



Sexual Assault Services Formula Grant Program

Introduction to the new web-based tool for subgrantee progress reporting

VIOLENCE
AGAINST
WOMEN ACT

MEASURING
EFFECTIVENESS
INITIATIVE

This project was supported by Grant No. 15JOVW-22-GK-04996-MUMU awarded by the Office on Violence Against Women, U.S. Department of Justice. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Justice, Office on Violence Against Women.

Who We Are

Our Mission

- Support OVW in tracking and measuring the work of VAWA grantees
 - Collect all formula data
 - Clean, analyze and write reports to Congress on both discretionary and formula data
- Provide technical assistance to Formula Administrators
 - Webinars, new grantee orientation, and one-on-one emails, phone calls and over Zoom

Today's Priority

- **You will understand how to collect, review, and submit subgrantee data in the new tool**
 - How to navigate the Administrator Dashboard
 - How to invite subgrantees to fill out a progress report
 - How to navigate a subgrantee progress report
 - Who to contact for assistance
 - Available resources

Administrator Reports

- Administrator reports are PDFs which must be downloaded from the VAWA MEI website.
- Administrators fill these out and then submit them into **JustGrants**.
- This year Admin Reports are due by **June 30, 2024**.

Context & Rationale

- **OVW tasked MEI with creating a new data collection process**
- **Key objectives include:**
 - Compliance with VAWA and federal confidentiality processes
 - Aligning with current industry standards and the evolving technology
 - Accessibility
 - Nimble enough to allow for change and future expansion
 - Reducing burden for subgrantees
 - Creating ease for Administrators

Administrators Access

- Administrators will receive an email from VAWA MEI inviting them to set up their account
- Once logged in, Admins will be able to access their state or territory's dashboard to:
 - Generate links to blank and in-progress reports;
 - View subgrantee reports in progress;
 - Review, change request, and approve subgrantee reports; and
 - Submit final subgrantee reports to MEI.

Subgrantees Access

- Subgrantees will not have accounts
- Subgrantees will use the link provided by their Administrator to access a blank report
- Subgrantees will:
 - Enter data on their SASP-funded activities within the web-based reporting system
 - Be able to save their progress and return using their unique link, which is created once they begin filling out a report
- After entering all data, subgrantees will submit their report to their Administrator for review

Administrators' TA to Subgrantees

- SASP Administrators support subgrantees by:
 - Orienting subgrantees to the data they need to report
 - Answering subgrantee questions about the data to be collected
 - Reviewing each subgrantee report and addressing any errors or misunderstandings with the subgrantee

If you are unsure of how to answer a subgrantee question, reach out to VAWA MEI!

Reviewing & Submitting Subgrantee Data

- Administrators review each subgrantee report:
 - Making sure each subgrantee has reported on all of their SASP-funded activities
- After reviewing each subgrantee report, Admins:
 - “Deny” to unlock the subgrantee report and request changes;
 - Make changes directly to the data themselves; and/or
 - “Approve”
- Once all data have been reviewed and approved, Admins submit all subgrantee data to MEI

New and Missing Data

- If your subgrantees do not have some of the data requested, 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

Navigating the Admin Dashboard

MAINE State Dashboard

[Blank Form URL](#) [Download Reports](#)

Program: Date Range:

SASP

Pending Submissions **3** Approved Submissions **0**

| Subgrantee | Name | Email | Last Updated | Status | Actions |
|-----------------|------------|--------------------|--------------|-----------------|---|
| SA Org | Rita Book | services@me.org | 04/17/2024 | Completed | View URL Approve Deny |
| Victim Services | Ella Vader | MEservices@sa.org | 04/16/2024 | Edits Requested | View URL |
| SA Coalition | Tim Burr | SACoalition@me.org | 04/16/2024 | Pending | View URL Delete |

First Previous **1** Next Last

Submitting Approved Subgrantee Data

MAINE State Dashboard

[Blank Form URL](#)

[Download Reports](#)

Program:

Date Range:

SASP ▾

[Submit and Finalize](#)

Pending Submissions **2**

Approved Submissions **1**

| Subgrantee | Name | Email | Last Updated ▾ | Status | Actions |
|------------|-----------|-----------------|----------------|----------|---|
| SA Org | Rita Book | services@me.org | 04/17/2024 | Approved | View URL Download Unapprove |

First

Previous

1

Next

Last

Sending Reporting Links to Subgrantees

State Dashboard

Blank Form URL Download Reports

Program: Date Range:

SASP ▾

Pending Submissions 84 Approved Submissions 18

Navigating Subgrantee Reports

SASP Progress Report - SA Coalition

[Edit This Report](#)

Instructions

General Info ✓

page 1 ✓

page 2 ✓

page 3 ✓

Staff ✓

Purpose Areas ✓

Products ✓

General Information

* 1. Date of report

02/22/2024

* 2. Current reporting period (year)

January 1 - December 31

2023

* 3. Subgrantee name

Navigating Subgrantee Reports

Formula Progress Reporting

Dashboard

Resources

Admin ▾

Izzy

Logout

SASP Progress Report - SA Coalition

Turn Editing Off

Instructions

General Info ✓

Staff ✓

Purpose Areas ✓

Products ✓

Victim Services !

Legal Services ✓

Staff

* 1. Were SASP Program grant funds used to fund staff time (at your agency, at a partner agency, contractors, or stipends) during the current reporting period?

Yes

No

Save and Go To Previous Page

Save and Go To Next Page

Save Progress and Continue Later

Filling Out Subgrantee Reports

- Anyone with a particular unique report link will be able to access that report
- An Administrator can fill out a subgrantee report on behalf of a subgrantee
- Required questions are marked with an asterisk
- Question numbers in each section are dynamic and start over at the start of each section

Validation Requirements

- Validation errors will be indicated in the report a few different ways:
 - A red error message will appear on the page next to the field with the error;
 - A yellow exclamation point will appear in the navigation pane next to the page and section that contains the error; and
 - The 'Validate and Submit' page will list out any sections that contain validation errors.

Password Support

- If you forget your password or need a new one, you can click “Forgot Password” on the login page

Login

[Forgot Password](#)

Sign in

- This will bring you to a new page where you will enter your email address to receive an email with a link and instructions to reset your password

Additional Resources

- Sample Subgrantee Form (not a fillable PDF)
- Instructions on subgrantee reporting
- “How-To Navigate Admin Dashboard” guide and demonstration video
- “How-To Fill Out Subgrantee Report” guide and demonstration video
- SASP subgrantee report question-by-question instructional video
- Recording of today’s webinar including transcript and Spanish translation will be available soon!

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

- **If you have questions or need technical support with submitting your Administrator Report into JustGrants (e.g. login or password assistance)**

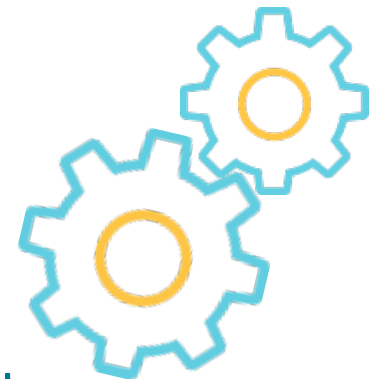
JustGrants OVW Support phone and email:

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 have questions about allowable activities
- If you have questions related to the statutory requirements of distributing funding
- If you cannot submit your Administrator Report by the deadline, June 30, 2024

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)

- For technical and logistical support using the new subgrantee progress reporting tool
- If you have questions on the content of subgrantee or administrator reporting
- 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

Any questions?





Thank you!

VAWA Measuring Effectiveness Initiative

1-800-922-VAWA (8292)

vawamei@maine.edu

www.vawamei.org