

Technical Assistance Program

VIOLENCE
AGAINST
WOMEN ACT

MEASURING
EFFECTIVENESS
INITIATIVE

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Who We Are

Our Mission

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

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

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 28 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 28 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 25 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

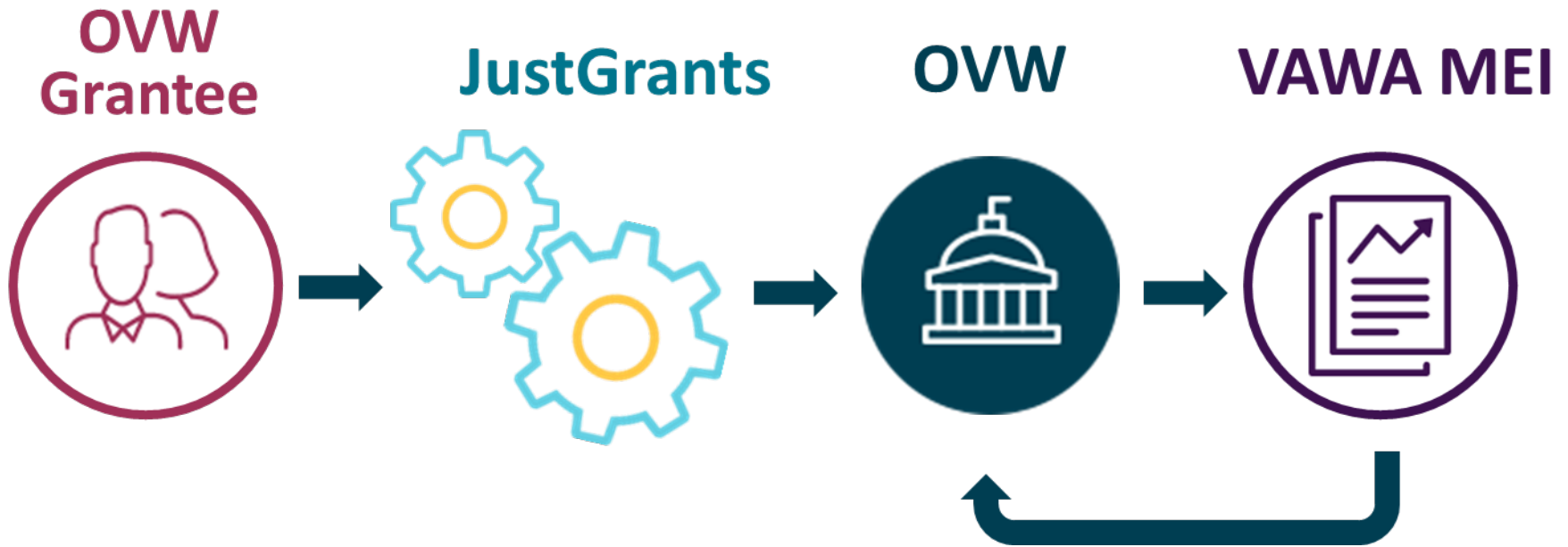
COVID-19 Resources

- **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>

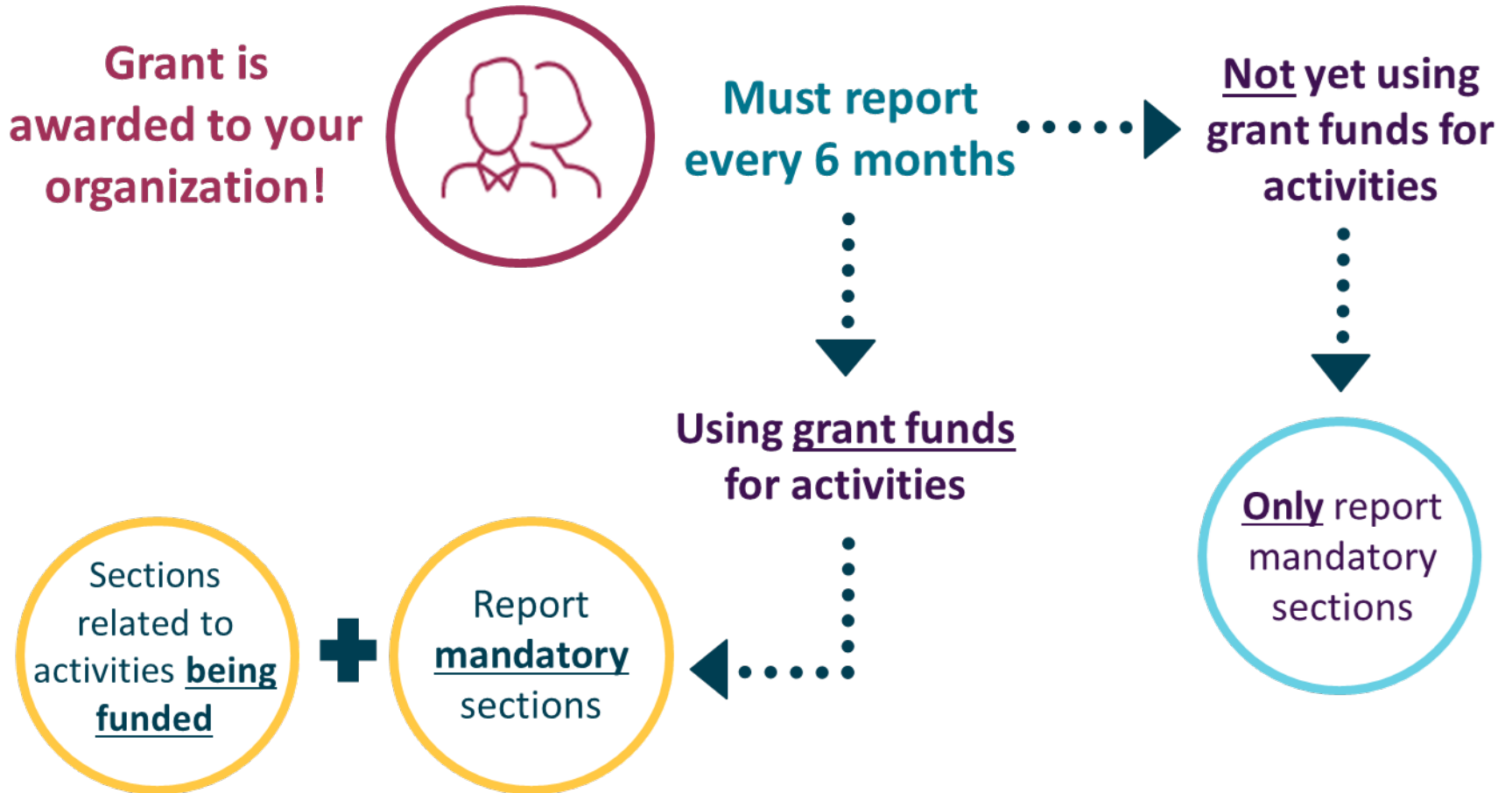
VAWA MEI COVID-19 Resources

- **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/>

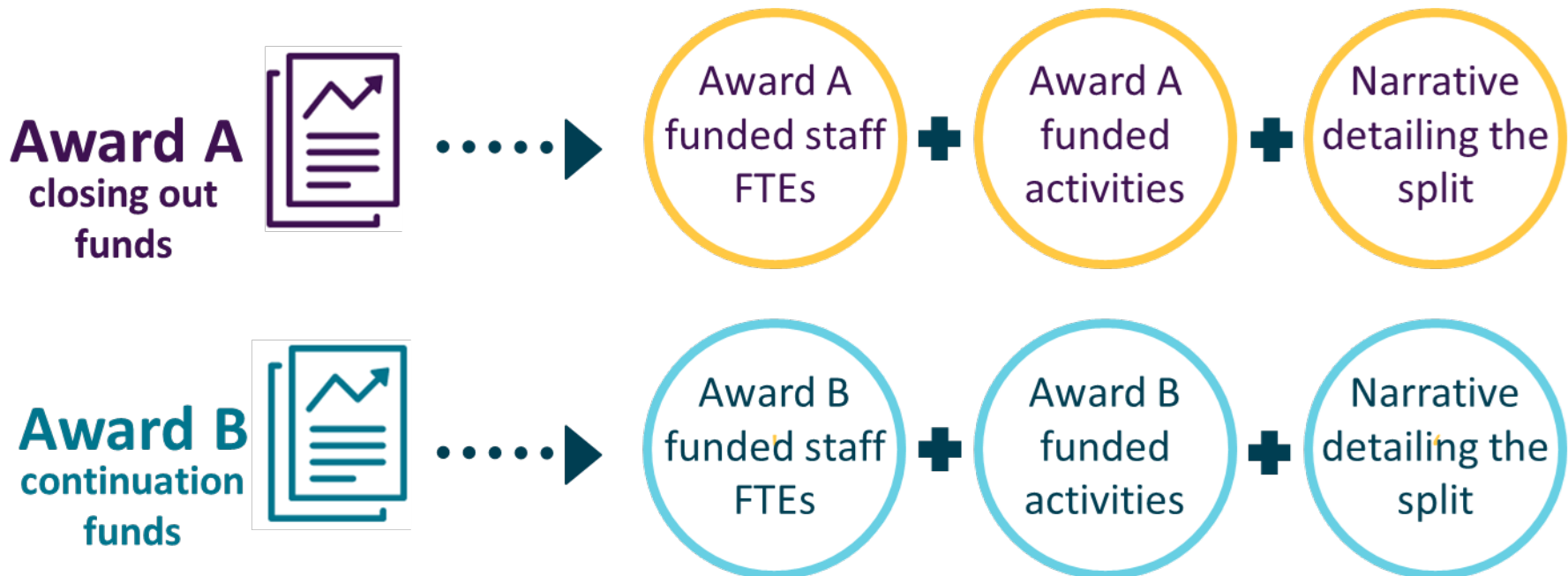
The Reporting Cycle



How to Approach the Reporting Process



What if you have to submit more than one TA progress report for a **single TA Project**?



***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

Section A I :Awardee Information, Q1, Q2, Q3, Q4, Q5 and Q6

- **All awardees 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 2-5**
 - The reporting period is pre-populated. Enter the “Entity Legal Name”, TA project name, and federal grant number assigned to your OVW award.
- **Question 6**
 - Choose the one description that most closely resembles your organization

Section A I: Awardee Information, Q7, Q8 and Q9

➤ Question 7

- Indicate the types of victimizations you address
- Check all that apply

➤ Question 8

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

➤ Question 9

- Identify if this TA project specifically addresses tribal populations

Section A I: Awardee Information, Q I 0, Q I I and Q I 2

➤ Question 10

- List the specific names of the OVW grant programs for which you provide TA

➤ Question 11

- List all project partners that are on your summary data sheet

➤ Question 12

- Identify the “Issue areas” that your organization is focusing on. These can be found on your original solicitation
- These can also be found on your summary data sheet, just make sure you are listing “issue areas” and not “purpose areas”

Section A2: Staff Information

- **Funded under the Technical Assistance program**
 - Only report FTEs for staff whose salary is provided, fully or partially, by Technical Assistance funds (including staff time of contracted work)
- **Time should be pro-rated if necessary**
 - Such as when someone is part-time, was hired partway through the award period, is a contractor, or is full-time but only partially funded by Technical Assistance program funds
- **Report to the second decimal (i.e. 1.00 FTE)**

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

Staff Example I

Your organization received Technical Assistance Program funds that were used to fund one full-time employee whose salary is 85% funded by the award and another full-time employee whose salary is 15% funded by the award. What FTE would you report?

- A. 0.50 FTE
- B. 1.00 FTE
- C. 2.00 FTE

Staff Example I Answer

Remember: Report only award-funded staff time

In this case, you would report only Technical Assistance award-funded personnel time. The correct FTE would be 1.00 FTE (0.85 +0.15).

Staff Example 2

The Technical Assistance Program award you received funded a full-time employee that was hired 4 months into the reporting period. What FTE would you report?

- A. 0.33 FTE
- B. 0.67 FTE
- C. 1.00 FTE

Staff Example 2 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 two months of the six-month reporting period. The correct FTE would be 0.33 FTE (2 months/6 months).

Section B: Program Activities

- **All awardees must fill out this section**
 - The form will not validate if this section is not filled out
- **Question 14: Program activities**
 - Refer to your proposal and check all that apply
 - Program Specialists must approve all changes to your program activities

Section C I: Training (1 of 2)

- **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. Training is about...
 - Growing knowledge
 - Creating shared learning
 - Growing skills
 - Building a community of practice
- Do not report staff development of award-funded staff

Section C I: Training (2 of 2)

- A training event is determined by each separate audience that attends
- **1 training event =**
 - 1 conference
 - 1 class (even over multiple sessions)
 - 1 New Grantee Orientation (if you are organizing the entire training)
 - 1 workshop delivered at the NGO if another entity organized the NGO

Section C I: Training, Q I 5

➤ Question 15

- Report the number of training events provided by TA program-funded staff or directly supported by TA funds
- Report the type of event, and indicate if the event(s) were national, regional, statewide, or local
- Use “webcasting” category for webinars and podcasts
- Use “other” category to report archived webinars or asynchronous web-based trainings
 - Report as a single event in q. 15
 - Capture who completed the trainings in q.16
 - Do not report any hours in q.17 total hours spent on training

Section C I: Training, Q I 6

➤ Question 16

- Report people trained in the professional category that most closely fits with their profession
- Do not report students here unless they are pre-professional
- Use the “multidisciplinary” category only if you cannot reasonably estimate how many professionals were trained by specific categories
- Please note in the narrative if you had to use this category for a large portion of trainees because the profession information was not available to you

Section C I: Training, Q I 7 and Q I 8

➤ Question 17

- Report the total number of hours spent training
- Round to the nearest $\frac{1}{4}$ hour
- Do not include prep time
- Do not multiply training hours by the number of trainees or the number of trainers present at the training event

➤ Question 18

- Check off all training content areas that apply
- If you need to use the other category please be as specific as possible in your description

Training Example

The TA award-funded Trainer held **10** two-hour workshops. **6** of these trainings were held regionally and **4** were held locally. Attendees included: mental health professionals, social services organization staff, DV/SA staff, and volunteers.

In this case, you would report all 10 trainings as they were all award-funded. You would report them in q.15 in the “workshops/seminars” row with 6 under the “regional” column and 4 under the “local” column. The professionals that attended those trainings would be reported in q.16 and 20 hours would be reported in q.17.

Section C2: Technical Assistance

- **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. Technical Assistance is about...
 - Building capacity
 - Brokering resources and relationships
 - Using expertise to develop new solutions

Section C2: Technical Assistance, Q19 (1 of 2)

➤ Question 19

- Report the number of technical assistance activities by recipient and activity type
- Each contact is one activity
- For example: If an OVW grantee reaches out via phone regarding one topic and then later sends an email regarding a separate topic for which a few emails are exchanged, report these as two separate consultations

Section C2: Technical Assistance, Q19 (2 of 2)

➤ Question 19: Definitions

- **Site visit:** an in person visit made to an agency or other location for the purpose of providing a technical assistance consultation
- **Technical assistance consultation:** fairly broad problem-solving activities that include providing TA over the telephone, electronically or through other types of contact other than site visits
- **Information request responses:** providing information or materials to professionals on certain topic areas
- **Referrals:** referring professionals to other technical assistance providers

Section C2: Technical Assistance, Q20

➤ Questions 20

- Report the total number of hours spent on technical assistance
 - You can include the time spent researching a grantee's request
 - If 2 staff are on a 1-hour consultation call, count both of their time (i.e. 2 hours)

Section C2: Technical Assistance, Q2 I

➤ Question 21

- Report all of the topics that your organization provided technical assistance on with TA funds during the current reporting period
- Check all that apply

Section C3: Underserved Populations, Q22 and Q23

➤ Questions 22

- Report on all activities for which your TA cooperative agreement funds were used to develop or enhance services for underserved populations
- Check all that apply

➤ Question 23

- Indicate which underserved populations were addressed in the activities identified in q.22
- Check all that apply

Section C4: Products

➤ Question 24

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

➤ Definitions

- **Develop:** to create a new product
- **Substantially revise:** to make a significant amendment to an existing product
- **Distribute:** Number of products actually distributed/used during the reporting period

Why is Narrative Data Important?

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

- Provides **context** for the numbers in the report
- Provides information about the **impact** of the OVW-funded technical assistance
- 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 awardees must fill out **Question 25** every time you report and **Questions 26 & 27** annually on the January to June reporting form
- **Question 28** is optional
 - Use q.28 to also 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

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

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

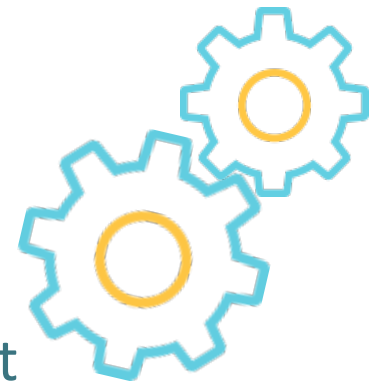
JustGrants OVW Support phone and email:

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

Check out the TA Reporting Toolkit!

Go to our website, vawamei.org, and learning about the TA Reporting Toolkit and other TA progress report materials that may be helpful to you

- Staff and Products (Q13 & Q14)
- Training (Q15, Q16, Q17, & Q18)
- Technical Assistance (Q19, Q20, & Q21)

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 attachments or extra documents as a way to report data

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