

STOP Formula Grant Program

VIOLENCE
AGAINST
WOMEN ACT

MEASURING
EFFECTIVENESS
INITIATIVE

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Goals for this Session

- **You will understand, or improve your understanding of, the following:**
 - The overall reporting process
 - Who to contact for assistance
 - Available resources
 - How to respond to questions on the STOP annual administrators form
 - How to guide your subgrantees and what to look for in your review of their reports

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

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

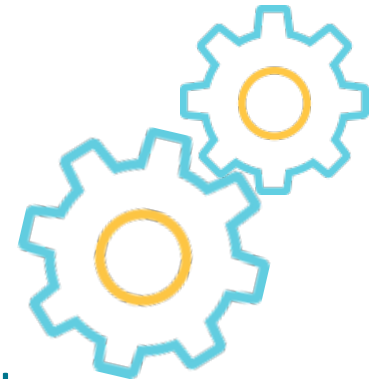
JustGrants OVW Support phone and email:

1-866-655-4482

OVW.JustGrantsSupport@usdoj.gov

JustGrants Support website:

<https://justicegrants.usdoj.gov/user-support>



Who do I call for help? (2 of 3)

- If you need to verify grant-supported activities
- If you need approval for products
- If you cannot submit your progress report by the deadline

Please contact your OVW Grant Specialist!



Office on Violence Against Women

202-307-6026

<https://www.justice.gov/ovw>

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

- If you have questions on the content of the reporting form
- If you would like to receive technical assistance directly from staff via email or phone



VAWA Measuring Effectiveness Initiative

1-800-922-VAWA (8292)

vawamei@maine.edu

www.vawamei.org

ALSO STAAR Project

Resources:

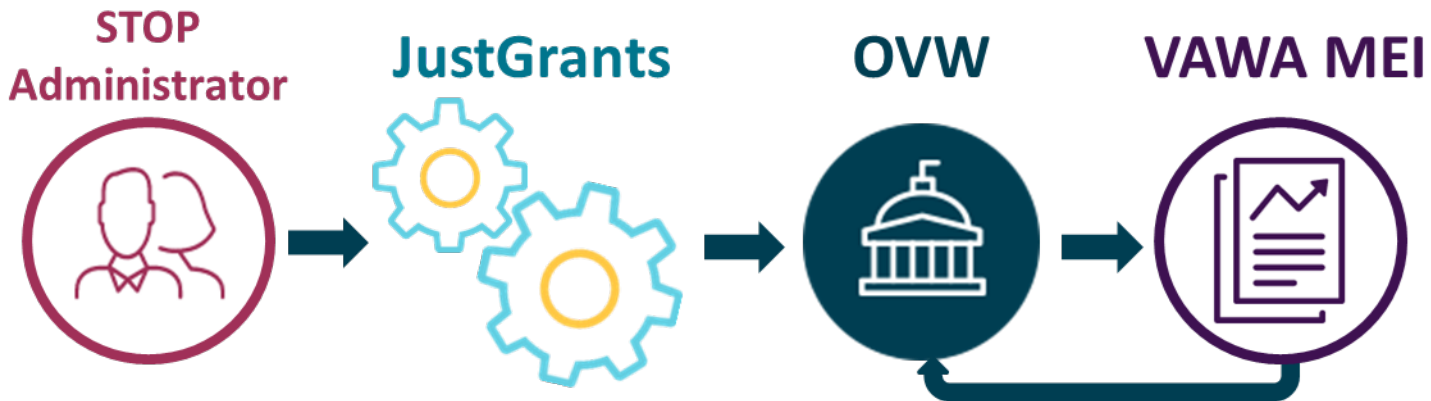
- [STOPGrants.org](https://stopgrants.org)
- Our new E-Learning Course: [Preparing for the STOP Implementation Planning Process](#)
- [Resource Library](#) on STOPGrants.org
- Zoom [registration](#) for our TA Clinics



STAAR Project Contact Information:

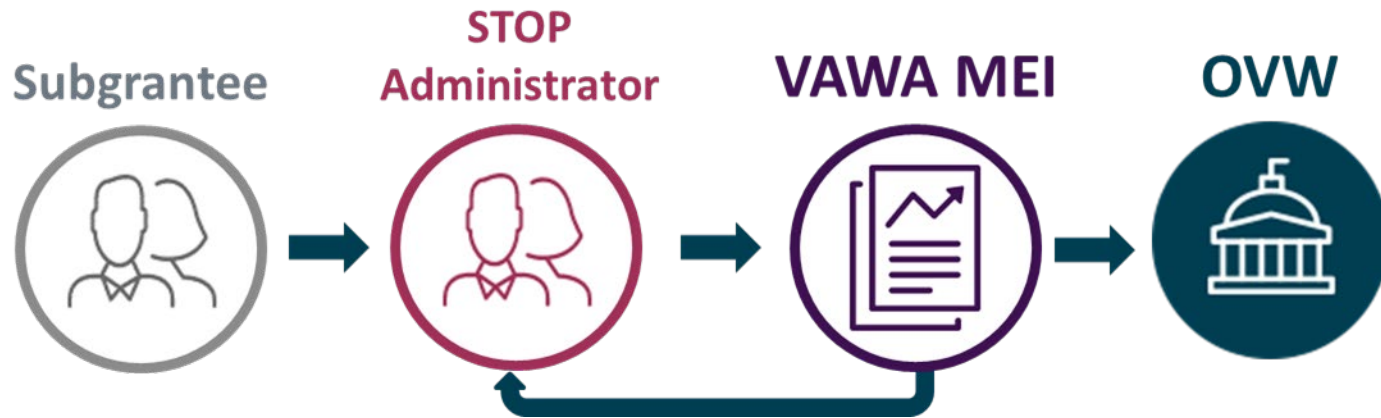
alsostaarprojectta@also-chicago.org

Administrator Reporting Cycle



- Report must be downloaded from the VAWA MEI website.
- STOP Administrator reports are due to **JustGrants** by March 30th of every year.

Subgrantee Reporting Cycle



- STOP Subgrantee reports are due to VAWA MEI by March 30th of every year.
 - Allow for time to review subgrantee reports
 - For instance, many administrators set February 15th or March 1st as the day subgrantee reports are due to them.

Administrator Role in Subgrantee Reporting

- STOP Administrators can support subgrantees on how to report their data by:
 - Answering subgrantee questions about the form
 - If you are unsure of how to answer a subgrantee question, reach out to VAWA MEI!
 - Reminding subgrantees to click the "Validate" button (on the last page of the form) prior to submitting the form to the administrator.
 - Reviewing each subgrantee report and addressing any errors or misunderstandings with the subgrantee
 - Request the subgrantees make changes as required, or make the necessary changes directly.

Reviewing Subgrantee Reports

- Before sending them to VAWA MEI, STOP Administrators should review the subgrantee reports to:
 - Make sure subgrantees submitted on the new STOP subgrantee form.
 - Helpful Hint: The new form's first page has a couple of bulleted items; the old form does not.
 - If VAWA MEI receives subgrantee reports submitted on the old form, we may request those reports be resubmitted.
 - Check that the report is a fillable PDF and that the version is not a scanned copy.
 - Validate the form!
 - The validation process will find major errors, like if a grantee reported victim services but did not report demographics.

STOP Subgrantee Reporting Form Reports

- If your subgrantees unable to collect data for the report, these are the instructions you should give:
 - Do not estimate
 - Any numbers reported should have adequate source documentation
 - Use narrative fields to explain missing data or activities they are unable to quantify right now

Check Out these Resources on Our Website!



www.vawamei.org

COVID-19 Resources

- Futures Without Violence resource list
 - <https://www.futureswithoutviolence.org/get-updates-information-covid-19/>
- 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/>

STOP Administrators Form

Question 6A. Funds Awarded & Returned

- **Amount returned** unused by subgrantees during the current reporting period for each FFY
- **Amount awarded** to subgrantees during the current reporting period for each FFY
 - Do not include administrative costs in amount awarded
- **Percentage** = FFY Amount Returned ÷ FFY Total Funds

Question 6A - Example

In the current reporting period (Jan 1 – Dec 31, 2019), subgrantees returned \$25,000 of the \$1,085,000 FFY 2016 funds you awarded during previous reporting periods. You awarded this \$25,000 again during this reporting period. Also during this reporting period, subgrantees returned \$55,000 of the \$1,155,000 FFY 2017 funds you awarded during previous reporting periods. You awarded this \$55,000 again during this reporting period as well. You make your awards in January, so during this reporting period you also awarded FFY 2018 funds. You awarded \$975,000 of your \$1.1m FFY 2018 funds during this reporting period, and none were returned unused.

Question 6A – Example (FFY 2016 part)

Subgrantees returned \$25,000 of the \$1,085,000 FFY 2016 funds you awarded during previous reporting periods. You awarded this \$25,000 again during this reporting period.

FFY \$ \$ %

$$\$25,000 \div \$1,085,000 = 2.30\%$$

Percentage = FFY Amount Returned ÷ FFY Total Funds

Question 6A – Example (FFY 2017 part)

Subgrantees returned \$55,000 of the \$1,155,000 FFY 2017 funds you awarded during previous reporting periods. You awarded this \$55,000 again during this reporting period as well.

FFY	2017	XX-YY-2017	\$	55000	\$	55000	4.76	%
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$$\$55,000 \div \$1,155,000 = 4.76\%$$

Percentage = FFY Amount Returned ÷ FFY Total Funds

Question 6A – Example (Reporting Form View)

Federal grant #		Amount of grant funds returned unused by subgrantees	Amount awarded to subgrantees during current reporting period	Percentage of total returned
FFY	2016 ▾ XX-YY-2016	\$ 25,000	\$ 25,000	2.30 %
FFY	2017 ▾ XX-YY-2017	\$ 55,000	\$ 55,000	4.76 %
FFY	2018 ▾ XX-YY-2018	\$ 0	\$ 975,000	0.00 %
FFY	▾	\$	\$	%
FFY	▾	\$	\$	%
TOTAL		\$ 80,000	\$ 1,055,000	

Question 6B. Funds Returned

- Report on funds returned in question 6A by FFY and by category of subgrantee returning funds.
- Total of categories for each FFY should match the amount returned for that FFY in question 6A

NEW Question 6C. Reallocation of Funds Returned

- Report on how the funds returned in question 6A were reallocated by FFY and by category
- Total of categories for each FFY should match the amount returned for that FFY in question 6A
- Percentages are automatically populated

Question 7a. Allocation Categories

- Report on funds awarded to subgrantees by FFY and by category
 - Totals for each FFY minus administrative costs should equal amounts awarded to subgrantees from same FFY in question 6A
- If required percentage allocations have not been reached, describe in Question 7b (NEW).

Questions 8a & 8b – Culturally Specific Awards

- A **culturally specific community-based organization** is one that:
- Has a focus on any underserved populations.
 - Is not merely providing services to an underserved population, but is providing culturally competent services designed to meet specific needs of that population.
 - At minimum, has some expertise or demonstrated capacity to work effectively on DV, SA, or STK or acquires that expertise through collaboration with another entity.

Questions 8a & 8b – Culturally Specific Awards (cont)

- Report culturally specific victim services awards in Question 8a by FFY and category.
 - Also indicate which subgrantees received these awards in your subgrants list.
- Discuss these awards in question 8b, for example:
 - Explain if did not meet 10% of victim services awards requirement
 - Describe any awards made to culturally specific organizations that also received sexual assault funds.

NEW Questions 9a & 9b – Sexual Assault Awards

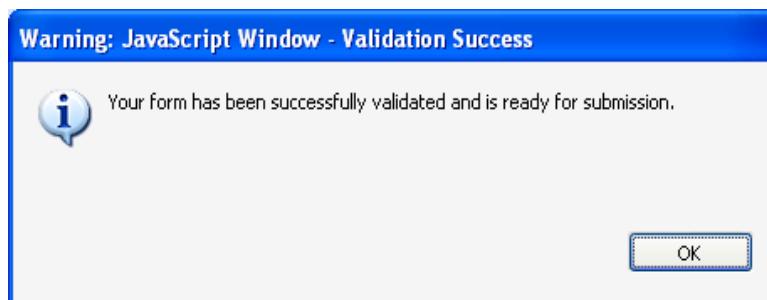
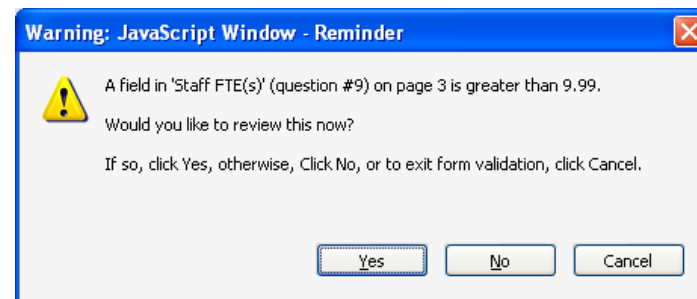
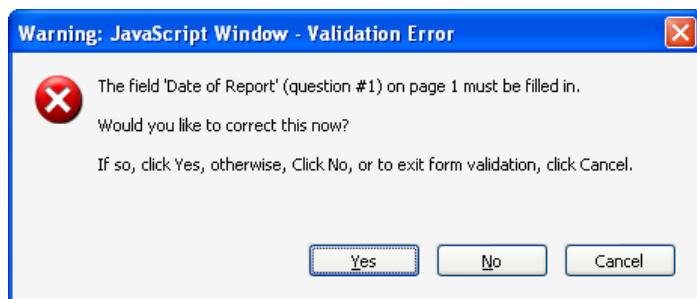
- Report sexual assault set-aside awards in Question 9a by FFY and category.
 - Also indicate which subgrantees received these awards in your subgrants list.
- Discuss any challenges in meeting the 20% set-aside requirement in Question 9b

Narrative

- All Administrators need to answer questions 12 to 18.
- New narrative questions:
 - 13 – Subgrants that were used for incarcerated victims, developing legislation, prevention/education, improving response to victims who have limited access to services due to sexual orientation/gender identity.
 - 14 – Jessica Gonzales Victim Assistants
 - 15 – Crystal Judson Domestic Violence Protocol Program
 - 16 – Prison Rape Elimination Act (PREA)
- Questions 19 to 22 are optional.

Validating the Form

- Before you can upload your form into JustGrants, you must validate it (“Validate” button on last page).



Any Questions?



Thank you!

- **Hannah Brintlinger**
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- **Casey Benner**
 - casey.benner@maine.edu

VAWA Measuring Effectiveness Initiative

1-800-922-VAWA (8292)

vawamei@maine.edu

www.vawamei.org

*Our offices are working remotely at this time and reaching us by email (to ask questions or to schedule a phone call) is the easiest way to reach us.