

# Grants to Indian Tribal Governments Program

VIOLENCE  
AGAINST  
WOMEN ACT

MEASURING  
EFFECTIVENESS  
INITIATIVE

This project was supported by Grant No. 2017-TA-AX-K059 awarded by the Office on Violence Against Women, U.S. Department of Justice. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Justice, Office on Violence Against Women.

# 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 77 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 58 to explain "*We entered 1 in question 49 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 72 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 20, 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 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



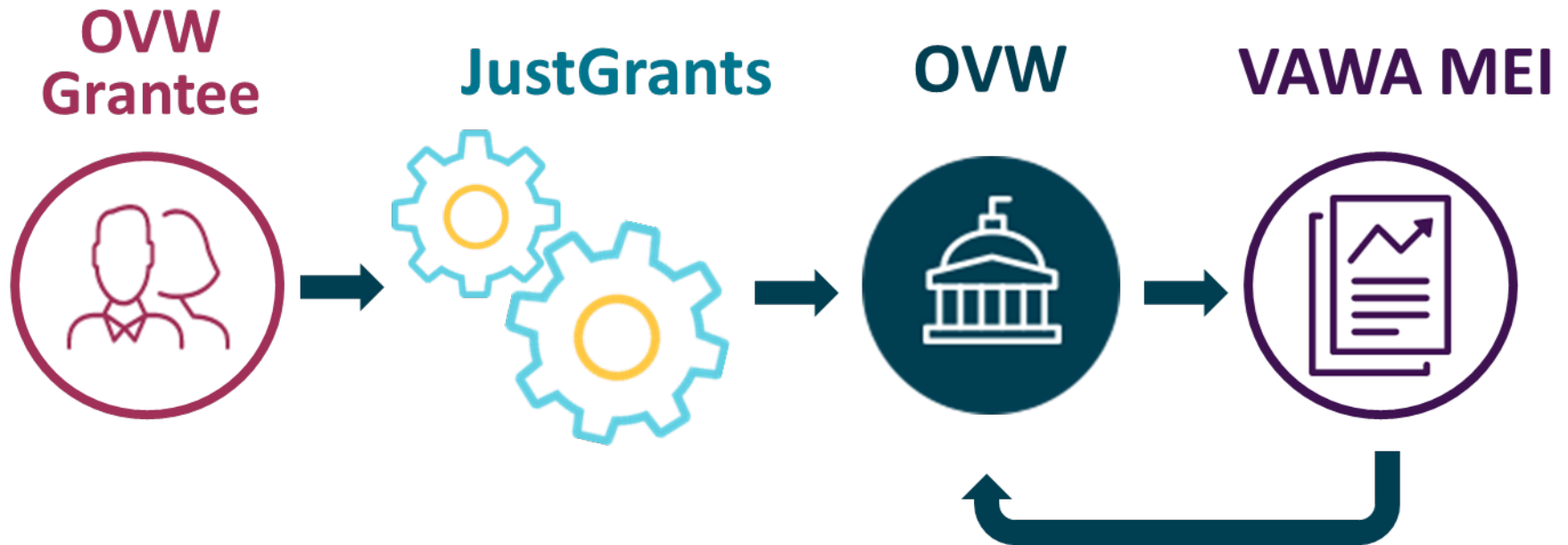
# COVID-19 Resources

- **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



# 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

## **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 76) 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 attend 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 on your campus?

# 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

## 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 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



# Section A I: Grant Information, Q6 and Q7

## ➤ Question 6

- List the specific tribal population(s) served by your grant

## ➤ Question 7

- Estimate the percent of grant funds directed to each area – you determine this each period
- Please note that the definitions of SA, DV, and Stalking are in the reporting form and separate instructions

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

- **Funded under the Tribal Governments grant**
  - Only report FTEs for staff whose salary is provided, fully or partially, by Tribal Governments 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 Governments 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 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 a Tribal Governments Program grant that was used to fund one full-time outreach worker whose salary is 75% funded by the grant and another full-time outreach worker 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 Tribal Governments Program funded personnel time. The correct FTE under “Outreach staff” would be 0.90 FTE ( $0.75 + 0.15$ ).

## Staff Example 2

Your Tribal Governments 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 0.35 FTE Victim Advocate
- C. 0.50 FTE Program Coordinator and 0.50 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 include 0.35 FTE (14 hours/40 hours).



## Staff Example 3

### Pro-rate FTEs for staff who work only part of the reporting period

The Tribal Governments Program grant you received funded a full-time counselor that was hired 2 months into 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).

# 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 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 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

# Training & Education Example

The Tribal Governments Program grant-funded Trainer/educator held **12** training events for professionals, **4** community education events, and **3** educational presentations at a local high school this reporting period. Your organization also supported **4** training events with other funding.

In this case, you would only report the 12 **grant-funded** trainings in q.10 and report the professionals that attended those 12 trainings in q.11. You would also report all the people that attended those 7 grant-funded education events in q.14.

# 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 D: Services to Victims/Survivors and Families**

- **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 Tribal Governments Program funding**

## **Section D:Victim Services/Shelter/ Transitional Housing/Legal Services**

- **Report all grant-funded victim services provided, whether by legal services, a victim service agency, or by staff providing victim services within law enforcement, prosecution, or the court system**
  - Victim Services - questions 25-31
  - Shelter/Transitional Housing – questions 32-34
  - Legal Services – questions 35-37



## **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 Tribal Governments grant-funded
  - The victim/survivor must be a primary victim of domestic violence, dating violence, sexual assault, or stalking

## Section D:Victim Services, Q25 (I of 2)

- **Question 25 number of victims/survivors**
  - **Served:** received all requested services that are provided by Tribal Governments funds
  - **Partially served:** received some but not all requested services that are provided by Tribal Governments funds
  - **Not served:** received none of the requested services that are provided by Tribal Governments funds

## Section D:Victim Services, Q25 (2 of 2)

### ➤ Question 25 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
- Victims need to be reported under their **presenting victimization**, even if they have experienced more than one type of victimization

## Section D:Victim Services, Q26

- **Question 26 reasons partially served or not served**
  - Indicate the reasons victims/survivors were partially served, not served, or both
  - Check all that apply
  - Use of “other” almost always indicates the victim/survivor should have been reclassified or should not have been counted in this section
- **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 #1

Your Tribal Governments grant funds crisis intervention and transportation. A victim of domestic violence 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” under “domestic violence” in q.25 and in q.26 you would check off the reason “hours of operation” in the first column that is labeled “partially served.”

## 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 legal advocacy. 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.25 as it is an unduplicated count.

## Victim Services Example #3

Your program offers counseling and legal advocacy. A victim of stalking 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.25 because you were not able to provide either grant-funded service. You would also check off the reason “program reached capacity” in the first column of q.26 for reasons not served or partially served.



## Section D:Victim Services, Q27

### ➤ Question 27 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.25 A&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.25 A&B)

## Section D:Victim Services, Q28

- **Question 28 victims/survivors' relationship to offender by victimization**
  - Report the victim's relationship to the offender(s) by type of victimization
  - If a victim has experienced more than one type of victimization and/or was victimized by more than one perpetrator, report them under each applicable category, not just the primary victimization
  - The total reported under each type of victimization should equal or be higher than the total of q.25 A&B

## Section D:Victim Services, Q29

- **Question 29 number of services provided to children of victims**
  - Report the number of children, of victims/survivors reported as served or partially served in questions 25A and 25B, that also received services
  - Also report the number of times the services were provided during the current reporting period
    - We expect to see at least 1 time of service for each child reported. So if we see 20 children reported in the first box, we expect to see at least 20 reported in the second box “number of times service was provided”

## Section D:Victim Services, Q30A

### ➤ Question 30A victim services

- Report only the grant-funded services provided to victims reported in q.25 A&B
- Count a victim once for each type of service they received (column 1) and then include the number of times they receive each grant-funded service (column 2)
- The total in any individual service category (column 1) should not be greater than q.25 A&B (the total of served and partially served victims)

## Section D:Victim Services, Q30B

### ➤ Question 30B hotline calls

- Report the number of hotline calls received on phone lines paid for with Tribal Governments Program funds or answered by Tribal Governments Program-funded staff during the current reporting period
- Only victims/survivors reported here who also received additional services listed in q.30A should be reported in q.25
- All calls, whether or not from victims/survivors, should be included in the “Total number of calls”

## Section D: Shelter/Transitional Housing Assistance, Q32

- **Question 32 shelter and transitional housing services**
  - Only report shelter or transitional housing services supported with your Tribal Governments grant funds
  - Report the unduplicated number of victims and accompanying family members who received emergency shelter and/or transitional housing provided with TG grant funds
  - To calculate number of bed nights:
    - $(\text{Number of victims} + \text{number of family members}) \times (\text{Number of nights in shelter}) = \text{Number of bed nights}$
  - We do not expect to see more than 182 bed nights per person, per period. (There are approximately 182 nights in a 6 month period)

## **Section D: Shelter/Transitional Housing Assistance, Q33 and Q34**

- **Question 33 type and number of housing units**
  - Report only on transitional housing units; do not report on emergency shelter
  - If you only reported under “emergency shelter” in q.32, you will not be completing this question
- **Question 34 housing assistance**
  - You will be reporting on the housing assistance paid for under your Tribal Governments grant for the 6-month reporting period
  - Only report “rent subsidy” if you listed housing units under the “voucher/rent subsidy” category in q.33 and reported victims/survivors in transitional housing category in q.32

## Section D: Legal Services, Q35

- Only report on legal services provided by Tribal Governments Program-funded attorneys, paralegals, and specifically appointed advocates
- **Question 35**
  - For all new and pending legal issues, report the number of victims receiving assistance under each legal issue
  - Only count each victim once under legal issues addressed; do not count in both “new” and “pending”



## Section D: Legal Services, Q35A and Q36

### ➤ Question 35A

- Report an unduplicated count of the number of victims that received assistance with legal issues in q.35
- If they received assistance with more than one legal issue, count them only once here and then report them in q.36

### ➤ Question 36

- Report an unduplicated count of the number of victims that received assistance with multiple legal issues
  - Consider all family law matters (part B) as one category

# Section D: Legal Services, Q37

## ➤ Question 37

- Report legal outcomes for all cases closed or issues resolved during the current reporting period for which services were provided by Tribal Governments Program-funded attorneys or paralegals
- Report the highest level of service or outcome achieved for each issue

## Section D2: Supervised Visitation, Q38, Q39 and Q39A

### ➤ Question 38

- Report the number of victims served, partially served, and not served (the same guidelines apply throughout form)

### ➤ Question 39

- Report the reasons families seeking services were not served or partially served

### ➤ Question 39A

- If you checked “Parties not accepted into program” in q.39, use q.39A to report the reason and number of families declined

## Section D2: Supervised Visitation, Q40

### ➤ Question 40

- Report the demographic information for each family member served or partially served
- Victims may be reported in more than one “race/ethnicity” category

**Race/ethnicity:** total should equal or be higher than the sum of q.38 A&B

**Gender:** total should equal the sum of q.38 A&B

**Age:** total should equal the sum of q.38 A&B

**Other demographics:** report to the best of your ability

## Section D2: Supervised Visitation, Q41, Q42, and Q43

### ➤ Question 41

- Report on the number of families who were counted as served and partially served in q.38 A+B
- Count each family under one referral source and one type of victimization

### ➤ Question 42

- Report the number of families receiving services and the number of times the services were provided

### ➤ Question 43

- For all families served and partially served, report the number of families that completed or were terminated from the Supervised Visitation Program

## Section D2: Supervised Visitation, Q44

### ➤ Question 44

- Use this optional narrative question to describe the effectiveness of victim services, shelter/transitional housing, legal services, and supervised visitation activities funded by the Tribal Governments grant

# **Section E:**

# **Criminal Justice System**

## Section E I: Tips for Law Enforcement

- Complete this section if your Tribal Governments Program grant was used for law enforcement activities
  - If reporting in this section, we would expect there to be law enforcement officer FTEs in q.8 Staff Information
- If you have an advocate employed by or located at the law enforcement agency but Tribal Governments grant funds are not supporting the law enforcement activities, you would **not** complete this section but would report activities in Section D. Victim Services



## Section EI: Law Enforcement, Q45 and Q46

### ➤ Question 45

- Report the number of law enforcement activities related to SA, DV, and stalking incidents for the current reporting period
  - If an activity relates to a case/incident involving more than one type of crime, the activity should be counted only once under the primary victimization

### ➤ Question 46

- Report the total number of victim referrals made by Tribal Governments program funded law enforcement officers to victim services, governmental and non-governmental
  - These referral numbers are not unduplicated since a survivor could receive a referral to both

## Section EI: Law Enforcement, Q47 and Q48

### ➤ Question 47

- Report the total number of temporary and/or final protection orders requested and granted
- Protection orders should be reported only if Tribal Governments funded law enforcement provided assistance to victims/survivors in obtaining them

### ➤ Question 48

- Use this optional narrative question to describe the effectiveness of law enforcement activities funded or supported by the Tribal Governments grant

## Section E2: Tips for Tribal Prosecution

- Complete this section if your Tribal Governments Program grant was used for prosecution activities
  - If reporting in this section, we would expect there to be prosecutor FTEs in q.8 Staff Information
- All data reported in the Prosecution Section is based on cases rather than charges
- If you have an advocate employed by or located at the prosecutor's office but Tribal Governments grant funds are not supporting the prosecution activities, you would not complete this section but would report activities in Section D. Victim Services

## Section E2: Tribal Prosecution, Q49 and Q49A

### ➤ Question 49

- Report the number of cases received, accepted for prosecution, declined, transferred, or referred
  - Report the number of DV, SA, and/or stalking case referrals received in 49a.
  - Of those cases reported as received in 49a, next report if the cases were accepted, declined, transferred, or referred (49b,c,&d)

### ➤ Question 49A

- If any cases were reported as declined (49c.) or not referred (49d.) in q.49, report the primary reasons why in this question

## Section E2: Tribal Prosecution, Q50 and Q51

### ➤ Question 50

- Report the dispositions of cases resolved during the current reporting period, supported by Tribal Governments grant funds, by type of case and disposition
  - If the case is not resolved yet, do not report anything

### ➤ Question 51

- Other issues present in cases that reached disposition
  - Discuss the extent to which cases reported also included additional charges or elements of DV, SA, and stalking beyond the case characterization

## Section E2: Tribal Prosecution, Q52, Q53 and Q54

### ➤ Question 52

- Report the number of victim/survivor referrals to victims services for both governmental and non-governmental

### ➤ Question 53

- Report the total number of temporary and/or final protection orders requested and granted for which survivors received assistance from grant-funded prosecution personnel

### ➤ Question 54

- Use this optional narrative question to describe the effectiveness of prosecution activities funded or supported by the Tribal Governments grant

## Section E3: Tips for Courts (1 of 2)

- Complete this section if your Tribal Governments Program grant was used for tribal court activities
  - If reporting in this section, we would expect there to be court-based staff FTEs in q.8 Staff Information
- All data reported in the Courts Section is based on cases rather than charges
- If you have an advocate employed by or located at the court but Tribal Governments grant funds did not support additional court activities, you would not complete this section but would report activities in Section D. Victim Services

## Section E3: Tips for Courts (2 of 2)

- Cases should be characterized by the **most serious offense** and may include **numerous** charges or counts. In most instances, a case will refer to one victim, one offender, and one incident
- Domestic violence cases should be reported as DV regardless of the actual charge (assault, vandalism, criminal threatening, etc.). Sexual assault cases could include rape, gross sexual misconduct, etc.



## Section E3: Tribal Courts, Q55, Q56, Q57 and Q58

### ➤ Question 55

- Report the number of new criminal cases filed

### ➤ Question 56

- Report the disposition of criminal cases resolved

### ➤ Question 57

- If funds were used for judicial monitoring, report the number of offenders reviewed and number of hearings conducted

### ➤ Question 58

- If funds were used for judicial monitoring activities, report the number of DV, SA, dating violence, and stalking cases in which there were dispositions of violations

## Section E3: Tribal Courts, Q59, Q60, Q61 and Q62

### ➤ Question 59

- Report the number of victims/survivors that court personnel referred to victim services, governmental and non-governmental

### ➤ Questions 60 & 61

- Report the total number of temporary and/or final civil protection orders (q.60) and criminal protection orders (q.61) requested and granted by the court during the current reporting period

### ➤ Question 62

- Use this optional narrative question to describe the effectiveness of court activities funded or supported by the Tribal Governments grant

## Section E4: Tribal Probation/Offender Monitoring, Q63 and Q64

- Complete this section if your Tribal Governments Program grant was used for probation and offender monitoring
  - If reporting in this section, we would expect there to be probation/monitoring staff FTEs in q.8 Staff Information
- **Question 63**
  - Report an unduplicated count of DV, SA, and stalking offenders
  - Report the number of offenders that completed probation without any violations and with violations
- **Question 64**
  - For each type of monitoring activity offenders received, report the number of offenders that received each monitoring activity and total amount of contacts

## **Section E4: Tribal Probation/Offender Monitoring, Q65, Q66 and Q67**

### **➤ Question 65**

- Report the number of DV, SA, and/or stalking cases in which there were dispositions of violations
- The violation does not need to occur during the current reporting period, only the disposition

### **➤ Question 66**

- Report the number of victims/survivors referred to victims

### **➤ Question 67**

- Use this optional narrative question to describe the effectiveness of probation and activities funded or supported by the Tribal Governments grant

## Section E5: Batterer Intervention Program, Q68 and Q69

### ➤ Question 68

- Report the number of offenders in your BIP during the current reporting period
  - Report each offender as either continuing in the program from the previous period or entering the program during the current reporting period

### ➤ Question 69

- Report the number of DV offenders in your BIP who successfully completed the program, were terminated from the program, or returned after the termination during the current reporting period
  - If you use other, please be as specific as possible

## Section E5: Batterer Intervention Program, Q70 and Q71

### ➤ Question 70

- Report the number of weeks batterers are expected to remain in the program to achieve successful completion
  - If your BIP has more than one program length and/or curriculum, provide the length for each type of program supported with grant funds

### ➤ Question 71

- Use this optional narrative question to discuss the effectiveness of BIP activities


## Section F: Narrative

- All grantees must fill out **Question 72** every time you report and **Questions 73 & 74** annually on the January to June reporting form
- **Questions 75, 76 & 77** are optional
  - Use q.77 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

**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.

**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.

**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**

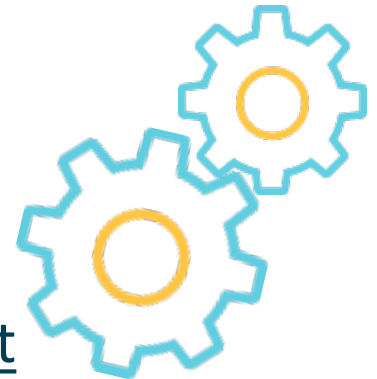
**JustGrants OVW Support phone and email:**

1-866-655-4482

[OVW.JustGrantsSupport@usdoj.gov](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)

[www.vawamei.org](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!**