



STOP 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

VAWA MEI's 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 STOP-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 their data, subgrantees will submit their report to their Administrator for review

Administrators' TA to Subgrantees

- STOP 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 STOP-funded activities
- After reviewing each subgrantee report, Admins:
 - “Deny” to unlock the subgrantee report and request changes;
 - Make changes directly to the report themselves; and/or
 - “Approve” the report.
- 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:

STOP ▾

Pending Submissions **6**

Approved Submissions **3**

Subgrantee	Name	Email	Last Updated ▾	Status	Actions
Legal Aid	Rita Book	vawamei@maine.edu	04/16/2024	Completed	 View  URL  Approve  Deny
Legal Aid	Allie Gator	services@legalaid.org	04/12/2024	Edits Requested	 View  URL

Submitting Approved Subgrantee Data

MAINE State Dashboard

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

Program: Date Range:

[Submit and Finalize](#)

Pending Submissions **5** **Approved Submissions 4**

Subgrantee	Name	Email	Last Updated	Status	Actions
Legal Aid	Rita Book	vawamei@maine.edu	04/16/2024	Approved	View URL Download Unapprove

Sending Report Links to Subgrantees

State Dashboard

 Blank Form URL

 Download Reports

Program:

Date Range:

STOP ▼

Pending Submissions **128**

Approved Submissions **32**

Navigating Subgrantee Reports

STOP Progress Report - Legal Aid

[Edit This Report](#)

- Instructions
- General Info** ✓
- page 1 ✓
- page 2 ✓
- page 3 ✓
- page 4 ✓
- Staff ✓
- Purpose Areas ✓

General Information

* 1. Date of report

03/12/2024

* 2. Current reporting period (year)

January 1 - December 31

2024

* 3. Subgrantee name

Navigating Subgrantee Reports

STOP Progress Report - Legal Aid

Turn Editing Off

Instructions	
General Info	✓
Staff	✓
page 1	✓
page 2	✓
Purpose Areas	✓
Training	✓
Education	✓

Staff

* 1. Were STOP 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

Page 1 of 2 in this section.

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 beginning 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
- STOP subgrantee report question-by-question instructional video
- Recording of today’s webinar including transcript and Spanish translation will be available soon!

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 TA Clinics



STAAR Project Contact Information:

alsostaarprojectta@also-chicago.org

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)**

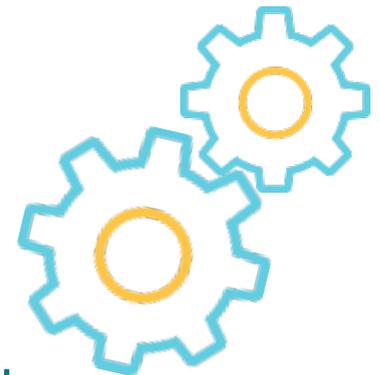
JustGrants OVW Support phone and email:

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

I-800-922-VAWA (8292)

vawamei@maine.edu

www.vawamei.org