# Consolidated Youth Grant Program to Address Children and Youth Experiencing Domestic Violence and Sexual Assault and Engaging Men and Boys as Allies ("Engaging Men" Projects)

VIOLENCE AGAINST WOMEN ACT | MEASURING EFFECTIVENESS INITIATIVE

# **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 (1 of 2)

➤ **The progress report due date remains January 30, 2022**

- Use narrative questions to discuss the impact of COVID-19 on grant supported activities

- Use question 44 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

**CY-EMY PROGRAM**

# COVID-19 General Reporting Guidance (2 of 2)

➢ **Do <u>not</u> 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 44 to explain "*We entered 1 in question 19 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

**CY-EMY PROGRAM**

# **Reporting Guidance for Policy Changes Related to COVID-19**

➢ **For policy changes that have been implemented as a result of the pandemic**

- Use Section C7 Policies, narrative question 38, 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

**CY-EMY PROGRAM**

# 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

**CY-EMY PROGRAM**

# 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/

# Why Your Data Matters!

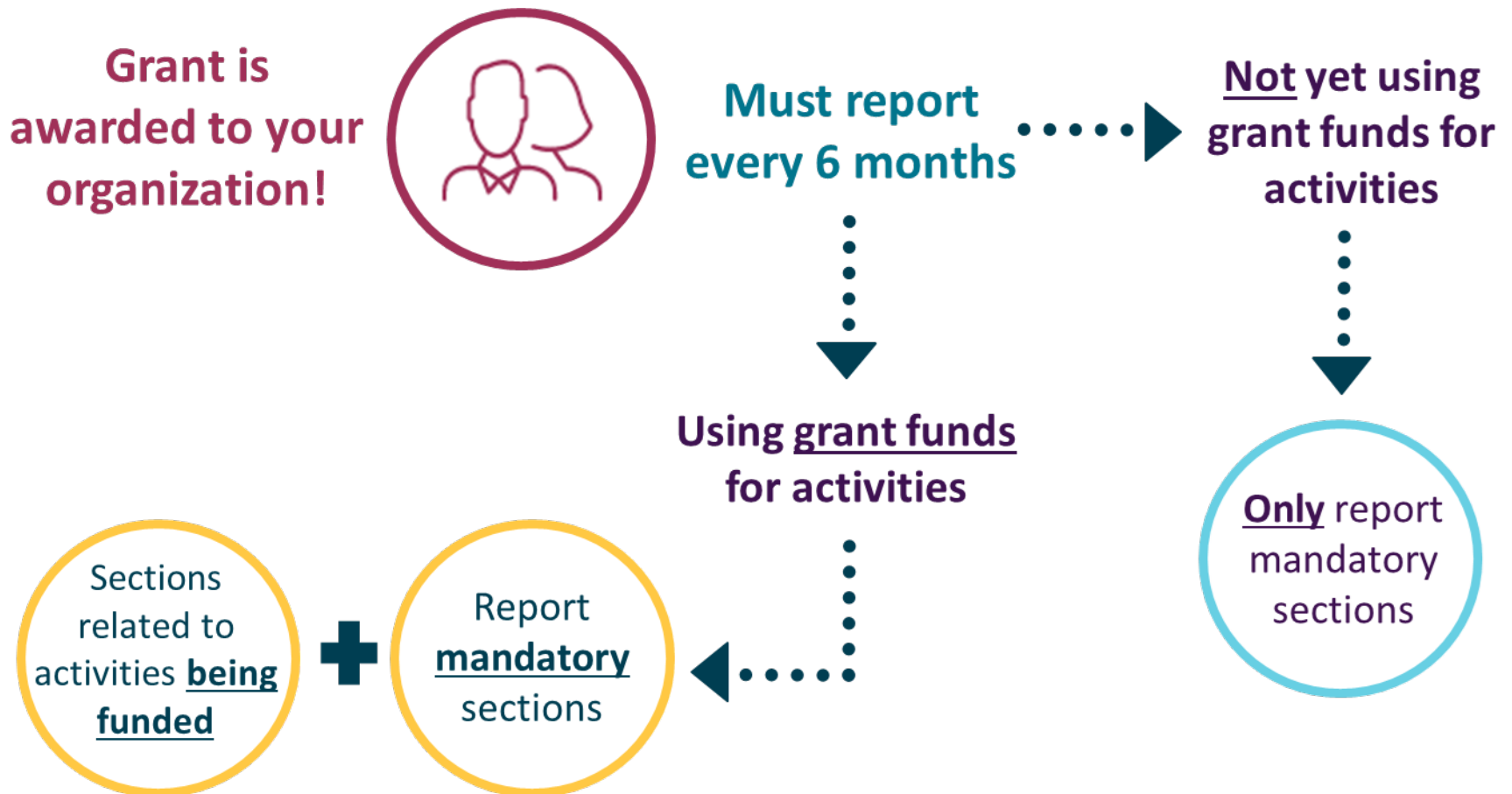➢ Your data directly communicates to OVW about the work you are doing and your successes and challenges

➢ 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

# The Reporting Cycle
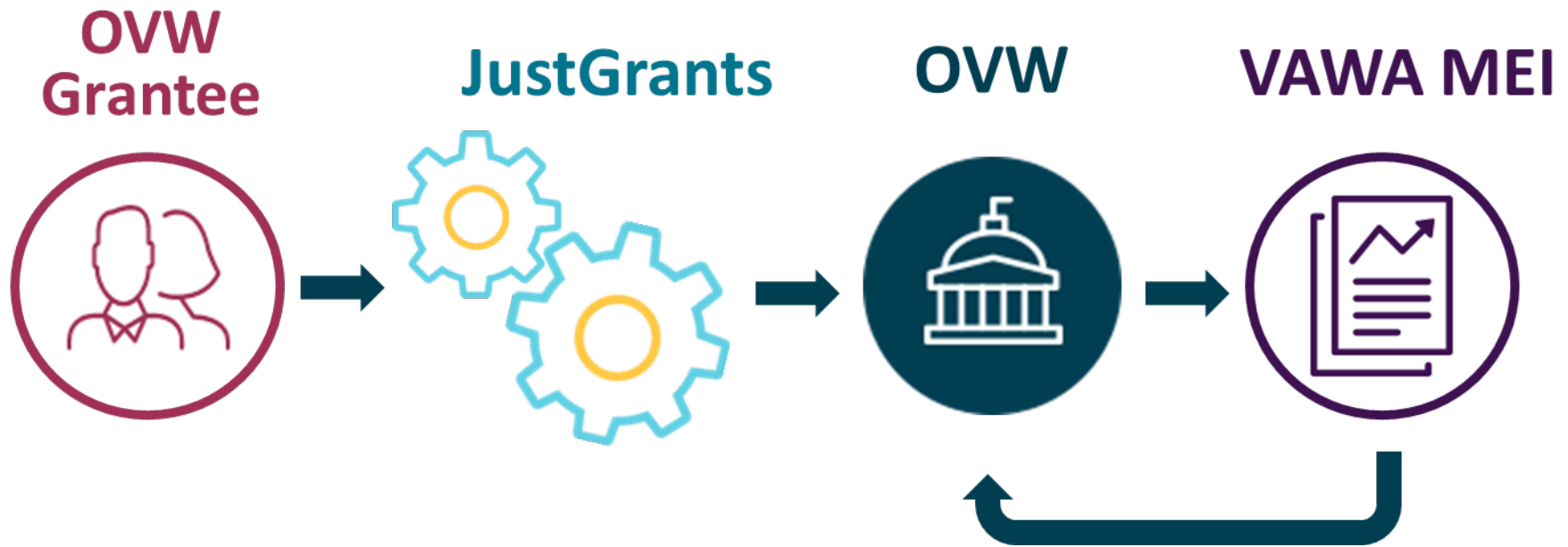
# How to Approach the Reporting Process

**Grant is awarded to your organization!**

**Must report every 6 months** ⋯▶ **Not** yet using grant funds for activities

**Using grant funds for activities**

**Only** report mandatory sections

Sections related to activities **being funded** ➕ Report **mandatory** sections ◀⋯

# 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 43) 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?

**CY-EMY PROGRAM**

# 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

**CY-EMY PROGRAM**

# Section A1: Grant Information

➢ **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 OVW award.

➢ **Questions 5 & 5a**

- ▪ Check one box to provide information about the type of agency/organization administering the CY-EMY grant
- ▪ Provide additional information about the organization

# Section A1: Grant Information, Q6, Q7, Q8

➢ **Question 6**

- 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

➢ **Question 7**

- Identify if the organization administering the grant is faith-based

➢ **Question 8**

- Identify if this grant specifically addresses tribal populations

**CY-EMY PROGRAM**

# Section A1: Grant Information, Q9, Q10

➢ **Question 9**

- Indicate which culturally specific and/or underserved populations you specifically address by checking off those that apply

➢ **Question 9a**

- Use this narrative question to provide additional information about the populations reported in q.9

➢ **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-EMY grant**

- Only report FTEs for staff whose salary is provided, fully or partially, by CY-EMY 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-EMY 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 40 hours/week for 26 weeks = 1.00 FTE

Worked 20 hours/week for 26 weeks = 0.50 FTE

Worked 16 hours/week for 26 weeks = 0.40 FTE

Worked 10 hours/week for 26 weeks = 0.25 FTE

Worked 4 hours/week for 26 weeks = 0.10 FTE

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

**CY-EMY PROGRAM**

# Staff Example 1

Your organization received a CY-EMY Program grant that was used to fund one full-time community organizer whose salary is 75% funded by the grant and another full-time community organizer 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 1 Answer**

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

In this case, you would report only CY-EMY program funded personnel time. The correct FTE under "Community Organizer" would be 0.90 FTE (0.75 + 0.15).

**CY-EMY PROGRAM**

# Staff Example 2

Your organization received a CY-EMY Program grant that was used to fund a full-time program coordinator who spends 36 hours per week coordinating program activities, and 4 hours per week completing administrator tasks. What FTE(s) would you report?

A.   1.00 FTE Program Coordinator
B.   0.90 FTE Program Coordinator and 0.10 FTE Administrator
C.   0.50 FTE Program Coordinator and 0.50 FTE Administrator

# 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 0.90 FTE (36 hours/40 hours) and "Administrator" would include 0.10 FTE (4 hours/40 hours).

CY-EMY PROGRAM

# Staff Example 3

The CY-EMY Program grant funded a full-time trainer that was hired two months into the six-month reporting period. What FTE would you report in the Trainer/educator category?

A. 1.00 FTE
B. 0.76 FTE
C. 0.67 FTE

# Staff Example 3 Answer

**Remember:** Pro-rate FTEs for staff who work only part of 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/educator" would be 0.67 FTE (4 months/6 months).

CY-EMY PROGRAM

# Staff Example 4

The CY-EMY Program grant paid for a writer/editor who consulted with the grant to develop messaging for prevention efforts. The grant paid for 65 hours. What FTE would you report in the Writer/editor category?

A.   0.06 FTE

B.   0.50 FTE

C.   0.01 FTE

# Staff Example 4 Answer

**Remember:** Convert funding used for contractors or consultants

In this case, you would need to convert this time into FTEs. The correct FTE under "Writer/editor" would be 0.06 (65 hours /1,040 hours).

**CY-EMY PROGRAM**

# 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: Program Activities

➢ **All grantees must fill out this section**

- ▪ The form will not validate if this section is not filled out

➢ **Question 12: program activities**

- ▪ Refer to your grant proposal to check all that apply
- ▪ Program Specialists must approve all changes to your program activities

➢ **Questions 13: program interest areas**

- ▪ Priority areas vary by solicitation
- ▪ Only fill out this question if you applied under a priority area

**CY-EMY PROGRAM**

# Section C1: Planning and Development

➤ **You will only fill out this section if you are in the planning phase of your grant**

➤ **Question 14**

- Report the total number of people attending planning and development meetings during the current reporting period
- This is an unduplicated count

➤ **Question 15**

- Check off all of the planning and development activities conducted by the people reported in q.14

**CY-EMY PROGRAM**

# Section C1: Planning and Development Q16

## ➤ Question 16

- Report the agencies or organizations that you engaged in mandatory planning and development activities

- Check-off the frequency of interaction (weekly, monthly, or quarterly)

- Check-off if they are an MOU partner

- Report all agencies or organizations you engage, not just those that are MOU partners

# Section C1: Planning and Development, Q17, Q18

➢ **Question 17**

- Report the total number of planning and development technical assistance activities provided to you during the current reporting period

- These are the site visits and/or consultations received from OVW TA providers during the current reporting period

- These include OVW approved workshops/institutes/training events

➢ **Question 18**

- Use this optional narrative question to describe the effectiveness of your planning and development activities funded or supported by your CY-EMY grant

# Section C2: 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

- 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

- Do not report students or youth as being trained unless they are pre-professionals. In that case, report them in the appropriate professional category

**CY-EMY PROGRAM**

# Section C2: Training, Q19, Q20

➢ **Question 19**

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

➢ **Question 20**

- In column 1, report CY-EMY grant-funded staff and MOU partners

- In column 2, report staff from your organization or MOU partner organizations that are not CY-EMY grant-funded

- In column 3, report all other professionals trained

# Section C2: Training, Q21, Q22

➢ **Question 21**

- Check off all training content areas that apply

➢ **Question 22**

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

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

# Training Example

The CY-EMY program grant-funded Trainer/educator convened **10**, two-hour training events for community-based professionals including: advocacy organization staff, social service organization staff, and youth organization staff.

These trained professionals were not CY-EMY grant-funded staff or MOU partner staff.

In this case, all professionals trained are reported in column 3, "Number of other professionals".

# Common Training Reporting Discrepancies

➢ **No Trainer/educator FTE**

- If training activities are reported, we expect to see trainer/educator FTEs report in Section A2. Staff

➢ **High number in single categories**

- Larger numbers reported in columns 1 and/or 2 in question 20

- 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 C3: Community Organizing/Mobilization and prevention activities

For the purposes of this form, **community organization/mobilization and prevention** is a means of achieving social change through collective action (Section C3)

**Public education/awareness campaigns** are a series of efforts designed to inform a general audience about a specific issue (Section C4)

## Section C3: Community Organizing/Mobilization and prevention activities, Q23, Q24

➢ **Question 23**

- In column 1, report the number of community mobilization and/or prevention events provided by CY-EMY grant-funded staff or directly supported by grant funds

- In column 2, report the number of people attending those events

- These activities are **one time** events. Multi-session events with the same group of people will be reported in q.25

➢ **Question 24**

- Report the venue the events took place (check all that apply)

# Section C3: Community Organizing/Mobilization and prevention activities, Q25, Q26, Q27

➢ **Question 25**

- Report "ongoing activities" - multi-session events with the same group of people

- Report <u>on the number of the activity (course, event, etc.) itself</u>, not the number of meetings, outings, etc.

➢ **Question 26**

- Check off all topic areas that apply

➢ **Question 27**

- Use this optional narrative question to describe the effectiveness of your organizing and prevention activities

**CY-EMY PROGRAM**

# Organizing and Prevention Example

The CY-EMY program grant-funded Community organizer set up an information table at **6** different community events and reached **675** people.

He also held an **8**-week educational course with the same group of **25** coaches that focused on mentoring, role-modeling, leadership development, and bystander intervention. Where would you report these activities?

A.   All in question 23 "Events provided"

B.   All in question 25 "Ongoing activities"

C.   6 events and 675 people in question 23 and 1 education course and 25 coaches in question 25

# **Organizing and Prevention Example Answer**

**Remember:** one-time events and multi-session events are captured in different questions

The 6 one-time events would be reported in q.23 (and venue type in q.24) and the ongoing educational course would be reported in q.25 as 1 educational course with 25 coaches.

**CY-EMY PROGRAM**

# Section C4: Public Education/Awareness Campaigns, Q28

➢ **Question 28**

- Report the total number of <u>each type</u> of activity supported with your CY-EMY grant funds

- You are reporting on the <u>number of campaign themselves,</u> not the number of products distributed for each campaign

- If you are reporting the social media category, report based on number of actual campaigns.

  - Do not report how many "likes" or "re-tweets."

  - Do not report a campaign more than once if you are using multiple forms of social media for the same campaign (i.e. Instagram and Twitter)

# Section C4: Public Education/Awareness Campaigns, Q29, Q30, Q31

➢ **Question 29**

- ▪ Report the intended audience(s) of your public education/awareness campaign activities

➢ **Question 30**

- ▪ Check off all topic areas of your public education/awareness campaign activities

➢ **Question 31**

- ▪ Use this optional narrative question to describe the effectiveness of your public education/awareness campaigns

**CY-EMY PROGRAM**

# Section C5: Volunteer Activities

- ➢ **Question 32**
  - ▪ Row 1, report the number of volunteers recruited using CY-EMY funds
  - ▪ Row 2, report the number of recruited volunteers that also completed training during the reporting period
- ➢ **Question 33**
  - ▪ Report the total number of trained volunteers who participated in <u>each</u> activity
- ➢ **Question 34**
  - ▪ Use this optional narrative question to describe the effectiveness of volunteer activities funded or supported by the CY-EMY grant

# Section C6: Coordinated Community Response

➢ **All grantees must fill out this section**

➢ **Question 35**

- 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 36**

- Use this optional narrative question to describe the effectiveness of CCR activities

# Section C7: Policies

➢ **Questions 37**

- 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

➢ **Question 38**

- Use this optional narrative question to describe the effectiveness of policies

# Section C8: Products

➢ **Question 39**

- 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

**CY-EMY PROGRAM**

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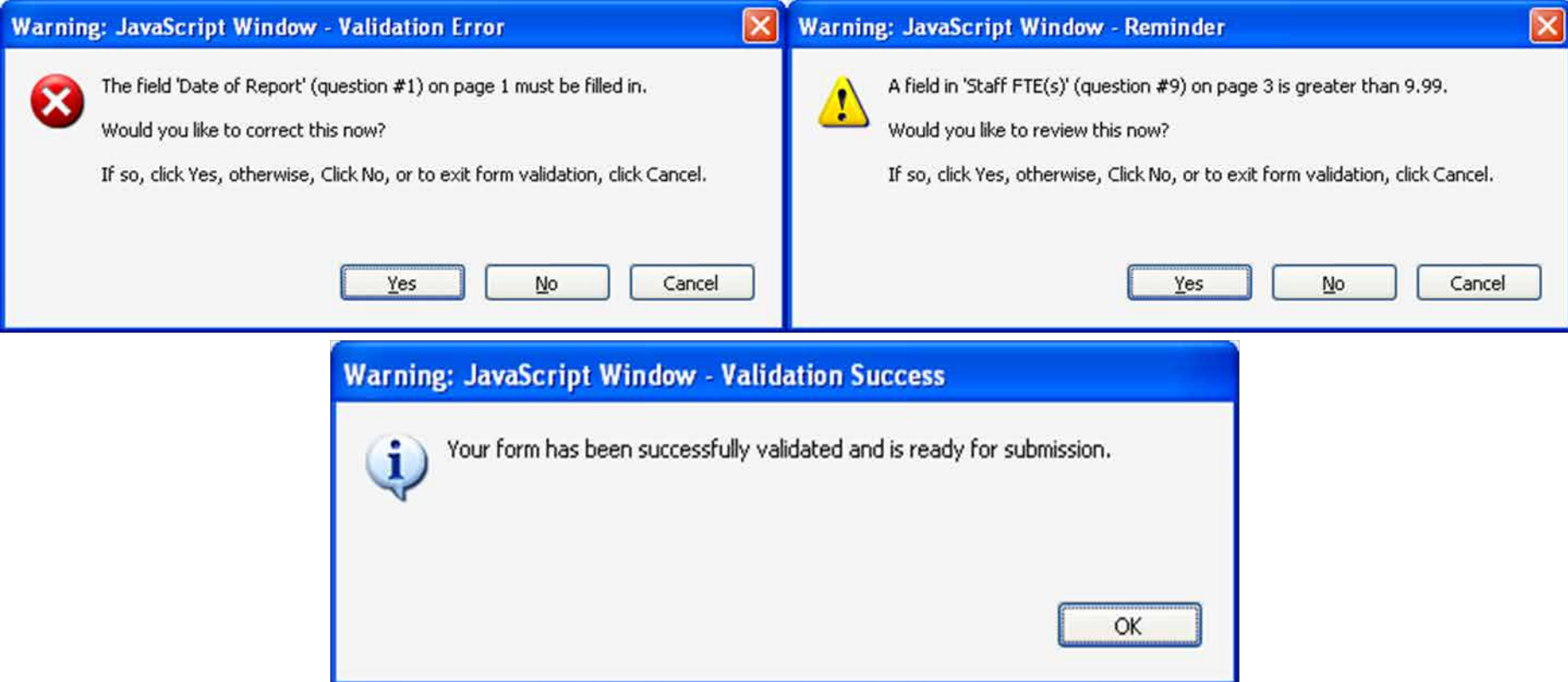
**https://www.vawamei.org/wp-content/uploads/2018/06/Examples-of-Grantee-Narrative-Data.pdf**

CY-EMY PROGRAM

# Section D: Narrative

➤ All grantees <u>must fill out</u> **Question 40** every time you report and **Questions 41 & 42** annually on the January to June reporting form

➤ **Questions 43 & 44** are optional

- Use q.44 to provide any additional information about the submitted data, such as if you submitted two different reports for the same period or you need to provide "dummy data" in a section in order to validate

# 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.

Yes    No    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.

Yes    No    Cancel

**Warning: JavaScript Window - Validation Success**

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

OK

**CY-EMY PROGRAM**

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

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

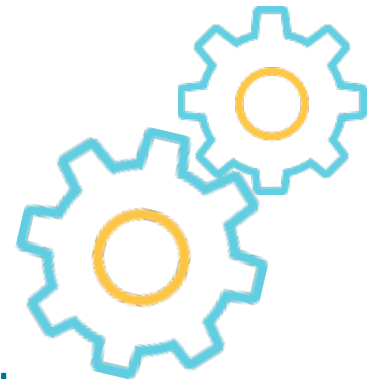**JustGrants OVW Support phone and email:**
1-866-655-4482
OVW.JustGrantsSupport@usdoj.gov

**JustGrants Support website:**
https://justicegrants.usdoj.gov/user-support

**CY-EMY PROGRAM**

# 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

**CY-EMY PROGRAM**

# 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
www.vawamei.org

**CY-EMY PROGRAM**

# **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!**