

July 9, 2021 Calculating FTEs for your OVW Semi-Annual Progress Report Webinar Questions and Answers

The table on the following pages offers a list of the questions and answers that occurred during the Calculating FTEs Progress Reporting webinar that took place on July 9, 2021.

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Questions	Answers
Do we report student workers paid through the grant?	Yes! Any staff paid with grant funding should be included in the staff section.
Does progress report requires split per activities? I though it only requires one FTE number.	Yes, to the extent possible you should split the time of each person into the activities they perform. Report by function not by title. So for example if someone fulfills two roles, you should split their time between the two different staff categories as appropriate.
We use actual time worked? I have staff who are budgeted for 10% OVW but that actual hours per week may fluctuate	Yes, you should only report on actual hours worked during the reporting period you are reporting on.
If a staff person is full-time but only partially funded by OVW program funds - do we need to report on their hours outside of the OVW program funds?	live answered (see recording)
Do you report overtime under FTE? Our awards funds OT for police to accompany probation officers on supervision visits with high-risk DV probationers.	Yes!! If grant funds are being used to support police OT, you would report those hours under the Law Enforcement Officer category.
I am currently 35 hours per week how does that work	If that is considered full time at your organization, and you are entirely grant funded, you would report as though that was one FTE. If it is not considered full time at your organization, you would pro-rate down by the total 1,040 working hours in the reporting period.
And where is the section that you are reporting this information?	The Staff Information section is toward the beginning of the form, usually a subsection of Section A and after General & Grant Information.
Could you also discuss this using annual numbers for the SASP/STOP folks?	This webinar is intended for discretionary grantees. For STOP and SASP conversions, the same rules apply but with 12 months rather than 6, for a total of 2,080 working hours. So if you have the total number of hours worked for the year, you can divide it by 2,080 to get the appropriate FTE.
What about if a staff took some FML without pay? Those days would not count towards the FTE, would they?	That's correct. You should only report on the days/hours they actually worked and were paid for using grant funds. You can always use narrative fields later on the form to explain anything unusual that may have happened during the reporting period.
Where can we get that?	live answered (see recording)
When I used the FTE calculator earlier this week, the total at the bottom was off by 0.01 FTE. Example when added, the FTEs = 1.18 but the calculator total was 1.19. I assume I use the actual amount and not the 1.19?	This sounds like an interesting issue I have not heard of before. It does round to the second decimal place, which is what you should report to in the form. If that has no bearing, it might be worth a one-on-one TA call to see why that may be happening.
Then sick days with pay would be part of FTE?	Yes. If it is part of where the grant funding is going, it should be included in the FTE.
Similar to the question above, we had a staff take Short Term Disability. They still got paid through grant funds but did not earn any paid time off which is grant funded. How does that work?	If you are using grant funds to pay staff time, you should report that time in the staff section.

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Do you have a separate FTE calculator for TA Providers? TTA Grant Program is not listed in the initial dropdown.	We have a separate technical assistance toolkit. It is on our website: https://www.vawamei.org/tools-resource/technical-assistance-reporting-toolkit/
Are you required to use this calculator? Or can you use your own calculations?	You are not required to use this, it is only to be used if it is helpful to you!
Is this a new reporting requirement breaking out the FTE's by category type worked?	No, this has been the guidance all along, I believe, Linda.
Under STEP 1 there is a drop box to select grant program, but none of them represent the program we have. We are Comprehensive TA provider	Got it. There is an entirely separate toolkit for the TA program because the form is so different. It is on our website here: https://www.vawamei.org/tools-resource/technical-assistance-reporting-toolkit/
what if there is someone who is let's say 60% funded and the work week is 35 hours but they also work over time so let's say on average they work a 37 hour work week, how do we calculate?	Use the total number of hours that were paid with the grant for each reporting period to arrive at the appropriate FTE. You can divide the total paid hours with 1,040 if it is a discretionary grant.
Does the FTE spreadsheet need to be submitted as an attachment in Just Grants along with the Semi-annual report?	No, you can just transfer the numbers to the report itself and save the spreadsheet for your records, if that's helpful to you.
There is not TA Provider under grant program (STEP 1)	Are you asking for a Technical Assistance program calculator?
So it looks like the progress report we are required to fill does not require the split between activities. Only one FTE is required to be reported. Correct?	If you only fill out the Technical Assistance progress reporting form, there is no differentiation between staff categories on that form, then you can disregard this portion of the webinar. The toolkit designed for the TA program should be able to assist you if you are looking for some additional support to report an FTE on the Technical Assistance progress reporting form.
How do we account for someone who is full-time in another position but gets supplemental compensation for overseeing the grant?	It sounds like the supplemental compensation is for an Administrative role, so you would determine how many hours of time they spend in that role and divide by 1,040 in order to report in that role in addition to their other fulltime role.
Not sure I understand job title vs job function? Just a bit more explanation please	Great question! For example, if my actual title at the organization is Program coordinator, but half of my time is actually spent training, I should report 0.50 FTE under trainer and 0.50 under program coordinator. Is that helpful?
For FTE calculations, do you include vendor's involvement such as: webinar development, outsourced accounting and/or outsource HR?	If the work being done was paid with grant funds, you would include it in the staff category. If it was paid with other funds, you would not report it on the progress reporting form.
What do I click in step 6 of the calculator?	This depends on how you track staff time: hours worked per week, total hours worked during the period, or percentage of time.
Can it be both? Total hours worked and percentage of that time?	Yes! For example, if you have someone who works part time but they are only fifty percent funded by the grant,

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	you will take their time as half the period and then divide in half again for the appropriate FTE.
What is someone is 60% funded for the whole period but works OT basically every week	Hey Rachel, Hannah just answered you live, is that clear, or do you need further clarification?
My understanding is that the FTE is calculated for the entire reporting period. Is that correct?	Yes! The entire six-month reporting period for discretionary grantees, and one year for STOP or SASP formula subgrantees.
Percentage of time worked per staff for the entire 6 month period.	I don't quite follow what you question is, sorry! An FTE is calculated by taking the total number of hours paid with grant funds during the entire six month period. It does apply across all staff paid with grant funds. If staff are not entirely funded by the grant, you will need to pro-rate for the percent of their time that is funded with the grant. Additionally, you will need to break out staff time by function fulfilled, such as whether they were conducting a training or performing victim services.
What if these expenses are a part of indirect costs?	If time is paid with grant funding you would report it as staff time. If you are looking to talk through your unique situation, we would be happy to speak with you one-on-one!
We had our project coordinator leave early on in the reporting period and hired a new one late in the reporting period. Do we report this on the same line for the combined FTE or do we do it on separate lines?	Yes, you would report their time on the same line if they were fulfilling the same function.
What's the best way to contact you?	Through our 'contact us' link on our website, on the screen right now, or by reaching out directly to one of us at the email addresses on the screen right now!
If someone is reporting over 80 hours but not being PAID over 80 hours because they are salary, how would that be considered?	You would report according to the number of hours they were paid with grant funds.