Grants to Support Tribal Domestic Violence and Sexual Assault 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 40 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 40 to explain "*We entered 1 in question 31 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 36 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 C4 Policies, narrative question 29, 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 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

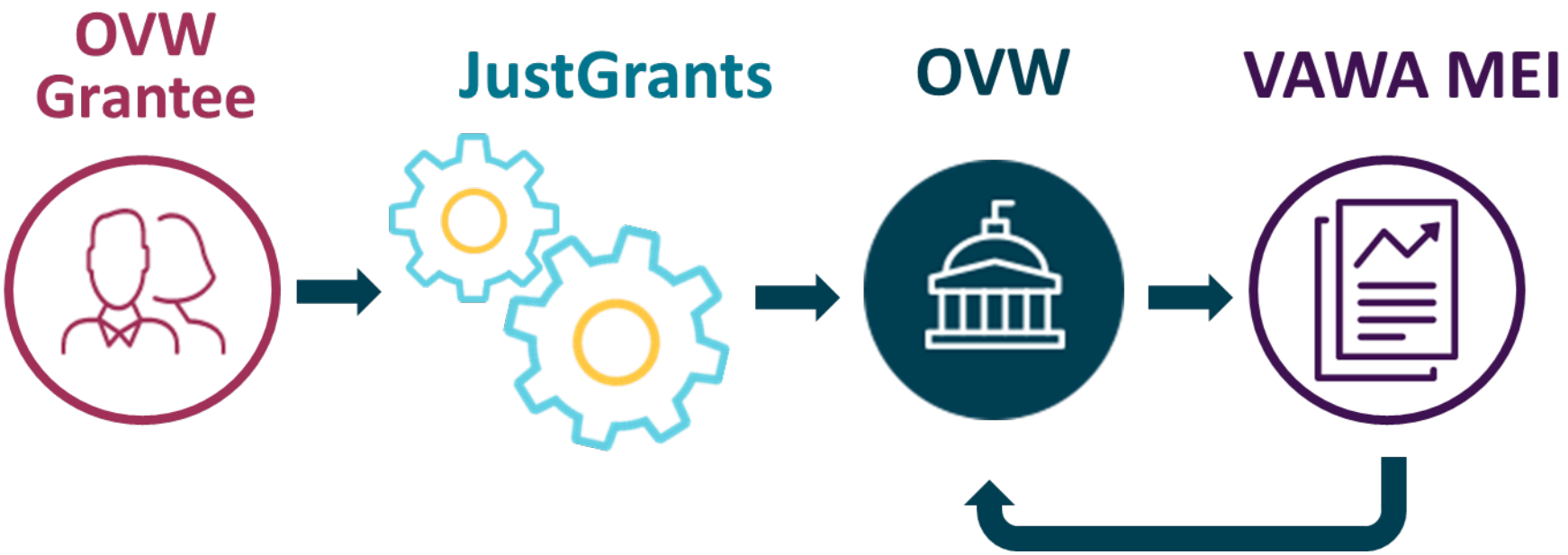
COVID-19 Resources

- **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

Grant is awarded to your organization!

Must report every 6 months

Not yet using grant funds for activities

Only report mandatory sections

Using grant funds for activities

Report **mandatory** sections

Sections related to activities **being funded**

What if you have to submit more than one Tribal Coalitions progress report?

Award A
closing out funds

Award A funded staff FTEs + Award A funded activities + Narrative detailing the split

Award B
continuation funds

Award B funded staff FTEs + Award B funded activities + Narrative detailing the split

***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 40) 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, Q5 and Q6

- **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 & 6**
  - Provide information about the grantee organization administering the Tribal Coalitions grant and type of coalition

Section A1: Grant Information, Q7 and Q8

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

Question 8

- Identify the percentage of your total operating budget that is funded through your Tribal Coalitions Program grant

Section A1: Grant Information, Q9 and Q10

Question 9

- Provide a list of the ***specific*** tribal populations served

Question 10

- Identify if this tribal coalition existed prior to the grant by checking yes or no

Section A1: Grant Information, Q11

Question 11

- Report the number of organizational members in lines 1 through 5. This number automatically adds up on line 6 "Total number of organizational members"
- On the last line, "Total number of individual members," report the number of individual members, if applicable to your Tribal coalition

Section A2: Staff Information (1 of 2)

- **Funded under the Tribal Coalitions grant**
  - Only report FTEs for staff whose salary is provided, fully or partially, by Tribal 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 Tribal Coalitions program funds
- **Use of "Other" category**
  - Be specific and correlate each entry with FTE amount
  - Do no 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

Staff Example 1

Your organization received a Tribal Coalitions Program grant that was used to fund one full-time system advocate whose salary is 75% funded by the grant and another full-time system 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 1 Answer

Remember: Report only grant-funded staff time

In this case, you would report only Tribal Coalitions Program funded personnel time. The correct FTE under "System Advocate" would be 0.90 FTE (0.75 + 0.15).

Staff Example 2

Your Tribal 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 Tribal 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/educator" would be 0.67 FTE (4 months/6 months).

Staff Example 4

The Tribal Coalitions Program grant paid for a Tribal cultural specialist for 65 hours of work during the 6-month reporting period. What FTE would you report in the Tribal cultural specialist 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 "Tribal cultural specialist" 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, Q13 and Q13a

- **All grantees must fill out this section**
  - The form will not validate if this section is not filled out
- **Question 13: Purpose areas**
  - Refer to your grant proposal to check all that apply
  - Program Specialists must approve all changes to your program activities
- **Questions 13a: Priority areas**
  - Only complete if you applied under a priority area

Section B: Purpose Areas, Q14 and Q15

Question 14: Culturally specific activities

- List all culturally specific activities that your Tribal coalition engaged in this reporting period
- Indicate if it was grant-funded by checking the box

Questions 15

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

Section C1: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 C1: Training, Q16

Question 16

- Report number and types of statewide, intra-state, and tribal training events provided
  - Statewide refers to regions within a particular state
  - A conference would be an event lasting a day or more addressing a number of topics
  - A workshop or seminar would be an event lasting a portion of a day on a specific topic/focus
- Staff development training provided to Tribal Coalitions program-funded staff should **not** be counted

Section C1: Training, Q17

Question 17

- Report the number of people trained
  - Use the category that is the closest fit
  - Do not include grant-funded staff who attended staff development
  - "Multi-disciplinary" should only be used if you were unable to collect the professional positions of the individuals you trained

Section C1: Training, Q18 and Q19

Question 18

- Check off all training content areas that apply

Question 19

- 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 Tribal Coalitions Program grant-funded Trainer held **10** two-hour workshops. These sexual assault/domestic violence trainings were held for tribal professionals, including: tribal government agency staff, social services organization staff, and victim advocates.

In this case, you would report all 10 trainings as they were all grant-funded. You would report them in q.16 in the "workshops/seminars" row under the "Tribal" column under "SA/DV." The professionals that attended those trainings would be reported in q.17.

Section C2: Education

Education is defined as the dissemination of general information that may increase awareness of dating violence, domestic violence, sexual assault, and/or stalking to those who are not working professionally in these fields

- Examples of education events include: rallies, speak outs, and presentations to the general public, students, and parents

Section C2: Education, Q20 and Q21

Question 20

- Report the education activities provided by grant-funded staff or directly supported by grant funds
- Report the total number of education events for which interpretive services were provided

Question 21

- Report attendees of the education events reported in q.20
- Use the category that is the most descriptive of the people who attended the event

Section C2: Education, Q22 and Q23

Question 22

- Check off all education topics that apply

Question 23

- Use this optional narrative question to describe the effectiveness of grant-funded outreach and education activities

Common Training and Education 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 C3: System Advocacy, Q24

Question 24

- Check off all System advocacy activities that apply

Definition:

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

Section C3: System Advocacy, Q25

Question 25

- 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 C3: System Advocacy, Q26 and Q27

Question 26

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

Question 27

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

Section C4: Policies, Q28 and Q29

Question 28 & 29

- 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 C5: Products

Question 30

- 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 C6: Technical Assistance, Q31

Question 31

- 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 C6: Technical Assistance, Q32 and Q33

Question 32

- Check all topics that were covered in the technical assistance activities reported in 31

Question 33

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

Section C7: Organizational Development and Capacity Building

Question 34

- Indicate what organizational development and/or capacity building activities were engaged in with grant funds during the current reporting period
- Do not report repairs or routine maintenance. However, if you upgraded your equipment and it allowed you to expand your technological capacity you can report it here

Question 35

- Indicate whether you consider system privacy and/or security when purchasing or developing software by checking yes or no

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!

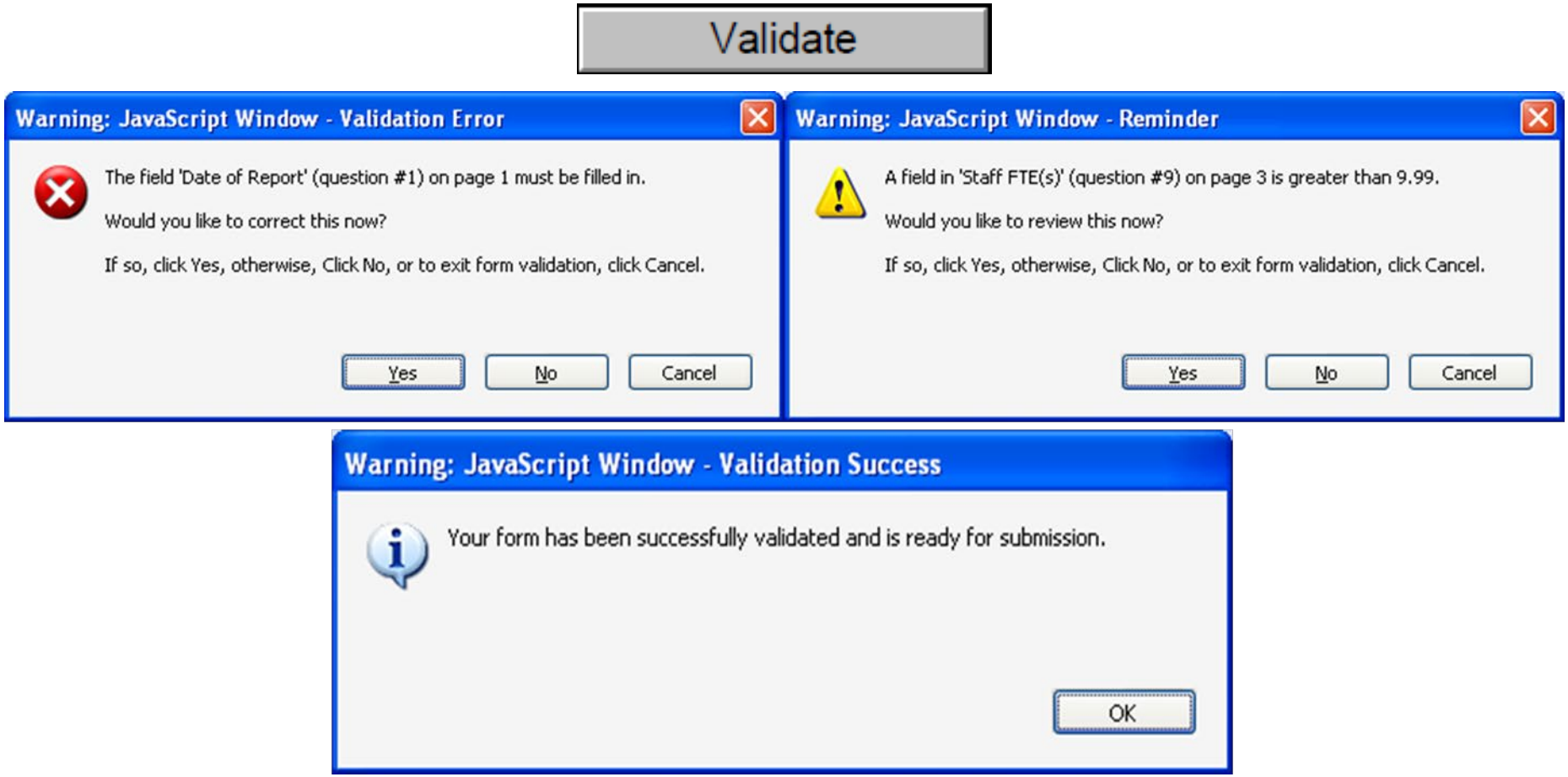
- OVW and VAWA MEI chose compelling narratives from each discretionary grant program to create the following narrative tool
- This document includes a detailed section outlining the many uses and impact of grantee narrative data

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

Section D: Narrative

- All grantees must fill out **Question 36** every time you report and **Questions 37 & 38** annually on the January to June reporting form
- **Questions 39 & 40** are optional
  - Use q.40 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

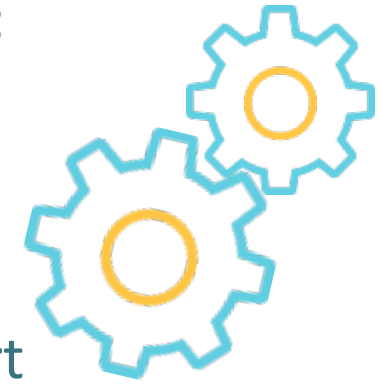


Who do I call for help? (1 of 3)

- **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!