

# Guide for Reviewing SASP Subgrantee Reports

## For Administrators of the Sexual Assault Services Formula Grant Program

### Purpose of this Document

The aim of this guide is to support administrators as they complete the review of subgrantee reports.

This document addresses the most common issues or “red flags” found during the review of data submitted by SASP subgrantees. A “red flag” does not always indicate an error, but it may require some investigation and clarification.

This document does not include guidance on every question of the SASP subgrantee annual progress report. If you have any questions that are not addressed, please contact VAWA MEI for assistance.

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## GUIDE TO REVIEWING SUBGRANTEE REPORTS

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## GUIDE TO REVIEWING SUBGRANTEE REPORTS

**ADMINISTRATOR RESPONSIBILITIES TO SUBGRANTEES**

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SASP administrators are responsible for **supporting subgrantees** with the reporting form by:

1. Ensuring that each subgrantee electronically completes the reporting form (scans and handwritten forms are not accepted).
2. Reminding subgrantees to click the "Validate" button to be sure that the report is successfully validated prior to submitting the report to you, the administrator.

SASP administrators are responsible for **reviewing the subgrantee reports** before submitting them to VAWA MEI by:

1. Ensuring that subgrantee reports are complete (not blank), and that subgrantees understood how to fill out the reporting form.
2. Clicking the "Validate" button on each subgrantee report to be sure that the report is successfully validated prior to submitting the report to VAWA MEI.
3. Requesting that subgrantees make changes as required, or directly make the necessary changes to subgrantee reports.

**Due Dates****Administrator Reports:**

- The SASP administrator report may be downloaded from the VAWA MEI website:  
<https://www.vawamei.org/tools-resource/sasp-formula-administrator-reporting-form/>
- SASP administrator reports are due in JustGrants by March 30th of every year.

**Subgrantee Reports:**

- The SASP subgrantee report may be downloaded from the VAWA MEI website:  
<https://www.vawamei.org/tools-resource/sasp-subgrantee-progress-reporting-form/>
- SASP subgrantee reports are due to VAWA MEI by March 30th of every year.

## GUIDE TO REVIEWING SUBGRANTEE REPORTS

**One Report per Subgrantee**

In most cases, only one report is submitted for each subgrantee during the reporting period, even if the subgrantee received funding from multiple fiscal years.

**Opening the Subgrantee Report in Adobe**

Sometimes subgrantees have trouble with editing the electronic reporting form because computer settings are by default opening the form outside of Adobe, typically with an internet-based PDF reader. The form needs to be open in Adobe Reader DC (or in Adobe Acrobat DC, if licensed) for the form to function properly.

**Here is step-by-step guidance to support subgrantees with opening the report in Adobe:**

- Make sure the subgrantees update their Adobe version before starting the reporting form. Here is a link to share with subgrantees so that they may download the appropriate Adobe program: <https://get.adobe.com/reader/>
- We recommend that administrators email the report to subgrantees as an attachment. The blank report can be found the VAWA MEI website: <https://www.vawamei.org/tools-resource/sasp-subgrantee-progress-reporting-form/>
- Tell subgrantees to save the report to their computer desktop.
- Instruct subgrantees to close all internet browsers. Open the Adobe program, and go to "File," select "Open," and then choose the reporting form, which is saved to the computer desktop.

**Which Activities are Captured?**

Subgrantees should only be reporting on SASP Program-funded activities and the activities conducted by SASP Program funded staff conducted during the 12-month reporting period. To make sure they are only reporting those activities funded with their SASP subgrant, administrators should refer to the subgrantee's original grant proposal and/or goals and objectives.

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**Validate Subgrantee Reporting Forms**

Subgrantee reports should be successfully validated, either by the subgrantee or by the administrator, prior to submitting the report to VAWA MEI.

Please instruct subgrantees to click the **"validate"** button before submitting the form.

Administrators should also click the "validate" button upon receipt of the subgrantee report. If any issues are flagged, ask the subgrantee to address the issues, and then click the "validate" button until there are no more issues being flagged.

**Responses in the "Other" Category**

The **"Other"** category should be used when no listed category is appropriate. The vast majority of responses will fit in an existing category.

If a subgrantee reports in the "Other" category, check to see if the response can fit into an existing category. The category does not have to be a perfect fit.

If the "Other" category is appropriately used, the response should be very specific. Acronyms should not be used to describe responses in the "Other" category, because all entities reviewing the data need to be able to understand what is being reported.

**Data Collection & Reporting Issues?**

If a subgrantee has not been able to collect and report data as requested on the annual progress reporting form, please ask that they discuss these issues in **question 24**.

**Blank Subgrantee Report?**

If a subgrantee report is blank, or if the subgrantee has little data to report because of limited activity during the 12-month reporting period, please ask that they discuss this in **question 24**.

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**Staff reported compared to activities reported:**

Staff FTEs should be reported in a way that reflects activities performed, rather than a staff person's job title.

It is a red flag if activities were reported in a section of the form but corresponding staff were not also reported.

*For example, if the subgrantee reported funding counselor FTEs, check to see if they reported counseling services in Section D Victim Services.*

These examples are inappropriate responses because they do not detail the functions of the funded staff time. Ask subgrantees to specify the job functions being performed, and report in an existing best-fit category when possible.

**SECTION A2 – STAFF INFORMATION**

It is recommended that administrators review the goals and objectives of each subgrant to determine if the subgrantee reported the staff FTEs appropriately. While reviewing subgrantee reports, make sure that:

1. Staff FTEs are in alignment with the subgrant goals and objectives.
2. Staff FTEs reported in question 8 are reported in a way that reflects activities performed rather than job title.
3. FTEs should be reported in decimals, not percentages. Calculations do not have to be exact, but they should be as accurate as possible.

**Staff FTEs in the "Other" Category**

If the "Other" category is used, the description should be very specific. If multiple staff functions are included in the "Other" category, the FTEs for each staff function should be indicated in parentheses in the description (please see the third bullet below for an example of this).

**Examples of appropriate responses** describing staff functions that subgrantees might report in the "Other" category include:

- Systems liaison personnel
- Occupational therapist
- Evaluator (0.05) and data analyst (0.12)

**Examples of inappropriate responses** subgrantees might report in the "Other" category include:

- graduate assistant
- contractors
- consultants

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**Prorating Staff FTEs**

When reviewing question 8, consider whether the FTEs reported align with your knowledge of the subgrant.

High FTE values or rounded whole numbers might indicate the subgrantee is not prorating to reflect what SASP grant-funds are supporting.

FTEs should be prorated to reflect contractors and stipends, and when staff are part-time, were hired partway through the reporting period.

**Example of Prorating Rounded Whole Number FTEs:**

A subgrantee reported three full-time advocates as 3.00 FTE in the Victim Advocate category.

While reviewing the subgrant goals and objectives, you realize that only one advocate is SASP Program-funded, and that advocate was hired in July. The other two advocates are funded through some other funding stream at the subgrantee agency.

The grant-funded staff was employed from July to the end of the 12-month reporting period. The advocate would be reported as 0.50 FTEs, to reflect that staff being grant-funded to work for one-half (six out of twelve months) of the total reporting period. The other two advocates will not be reported in question 8 because they are not SASP Program-funded positions.

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**Quick Prorating Reference**

The below calculations are based on a 40-hour full-time workweek, or 2,080 (40 x 52) working hours in a 12-month reporting period.

**1.00  
FTEs**

This staff conducted grant-funded work for 2080 hours per 12-months.

This staff worked 40 hours per week for the entire 12-month reporting period and is 100% supported by the SASP subgrant.

**0.50  
FTEs**

This staff conducted grant-funded work for 1040 hours per 12 months.

This staff worked 20 hours per week for the entire 12-month reporting period and is 100% supported by the SASP subgrant.

Alternatively, this staff worked 40 hours per week for the entire 12-month reporting period, and this staff was 50% supported by the SASP subgrant.

**0.40  
FTEs**

This staff conducted grant-funded work for 832 hours per 12-months.

This staff worked 16 hours per week for the entire 12-month reporting period and is 100% supported by the SASP subgrant.

**0.25  
FTEs**

This staff conducted grant-funded work for 520 hours per 12 months.

This staff worked 10 hours per week for the entire 12-month reporting period and is 100% supported by the SASP subgrant.

Alternatively, this staff worked 40 hours per week for the entire 12-month reporting period, and this staff was 25% supported by the SASP subgrant.



## GUIDE TO REVIEWING SUBGRANTEE REPORTS

## Examples of Calculating Staff FTEs:

**Example 1: Reporting by Job Function**

A subgrantee uses grant funds to support 100% of the salary for a full-time victim advocate. The advocate spends approximately 50% of their time providing direct support services to victims and the other half planning and coordinating the victim services program. The subgrantee should report 0.50 FTE in the "Victim advocate" category and 0.50 FTE in the "Program Coordinator" category.

**Example 2: Contractors and Stipends**

A subgrantee uses grant funds to contract translation services. The translator receives a \$15,000 stipend over the course of a 12-month period to provide these contracted services. FTEs should be reported under the appropriate existing "Translator" category.

To determine FTEs, find out the average salary of a full-time person providing translation services and compare to the contract amount. In this case, if the average annual salary of a translator in your area were \$41,000, you would divide 15,000 by 41,000 to determine the FTEs. This equates to 0.37 FTEs.

**Example 3: Hours Worked during the 12-month Reporting Period**

FTEs can be based on the number of hours that services were provided over the reporting period. To calculate FTEs, the subgrantee should determine the average number of grant-funded hours per week and divide by 40 (hours per week). Another method is for the subgrantee to add all hours worked during the 12-month reporting period and divide by 2,080 (remember, 2,080 hours is the number of hours worked by 1.00 FTE in the 12-month reporting period).

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**Example 4: Hired Partway Through the 12-month Reporting Period**

On November 2, a subgrantee hires a full-time children's advocate with grant funds. The FTEs should be pro-rated since the advocate only worked approximately two months during the twelve-month reporting period. The subgrantee should report 0.17 FTE (2 months/12 months = 0.17 FTE) in the "Children's advocate" category.

**What is not reported in Section C – Informational Materials?**

- Subgrantees should not report products that are still in development or in revision.

**SECTION C – INFORMATIONAL MATERIALS****Question 10 (Informational materials developed or substantially revised):**

Subgrantees should only report products that have been completed during the reporting period. Only those products supported with SASP Program grant funds should be reported in this section.

**Number developed or revised:** The number reported as developed or revised should not be more than the number of products listed in the "Title/topic" column. The number developed or revised refers to the number of products created from scratch or substantially revised.

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**Staff reported compared to activities reported:**

If a subgrantee filled out Section D Victim Services, double-check that the subgrantee reported FTEs in question 8 under at least one of the following categories:

- Children's Advocate
- Counselor
- Legal Advocate
- Outreach Worker
- Program Coordinator
- Translator
- Victim Advocate

**In question 11, subgrantees should not report a person who. . .**

- is not a victim of sexual assault
- only asks for services that are not funded by the SASP subgrant
- does not accept any grant-funded services offered through outreach

**SECTION D – VICTIM SERVICES**

**In this section**, subgrantees should report only the victim services activities conducted by staff who are grant-funded, and activities directly supported with SASP Program grant funds.

**Question 11 (Primary victims/survivors served, partially served, and not served):**

For the purposes of this question, victims/survivors are those people against whom the sexual assault was directed.

Subgrantees should not automatically report victims/survivors contacted through outreach activities in question 11. If a victim/survivor declines services offered or does not respond to outreach efforts, such as letters or phone calls, that victim would not be reported in question 11.

If, because of outreach activities, the victim did request or accept a grant-funded service, the subgrantee would then count them in question 11. Subgrantees can report outreach activities in question 18.

**Defining Served, Partially Served, and Not Served**

- ❖ **Served:** A victim/survivor should be reported as served if they requested or accepted SASP grant-funded services and the program was able to provide all of those services.
- ❖ **Partially Served:** A victim/survivor should be reported as partially served if they requested SASP grant-funded services and the program was able to provide some, but not all, of those services.
- ❖ **Not Served:** A victim/survivor should be reported as not served if the program could not provide any of the SASP grant-funded services that the victim requested.

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**Question 12 (Secondary Victims):**

To be reported in question 12, secondary victims must receive grant-funded services. **Secondary victims** are those who are indirectly affected by the sexual assault. They may be children, siblings, spouses or intimate partners, parents, grandparents, and other affected relatives.

Children of the primary victim should not be reported in this question if they did not receive grant-funded services. Children of any other secondary victims should not be reported in this question.

**Question 13 (Reasons partially served or not served):**

To date, nearly every reason subgrantees have reported in the "Other" category:

- Should have been reported under an existing category, or
- Indicated a misunderstanding of how to report victims served, partially served, or not served, in question 11.

**Examples of inappropriate responses you may see reported in the "Other" category in question 13:**

- **"Client refused services"**: If a victim refuses all grant-funded services, then the victim is not requesting or accepting grant funded services and should not be reported in Section D.
- **"Could not locate client"**: If a victim requested services and then could not be located and no services had been provided, then the victim would not be reported at all, unless the person was on a waiting list.
- **"Service not provided by program"**: Only grant-funded services are considered for the purposes of this report. If a victim requests only services that are not grant-funded, the victim would not be reported in Section D.

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**Examples of inappropriate responses** you may see reported in the "Other" category in question 13:

- **"Client withdrew"**: If a victim withdraws and all the grant-funded services the victim requested were being provided, this victim would be reported as served, even if the service(s) were not completed at the time the victim withdrew.
- **"Client is on a waitlist"**: A victim who was on a waiting list and cannot be located when services become available would be reported as partially served or not served, depending on whether that victim received some or none of the grant-funded services they requested.

**Question 14 (Demographics) - Age and Gender:**

Each victim/survivor reported as served and partially served in question 11 must be reported in exactly one age category and in exactly one gender category.

A high number in the **0-6 age category** may be an indication that the subgrantee is incorrectly reporting the children of primary victims of sexual assault as victims served. Children of primary victims who receive grant-funded services should be captured in question 12 only, as they are secondary victims served. Question 14 includes primary victim data only, and it does not include demographics about secondary victims.

**Question 14 (Demographics) - Race / Ethnicity:**

At least one race/ethnicity must be selected for each victim/survivor reported as served and partially served in question 11. A victim/survivor can be reported under any number of race/ethnicity categories because some victims/survivors self-identify as multiple races/ethnicities. The total number in the "Race/ethnicity" category can be greater than the total number of victim/survivor reported as served and partially served in question 11.

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**Question 15 (Victims/survivors relationship to offender):**

The total number of relationships reported can be greater than the total number of victims/survivors reported as served and partially served (question 11A and 11B). However, the total number of relationships reported cannot be less than the total number of victims/survivors reported as served and partially served (question 11A and 11B) because at least one relationship must be reported per victim.

**For example:**

Two different offenders may have victimized a single victim reported as served in question 11. Both of those relationships to offenders can be reported in question 15.

**Question 16 (Victim services):**

No individual service category should have a number greater than the total number of victims served and partially served (question 11A and 11B). Subgrantees should only report how many victims received a particular service, not how many times a service was provided.

**For example:**

A victim attended a 12-week support group during the 12-month reporting period. The subgrantee would report the victim only once in the category "Counseling services/ support group."

**Question 16 (Victim services) - "Other" Category:**

If the "Other" category is used, the response should be specific. Below are examples of appropriate and inappropriate responses in the "Other" category.

**Examples of "Others" reported in question 16:**

**Inappropriate** responses in the "Other" category include:

- Information
- Referrals
- Safety planning

**Appropriate** responses in the "Other" category include:

- Emergency cash
- Food
- Clothing

**Why are these inappropriate "Other" responses?**

Information on these services is not being collected; OVW assumes that every victim receives these services.

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**Victims who do not accept or request services offered during outreach:**

If a victim makes a hotline call or receives an outreach call or letter, but that victim does not request or accept grant-funded services, that victim will not be reported in question 11.

**Questions 17 (Hotline calls/ information and referral):**

Please check to see if the subgrantee incorrectly reported agency-wide totals. Only SASP grant-funded activities should be reported in question 17.

- **If grant-funded staff are answering the hotline or supervising volunteers who answer the hotline**, the subgrantee would report all hotline calls handled by grant-funded staff and/or volunteers that they supervise.
- **If grant funds are supporting a portion or percentage of the hotline budget**, the subgrantee needs to prorate the total hotline calls to reflect only what percentage of the budget is supported by the SASP subgrant.
- If a subgrantee provides **SASP grant-funded crisis intervention** through the hotline service, then victims who accept or request that grant-funded crisis intervention should be reported in question 11, and the call would be reported in question 17.
- If a victim **calls the SASP grant-funded hotline many times** in a reporting period, each call can be reported in question 17.

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**Question 18 (Outreach to victims/survivors):**

Subgrantees should only report on grant-funded unsolicited outreach activities in question 18.

- If SASP grant funds are **supporting a portion or percentage of the outreach budget**, the subgrantee needs to prorate the total hotline calls to reflect only what percentage of the budget is supported by the SASP subgrant.
- If the victim witness notification activities and unsolicited outreach activities are **100% funded by the SASP grant**, then the subgrantee should report the agency's total of unsolicited outreach activities.
- **If grant-funded staff are conducting victim witness notification and unsolicited outreach activities**, the subgrantee will report all those activities handled by grant-funded staff and/or volunteers that they supervise.

**Question 19 (Protection/ restraining orders):**

The number of protection orders reported should only include instances when SASP grant-funded staff actually assisted a victim in obtaining the protection order.

If the number of victims requesting or receiving protection orders is significantly higher than the number of victims served and partially served, please reach out to subgrantee to clarify this issue.



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**SECTION E – NARRATIVE**

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SASP administrators should inform subgrantees about the importance of responding to the narrative questions.

Numbers do not tell the entire story of the amazing work being conducted by subgrantees on a daily basis. 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

**Crafting Narrative Supportive Tools**

You may direct subgrantees to check out the **Examples of Grantee Narrative Data** document available on the VAWA MEI website. This document includes a detailed section outlining the many uses and impact of grantee narrative data. Here is the live link that you can click on to access the [Examples of Grantee Narrative Data](https://www.vawamei.org/tools-resource/examples-of-grantee-narrative-data/) document:

<https://www.vawamei.org/tools-resource/examples-of-grantee-narrative-data/>

You may direct subgrantees to check out the **Crafting Narratives Training Video** available on the VAWA MEI website. This training video discusses the ways that OVW uses subgrantee narrative data, describes best practices for documenting activities and writing compelling narratives, provides narrative examples taken straight from real grantee reports. Here is the live link that you can click on to access the [Crafting Narratives Training Video](https://www.vawamei.org/tools-resource/crafting-narratives-training-video/):

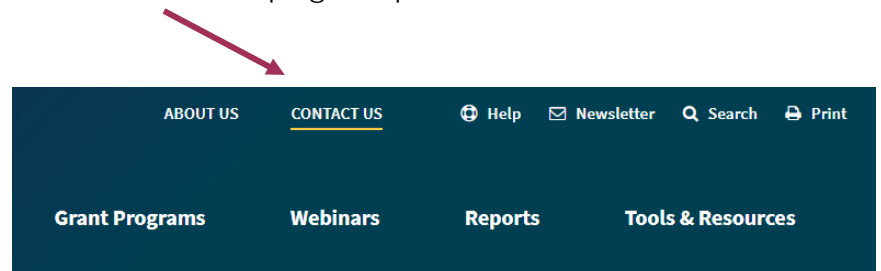
<https://www.vawamei.org/tools-resource/crafting-narratives-training-video/>

## GUIDE TO REVIEWING SUBGRANTEE REPORTS

## FEEDBACK? QUESTIONS?

This guide is new! Do you have any feedback to share with us at VAWA MEI? For example, is there an example that is confusing or unclear to you? Do you have a question about something that was not covered? We are happy to support administrators.

You can reach us by phone, by email, or through our “**Contact Us**” webpage as pictured below.



## Contact Us

1-800-922-VAWA (8292) or [vawamei@maine.edu](mailto:vawamei@maine.edu)

VAWA MEI offers training, technical assistance, and consultation on collecting and reporting data related to your OVW funded activities. Call, email or use the form below to request technical assistance.

Name \*

FIRST

LAST

AGENCY \*

EMAIL \*

PHONE \*

GRANT PROGRAM \*

HOW CAN WE HELP? \*

SUBMIT

**VAWA MEI phone:**  
1-800-922-8292

**VAWA MEI email:**  
[vawamei@maine.edu](mailto:vawamei@maine.edu)

**Website:**  
[vawamei.org](http://vawamei.org)

### Resources Available at [www.vawamei.org](http://www.vawamei.org)

- ❖ Ask a question through our “Contact Us” form
- ❖ SASP subgrantee progress reporting form and instructions
- ❖ Reporting tools and resources
- ❖ Final Reports to Congress (Biennial and SASP)
- ❖ Summary Data Reports (aggregated data by grant program)
- ❖ Training dates and materials/OVW updates on reporting