



# Calculating FTEs for your OVW Semi-Annual Progress Report

VIOLENCE  
AGAINST  
WOMEN ACT

MEASURING  
EFFECTIVENESS  
INITIATIVE

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# Who We Are

## **VAWA MEI's Mission:**

- Support OVW in tracking and measuring the work of VAWA grantees
- Provide technical assistance to VAWA grantees

# Today's Training Plan

- Learn how to calculate the Full-time Equivalent (FTE) data needed for the Staff Information Section of your Semi-Annual Progress report
- Practice FTE calculations
- Review how to access and use the “FTE Calculator”
- Review available resources and where to ask for help

# COVID-19 General Reporting Guidance

- **If you are unable to collect data for the report**
  - Do not estimate
  - Any numbers reported should have adequate source documentation
  
- **Use narrative questions to discuss the impact of COVID-19**
  - Include words like “COVID-19” and “pandemic”
  - Use narrative fields to explain missing data or activities you are unable to quantify

# COVID-19 General Reporting Guidance (Continued)

- **Do not use a future period's progress report to report activities that took place in the current reporting period**
  
- **To validate a 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 the final question to explain: *"We entered 1 in question 20 in order to validate the form. The number should be deleted."*

# 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/>

# Staff Information (1 of 2)

- **Funded under the OVW grant**
  - Only report FTEs for staff whose salary is provided, fully or partially, by OVW 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)**



# 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 OVW program funds
- **Use of “Other” category**
  - Be specific and correlate each entry with FTE amount
  - Do not report “consultant” or “graduate assistant” in other since those do not describe the function of the position

# Calculating FTEs Guide

**Calculations: based on 40 hours per week for 26 weeks or 1,040 working hours in a six-month reporting period**

1.00 FTE= (40 hours/week, 1,040 hours/six months  
[40 hours x 26 weeks])

0.50 FTE= (20 hours/week, 520 hours/six months)

0.40 FTE= (16 hours/week, 416 hours/six months)

0.25 FTE= (10 hours/week, 260 hours/six months)

0.10 FTE= (4 hours/week, 104 hours/six months)

**FTE** = hours worked in the 6-month reporting period, divided by 1,040

# Staff Example I

Your University received an OVW Program grant for a full-time counselor whose salary is 75% funded by the grant and another full-time counselor 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, the **answer is A** because you would report only OVW program funded personnel time. The correct FTE under “Counselor” would be 0.90 FTE (0.75 + 0.15).

## Staff Example 2

Your organization's OVW Program grant was used to fund a part-time trainer who spends 6 hours per week providing trainings, and 4 hours per week completing support staff tasks around the office. What FTE(s) would you report?

- A. 0.25 FTE Support Staff
- B. 0.60 FTE Trainer/educator and 0.40 FTE Support Staff
- C. 0.15 FTE Trainer/educator and 0.10 FTE Support Staff

## Staff Example 2 Answer

**Remember:** Report by job function, not title

In this case, you would split the grant-funded trainer time by function. **The correct answer is C.**

The FTE for “Trainer/educator” would be 0.15 FTE (6 hours/40 hours) and “Support staff” would include 0.10 FTE (4 hours/40 hours).

## Staff Example 3

Your organization used its OVW Program grant to fund a full-time counseling position. The counselor was hired two months into the reporting period. What FTE would you report?

- A. 0.33 FTE Counselor
- B. 0.67 FTE Counselor
- C. 1.00 FTE Counselor

## Staff Example 3 Answer

**Remember:** Pro-rate FTEs for staff who work only part of the reporting period

In this case, you would need to pro-rate the FTE to reflect four months of the six-month reporting period. The **correct answer is B**. The FTE for “Counselor” is 0.67 FTE (4 months/6 months).



## Staff Example 4

Your OVW Program grant paid a translator for 65 hours of work. What FTE would you report?

- A. 0.65 FTE Translator
- B. 0.15 FTE Translator
- C. 0.06 FTE Translator

# Staff Example 4 Answer

**Remember:** Convert funding used for contractors or consultants

In this case, the **answer is C**. You calculate the FTE by dividing 65 hours by 1,040 hours. The correct FTE under “Translator” is 0.06 FTE.

# 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 split 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

# For More Examples & Instruction

- **Read the Staff Section “Frequently Asked Questions”**
  - <https://www.vawamei.org/tools-resources/faqs/category/staff/>
- **View the E-Learning Video “What’s an FTE”**
  - <vawamei.org/tools-resource/e-learning-video-whats-an-fte/>
- **Access the FTE Calculator and Intro Video to the tool**
  - <www.vawamei.org/tools-resource/fte-calculator/>

# FTE Calculator

\*Tip: Computer display sizes and settings vary. Please adjust the zoom setting in the lower right corner to fit your screen\*

STEP 1		STEP 2		STEP 3		STEP 4		STEP 5		STEP 6		STEP 7		STEP 8		STEP 9			
Select your <b>grant program</b> from the drop-down list below.		Enter the <b>total available hours</b> in your program's work week (default is set to 40 hours).		Enter the <b>name of the staff member</b> whose time was supported by OVW grant funds in the table below. Enter one staff member per box:		Enter the <b>number of months</b> during this 6-month reporting period that this staff member's position was paid with OVW grant funds. (Months can be input out to two decimal points, for example: 4.45)		Use the drop down list below to <b>select the function this staff member performed</b> while supported with your OVW grant funds during the reporting period. If this person performed in multiple roles, please use additional cells below to select all functions that apply.		Use the drop-down list to <b>select the method you will use to report the time</b> supported by grant funds in this reporting period. (If multiple functions are selected in step 5 for the same person, the same method for counting time must be used in step 6).		Enter the <b>number</b> associated with each grant-funded function below, based on the method chosen in step 6.		Repeat <b>steps 3-7 for all staff</b> whose time was supported with your OVW grant funds for this progress reporting period, then use the data in the table below to complete your progress report.		To <b>calculate FTEs for a different program</b> , clear all the data in the cells for steps 3-7, and select a new program name at the top.			
Click this box, then click the arrow for the drop-down menu		40.00		Staff No.										Staff		FTE(s)			
<p><b>FTE Calculator</b></p> <p><b>To use the calculator:</b> Follow the steps and answer the questions in order, beginning with step 1. If you need to go back a few steps, be sure to delete any information beyond the step you go back to. This will ensure the calculator functions correctly. For STOP and SASP Formula grants, please use the STOP and SASP FTE calculators.</p> <p>Contact VAWA MEI for more help: 1-800-922-8292 or <a href="mailto:vawamei@maine.edu">vawamei@maine.edu</a></p> <p><b>VIOLENCE AGAINST WOMEN ACT</b>    <b>MEASURING EFFECTIVENESS INITIATIVE</b></p> <p>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</p>		1																	
		2																	
		3																	
		4																	
		5																	

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

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

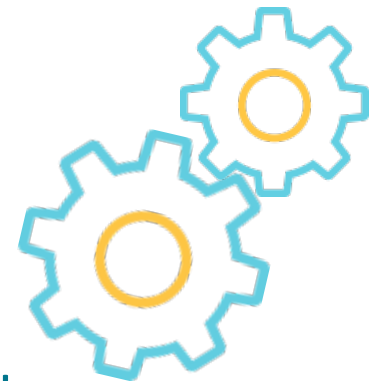
**JustGrants OVW Support phone and email:**

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)**



# Questions? Thank you!

## **VAWA Measuring Effectiveness Initiative**

**1-800-922-VAWA (8292)**

[vawamei@maine.edu](mailto:vawamei@maine.edu)

[www.vawamei.org](http://www.vawamei.org)

[www.vawamei.org/contact-us/](http://www.vawamei.org/contact-us/)