

July 7, 2021, Introduction to Progress Reporting Webinar Questions and Answers

The table on the following pages offers a list of the questions and answers that occurred during the Intro to Progress Reporting webinar that took place on July 7, 2021.

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Questions	Answers
If our budget was just recently approved and the only thing we have done is hire an FTE advocate that is undergoing onboarding and training- no THA client contact- and work has been done on developing working documents and procedures. Any insight on how to complete the report? The first report, I only did the mandatory parts as our budget hadn't been approved.	If you are using grant funds to pay for the advocate, you would report both their time and their activities. Since they are not yet doing client work, you would not yet report in the victim services section, and instead write a note in the narrative explaining what the grant-funded staff is currently doing.
Sometimes we download the form and after filling out ready to submit is says it's the wrong form.	Hi! This sounds like it may be a complicated issue. Please feel free to reach out and we can go over this one-on-one! My email is devon.graysonwallace@maine.edu
For Stop Administrators, is it the "STOP Administrator Reporting Form" on your website?	Yes, that is on our website here: https://www.vawamei.org/tools-resource/stop-administrator-reporting-form/
Do we report that participants exited the program when the rent assistance ends or after the additional three months of support services?	Yes!! You would report participants as having exited the program when the rental assistance ends, or any time as soon as the grant funds stop being used to support housing costs for that client.
The link to where we can download the form please?	Please go to vawamei.org then navigate to your program.
Is there a way to read the VAWA report to Congress?	Yes! The most recently published one, the 2018 Report to Congress, is also on our website at vawamei.org
Is this training going to do a how-to where we look at the form and walk through how to fill it out?	live answered (see recording)
I present at a lot of trainings as a part of conferences where specific disciplines of attendees trained aren't collected, though I have total number trained. How do I go about reporting professions?	Great question! In this case, where you have documentation, you can report them in the "other" category and explain in the narrative.
When you say put that explanatory information in the last question, are you referring to question #36?	It will depend on the grant program. The very last question asks you to provide any additional information about the data and that's the question you would enter the information into.
What are some examples of the answers we can get from those COVID-19 resources? What would the questions be about? Do we need to frame COVID-19 in the report?	You only need to refer to COVID-19 in your report if you want to discuss how it has impacted your services. The resources are focused on how to fill out the progress report if you are missing data or unable to provide certain information.
If we don't have a paid version of adobe acrobat, can we still fill out the form?	This is a link to get a free version of Adobe Reader DC in order to use the form: https://get2.adobe.com/reader/
Sorry I missed the start of the webinar. So this report is still submitted through JustGrants?	Yes! You will download the progress report from our website vawamei.org and then submit the PDF in JustGrants as an attachment.
What's the word/character limit for each of the narrative questions #25? I felt like in the past it's cut off our responses when I cut and paste from a word doc.	The character limit depends on the question. Some questions are at least 2,000 characters, others are 8,000. Sometimes when cutting and pasting from word, spaces somehow get inserted. If you run out of space, you can use the narrative questions at the end of the form and

	write "continued from question 25..." or something like that to direct us to where the narrative is continuing from.
Where is the PowerPoint available for download? Thanks!	Today's PowerPoint can be found here: https://www.vawamei.org/tools-resource/intro-to-progress-reporting-webinar-training-materials/
If you would like to submit an earlier closeout for your award and want to mark the current semi-annual report as a final report, would the form allow for that?	It is our understanding that you indicate within JustGrants when a report that you've uploaded is a final report. The form itself won't get marked. Does that help? Please let me know!
STOP only has an annual report? What is the reporting period?	STOP award period goes by year. So the reporting period is January 1 to December 31st for the given year you received funding/are report.
If we wrote a lot about COVID for question 27 (about emerging issues) in our last semi-annual report... can we use a lot of the same work and just provide updates as it relates to the most recent reporting period?	Absolutely! Especially if a lot of the same issues are present. Providing updates would be an excellent approach.
I am sorry, but can you please screen share how to be sure we download as adobe instead of PDF webpage?	live answered (see recording)
Is there a place we can find a fully filled out example of a TA semi-annual report?	Unfortunately there is not, but Devon or I would be happy to walk you through the TA report if that is helpful.
Thanks! So the deadline is 1/30/22?	You are welcome! Are you a STOP subgrantee? If so, the STOP Administrator determines the due date for your state but it is usually in February.