

January 11, 2021- JD20 Progress Reporting Webinar Transcript

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Slide 1. Introduction (Minute 00:00)

>> Good afternoon. My name is Ginger Baran. I manage the research evaluation and performance portfolio at the Justice Department's Office on Violence Against Women. Welcome to this webinar about submitting your progress report which is due in the new JustGrants system at the end of this month. We will also provide tips that may help you complete your report and we will point you to resources that will help you if you come across challenges.

And Tara Wheeler and I will make sure there is ample time for questions and answers at the end. Also my OVW colleague, Lucy Moran, will keep track of questions as you enter them into the chat box, so that we can be sure to address them before our hour is up. That said, I expect that there will be some questions for which we may not have an answer at the ready. But Tara, Lucy, and I will attempt to track down the information you need after the webinar and will put you in touch with someone who can assist.

Before we get started, I want to mention a few things. First, I want to thank Tara and her fantastic colleagues at the Measuring Effectiveness Initiative or MEI for convening this webinar and for their support in our ongoing partnership. And thanks to Stephanie at NCJFCJ for providing the virtual forum, which makes today's webinar possible. Next, on behalf of OVW, I would like to wish each of you a happy new year and thank you for everything that you do to support survivors and hold offenders accountable. The best thing about my job is I get this incredible birds-eye view of the critical work that OVW grantees do every day across the nation, to make communities safer and more just. COVID-19 made 2020 an especially challenging year for everyone working in this space. And while a new year can be a new start in so many ways, the reality is that victim services providers, law enforcement, and others continue to struggle with how to do their work safely while the pandemic continues. At OVW we are honored to support your work and are grateful for everything that you do.

Finally, I want to acknowledge that the new JustGrants system rollout has not gone as smoothly as we had hoped. Some issues are a matter of figuring out a new system and some are bugs that require fixes. OVW is coordinating with our colleagues at the Office of Justice Programs, which manages the new system, to resolve issues and deploy support as quickly as possible. Please continue to log issues with your Program Specialist and the OVW JustGrants Support. We at OVW know that every minute grantees deal with administrative wrinkles is a minute less spent helping a survivor. So we are working at full force to make sure everyone has what they need to navigate the new system. Thank you for your patience in the meantime. And thank you for taking time out of your busy schedule today, to join us.

Next, I have a bit of good news to share with you. Which is that OVW will issue a one-month extension on the progress reports that are normally due on January 30th. Reports will instead be due on February 28th. We are working to get the change registered in the system, at which time formal notification to grantees will go out.

Slide 2. Missions (Minute 03:30)

Moving on. Let's take a quick minute to review the missions of our separate but collegial organizations. Over the past two decades, OVW has administered \$9 billion in grants under programs authorized by the Violence Against Women Act or VAWA. Our appropriations for fiscal year 2021, which is a part of the newly enacted government spending bill, are higher than ever before in the history of VAWA funding. While much of our work is focused on grant making, we also provide leadership within the Justice

Department and for our partnerships with other federal agencies on combating domestic violence, dating violence, sexual assault, and stalking. The mission of our office is to provide federal leadership and to help communities in their efforts to reduce these crimes and ensure justice. Now I will hand it over to Tara to talk about what her team does.

>> My name is Tara Wheeler and I work for the Violence Against Women Act Measuring Effectiveness Initiative. Which we abbreviate by calling it VAWA MEI, because that is a mouthful. But you might also know us as Muskie and that is because we are at an Institute called the Muskie School of Public Service at the University of Southern Maine. At VAWA MEI, our overall goal is to support accurate data reporting so that decision-makers, ranging from OVW staff to elected representatives at the U. S. House and Senate, – we support the accurate data reporting so that these decision-makers know the good work that is being funded under the Violence Against Women Act. This really breaks down to us supporting both grantees and OVW. We support grantees by providing technical assistance regarding how to demystify the data reports and try to help grantees concentrate on the good work of serving victims and supporting Violence Against Women Act purpose areas. We do that by being the experts on data reporting so that grantees do not have to be.

We also support OVW by compiling data into reports. Every six months, grantee reported data is put into what we call Summary Data Reports. These are made for each grant program. Additionally, every two years, we help OVW create the Biannual Report to Congress, which is a compilation of all of the grant funded activities over those two years and help support continuing reauthorization of the Violence Against Women Act.

Slide 3. Today's Agenda (Minute 06:30)

So today, on the agenda, we will be reviewing a few different things. We will be going over how to access and submit your progress report. We will also show the tools and resources that are available on the VAWA MEI website to help you complete your progress report. We will also discuss some of the JustGrants User Support resources and Ginger will also give additional information on progress reporting during COVID-19. And finally, we will leave space for answering questions. As we said before, for the questions that you have, put them into the chat. They will be compiled and we will get to them at the end of the webinar. And now, Ginger will go over how to access the report.

>> Thanks Tara. One question that has popped up, I will acknowledge now. If there will be a recording of the webinar. Yes, a recording and the transcript will be posted. If you feel like you missed something, you'll be able to go back and check it out.

Slide 4. Accessing Progress Report (Minute 07:35)

Moving on to accessing the progress report. In the next few minutes, I will review how performance report submission is supposed to go in JustGrants. I do not expect anyone to absorb it step-by-step as I go over it. So I recommend checking out the training materials on the JustGrants User Support page after this webinar. New tools have been posted within the past week. So it will be to your benefit to look around on the site.

Also, I want to emphasize that the best thing you can do right now is to get your PDF form prepared for submission. If the actual process of uploading into JustGrants is proving challenging for you, you have an additional month now. And I know some folks have joined after the introduction remarks, so I want to make sure that everybody knows that we have very recently secured a one-month extension for the

reports that would normally be due January 30th – you now have until February 28th. We are working on getting that into the system, at which time formal notification will go out to all grantees. But rest assured, if you're having difficulty, you now have more time to work out those problems. And again, in the meantime, the best thing is to get your form filled out and ready to go. Please consult the email that your organization or agency should have received from Lucy in early December. If you do not have access to the email or did not receive it, you can also pull the correct version of the form off of the MEI website and Tara will show you how to find that shortly. Please be sure to use the correct form. Do not take an old form and just update it. It is really critical that you use that correct new copy of the form. The items in it are not changed, it is the underlying code. So please make sure you use the correct form, thank you.

[Slide 5-12. Reporting in JustGrants \(Minute 09:40\)](#)

Moving on. This link, which you will find on the support page I mentioned, is for a step-by-step video that shows you how to upload and submit your report. So that is what I am going to go through in a brief bit here.

You can start by going to your assigned award and clicking on the award ID. Scroll down to the next due performance report and click the “Begin” button you will find on the right.

As an alternate approach, you can also find the report in your Worklist. We've heard that some grantees are only seeing future reports in the Worklist and not the next due one. Try to navigate and scroll through the queue to look for the July through December 2020 report and be sure you are opening and working in the correct one. And then click the case ID associated with that report.

Next, make sure it is correctly marked as a "regular" or “final” report although it should be preloaded for you. If you received a supplemental award back in September, the next report will be regular and not final because the supplement would have pushed out your project end date. There is also a comment box that you can feel free to enter any information about your report. Then, click the “Upload” button, which you scroll down and find under “Attachments”.

For the file upload, select the correct file from your files and upload that. Name the file anything you'd like but what is important is that the category dropdown list, it should show as a "Performance Report". Make sure that is showing correctly and change it if it is not. As for the last step, click “Submit”.

[Slide 13. JustGrants Resources \(Minute 11:55\)](#)

Here are some resources and links you might find helpful. Full disclosure, we prepared this webinar and slide deck before performance reporting materials were posted and available at the JustGrants training resources and technical support site. If you click on those now, you should find some helpful training videos and an infographic and other materials such as that.

Here are some JustGrants resources. Again, I cannot emphasize enough that – what seems confusing from the very quick run through that I did now – is covered in more detail and provided more information on these links here. Be sure to check them out. Now I will hand it over to Tara, who will get into the details of your PDF report form.

Slide 14. VAWA MEI Resources (Minute 12:20)

>> Okay. I am going to screenshare to walk you through the VAWA MEI website. So here is the vawamei.org website. And we have lots of resources for grantees on our website. If you look at the top, you can see that we have “Grant Programs” and resources for “Webinars”. And resources for some of those “Reports”, the ones I mentioned previously. We also have additional “Tools & Resources”. Everything that we have can be accessed through the grant program pages, so we will concentrate on that today.

Under “Grant Programs”, we have a different thumbnail for each program, each of the OVW grant programs. As an example, let's say I'm an Improving Criminal Justice Response grantee. I will look over here. This is a snippet of what is available. We have forms and instructions and I will come back to those in just a minute. You can download the forms from our website as well as separate instructions which provide greater detail about what the questions are asking for. We also have information on training. So this includes any training materials or handouts that we have for our webinars and there are also recordings made for program grantees. You can also request individualized technical assistance. You would just register and we would set up a time for someone to meet with you one-on-one to go over any questions.

We also have a variety of reporting tools available to grantees. This includes some of the training videos and also an FTE calculator, and some additional resources. Here are the reports, so each program comes out with its own report every six months, which are the Summary Data Reports. And then, as I mentioned, the Report to Congress. You can always look at the most recent Report to Congress's chapter on your program. Lastly, we have FAQs. We have these great FAQs written up, based on frequently asked questions we get. They give a good explanation of what a question is asking for. Hopefully, you can use our website as a resource but you can always contact us and we are happy to help.

Now, I will go back up and walk through what it is like to download and fill out the report. In previous reporting periods, our reports [on the VAWA MEI website] were always just samples because you would need to download and fill out the report in GMS. That is no longer the case. The reports have been modified. There are slight modifications so that you can fill out these reports and submit these. To do so, we have instructions here and also a video that describes this. What is kind of difficult is that, depending on your browser and settings, everything can kind of download differently. Hopefully I can give broad instructions.

To download, click the “Download” button and I get a file folder pop up asking me where to save it. I am going to hit “Save” and it's going into my Downloads folder. Here I can say “Show in folder”. So here it is in the folder and this is the important part: This report must be filled out using Adobe. If you have a PDF viewer in your web browser, that will not work with the coding in the form. So it must be filled out in Adobe. So to open it in Adobe, you can right click the document, and select “Open with” and go to “Adobe Acrobat Reader DC”. And here we are, here is the form.

It starts on page two. I would begin by putting in the current date in the drop-down. Previously, grantee name and grant number were automatically populated and that is no longer the case. You will be entering the grantee name and for here I will put VAWA MEI. Enter the grant number and make sure you get this accurate. And then going through and answering the questions just like you normally would.

There is one item I want to point out. Sometimes there is a glitch regarding the “Funds Used” question which is the Yes/No question. Typically, when you select “Yes” at the start of a section, it opens up all of these boxes. For instance, if I hit “No”, it is going to skip me ahead and I no longer get the cursor inside of those boxes. That is because these boxes only open when you select “Yes”. Sometimes grantees have a problem when they select “Yes” and the boxes still do not open. If that is the case, we recommend you then select “No”. And if you select “No”, select “Yes” again. For some reason, that seems to fix the problem. I think it may be a glitch that appeared with the Adobe update. Of course, if you have any questions, you can always feel free to reach out to us.

As I mentioned, it is filling out the form as you normally would and only reporting on you grant-funded activities during the six-month reporting. So even though the form is 69 pages, chances are you only need to fill out a small fraction of this form because you are not funding all of the applicable activities. When you select “No” to the activity, you just get jumped to the next section. I believe that I can stop sharing now.

[Slide 15. One-on-one Technical Assistance \(Minute 19:50\)](#)

As I mentioned before, if you need any technical assistance, you can reach out to us. Our contact information is at the end of this webinar. Also, if you have quite a few questions and you really want to get in-depth, you can request one-on-one technical assistance to set up a meeting to make sure there is enough time to go through all of your questions.

[Slide 16-17. COVID-19 General Reporting Guidance \(Minute 20:15\)](#)

And now Ginger is going to take over again.

>>Thanks so much Tara. Before I get into this next piece, we are saving most of the Q&A until the end, but I am gathering from the chat that there is some confusion about the extension I mentioned earlier, so let me clarify. If you are a grantee who typically reports every six months and you have a grant performance report due on January 30th normally, then you have an extension on this next one that would normally be due at the end of this month. And that extension is until February 28th. That does not apply if you are a STOP Administrator or SASP Administrator and you file a report with OVW in March – that remains unchanged. However, I know some of our grantees who are with us today are also sub-recipients of STOP and SASP awards and you typically will send your annual report on to the state administrator of the STOP or SASP funds. Any questions about when those reports are due to your state administrator is beyond the scope that I can answer, so please refer them to the state administrator.

Moving on, I want to talk a little bit about some of the questions and concerns raised around reporting during this time of COVID-19. I hope that having the extension will help alleviate some of these concerns. But I understand that some grantees may be hindered in reporting complete and accurate information due to the pandemic, especially if they or their project partners do not have access to files. Therefore, we recommend you complete the progress report to the best of your ability and submit it on time. Every progress report form includes a narrative field at the end where grantees are invited to provide additional information about the data. You can use that space to explain any incomplete or missing data. We encourage you to use other narrative fields to discuss the impact that COVID-19 has had on your activities.

There have also been some questions about grantees who are unable to collect data, such as the number of people who participate in a web based training or the number of victims served during

remote service delivery. And folks have asked if they should just provide estimates. We recommend that you do not report estimates for any of those numerical fields. All numbers reported should have accurate source documentation, meaning records to support what you report. For instance, an employee timesheet is source documentation for the number of hours you worked. A technical assistance log to track TA requests and their responses is another example of source documentation. So make sure to communicate with your OVW Program Specialist by using the narrative fields so you can explain any missing data and describe activities that you cannot quantify in the report. That is totally fine.

We have also received some questions about how to report on data that was not available at the time that you submitted the report, but became available at a later date. Maybe a report that you submitted in July was incomplete and you have some fresh data from the project partner. Send an email to your OVW Program Specialist about that and apprise them of new or additional data. And they can instruct you on what to do from there.

We have also received some questions about how to validate a progress report. Like, if you want to leave a data field blank and it is triggering a validation error when you try to do that. Most fields should be able to be left blank and the form will validate successfully. However, in the event it is not working out, enter "1" in that space and use the narrative question at the end that asks you to provide additional information about the data to say something like "We inserted 1 in question 26 in order to validate the form but the number there should actually be deleted." Just use the notes to provide that information.

So, OVW and MEI recognize that a pandemic presents tremendous challenges and we anticipate that those challenges will be reflected in the progress reports. Therefore, we recommend that grantees include some keyword such as "pandemic" and "COVID-19" when describing the related adjustments to your programming that you have to make to make sure that you are continuing to offer services and continue to meet your project goals.

[Slide 18. COVID-19 Reporting Guidance for Narrative Questions \(Minute 25:20\)](#)

It is a good idea to use that Goals and Objectives question set towards the end of the report to speak to the impact of COVID-19 on your progress toward your goals and when you had to change up your plan and reroute things and be creative with your approach to meet the needs of the current time.

[Slide 19. COVID-19 Reporting Guidance for Victim Services Data \(Minute 25:45\)](#)

Please remember that maintaining victim confidentiality is of paramount importance. Grantees need to track data in a manner that does not jeopardize confidentiality. This has come up in questions related to providing services remotely. There are great resources from the National Network of Domestic Violence and other TA providers if you need further assistance on how to navigate that.

There are times before, during, and after the pandemic that this may mean that you do not report complete data in your progress report and that is okay. We always recommend that you use the "Unknown" category for any demographic information you were unable to obtain. And you can use narrative fields to detail missing victim services data or data collection challenges you have experienced due to providing remote services, or other issues related to the pandemic. Victim confidentiality always supersedes anything to do with your reporting requirements.

Slide 20. COVID-19 Resources (Minute 26:45)

Here is a list of resources. And I believe I saw some questions earlier in the chat about having access to these links. This slide deck should be made available to everyone who registered so that you can go through and click on the links and explore what resources are available.

Slide 21. VAWA MEI COVID-19 Resources (Minute 27:10)

Now, I will hand it over to Tara to talk about VAWA MEI resources around these issues.

>> Thank you! Here are the links to many resources. So we have links to COVID-19 FAQs as well as the “Reporting in a Pandemic Office Hours” recording. We also have links regarding writing narratives and narrative examples. I will also paste some links into the chat. Hold on. I pasted into the chat links for our Home Page. Also, the Contact Us page. Our Training page. Additionally, I pasted in a link to download the free version of Adobe Acrobat Reader. You do not have to pay for this version and you can download it for free. And Julia has updated the Contact Us link because it seems like that got merged with other text.

Slide 22. Who do I call for help? – JustGrants (Minute 28:25)

Here are resources on who you call for help and who to reach out to. If you need technical assistance or support with your JustGrants account, this slide shows the JustGrants Support contact information. Note that one of the contacts is specifically for OVW support.

Slide 23. Who do I call for help? – OVW (Minute 28:55)

Additionally, you can contact OVW. You will contact OVW if you needed to verify your grant-supported activities, if you need approval for products, or if there are problems with a deadline. Any of those activities, you want to reach out to OVW.

Slide 24. Who do I call for help? – VAWA MEI (Minute 29:20)

Lastly, if you questions about the content of the reporting form and the data being asked for, you can reach out to us at VAWA Measuring Effectiveness Initiative. That is our general contact line. We have about 15 people who are available to answer questions.

Slide 25. Questions and Answers & Slide 26. Contact Information (Minute 29:40)

Now, we can start to answer some questions. I will go one slide forward because it has our contact information. I will answer some questions that are VAWA MEI specific while Ginger can look over the other questions that came in.

First of all, the PowerPoint presentation can be downloaded from our website and here is the link for that. I showed a bunch of links that are available. As a reminder, you have to use Adobe to fill out the forms.

There is *a question that someone cannot enter a date for question one*. I encourage you to make sure you are using Adobe Acrobat Reader. If not, you can download it in the link we gave above. Get to [Adobe.com/reader](https://adobe.com/reader). So try that out and if you are still having trouble entering the information you could reach out to us and we will try to walk you through that.

And then I see *a question about the dash issue*. A couple of forms have an issue where dashes cannot be entered into the grant number and that has not been fixed. If you cannot enter dashes in the grant

number box, please forgo using dashes and enter all of the other numbers like the year, the abbreviation, etc.

If you are having problems filling out information, like I said, please reach out to us directly with filling out these forms. Please reach out to us directly once you've made sure you are using Adobe Acrobat DC to fill out that information. The problem is that sometimes glitches appear to happen from different computer to computer. We can walk you through it and try to find solutions, but some of the glitches are hard to identify unless we talk to someone directly and can see it.

I see another *question about MOU partners and if they attend a training*. Somebody asked, *are they required to report all the stats for their program or just information related to the training?* You only report activities funded by your grant. Only grant funded activities should be reported. So if that training was funded through your grant, you report specifically on that training. You do not report on all the MOU partner activities, only what was funded under your grant.

Regarding a recording of this webinar, there will be a recording available. It should be available by Thursday or Friday. At that time, we will send information out to people who are on the webinar today and that includes a link to the recording.

Here is a good question - *Is the PDF narrative section easier to navigate?* Unfortunately, no, it is still the same narrative question. But hopefully when JustGrants is up and running, it will be easier to navigate once we can do reports within JustGrants.

I think I got through those questions. But if I missed a question about specifically reporting or regarding data, then put it into chat and I will try to address it in a future part of the call. Ginger, do you want to answer some of the questions that came in for you?

>> Sure. Thanks Tara for providing those very helpful and informative answers. And thanks to everybody who has been putting their questions into chat. I will work on getting through these and if we missed something, we will be sure to be back in touch with some follow up information.

First of all, there are some *questions coming through about problems people are having accessing JustGrants, seeing certain things in there, and navigating within JustGrants*. I am not in the position right now to diagnose problems or assist you but we definitely want to make sure that you get the answers you need. You can reach out to me, but your best bet is to contact your OVW Program Specialist. And also, include on your email the OVW JustGrants Support email address. Include the award number and, if you can, include screenshots. It will really help the team at OVW pinpoint what is going on and point you in the right direction to get you the information you need to get the issues resolved. If you do not know who your OVW Program Specialist is, please get in touch and I will make sure I can connect you with that person.

So I am going to try to answer some of these questions – so let's see, *what online platform is best to open and operate JustGrants?* We are finding that Chrome works best. I am not sure if there are other browsers that work as well but we have heard the Internet Explorer is not the best browser to use.

There are *some questions about when you are in JustGrants and not seeing awards and not seeing performance reports*. I do not want to say that there is not an issue to address there but all I can share right now is that whoever is assigned as the grant administrator – that's their role assigned on that

award – that is the person who should be able to see the performance report and be able to upload and submit them. So if you are not the designated grant administrator, that could be the reason you are not seeing that and you may need to make some changes to the role assignment if you are in fact the person who should be uploading the report.

Lori asked about seeing in JustGrants only future reports, so like the next one – January through June 2021 – and not seeing the current one that's due. We have heard about that issue. So please look through your work queue. I understand it is confusing. Make sure you scroll through the Worklist to try to find it and if you still don't, please make sure you reach out to OVW and JustGrants Support.

I will reiterate what I said earlier because some people joined later and there have been some *questions about the extension that I announced.* To be clear, the reason you have not received a formal email about discretionary grant reports is because we very recently, just before the webinar, were able to secure that. So we are working to get the extension registered in the system and at that time grantees will receive formal notification. That extension applies to any OVW grantee that would normally have a report due on January 30th. You now have one more month and the report is now due on February 28th. I hope that answers some of the questions. *Will that be in writing from OVW?* Yes, it certainly will.

There are *some questions about closeouts and financial reports.* I do not have the most current information on that. This webinar was just about the performance reporting. That is all I can speak to today. If you have a question about your financial report or your close out, please get in touch with your OVW Program Specialist about that.

There were *questions about submitting a GAN and needing an extension to finish your project.* I would recommend that also be directed to your OVW Program Specialist who can tell you what they need to get your GAN in the system.

There were a couple *questions about supplements and new awards.* The best way to answer this is to probably let folks know that for every single OVW grant number you have, you are going to have a report due. I'm going to put a few scenarios out there.

Let's say you are an LAV grantee with a 2018 award and you just got a supplement to the award in September and you still have the same award number for 2018 but you have more money in there and a later end date for your project. That is a supplement you have, it's one award, so you are just filing one report for that award.

Suppose you are a Tribal Governments grantee with an award from 2019 but you also just received a new 2020 award under OVW's Special Initiative for Tribes related to COVID-19. You still have the 2019 award and also the 2020 new award. You will have two reports due. Just to be clear, this webinar is for folks that will be using the PDF forms. For Tribal COVID Initiative recipients, you will be receiving further instructions starting this week for how to file your report.

That is a good segue to let folks know that everything we are going over and everything you are reporting this first go around in JustGrants is essentially a stop gap solution while we build out a new performance reporting tool in the JustGrants system. We are piloting the new tool with a small number of grantees this first go around who will receive specific information about that. That way we can use the pilot to refine our approach and make sure when we roll out a new tool for all of you that it goes smoothly. I will not say any more about extensions and supplements because I do not want to confuse

things any further. But if you have questions, please contact your OVW Program Specialist. You are welcome to reach out to me, happy to answer your questions.

>> There were a couple of other questions that came up in the chat. First up, *a question about if you have not received budget clearance by the end of the year, how do you fill out the progress reporting form?* Here I am going to give information on how to fill out a progress report when no funds have been used. What you do is complete all mandatory questions and sections of the form. This will include the general information section, including the percentage of funds used for addressing sexual assault, domestic violence/dating violence, and stalking. You will need to check some purpose areas and also be reporting on CCR, coordinated community response. Lastly, you will have to fill out information on your grant goals and objectives. You will have to report that grant funds have not been awarded yet. This is the same if you have two different award numbers – one a previous grant award and one a continuation grant. If you have not begun using those continuation grant funds, you want to do the same thing with the continuation award progress reporting form by reporting the mandatory section and then adding to the grant narrative goals and objectives about why the report does not have data.

>> Thanks Tara. And just to add on to what Tara said, we understand that many reports will be short on information if you do not have a clear budget yet. That is fine. There still is a reporting requirement that has to be fulfilled but we understand that there is not much to put in there.

>> There was a *question about form validation and if to enter random numbers*. I would say that it is best to try to enter the random number information so that you can validate the form. However we acknowledge that the ICJR and Rural form have had some validation issues, where there is validation incorrectly coded into the form. For those grantees I would suggest validating so you can check that you corrected every error that you could get but that you could leave the validation errors that are contradictory to what you should be reporting.

>> Thanks Tara. There are a couple other *questions in the chat about different people at grantee organizations getting access to JustGrants and having roles assigned*. I don't have it at my fingertips now but there is guidance on that JustGrants User Support website about how to make sure that roles are assigned. Please look for that. If you are still having difficulty. Please reach out to OVW JustGrants Support. I just put that email in the chat. And reach out to your OVW Program Specialist.

>> I want to clarify a *couple of questions that have come up about downloading the form from JustGrants*. I want to clarify that you do not download the form from JustGrants. Once you finish completing the form, it will be uploaded into JustGrants. But to access the form, you can receive it either two ways. One was via an email from OVW that contained the attachment with the form. Or you can go to our website vawamei.org and download the form from there. The forms will not be available for download in the JustGrants system.

>> Hey Tara, another good question came in from a grantee: *If you just received an award in 2020, you would have received it in September – When are our reports due?* A great question. Even though the reporting period is July 1st-December 31st and you do not get your award until midway through, you have a report due typically at the end of January – but with the extension the end of February. New grantees who get an award in the fall do have to file their first report early the next calendar year. I hope that was clear.

I will ask co-presenters and colleagues if I am missing anything from the chat?

>> From what I can see, there is another question: *Are new reporting forms available in Spanish or other languages?* Unfortunately, we do not have reporting forms available in other languages at this time.

>> Yes, I think we covered all of the other questions. I want to reiterate that, right after this webinar, we will be working on compiling this webinar into a video and updating the transcript to make sure that the transcript accurately reflects what we talked about and it will be sent to all the people who registered for the webinar today.

>> Thanks Tara. Really quickly before we close out, there has been *a question about ASAP enrollment impacting reporting*. I am not sure how to exactly answer that questions but if you have an active OVW grant you have a reporting requirement coming up here.

Tara and I both have our email addresses up. We welcome follow-up inquiries and questions that you have. We are so grateful for the time you spent with us today and the time and effort you are putting into managing your award. And for all that you do in your community. Thank you everybody.

Oh, there is a *question about which narrative question should be answered this reporting period*. Tara, can you remind me if there are questions at the end of the report that are required to be completed this period or for the next one?

>> It is the next one. For most awards, the only narrative question that needs to be answered is the Grant Goals and Objectives for this period.

>> Great. Thank you so much. Thank you everybody for your patience. Take good care, and be in touch if you have questions. Goodbye.