so
you don't have to be!**

Today's Training Goals

- **To improve your understanding of:**
 - The overall reporting process
 - How to respond to questions on the SASP Administrator Annual Progress Reporting Form
- **To learn:**
 - Tips and best practices for reviewing SASP Subgrantee reports
 - About available resources and guides for SASP Administrators
 - Who to contact for assistance with the forms

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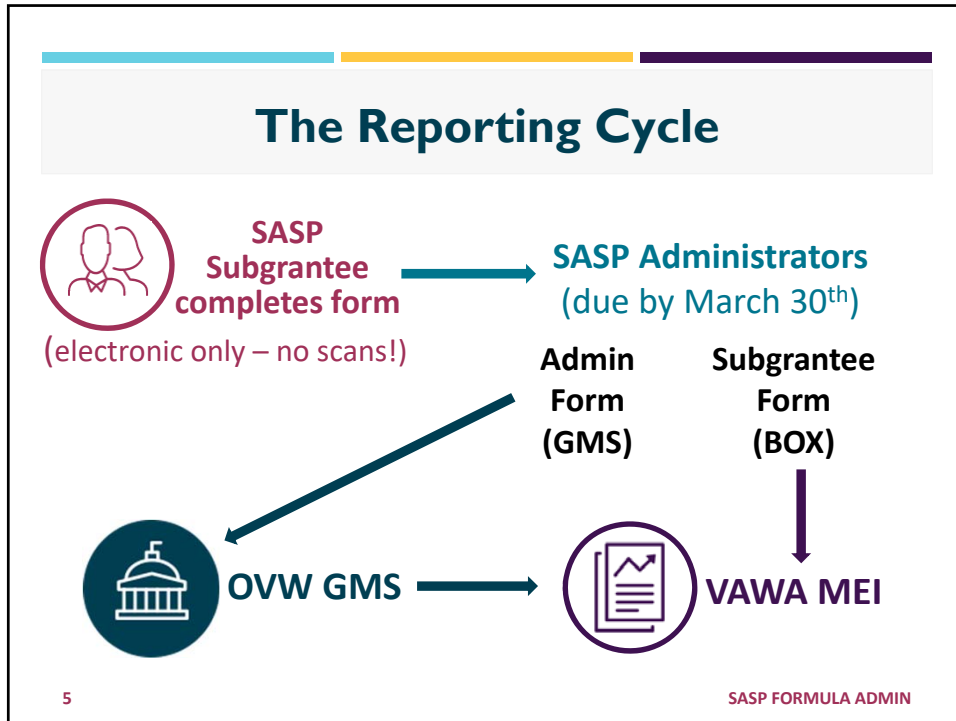
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Why does this data matter?

- **Communicate with OVW** – shares subgrantee work and success stories
- **Understand the scope of domestic and sexual violence** – trends, promising practices, and areas of need
- **Measure and report on VAWA's effectiveness**
 - Annual All State Profiles
 - Attorney General's Report to Congress
 - SASP Report to Congress


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Who do I call for help?

- If you have questions on the content of the reporting form
- If you have questions about submitting the SASP subgrantee data
- If you would like to receive technical assistance directly from staff via email or phone

 **VAWA Measuring Effectiveness Initiative**
1-800-922-VAWA (8292)
vawamei@maine.edu
www.vawamei.org

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Who do I call for help?

- **If you have Grants Management Information System (GMS) technological, web-based questions**
 - OVW GMS** (available during business hours)
 - 1-866-655-4482
 - OVW.GMSSupport@usdoj.gov
- **If you only need password assistance**
 - OJP GMS** (8am-12am)
 - 1-888-549-9901
 - GMS.HelpDesk@usdoj.gov



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Who do I call for help?

- **If you need to verify award-supported activities**
- **Cannot submit your progress report by the deadline**



Office on Violence Against Women
202-307-6026
<https://www.justice.gov/ovw>

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SASP Administrators Reporting Form

- Administrators are required to fill out a separate reporting form for each Federal Fiscal Year (FFY) from which funds were awarded to subgrantees or returned by subgrantees during the reporting period.
- The reporting period is a 12-month calendar year (January to December)

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SASP Administrators Reporting Form

Tips for successful data reporting:

- Read the instructions, examples and tools
- Do not use acronyms or abbreviations
- Reach out to OVW, GMS, or VAWA MEI for assistance

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SASP Administrators Reporting Form

➤ Question 7

- SASP Program funds awarded to subgrantees and amount of funds returned during current reporting period
- Filling out a separate reporting form for each FFY from which funds were awarded to subgrantees or returned by subgrantees during the current reporting period

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SASP Administrators Reporting Form

➤ Question 8A

- Report funds from the fiscal year in question which were spent on administrative costs during the current reporting period
- Also report the funds from the fiscal year in question which were spent on administrative costs in previous reporting periods

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SASP Administrators Reporting Form

➤ Question 8B

- If you reported any funds used for administrative costs in Question 8A, please provide a detailed description of the amount and the type of cost in the narrative.
- If you give administrative funds to your coalition for administration, it should still be reported here.
- Coalitions do not fill out a subgrantee form for administrative funds.

➤ Question 9

- Include the list of subgrantees that you awarded funds to as an attachment in Appendix A

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SASP Administrators Reporting Form

➤ Required narrative questions

- Question 10. Underserved populations
- Question 11. SASP funding and other funding
- Question 12. Remaining areas of need

➤ Optional narrative questions

- Question 13. What has this funding allowed you to do?
- Question 14. Model programs/promising practices. Encouraged to provide a selection of examples of SASP-funded programs for Report to Congress.
- Question 15. Use for data irregularities or explanations

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Administrator Role in Subgrantee Reporting

- **SASP Administrators can support subgrantees on how to report their data by:**
 - Answering subgrantee questions about the form
 - If you are unsure of how to answer a subgrantee question, administrators can reach out to VAWA MEI for support
 - Reminding subgrantees to click the "Validate" button (on the last page of the form) prior to submitting the form to the administrator
 - Reviewing each subgrantee report and addressing any errors or misunderstandings with the subgrantee
 - Request the subgrantees make changes as required, or make the necessary changes directly.

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Reviewing Subgrantee Reports

- **Before sending the subgrantee reports to VAWA MEI, SASP Administrators should review them to:**
 - Check that the report is a fillable PDF and that the version is not a scanned copy.
 - Make sure each subgrantee submits only one subgrantee report for a calendar year which includes all SASP funded activities for that calendar year (even if funds from multiple SASP subgrantee awards were used during that time)
 - Make sure subgrantees only report on grant-funded activities

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Reviewing Subgrantee Reports (cont')

- **Before sending the subgrantee reports to VAWA MEI, SASP Administrators should review them to make sure that the form is successfully validated!**
 - The validation process will find major errors, like if a grantee reported victim services but did not report demographics
 - Request the subgrantees make changes as required, or make the necessary changes directly

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SASP Report to Congress

- Part 1: Allocation and distribution of SASP Program funds
- Part 2: Effectiveness of SASP Program
- Part 3: SASP Aggregate Accomplishments
- Appendices: State-by-state allocations, victims served, and demographics by state

Available on the VAWA MEI website!

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SASP Subgrantee Reporting Form

Tips to tell subgrantees for successful data reporting:

- Read separate instructions
- Use the “other” category only as a last resort
- Use optional information questions to discuss successes, provide more detail, or explain data issues
- Do not use acronyms or abbreviations

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Section A I: General Information

- All grantees must fill out this section
- *Side note:* Throughout the form, if subgrantees need more clarification about a specific question, suggest that they click on the “?” icon and more instructions and/ or examples will pop up.

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Section A2: Staff Information

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Tips for Reviewing Staff Section

- Check that staff have been reported by activity performed rather than job title
- Staff FTEs should be pro-rated for the 12-month period
 - If SASP funds did not directly support staff, FTEs may be calculated with organization staff using the percentage of overall budget that SASP comprises
- Make sure FTEs are reported to the second decimal (i.e. 1.00 FTE)
 - If you see an FTE above .50 verify with subgrantee that the FTEs are pro-rated and that only SASP-funded staff are reported

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Q.8 Staff: Calculating FTEs Guide

Calculations: based on 52 weeks, or 2,080 working hours in a 12-month reporting period

1.0 = (40 hrs/week, 2080 hrs/12 months)

.50 = (20 hrs/week, 1040 hrs/12 months)

.40 = (16 hrs/week, 832 hrs/12 months)

.25 = (10 hrs/week, 520 hrs/12 months)

.10 = (4 hrs/week, 208 hrs/12 months)

FTE = hours worked in the 12-month reporting period, divided by 2080, or full-time weekly hours multiplied by 52 weeks

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Q.8 Staff - Stipends or On-call

How to translate money spent on stipends or on-call into FTEs:

- Subgrantees should average full-time advocate salary in their geographic area and then use that estimate as their basis to convert the total amount paid out in stipends into an FTE.
- **Example:** If a subgrantee usually pays \$30,000 for a full-time advocate salary, and \$10,000 was spent on stipends, this would translate to 0.33 Victim Advocate FTE.

Have subgrantees detail how they calculated this in narrative Question 24

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Q.8 Staff – Outreach Worker vs. Victim Advocate

Outreach work encompasses:

- Outreach to **victims/survivors** regarding services offered by the SASP-funded program
- Outreach to **other community agencies** regarding services offered by the SASP-funded program

Victim Advocate work encompasses:

- Assisting a victim/survivor in accessing needed resources or services
- Providing crisis intervention, safety planning, and support during medical exams

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Q.8 Staff – “Other Category”

- “Consultants,” “contractors,” and “vendors” should not be reported in the other category. Have subgrantees report them by the functions they performed
- If more than one staff other is reported, make sure the subgrantee includes the FTEs for each “other” reported

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Q.8 Staff – “Other Category”

- If reported other is a close fit to an existing category, have subgrantee report in the existing category
 - (e.g. “hotline advocate” should be reported as “victim advocate” and “court advocate should be reported as “legal advocate”)
- “Guide to Staff Others” available on the VAWAMEI website:

<https://www.vawamei.org/wp-content/uploads/2018/01/SASP-Guide-to-Staff-Categories.pdf>


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Section B: Statutory Purpose Areas

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Section C: Informational Materials

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Section D: Victim Services

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Tips for Reviewing Victim Services Section

- SASP Subgrantees **must** complete this section
- Most of the data requested in the Victim Services section is congressionally mandated
 - Congress wants to know how many victims/survivors seeking services were served and how many could not be served
- Victim services provided by volunteers should be reported if they are supervised or coordinated by SASP-funded staff
 - Subgrantees **should not** report FTEs for volunteers, but **should** report their activities

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Reporting Victims Served

- When a subgrantee is considering reporting a victim/survivor, they should consider:
 - What services did the victim request or accept?
 - What services are funded by the grant?
 - Is the person a primary victim of sexual assault?

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Q. 11 Served, Partially Served, & Not Served

- **Served:** received all requested services that are provided by SASP funds
- **Partially served:** received some but not all requested services that are provided by SASP funds
- **Not served:** received none of the requested services that are provided by SASP funds
- **Not counted:** Requested services not funded by SASP, or did not request/accept SASP-funded services that were offered

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Q. 12 Secondary Victims Served

- Secondary victims could be children, siblings, spouses, relatives, etc., indirectly affected by sexual assault
- They must have received services, but do **not** necessarily need to be tied to a primary victim/survivor reported in Question 11 (i.e. a secondary victim may be receiving services even if the primary victim is not receiving services from the SASP-funded agency)

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Q. 14 Demographics

- When checking subgrantee reports, make sure that the:
 - Race/ethnicity total is equal to or greater than the sum of 11A&B
 - The gender and age totals are each equal to the sum of 11A&B

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Q. 17 Hotline Calls, Information, and Referral

- OVW asks that subgrantees only report grant-funded activities:
 - The subgrantee should report all hotline calls handled by the grant-funded staff and/or the volunteers they supervise.
OR
 - The subgrantee should prorate their agency's total hotline calls to reflect what portion or percent of hotline calls that grant funds support.

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Q. 18 Outreach

- OVW asks that subgrantees only report grant-funded activities:
 - If 100% of the unsolicited outreach activities are funded by the SASP-F grant, then the subgrantee should report the agency's total number of outreach letters in q.18
 - If SASP-F grant funds make up a piece of the subgrantee's budget for unsolicited outreach activities, then the subgrantee should only report the percent of the agency's total number of outreach letters that is supported by SASP-F grant funds.

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Section E: Narrative

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www.vawamei.org

- Watch this closed captioned recording for SASP Administrators
- Send subgrantees the link to watch a recording about filling out the SASP Subgrantee Reporting Form
- Access the “Helpful Hints For SASP Administrators” for reviewing subgrantee reports
- Review the “Quick Guide for Reviewing Subgrantee Reports”
- Download the “Guide to Staff Categories” and/or the “Guide to Victim Services Categories”
- Access the “SASP Victim Services Correction Form”
- Contact Us

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Thank you!

VAWA MEI

1-800-922-VAWA (8292)

vawamei@maine.edu

vawamei.org



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