

# Sexual Assault Services Culturally Specific Programs

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!**

# COVID-19 General Reporting Guidance

- **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 31 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 31 to explain "*We entered 1 in question 24 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 26 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 C2 Policies, narrative question 14, to describe the policy changes

# 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

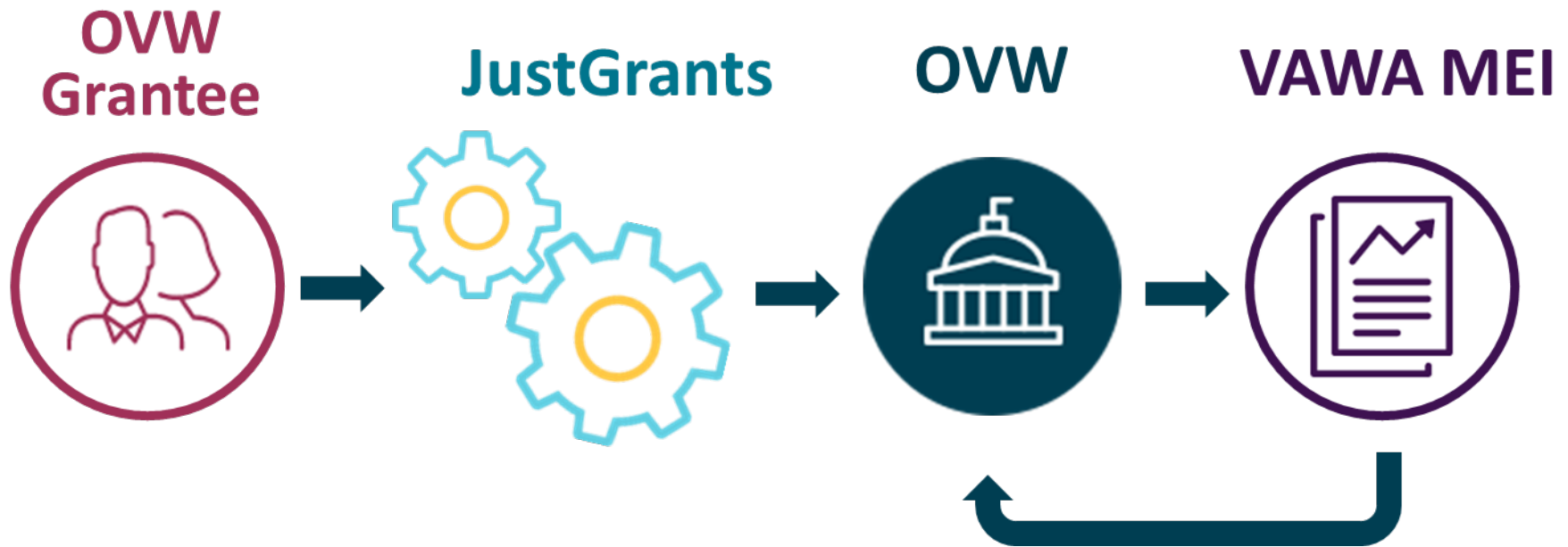
- **Office on Violence Against Women (OVW) guidance for grantees**
  - <https://www.justice.gov/ovw/resources-and-faqs-grantees#covid>
- **Futures Without Violence resource list**
  - <https://www.futureswithoutviolence.org/get-updates-information-covid-19/>
- **TA2TA COVID-19 resource hub**
  - <https://www.ta2ta.org/resources-and-information-on-covid-19-respon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



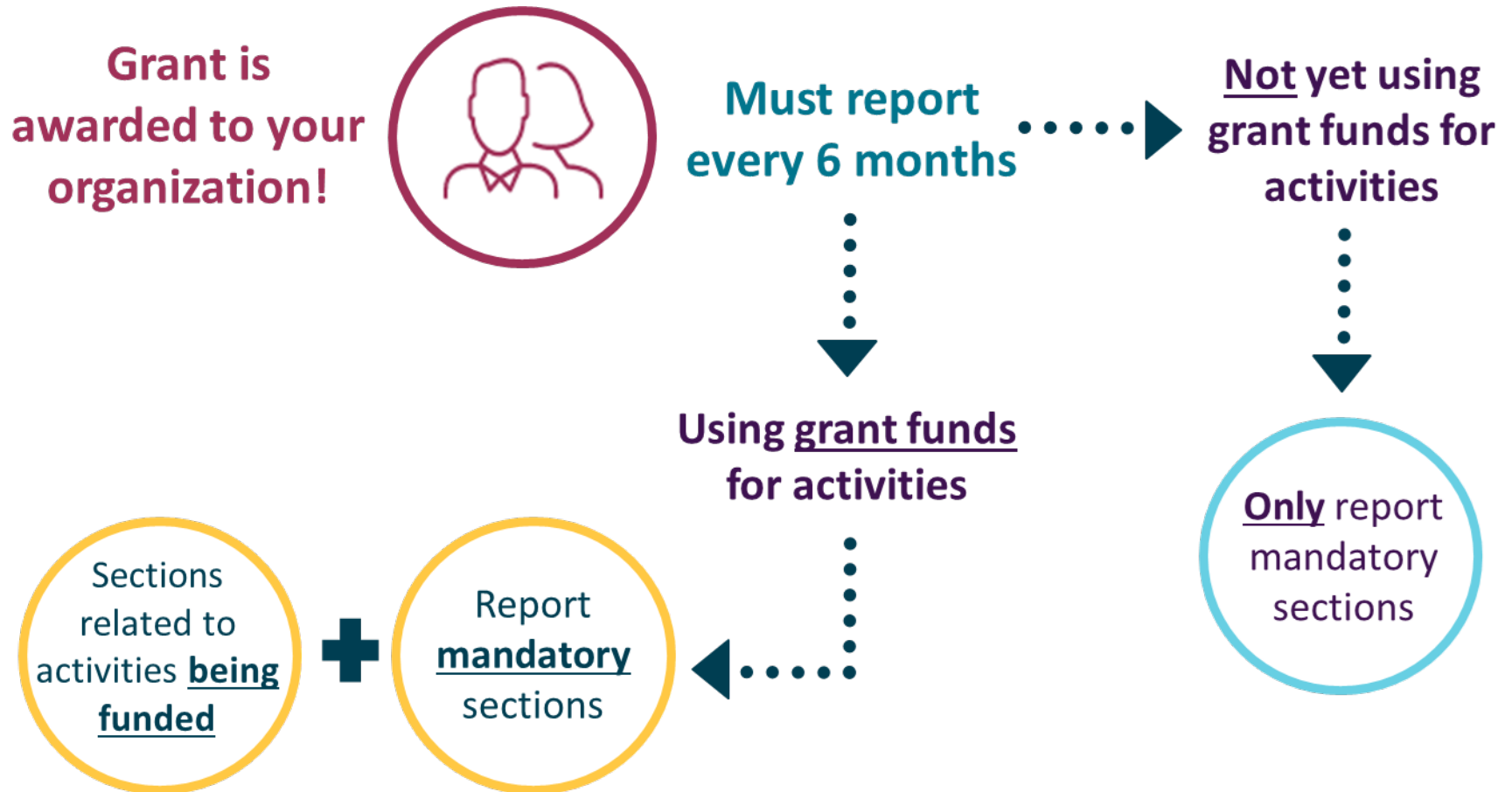
# VAWA MEI COVID-19 Resources

- **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/>

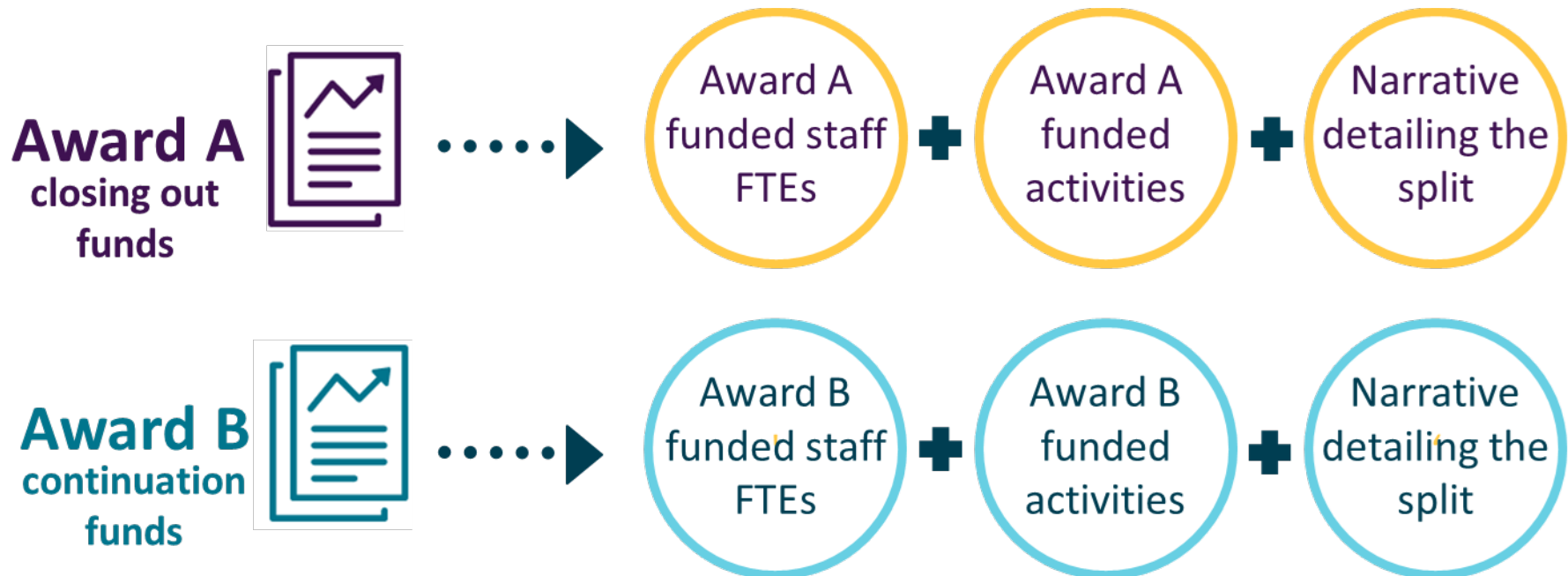
# The Reporting Cycle



# How to Approach the Reporting Process



# What if you have to submit more than one SASP-CS progress report?



**\*Include in the final narrative question:** project number for both awards, indicate the time periods that each award covered, and verify that FTEs and activities data are divided appropriately between the two reports

# 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)

- 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 30) 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



# Section A I: Grant Information, Q1, Q2, Q3, Q4, Q5 and Q5a

- **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**
  - Provide information about the type of organization receiving the SASP-CS grant

# Section A1: Grant Information, Q6, Q7, Q8 and Q8a

## ➤ 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 this grant specifically addresses tribal populations

## ➤ Questions 8-8a

- Identify the culturally specific populations that this grant addresses – use narrative (8a) to give more detail

## Section A2: Staff Information (1 of 2)

- **Funded under the SASP-CS grant**
  - Only report FTEs for staff whose salary is provided, fully or partially, by SASP-CS 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 SASP-CS 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 1040 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

# Staff Example I

Your organization received a SASP-CS Program grant that was used to fund one full-time support staff whose salary is 75% funded by the grant and another full-time support staff 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 SASP-CS Program funded personnel time. The correct FTE under “Support staff” would be 0.90 FTE ( $0.75 + 0.15$ ).

## Staff Example 2

Your SASP-CS grant 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 .35 FTE Victim Advocate
- C. 0.50 FTE Program Coordinator and .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 be 0.35 FTE (14 hours/40 hours).

## Staff Example 3

The SASP-CS Program grant you received funded a full-time counselor that was hired 2 months into the reporting period. What FTE would you report in the Counselor category?

- A. 0.50 FTE
- B. 1.00 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 “Counselor” would be 0.67 FTE (4 months/6 months).

## Staff Example 4

The SASP-CS Program grant paid for a translator for 65 hours of work. What FTE would you report in the Translator/interpreter 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 “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 10: statutory purpose areas**
  - Refer to your grant proposal to check all that apply
  - Program Specialists must approve all changes to your purpose areas
- **Questions 11: priority areas**
  - Priority areas vary by solicitation
  - Only fill out this question if you applied under a priority area

## Section C I: Coordinated Community Response

- **All grantees must fill out this section**
- **Question 12**
  - 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 12a**
  - Use this optional narrative question to describe the effectiveness of CCR activities



## Section C2: Policies

### ➤ Questions 13 & 14

- 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 C3: Products

### ➤ Question 15

- Report the products that were developed and/or revised 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

- **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 SASP-CS Program funding**

## 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 SASP-CS grant-funded
  - The victim/survivor must be a primary victim of sexual assault

## **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 SASP-CS Program grant
  - Did not accept any of the grant-funded services that were offered or recommended
  - Is not a primary victims of sexual assault

## Section D:Victim Services, Q16 (1 of 2)

- **Question 16 number of victims/survivors**
  - **Served:** received all requested services that are provided by SASP-CS funds
  - **Partially served:** received some but not all requested services that are provided by SASP-CS funds
  - **Not served:** received none of the requested services that are provided by SASP-CS funds

## Section D:Victim Services, Q16 (2 of 2)

### ➤ Question 16 continued

- Victims 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

# Section D:Victim Services, Q17

## ➤ Question 17 secondary victims

- Report the number of secondary victims served
- Secondary victims are those who are indirectly affected by the sexual assault and include children, siblings, spouses or intimate partners, parents, grandparents, and other affected relatives
- Secondary victims must receive services to be reported
- Secondary victims should be reported if they receive services, even if the victims did not receive services



## Section D:Victim Services, Q18

- **Question 18 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.16
- **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

Your SASP-CS grant funds crisis intervention and transportation. A victim of sexual assault requests crisis intervention and transportation. You provide crisis intervention, but do not provide transportation because your office is closed during the time the transportation is requested for.

In this case, the victim received only some of the services they requested and that you are funded to provide under your grant. The victim should be reported as “partially served” in q.16 and in q.18 you would check off the reason “hours of operation.”

## Victim Services Example 2

A survivor of sexual assault requested counseling at the beginning of the reporting period and then the same survivor came back at the end of the reporting period and requested language services. You are able to provide both the grant-funded services.

In this case, the survivor would be reported as served. Additionally, although this person requested services at two different times for two different services, you should still count them only once in q.16 as it is an unduplicated count.

## Victim Services Example 3

Your program offers counseling and legal advocacy. A victim of sexual assault requests these two grant-funded services and you are unable to provide either because your program is filled to capacity. How would you report this survivor?

- A. Served
- B. Partially served
- C. Not served
- D. Not reported

# Victim Services Example 3 Answer

You would report this victim as not served in q.16 because you were not able to provide either grant-funded service. You would also check off the reason “program reached capacity” in the left column of q.18.

## Victim Services Example 4

Your SASP-CS Program grant funds support group and counseling services. A survivor of sexual assault comes to your office and requests transportation and legal accompaniment which you are able to provide through other funding. How would you report this survivor?

- A. Served
- B. Partially served
- C. Not served
- D. Not reported

# Victim Services Example 4 Answer

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

# Section D:Victim Services, Q19

## ➤ Question 19 demographics

- Report the demographic information for each survivor
- 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.16A&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.16A&B)



## Section D:Victim Services, Q20

- **Question 20 victims/survivors' relationship to offender**
  - Report the victim's relationship to the offender(s)
  - If a victim was victimized by more than one perpetrator, report the survivor under each applicable category
  - The total reported relationships should equal or be higher than the total of q.16A&B

## Section D:Victim Services, Q21a (1 of 2)

### ➤ Question 21A victim services

- Report only the grant-funded services provided to victims reported in q.16A&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.16A&B (served and partially served victims)

## Section D:Victim Services, Q21a (2 of 2)

### ➤ Question 21A 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
- If you use the other category, please be very specific

## Section D:Victim Services, Q21b

- **Question 21B immigration matters**
  - In the row marked “Immigration matters”, provide an unduplicated count of victims
  - For specific categories of immigration matters report the number of victims who received assistance in each of the categories
  - Count a victim only once for each category of immigration matter for which they received assistance

## Section D:Victim Services, Q22

- **Question 22 hotline calls/information and referral**
  - Report hotline calls/requests received from victims/survivors and the total requests that were responded to by SASP-CS Program-funded staff or supported with SASP-CS Program funds
  - All calls, whether or not from victims/survivors, should be included in “Total number of calls”
  - Let us know what specific languages other than English that you used to answer hotline calls
    - *please do not write the number of languages, instead please list the specific languages*

## Section D:Victim Services, Q23, Q24 and Q25

### ➤ Question 23 outreach to survivors

- Report the number of unsolicited letters, phone calls, or visits you provided to victims
- Only victims/survivors reported here who also received additional services listed in q.21A should be reported in q.16

### ➤ Question 24 protection/restraining 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 25 optional additional information

- Use this optional narrative question to describe the effectiveness of victim service activities funded under your SASP-CS 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>

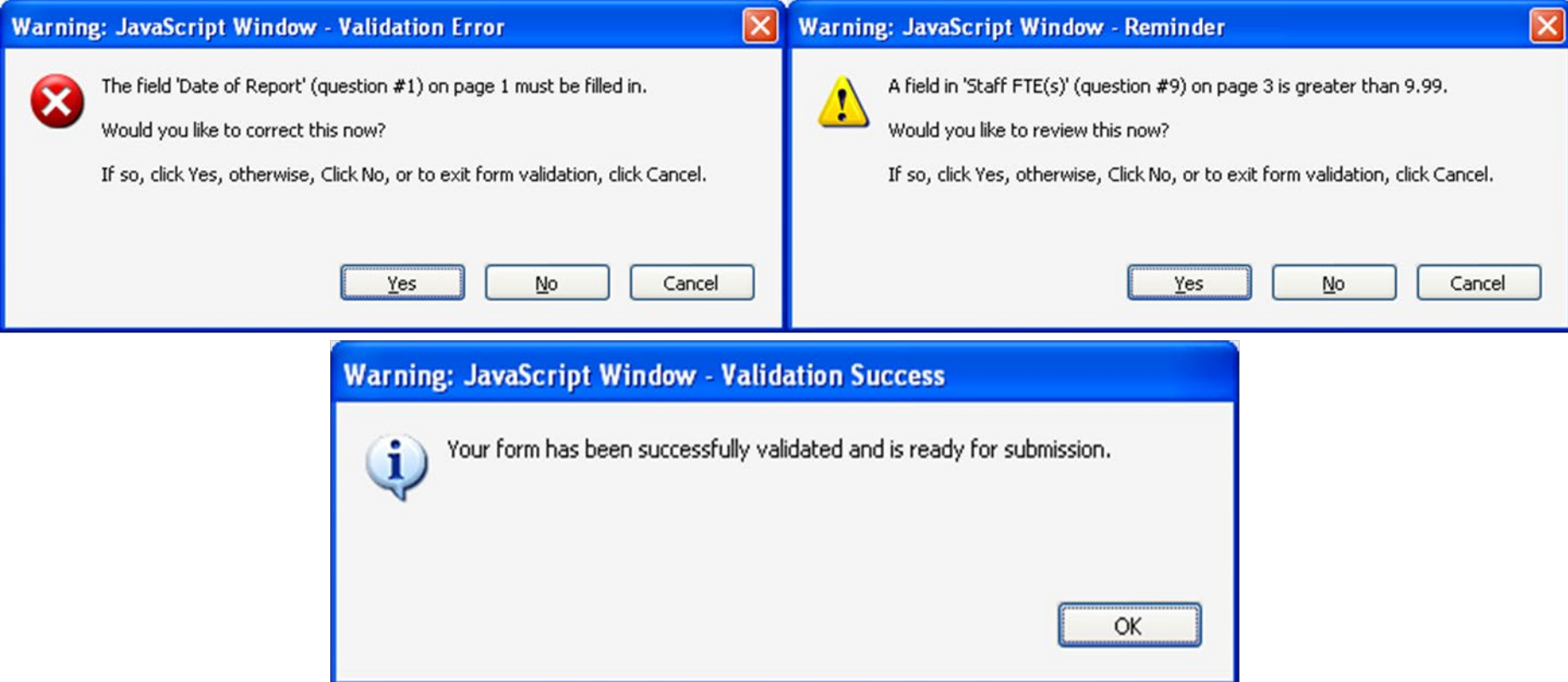


## Section E: Narrative

- All grantees must fill out **Question 26 & 27** every time you report and **Questions 28 & 29** annually on the January to June reporting form
- **Questions 30 & 31** are optional
  - Use q.31 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



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

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

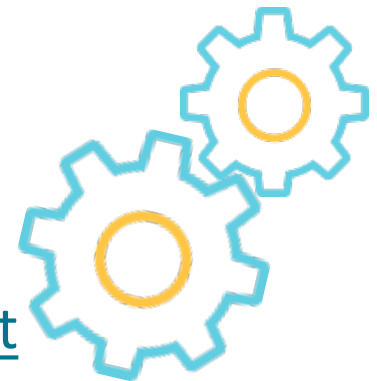
**JustGrants OVW Support phone and email:**

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)**

**<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!**