

# **Consolidated Grant Program to Address Children and Youth Experiencing Domestic and Sexual Assault and Engage Men and Boys as Allies (Comprehensive Projects)**

VIOLENCE  
AGAINST  
WOMEN ACT

MEASURING  
EFFECTIVENESS  
INITIATIVE

This project was supported by Grant No. 2017-TA-AX-K059 awarded by the Office on Violence Against Women, U.S. Department of Justice. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Justice, Office on Violence Against Women.

# 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!**

# COVID-19 General Reporting Guidance

- **The progress report due date remains January 30, 2021**
  - Use narrative questions to discuss the impact of COVID-19 on grant supported activities
  - Use question 45 to discuss issues with data collection
- **If you are unable to collect data for the report**
  - Do not estimate
  - Any numbers reported should have adequate source documentation
  - Use narrative fields to explain missing data or activities you are unable to quantify right now

# COVID-19 General Reporting Guidance (Continued)

- **Do not use a future period's progress report to report activities that took place in July to December 2021**
  - Contact your OVW Program Specialist if data becomes available after you submitted the July-Dec 2021 report
- **Tips for validating the progress report if a data field should be blank but is giving a validation warning**
  - Enter "1" in any field which cannot remain blank
  - Then use question 45 to explain "*We entered 1 in question 38 in order to validate the form. The number should be deleted.*"

# COVID-19 Reporting Guidance for Narrative Questions

- **Include words like “COVID-19” and “pandemic” when describing COVID-19 related adjustments to programing or when explaining incomplete or missing data**
  - Use Question 40 to explain how the pandemic has impacted the status of your grant goals and objectives
  - Speak to any no cost-extensions or other delayed or revised activities that have been approved by your program specialist

# Reporting Guidance for Policy Changes Related to COVID-19

- **For policy changes that have been implemented as a result of the pandemic**
  - Use Section C3 Policies, narrative question 22, to describe the policy changes

# COVID-19 Reporting Guidance for Training

- **Tracking training attendees for events that were switched to online platforms**
  - Collect information on registrants' professional fields in online registration forms
  - Report webinar registration and participant numbers as people trained
  
- **Reporting events that were planned but later canceled due to COVID-19**
  - Describe training format changes and delayed or canceled events in the narrative questions of the form

# COVID-19 Reporting Guidance for Victim Services Data

- **If you are experiencing data collection challenges related to victim services information**
  - Report missing demographic information in the “unknown” categories
  - Use the narrative fields to explain missing data and data collection challenges



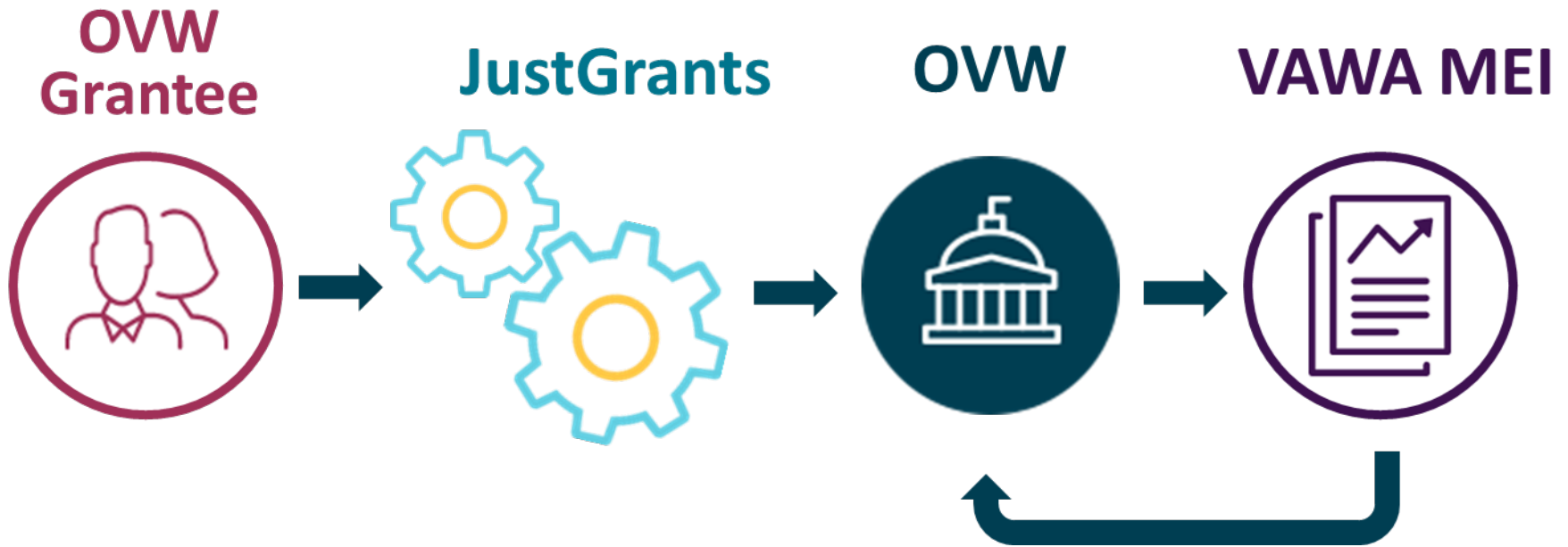
# COVID-19 Resources

- **Office on Violence Against Women (OVW) guidance for grantees**
  - <https://www.justice.gov/ovw/resources-and-faqs-grantees#covid>
- **Futures Without Violence resource list**
  - <https://www.futureswithoutviolence.org/get-updates-information-covid-19/>
- **TA2TA COVID-19 resource hub**
  - <https://www.ta2ta.org/resources-and-information-on-covid-19-response.html>

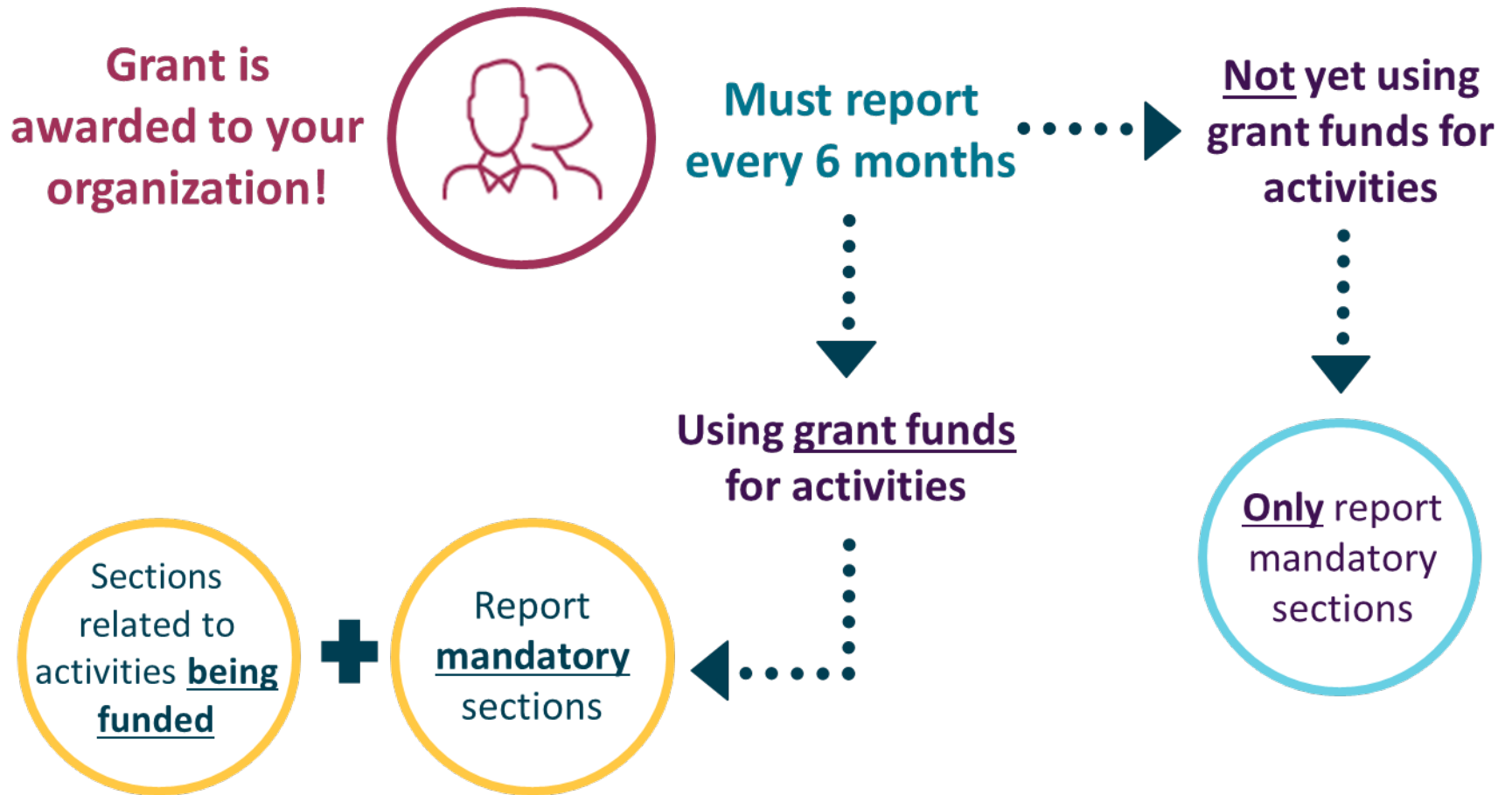
# VAWA MEI COVID-19 Resources

- **VAWA MEI COVID-19 FAQs and Contact Us Form**
  - <https://www.vawamei.org/tools-resources/faqs/category/covid-19-faqs/>
  - <https://www.vawamei.org/contact-us/>
  
- **Reporting in a Pandemic “Office Hours” recording**
  - <https://www.vawamei.org/tools-resource/reporting-in-a-pandemic-training-video/>
  
- **Crafting Narratives Webinar Video & Narrative Examples**
  - <https://www.vawamei.org/tools-resource/crafting-narratives-training-video/>
  - <https://www.vawamei.org/tools-resource/examples-of-grantee-narrative-data/>

# The Reporting Cycle



# How to Approach the Reporting Process



# Why Your Data Matters!

- Your data directly communicates to OVW about the work you are doing and your successes and challenges
- Grantee data helps shed light on the scope of domestic and sexual violence – including trends, promising practices, and areas of need
- Grantee data contributes to performance measurement and is used for special data requests and the Attorney General's Reports to Congress

# Data Reporting Request from OVW (1 of 2)

## Training and Technical Assistance:

- OVW is looking to gather more information on what grantees find helpful or unhelpful in the training and technical assistance that is offered to them.
- OVW is encouraging grantees to use the additional information narrative question (question 44) to discuss the OVW-sponsored training and technical assistance they have received.

# Data Reporting Request from OVW (2 of 2)

## Example questions you might answer:

- Did you go to an OVW-funded training and bring back some policies or concrete practices?
- Did you learn something new and useful from an OVW-funded webinar?
- Did you get help from an OVW-funded TA provider to navigate a challenging issue in your community?

# Data Reporting Update from OVW

- As of the July to December 2019 reporting period, OVW is no longer asking grantees to report number of products distributed.
  - If you would like to share information about products distributed, please use the narrative
- Grantees should still report all other parts of the products section:
  - Number developed/revised
  - Title/topic
  - Intended audience
  - Other languages



# Special Reporting Instructions Reminder

- The CEV form was created prior to the CY program so the form is not an “exact fit” for what you are being asked to report
- Section D and E are the two sections that you will need the special instructions for when filling out
- Download the instructions from our website

# Section A I: Grant Information (1 of 2)

- **All grantees must fill out this section**
  - The form will not validate if this section is not filled out
- **Question 1**
  - Fill in the date you submit the report
- **Questions 2-4**
  - The reporting period is pre-populated. Enter the “Entity Legal Name” and federal grant number assigned to your award.
- **Questions 5&6**
  - Provide information about the type of organization funded by this grant

# Section A I: Grant Information

## (2 of 2)

### ➤ Question 7

- Provide contact information for the person who knows the most about the day-to-day activities of the grant program
- This is who we will contact if we have questions about your report

### ➤ Questions 8a – 8c

- Indicate whether or not your grant supported underserved populations during the current reporting period and provide additional information about the populations served

# Section A I: Grant Information

## ➤ Question 9

- Identify if this grant specifically addresses tribal populations
  - Please be specific when you list tribes and nations, do not write “all tribes in our area”

## ➤ Question 10

- Estimate the percent of grant funds directed to each area – you determine this each period

# Section A2: Staff Information (1 of 2)

- **Funded under the CY grant**
  - Only report FTEs for staff whose salary is provided, fully or partially, by CY funds (including staff time of contracted work)
- **Report by activity performed rather than job title**
  - If staff members fall into 2 or more categories, divide FTEs among applicable categories
- **Report to the second decimal (i.e. 1.00 FTE)**

# Section A2: Staff Information

## (2 of 2)

- **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 CY program funds
- **Use of “Other” category**
  - Be specific and correlate each entry with FTE amount
  - Do not report “consultant” or “intern” in other since those do not describe the function of the position

# A2 Staff: Calculating FTEs Guide

**Calculations: based on 40 hours per week for 26 weeks or 1,040 working hours in a six-month reporting period**

Worked for 40 hours/week for 26 weeks = 1.00 FTE

Worked for 20 hours/week for 26 weeks = 0.50 FTE

Worked for 16 hours/week for 26 weeks = 0.40 FTE

Worked for 10 hours/week for 26 weeks = 0.25 FTE

Worked for 4 hours/week for 26 weeks = 0.10 FTE

**FTE** = hours worked in the 6-month reporting period, divided by 1,040

# Staff Example I

Your organization received a CY Program grant that was used to fund one full-time Outreach worker whose salary is 75% funded by the grant and another full-time Outreach worker whose salary is 15% funded by the grant. What FTE would you report?

- A. 0.90 FTE
- B. 1.50 FTE
- C. 2.00 FTE



# Staff Example I Answer

**Remember:** Report only grant-funded staff time

In this case, you would report only CY program funded personnel time. The correct FTE under “Outreach Worker” would be 0.90 FTE (0.75 + 0.15).

## Staff Example 2

Your organization received a CY Program grant that was used to fund a full-time program coordinator who spends 26 hours per week coordinating program activities, and 14 hours per week providing victim advocacy. What FTE(s) would you report?

- A. 1.00 FTE Program Coordinator
- B. 0.65 FTE Program Coordinator and 0.35 FTE Victim Advocate
- C. 0.50 FTE Program Coordinator and 0.50 FTE Victim Advocate

# Staff Example 2 Answer

**Remember:** Report by job function, not title

In this case, you would divide staff time by function. The correct FTE under “Program Coordinator” would be 0.65 FTE (26 hours/40 hours) and “Victim Advocate” would include 0.35 FTE (14 hours/40 hours).

# Staff Example 3

## Pro-rate FTEs for staff who work only part of the reporting period

The CY Program grant you received funded a full-time trainer that was hired 2 months into the reporting period.

In this case, you would need to pro-rate the FTE to reflect four months of the six-month reporting period. The correct FTE under “Trainer” would be 0.67 FTE (4 months/6 months).

# Staff Example 4

## Convert funding used for contractors or consultants

The CY Program grant paid for a Translator/interpreter. The grant paid for 65 hours of translation services.

In this case, you would need to convert this time into FTEs. The correct FTE under “Translator/interpreter” would be 0.06 (65 hours /1,040 hours).

# Common Staff Reporting Discrepancies

- **High numbers of FTEs in a single category**
- **Staff are not prorated by job function**
  - For example: the staff member facilitating trainings is only reported under the Program Coordinator FTE to match their job title, instead of a more appropriate breakdown between Training/educator and Program Coordinator to represent their job functions
- **FTEs have not been prorated by hire date and/or receipt of funds**
  - For example, the narrative states that a full-time employee was only employed for 2 months but was reported as 1.00 FTE

## Section B: Purpose Areas

- **All grantees must fill out this section**
  - The form will not validate if this section is not filled out
- **Question 12: statutory purpose areas**
  - Refer to your grant proposal to check all that apply
  - Priority areas will vary by solicitation
- **Question 13: program interest areas**
  - Report any program interest areas that you addressed this reporting period

# Section C I: Training

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

- Do not report staff development of grant-funded staff or community education in this section
- A training event can be a 30-minute meeting or class, or a three-day conference. An event is determined by each separate audience that attends



# Section C I: Training, Q I 4, Q I 5

## ➤ Question 14

- Report the number of training events provided by grant-funded staff or directly supported by CY grant funds

## ➤ Question 15

- Report people trained in the professional category that most closely fits with their profession
- Report either as “school-based” or “non-school based” professionals
- Do not report students here unless they are pre-professional

# Section C I: Training, QI 6, QI 7, QI 8

## ➤ Question 16

- Check off all training content areas that apply

## ➤ Question 17

- Use this optional narrative question to describe the effectiveness of grant-funded training activities

## ➤ Question 18

- Use this question to describe the professional development of grant-funded staff

# Training Example

The CY program grant-funded Trainer held six classes for professionals. The audience that attended the training over the 2-week period was relatively the same. The CY grant-funded Trainer also provided two workshops at a conference to two completely different audiences. How many events would you report?

- A. 3 training events
- B. 5 training events
- C. 7 training events

# Training Example Answer

In this case, the correct number of training events is 3 because the 2-week class with 6 sessions equals 1 event and the conference workshops equal 2 events.

Remember, a training event is determined by the audience, not by each time a group meets.

# Common Training Reporting Discrepancies

- **No Trainer/educator FTE**
  - If training or education activities are reported, we expect to see trainer/educator FTEs report in Section A2. Staff
- **High number in single categories**
  - The other category or multi-disciplinary category is high without an accompanying narrative explanation
- **Including non-professionals in the training section**
  - Survivors, community members, parents, and students who are not pre-professional should not be reported as trained

## Section C2: Coordinated Community Response

- **All grantees must fill out this section**
- **Question 19**
  - Provides a picture of the relationships your organization has with other agencies/organizations within your community and the frequency with which you interact with them
  - This should include all agencies and organizations, not just your grant partners
- **Question 20**
  - Use this optional narrative question to describe the effectiveness of CCR activities

# Section C3: Policies

## ➤ Questions 21 & 22

- Report the protocols/policies completed during the reporting period that were supported by grant funds

## ➤ Definitions

- **Develop:** to create a new policy or protocol
- **Substantially revise:** to make a significant amendment to an existing policy or protocol
- **Implement:** to carry out a new or revised policy or protocol as standard practice

# Section C4: Products

## ➤ Question 23

- Report the products that were developed and/or distributed using grant funds during the reporting period

## ➤ Definitions

- **Develop:** to create a new product
- **Substantially revise:** to make a significant amendment to an existing product



# Section D: Victim Services (1 of 2)

- **Most of the data requested in this section is congressionally mandated**
  - Congress wants to know how many of the victims/survivors seeking services were served and how many could not be served
- **Provide information in this section that represents only those victims/survivors served and services provided with CY Program funding**

## Section D: Victim Services (2 of 2)

- **Reminder:** the terms “children” and “child” on the form also refer to youth and young adults
- You will **not** be able to accurately fill out the Victim Services section without using the **Special Instructions**
- Victims who’s primary victimization is sex trafficking/exploitation should be reported in the sexual assault category

## Section D: Victim Services – When to Report a Victim/Survivor

- **To report a victim/survivor in this section**
  - They must have requested or accepted a service(s)
  - The service(s) must be CY grant-funded
  - The victim/survivor must be a primary victim of sexual assault, domestic violence, dating violence, stalking, or sex trafficking/exploitation

## **Section D: Victim Services – When to Not Report a Victim/Survivor**

- **A victim/survivor would not be reported in this section if the victim/survivor**
  - Is seeking only services that are not funded with your CY program grant
  - Did not accept any of the grant-funded services that were offered or recommended
  - Is not a primary victim of sexual assault, domestic violence, dating violence, stalking, or sex trafficking/exploitation

# Section D: Victim Services

## Q24 and Q26 (1 of 2)

- **Questions 24 & 26**
  - **q.24** youth victims
  - **q.26** youth indirectly exposed to violence
  - **Both Questions**
    - **Served:** received all requested services that are provided by CY funds
    - **Partially served:** received some but not all requested services that are provided by CY funds
    - **Not served:** received none of the requested services that are provided by CY funds

# Section D: Victim Services

## Q24 and Q26 (2 of 2)

- **Questions 24 & 26 continued**
  - Individuals reported as served, not served or partially served are an unduplicated count and should be reported only once in each reporting period they receive grant-funded services
  - Individuals need to be reported under their primary victimization, even if they have experienced more than one type of victimization

# Section D: Victim Services

## Q24 (1 of 2)

- **Question 24 – Special Instructions**
  - Report youth victims of domestic violence in the dating violence category
  - Then, use narrative q.45 to provide the breakdown of youth victims of domestic violence and dating violence by filling in the template

# Section D: Victim Services

## Q24 (2 of 2)

### Question 24

Please report any children or youth victims of **domestic violence** who were served, partially served, or not served, in the **dating violence** category.

Then, please copy and paste the expanded template below into narrative question 45 with correct victimization data filled in.

Q24 Expanded Template:

#### **DOMESTIC VIOLENCE**

Served: X

Partially served: X

Not served: X

#### **DATING VIOLENCE**

Served: X

Partially served: X

Not served: X



# Section D: Victim Services

## Q 25 (1 of 4) and Q27

- **Questions 25 & 27 victim relationship to offender**
  - **q.25** youth victims
  - **q.27** youth indirectly exposed to violence
  - Both questions
    - Report the individual's relationship to the offender(s) by type of victimization
    - If an individual has experienced or been exposed to more than one type of victimization and/or was victimized by more than one perpetrator, report them under each applicable category, not just the primary victimization
    - The total reported under each type of victimization should equal or be higher than the total of q. 24A&B or q.26A&B

# Section D: Victim Services

## Q25 (2 of 4)

- **Question 25 – Special Instructions**
  - Report all domestic violence victimizations in the dating violence “unknown” category
  - Then, use narrative q.45 to provided the breakdown of youth victims of domestic violence and dating violence by filling in the template
- **The template also includes the additional relationship of “current or former spouse or intimate partner of youth”**
  - Report this relationship type in the “unknown” category of their respective victimizations and then include the accurate numbers in the template

# Section D: Victim Services

## Q25 (3 of 4)

### Question 25

If you provided services to youth victims of domestic violence, please report all domestic violence victims' relationships under the dating violence "unknown" category. Similarly, there is no space to report the "current or former spouse or intimate partner of youth" relationship for youth victims of sexual assault or stalking. Report these relationships in the "unknown" category of their respective victimizations.

Then, please copy and paste the expanded template below into narrative question 45 with correct victim relationship data filled in.

Q25 Expanded Template for Relationship to Offender by Victimization:

#### **SEXUAL ASSAULT**

Current or former spouse or intimate partner of parent/caregiver: X

Current or former spouse or intimate partner of youth: X

Family or household member: X

Current or former dating relationship of parent/caregiver: X

Current or former dating relationship of child/youth: X

Acquaintance: X

Stranger: X

# Section D: Victim Services

## Q25 (4 of 4)

### **DOMESTIC VIOLENCE**

Current or former spouse or intimate partner of parent/caregiver: X

Current or former spouse or intimate partner of youth: X

Family or household member: X

Current or former dating relationship of parent/caregiver: X

Current or former dating relationship of child/youth: X

Acquaintance: X

Relationship unknown: X

### **DATING VIOLENCE**

Family or household member: X

Current or former dating relationship of parent/caregiver: X

Current or former dating relationship of child/youth: X

Acquaintance: X

Relationship unknown: X

### **STALKING**

Current or former spouse or intimate partner of parent/caregiver: X

Current or former spouse or intimate partner of youth: X

Family or household member: X

Current or former dating relationship of parent/caregiver: X

Current or former dating relationship of child/youth: X

Acquaintance: X

Stranger: X

Relationship unknown: X

## Section D: Victim Services, Q28

- **Question 28 reasons partially served or not served**
  - These are the reasons you would check off if you reported any victims/survivors as partially served or not served in q. 24 & 26
- **Common reporting errors in “other”**
  - Victims did not return
  - Victim refused services
  - Services not provided by our program
  - Could not locate victim

# Victim Services Example I

The aunt and legal guardian of a girl who witnessed domestic violence before being removed from her home contacts your program seeking education advocacy and group counseling for the child, both services that are funded by your CY program grant. You provide the education advocacy with her school but are unable to provide the counseling because all sessions are full.

In this case, the indirectly exposed youth would be reported as partially served in q.26 under the domestic violence category. You would also check off “program reached capacity” as the reason not served in q.28, column 2.

## Victim Services Example 2

Your CY grant funds art therapy. The mother of a boy who was sexually assaulted comes to your program seeking art therapy for the boy and parent-child counseling. You provide art therapy, but are unable to provide parent-child counseling.

In this case, you would report the youth as fully served in q.25 because you provided the grant-funded service that was requested. You would not consider the youth victim partially served because you are reporting only on your ability to provide the services you are grant-funded to provide.

# Victim Services Example #3

Your CY program grant funds group and individual counseling services. A youth survivor of sexual assault comes to your office and requests transportation and legal accompaniment which you are able to provide through other funding.

Since the survivor only requested services you are not funded to provide, you would not report the individual. Even though you provided the services requested, they were not provided with CY grant funds and should not be included on the report.



# Section D: Victim Services

## Q29 (1 of 2)

- **Question 29 demographics**
  - Victims may be reported in more than one “race/ethnicity” category
    - Total race/ethnicity will be equal to or greater than the total of victims served and partially served (q.24 A&B and 26 A&B)
  - Victims can only be reported once in the “age” and “gender” categories
    - Total age and gender will both be equal to the total of victims served and partially served (q.24 A&B and 26 A&B)
    - \*\*Use narrative q.45 to provided the breakdown of youth ages 13-17 and ages 18-24

# Section D: Victim Services

## Q29 (2 of 2)

### Question 29

If you used CY Program funds to serve young adults (age 18-24), please report them in the 13- 17 category in question 29, under Age, along with all youth (age 13-17) you have served in that reporting period.

Then, please copy and paste the expanded template below into narrative question 45 with correct breakdown of age.

Q29 Expanded Template for Age:

Children/youth victims 0-12: X

Children/youth indirectly exposed 0-12: X

Children/youth victims 13-17: X

Children/youth indirectly exposed 13-17: X

Children/youth victims 18-24: X

Children/youth indirectly exposed 18-24: X

Children/youth victims Unknown: X

Children/youth indirectly exposed Unknown: X

# Section D: Victim Services

## Q30 (1 of 2)

- **Question 30 victim services**
  - Report only the grant-funded services provided to victims reported in q.24 A&B and 26 A&B
  - Report an unduplicated count of victims in each unique service
    - Report the number of victims who received a particular service, not the number of times a particular service was provided
  - The total in any individual service category should not be greater than q.24 A&B and 26 A&B (served and partially served victims)

# Section D: Victim Services

## Q30 (2 of 2) and Q31

- **Question 30 victim services continued**
  - Do not report safety planning, information, or referrals
    - OVW expects that all programs provide these basic services and they do not need to be reported
  - Do not report intakes – this a procedure, not a service
- **Question 31**
  - Use this narrative box to detail the types of services you provided

# Section D: Victim Services, Q32

- **Question 32 non-abusing parents/caregivers**
  - Provide an unduplicated count of non-abusing parents/caregivers receiving grant-funded support services
  - Provide an unduplicated count of non-abusing parents/caregivers receiving referrals for support services at other organizations
  - Note:
    - Non-abusing parents/caregivers can be counted once in each category that applies
    - Parents should only be reported if their child/youth is also receiving CY-funded services

## Section D: Victim Services, Q33, Q34

- **Question 33 support to non-abusing parent/caregiver**
  - Report the number of non-abusing parents or caregivers to whom you provided a service with CY grant funds (column 1)
  - Report the number who were referred elsewhere to receive the service (column 2)
  
- **Question 34**
  - Use this box to describe any services that were provided by visiting the home of a child or caregiver

# Section D: Victim Service Q35, Q36

## ➤ Question 35 Other services

- Describe other services you provided with non-CY funds to youth victims, youth indirectly exposed to violence, and non-abusing caregivers

## ➤ Question 36

- Enter N/A. This question does not apply to CY grantees

# Section D: Victim Services, Q37

## ➤ Question 37 Shelter services

- Report the unduplicated number of non-abusing parents/caregivers and accompanying family members who received emergency shelter with CY grant funds
- To calculate number of bed nights:
  - $(\text{Number of parents/caregivers} + \text{number of family members}) \times (\text{Number of nights in shelter}) = \text{Number of bed nights}$
- We do not expect to see more than 182 bed nights per person, per period. (There are approximately 182 nights in a 6-month period)



# Section D: Victim Services, Q38, Q39

- **Question 38 Protection orders**
  - Report total number of requests for temporary and final protection orders, as well as those granted
  - These are orders completed with grant-funded service staff
- **Question 39 Optional additional information**
  - Use this optional narrative question to describe the effectiveness of victim service activities funded under your CY Program grant

# Why is Narrative Data Important?

**Numbers do not tell the entire story of your grant-funded work. The narrative is important because it:**

- Provides **context** for the numbers in the report
- Provides information about the **impact** on the communities being served
- Identifies **emerging trends, promising practices, and unmet needs**

## Check out the “Examples of Grantee Narrative Data” tool on our website!

- OVW and VAWA MEI chose compelling narratives from each discretionary grant program to create the following narrative tool
- This document includes a detailed section outlining the many uses and impact of grantee narrative data

**<https://www.vawamei.org/wp-content/uploads/2018/06/Examples-of-Grantee-Narrative-Data.pdf>**

# Section E: Narrative

- All grantees must fill out Question 40 & 41 every time you report and **Questions 42 & 43** annually on the January to June reporting form
  
- **Questions 44 Special Instructions**
  - **\*\*Do not answer q.44 as it is stated on the form\*\***
    - Instead, answer the question that is listed on page 5 of the Special Instructions
    - Copy and paste the template that is provided to include data about the prevention and education activities that were provided with grant funds

# Section E: Narrative, Q44

## Question 44

If you used CY funds for prevention and education activities, do not answer the narrative question that appears on the form. Instead, please copy and paste the expanded template below into narrative question 44 with accurate data filled in.

Additionally, please describe all multi-faceted grant-funded prevention activities and events that you engaged in during the current reporting period. Please include activities such as community organizing or awareness, prevention strategies employed within school settings, media and other outreach efforts, public education events, and engaging men as mentors and role models.

Q44 Expanded Template for Prevention and Education Activities:

Total number of prevention and education events provided:

Total number of people educated:

Number of community members:

Number of parents:

Number of K-12 students:

Number of college students:

Number of educators/administrators:

Number of all other participants:

# Section E: Narrative, Q45

## ➤ Questions 45

- Include the breakdown of modified victim services data (as instructed by the Special Instructions)
- Also use q.45 to provide any additional information about the submitted data
- Include any issues about validation issues/errors
  - If you are unable to check reasons not served or partially served in question 28
  - If you have to enter “dummy data” into the children indirectly exposed questions in order to validate the form

# Validating Your Form

Validate

**Warning: JavaScript Window - Validation Error**




The field 'Date of Report' (question #1) on page 1 must be filled in.  
Would you like to correct this now?  
If so, click Yes, otherwise, Click No, or to exit form validation, click Cancel.

**Warning: JavaScript Window - Reminder**



A field in 'Staff FTE(s)' (question #9) on page 3 is greater than 9.99.  
Would you like to review this now?  
If so, click Yes, otherwise, Click No, or to exit form validation, click Cancel.

**Warning: JavaScript Window - Validation Success**



Your form has been successfully validated and is ready for submission.

# Who do I call for help? (1 of 3)

- **If you have questions or need technical support with your JustGrants account**

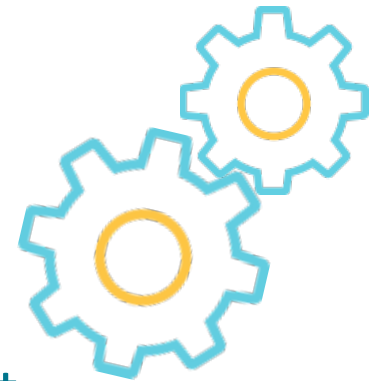
**JustGrants OVW Support phone and email:**

1-866-655-4482

[OVW.JustGrantsSupport@usdoj.gov](mailto:OVW.JustGrantsSupport@usdoj.gov)

**JustGrants Support website:**

<https://justicegrants.usdoj.gov/user-support>





# Who do I call for help? (2 of 3)

- If you need to verify grant-supported activities
- If you need approval for products
- Cannot submit your progress report by the deadline

**Please contact your OVW Grant Specialist!**



**Office on Violence Against Women**

202-307-6026

<https://www.justice.gov/ovw>

# Who do I call for help? (3 of 3)

- If you have questions on the content of the reporting form
- 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](mailto:vawamei@maine.edu)**

**[www.vawamei.org](http://www.vawamei.org)**

# Tips for Successful Data Reporting

- Read the grant-specific “Reporting Form Instructions” pdf found on our website
- Be specific if you use the “other” category
- Use optional narrative questions to discuss successes, provide more detail, or explain data
- Do not use acronyms or abbreviations
- Do not include extra documents as a way to report data

**Give us a call and/or send us an email!**