

Grants to State Sexual Assault and Domestic Violence Coalitions 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 36 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 to 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 36 to explain "*We entered 1 in question 23 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 32 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

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 Remote Trainings or Other Activities

- **Continue to report activities held remotely as you would have when they were conducted face-to-face**
 - For example, if a conference or in-person training was changed to a webinar format due to the pandemic, report the virtual event in the Training Section as you would normal
 - Use a narrative field to clarify how many of the reported trainings were held remotely and how many were held in person

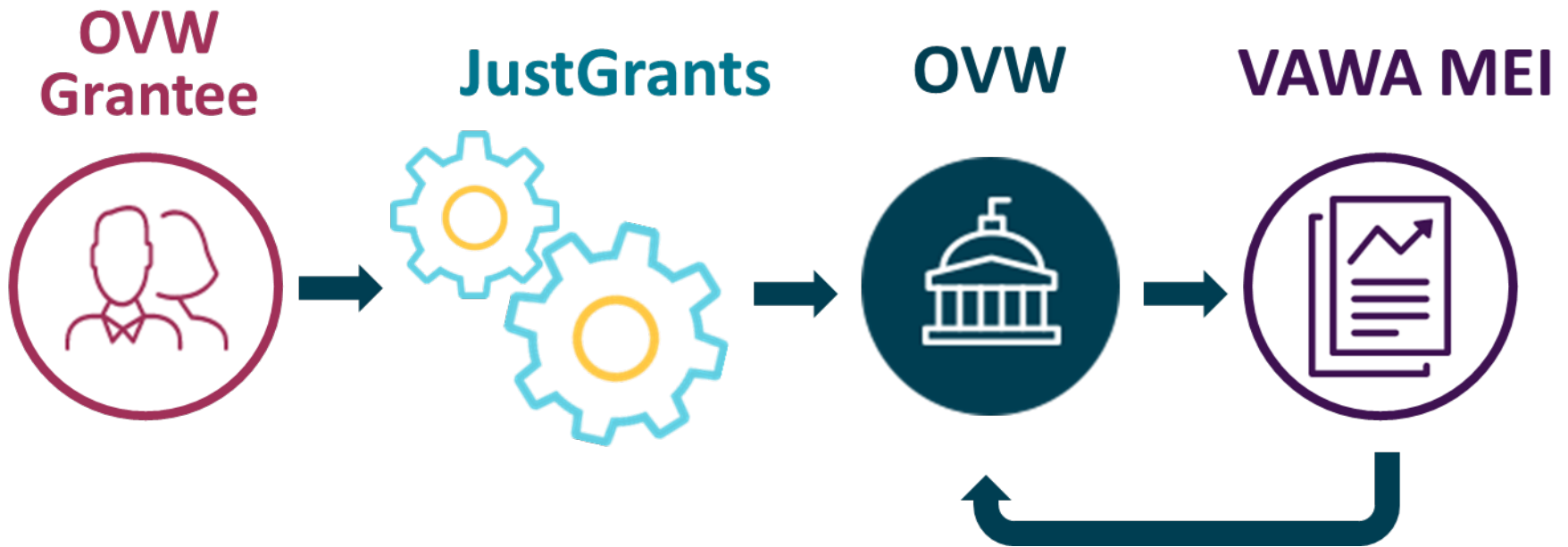
COVID-19 Resources

- **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>

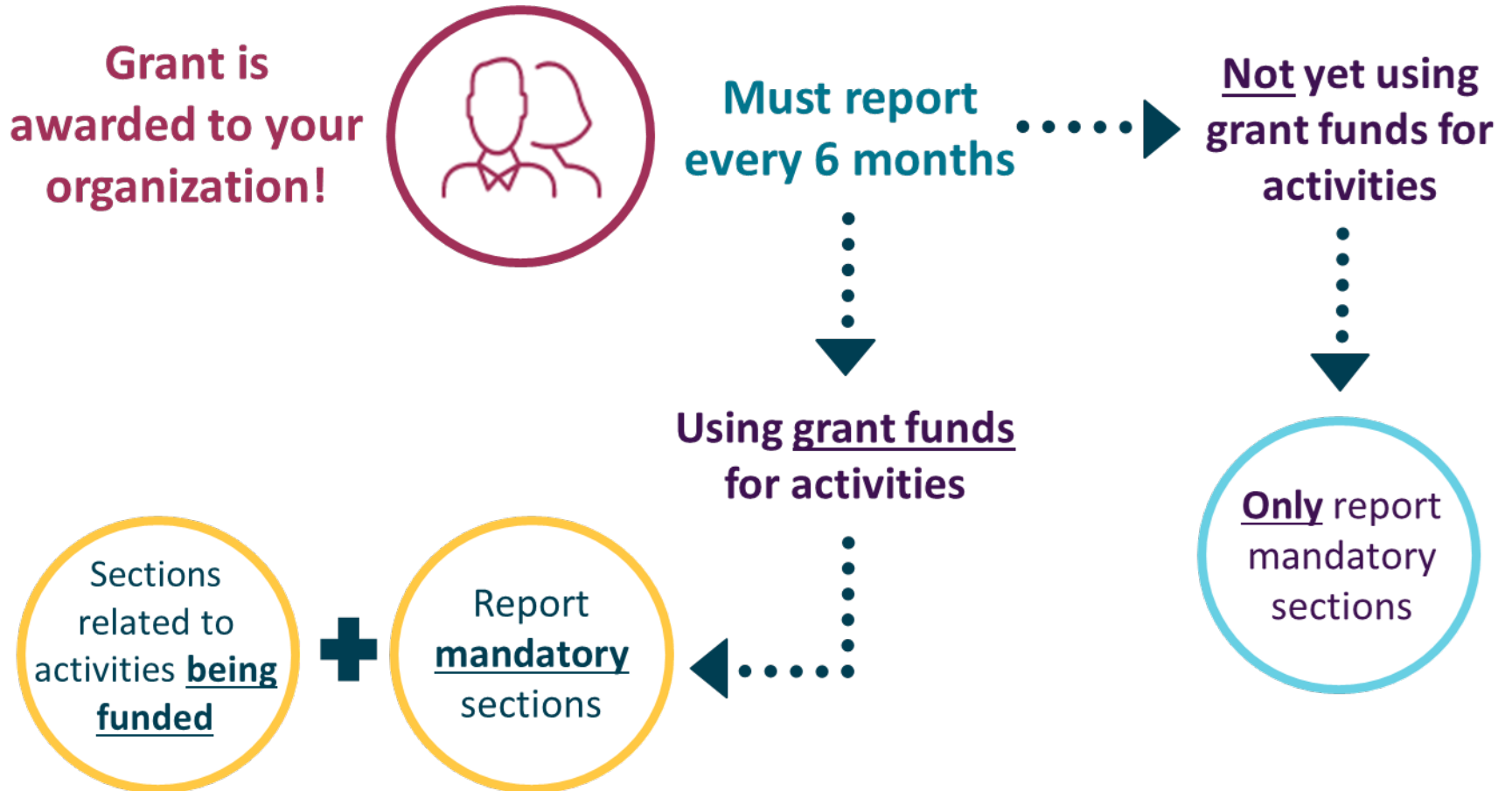
VAWA MEI COVID-19 Resources

- **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/>

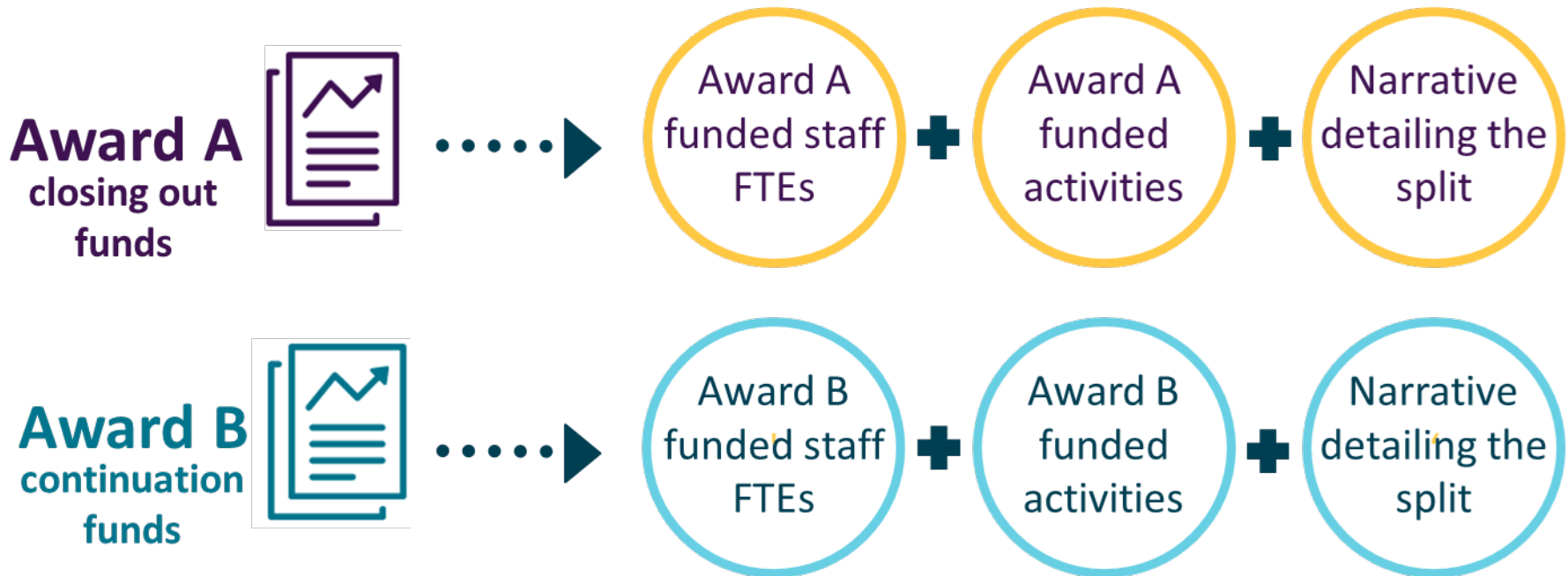
The Reporting Cycle



How to Approach the Reporting Process



What if you have to submit more than one SC 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)

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 35) 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 A1: Grant Information, Q1, Q2, Q3, Q4 and Q5

- **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.
- **Question 5**
 - Provide information about the type of grantee organization administering the State Coalitions Grant

Section A I: Grant Information, Q6 and Q7

➤ 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 the percentage of your total operating budget that is funded through your State Coalitions Program grant

Section A I: Grant Information, Q8

➤ Question 8

- Report the number of organizational members in lines 1 through 6. This number automatically adds up on line 7 “Total number of organizational members”
- On the last line, “Total number of individual members,” report the number of individual members, if applicable to your state coalition

Section A2: Staff Information (1 of 2)

- **Funded under the State Coalitions grant**
 - Only report FTEs for staff whose salary is provided, fully or partially, by State Coalitions 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 State Coalitions 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 State Coalitions Program grant that was used to fund one full-time systems advocate whose salary is 75% funded by the grant and another full-time systems advocate 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 State Coalitions Program funded personnel time. The correct FTE under “Systems Advocate” would be 0.90 FTE (0.75 + 0.15).

Staff Example 2

Your State Coalitions 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 technical assistance. What FTE(s) would you report?

- A. 1.00 FTE Program Coordinator
- B. 0.65 FTE Program Coordinator and 0.35 FTE Technical Assistance Provider
- C. 0.50 FTE Program Coordinator and 0.50 FTE Technical Assistance Provider

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 “Technical Assistance Provider” would include 0.35 FTE (14 hours/40 hours).

Staff Example 3

The State Coalitions Program grant you received funded a full-time Trainer that was hired 2 months into the reporting period. What FTE would you report in the Trainer 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 “Trainer” would be 0.67 FTE (4 months/6 months).

Staff Example 4

The State Coalitions Program grant paid for a translator for 65 hours of work during the 6-month reporting period. 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: Program Activities

- **All grantees must fill out this section**
 - The form will not validate if this section is not filled out
- **Question 10: Program activities**
 - Refer to your grant proposal to check all that apply
 - Program Specialists must approve all changes to your program activities
 - Report activities by funding source
- **Questions 11: Other activities**
 - Indicate all other activities not included in q. 10

Section C I: Training

Training means providing information on SA, DV, and stalking to 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 2 and Q I 3

➤ Question 12

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

➤ Question 13

- Report people trained in the professional category that most closely fits with their profession
- Do not report students here unless they are pre-professional
- Report total number of people trained and total person-hours by multiplying the number of people trained by the length of the individual training event

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

➤ Question 14

- Check off all training content areas that apply

➤ Question 15

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

Training Example

The State Coalitions Program grant-funded Trainer held **10** two-hour workshops. These sexual assault/domestic violence trainings were held for community-based professionals, including: mental health professionals, social services organization staff, victim advocates, and volunteers.

In this case, you would report all 10 trainings as they were all grant-funded. You would report them in q.12 in the “workshops/seminars” row under the “Community-based” column under “SA/DV.” The professionals that attended those trainings would be reported in q.13.

Section C2: System Advocacy, Q16

➤ Question 16

- Check off all System advocacy activities that apply

➤ Definition:

- **System Advocacy** is an activity intended to effect policy and/or procedural change in order to improve institutional responses to sexual assault and/or domestic violence

Section C2: System Advocacy, Q17

➤ Question 17

- Report the total number of meetings convened and attended

➤ Definitions:

- **Convened meetings** are meetings you arranged and hosted
- **Attended meetings** are meetings you attended that were arranged and hosted by another person or agency

Section C2: System Advocacy, Q18 and Q19

➤ Question 18

- Check all coordination activity methods that apply to your organization for the current reporting period

➤ Question 19

- Use this optional narrative question to describe the effectiveness of system advocacy activities funded by the State Coalitions Program grant

Section C3: Products

➤ Question 20

- 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 C4: Public Awareness

➤ Question 21

- Indicate the outreach efforts that were supported with State Coalitions Program funds during the current reporting period. Please check all that apply

➤ Question 22

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

Section C5: Technical Assistance, Q23

➤ Question 23

- Report the total number of technical assistance activities provided
 - **Technical Assistance** is a wide variety of activities designed to facilitate individual or agency change in some systematic manner by providing expertise to solve a problem
- Report each site visit (column 2) and other TA consultation (column 3) in the appropriate column
 - Consultations may include technical assistance provided in-person, over the phone, and/or through email

Section C5: Technical Assistance, Q24 and Q25

➤ Question 24

- Check all topics that were covered in the technical assistance activities reported in q.23

➤ Question 25

- Use this optional narrative question to discuss the effectiveness of technical assistance activities that were provided with State Coalitions program funding

Section C6: Standards of Service

➤ Question 26

- Indicate if State Coalitions Program funds were used to develop, implement, or enhance standards of service, or provide training on standards of service for member programs
- Check all activities that apply

Section C7: Underserved Populations

➤ Question 27

- Indicate what activities were provided with grant funds to enhance services for underserved populations

➤ Question 28

- Indicate which underserved populations were addressed in the activities identified in q.27

➤ Question 29

- Use this optional narrative question to discuss the effectiveness of the activities that were provided with State Coalitions funding

Section C8: Organizational Development and Capacity Building

➤ Question 30

- Indicate what organizational development and/or capacity building activities were engaged in with grant funds during the current reporting period.

➤ Question 31

- Indicate whether you consider system privacy and/or security when purchasing or developing software
- This is a “yes” or “no” question

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 D: Narrative

- All grantees must fill out **Question 32** every time you report and **Questions 33 & 34** annually on the January to June reporting form
- **Questions 35 & 36** are optional
 - Use q.36 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




Warning: JavaScript Window - Validation Error  **Warning: JavaScript Window - Reminder** 

 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.

 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**

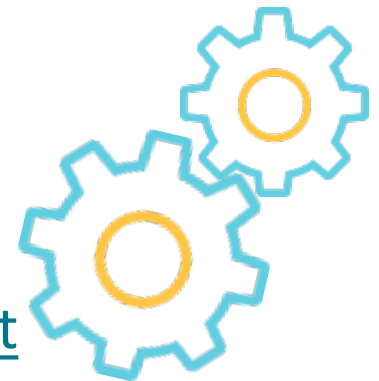
JustGrants OVW Support phone and email:

1-866-655-4482

OVW.JustGrantsSupport@usdoj.gov

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

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!