Introduction to OVW Semi-Annual Performance Reporting

VIOLENCE AGAINST WOMEN ACT | MEASURING EFFECTIVENESS INITIATIVE

VAWA MEI

## Your partners in performance reporting

Our mission:

➢ Support OVW and grantees with performance reporting.

➢ Give grantees the skills, tools, knowledge, and resources to demonstrate the impact, effectiveness, and value of VAWA-funded programs.

What we will cover today

➢ Overview of the performance reporting cycle

➢ How to access, fill out, and complete a performance report in the IMPACT Tool

➢ Common IMPACT Tool Issues

➢ What is a change request?

➢ General tips for accurate performance reporting

➢ Where to go for support with your performance report
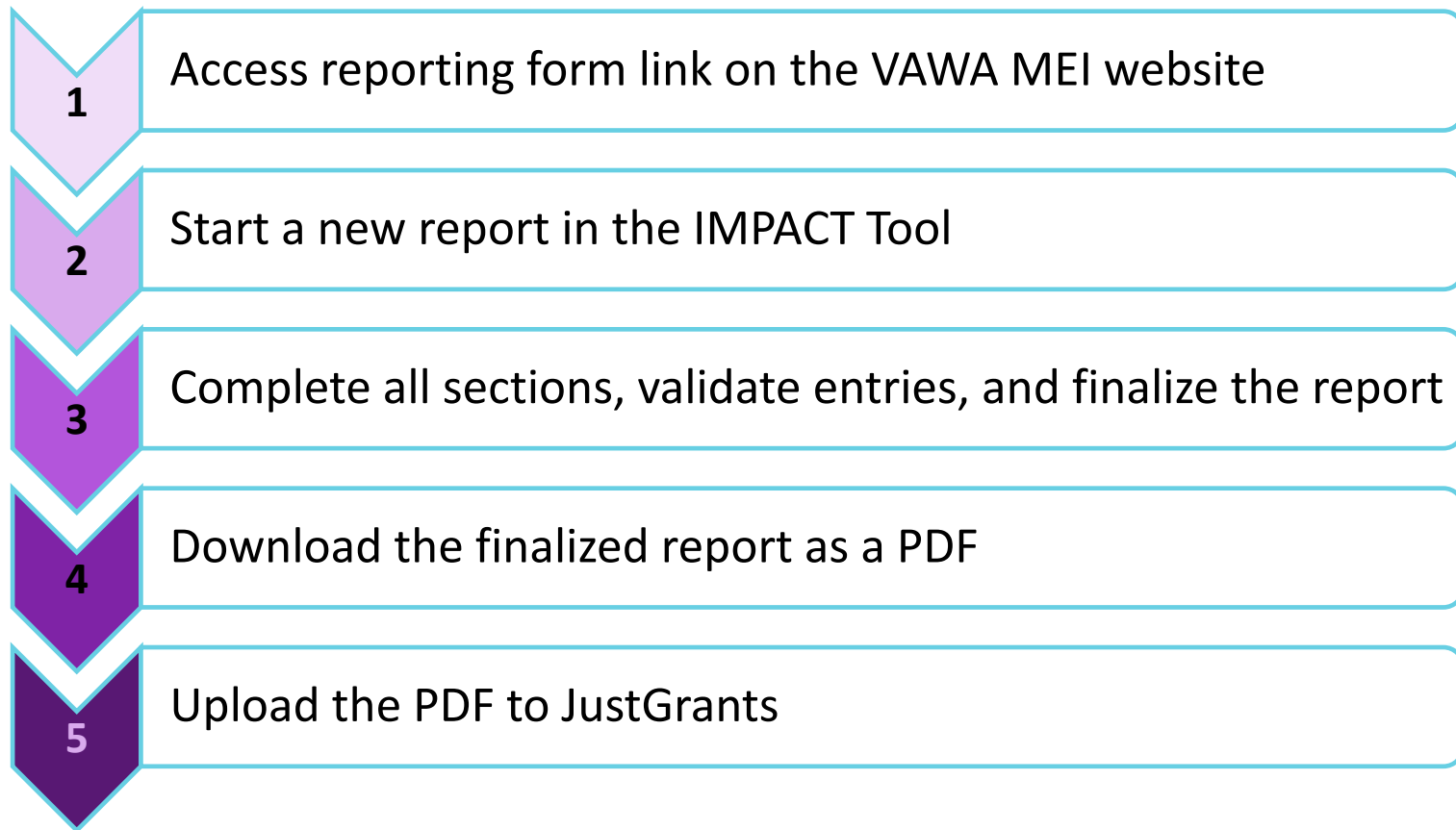
The Reporting Cycle

OVW Grantee → **JustGrants** → **OVW** → **VAWA MEI**

Fill out report in the web-based **IMPACT Tool**
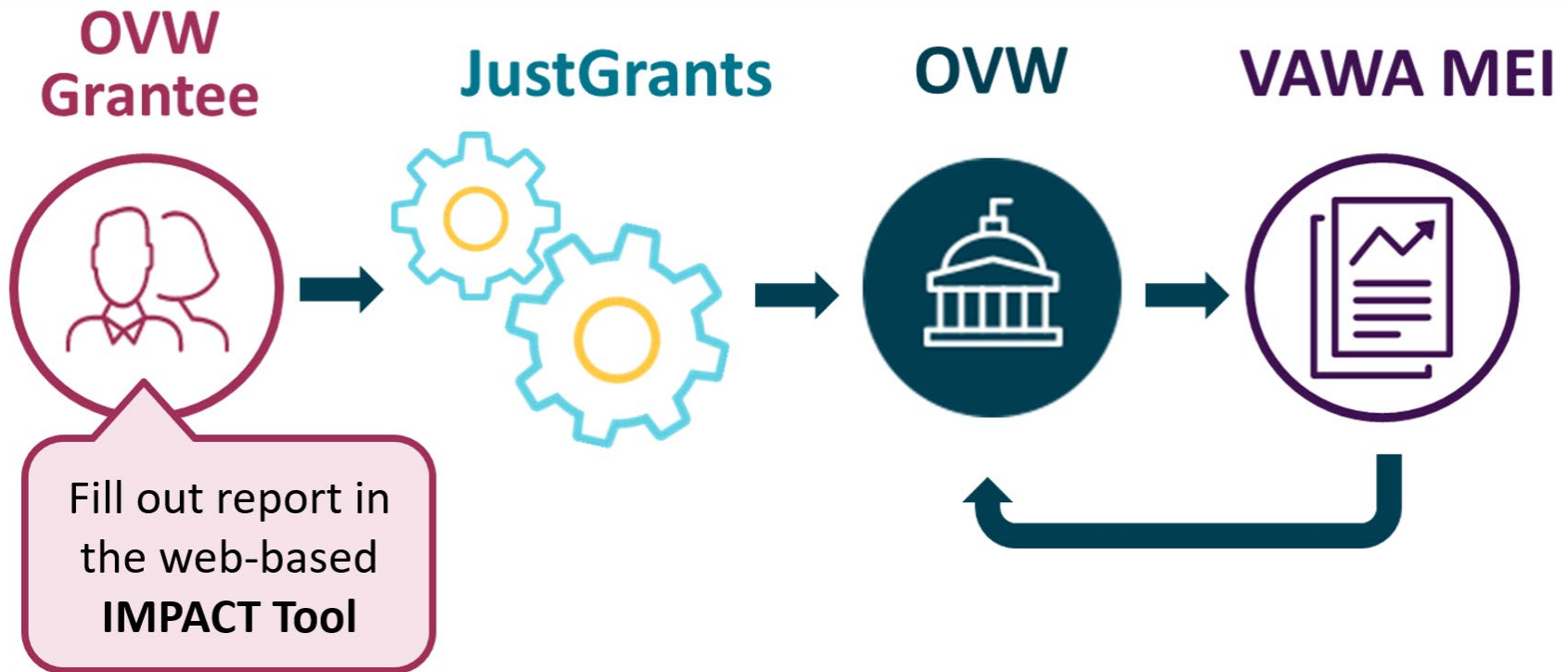
What is the IMPACT Tool?

Indicators * Measurements * Performance * Achievements * Challenges * Technical Assistance

➢ OVW's new web-based reporting system

➢ Grantees prepare performance reports online using the IMPACT Tool

➢ The IMPACT Tool generates a PDF that grantees need to submit as an attachment in the JustGrants system

The July to December 2025 reporting deadline for performance reports is January 30th, 2026

Overview of IMPACT Reporting Process

1   Access reporting form link on the VAWA MEI website

2   Start a new report in the IMPACT Tool

3   Complete all sections, validate entries, and finalize the report

4   Download the finalized report as a PDF

5   Upload the PDF to JustGrants

How to Access a Performance Report

Access the URL for your form on the VAWA MEI website

Go to your program's grant page on the VAWA MEI website and click the link to open a **new reporting form** in the IMPACT Tool.

Start a blank performance report on the IMPACT Tool

Once you complete the first page, the system will automatically generate a **unique URL** for that specific report. **Save this unique URL to return to your in-progress report any time.**

Share access to the reporting form with others

The unique URL may be shared with others in your organization so multiple people can work on the same report.

How to Fill Out a Performance Report

Prepare your performance report in the IMPACT Tool

The reporting form consists of multiple sections covering various areas of grant-funded activities. Save entered data and return later to continue. Jump back and forth between sections.

Complete, validate, & finalize the form

Fill out all mandatory sections and any additional sections related to your grant-funded activities. Built-in data validation notifications are present if there are issues with the entered data.
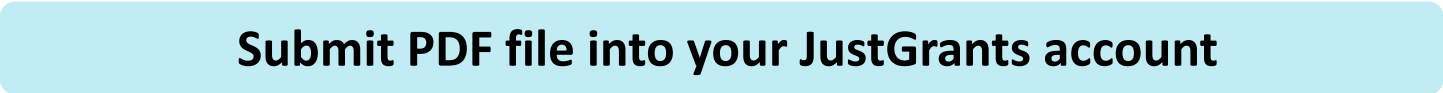
Download a PDF copy of the report

When completed, download a PDF of the report.

How to Submit a Performance Report

Submit PDF file into your JustGrants account

To submit the report, upload the PDF file as an attachment in JustGrants. The final PDF file for the July-December 2025 performance report must be submitted in JustGrants by 11:59PM EST on January 30th, 2026.

➢ **Your report is not considered submitted until it is uploaded into the JustGrants system!**

IMPACT Tool Example

Instructions

General Info ✅

Staff ⚠️

   page 1 ✅

   page 2 ⚠️

   page 3

Training ⚠️

Technical Assistance ✅

Products ✅

Narratives ✅

Validate and Complete

Staff

Expiration Date: 09/30/2027

2. Staff

Report the total number of full-time equivalent (FTE) staff funded by the Coalitions Program grant during the current reporting period.

- Reporting 1.00 FTEs means a staff person worked full-time and was 100% funded by the grant for the entire reporting period. Typically, one FTE is equal to 1,040 hours (40 hours per week multiplied by 26 weeks).
- FTEs should be prorated to reflect when a staff person did not work full time and/or was not 100% funded by the Coalitions grant for the entire reporting period.
- If applicable, report staff by the function(s) they performed, not by title.
- Round and report FTEs to the second decimal place. For example, if you calculate an FTE to be 0.66667, then rounding to the second decimal would mean this FTE would be reported as 0.67 FTE.

Staff	FTE(s)
Total FTE	0
Total	0

This total must be greater than zero.

Last Saved: 6/24/2025 11:13 AM

[Save and Go To Previous Page]   [Save and Go To Next Page]   [Save Progress and Continue Later]

Page 2 of 3 in this section.

Common IMPACT Tool Issues

➢ IMPACT Site will not load

- Clearing your browser's cache and cookies may help improve browser performance and fix website issues allowing the site to load

➢ Narrative responses will not save

- The narrative response boxes have character limits—if you paste in text that exceeds the limit, it will not save

➢ PDF file formatting

- Carefully review your downloaded PDF report to ensure there are no formatting issues, such as missing pages or overset text.
- If you do come across a formatting issue, we recommend you go through the report finalizing process again and redownload your PDF.

Responding to Change Requests

➤ A change request is **a program manager's formal notice to correct issues** in your performance report (e.g., missing data, inconsistencies, unallowable activities, formatting).

➤ You must **use your report's unique URL to return to the IMPACT Tool**, revise the report as requested, download a new copy, and resubmit it in JustGrants.

Reporting Resource Available
*Responding to Change Requests: A Guide to Editing Your OVW Performance Report*
www.vawamei.org

How to Prepare for Reporting

➢ Review the **sample forms** and **reporting instructions**, available on the VAWA MEI website

➢ Access **pre-recorded trainings** and **resources such as FAQs or "How to" guides,** available on the VAWA MEI website

➢ Contact VAWA MEI with any questions about accessing or reporting in the IMPACT Tool!

For Program Specific Links & Instructions

➢ Visit the VAWA MEI website: vawamei.org

➢ Locate your OVW grant program page

➢ Navigate to the menu for "Forms & Instructions"

➢ Access program specific IMPACT Tool links

➢ View a sample form and read through the program specific instructions
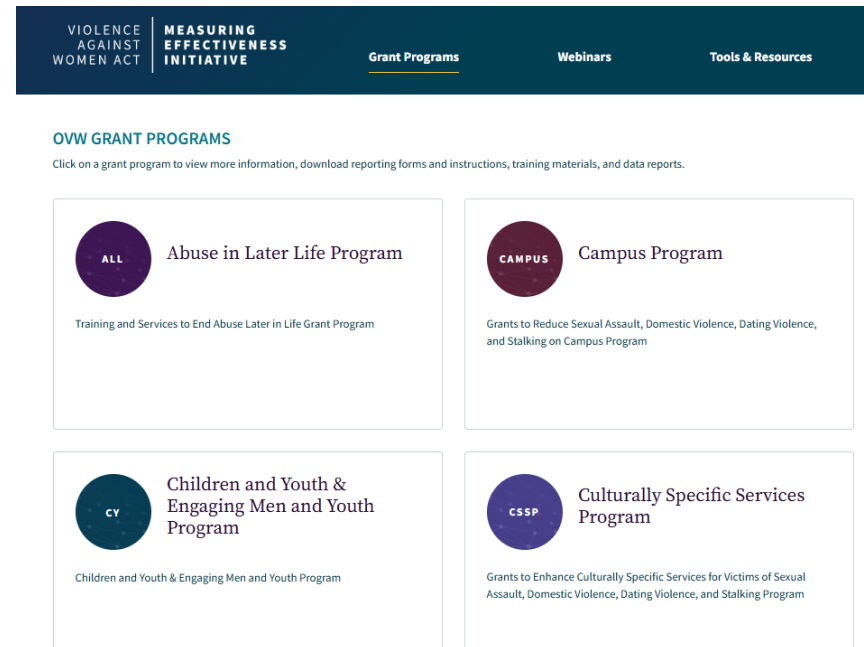
Budget Not Yet Approved?

➢ **Grantees are required** to submit a semi-annual performance report **every period, even if they have not begun using grant funds** by the end of the reporting period.

Reporting Resource Available
Performance Reporting When Your Budget Has Not Been Approved
www.vawamei.org

Tips for Successful Reporting

➢ Only report on **OVW grant-funded activities and staff** – no more, no less

➢ Use narrative questions to provide more detail or explain data, as well as to discuss successes and challenges

➢ Access resources and recordings, one-on-one technical assistance, and other tools through the VAWA MEI website

Your Data Matters!

➢ Your data directly communicates to OVW and Congress about the work you do.

➢ Grantee data helps shed light on the scope of violence – including trends, promising practices, and areas of need.

➢ OVW uses grantee data to make requests for increased appropriations and to defend VAWA funding to decisionmakers and the public.

Data Provides Answers to Questions…

What are grantees doing to address sex trafficking in their communities?

What has been the impact of changes to the LAV program on types of services provided and volume of services?

How many law enforcement officers are funded through OVW grants?

To what extent are OVW grantees using funds to staff Sexual Assault Nurse Examiner (SANE) programs?

How many grantees are using funds to support family justice centers?

VAWA MEI website: vawamei.org

Go to **vawamei.org** to access...

- Sample reporting forms and instructions
- IMPACT Tool report links to begin filling out your form(s)
- FAQs and "How to" guides
- Staff FTE Calculator

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

➢ **If you have questions or need technical support with your JustGrants account**
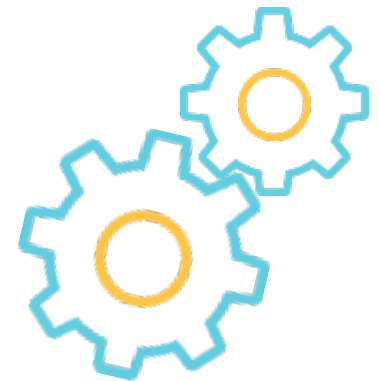
Please contact JustGrants directly!

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 need to verify grant-supported activities**

➢ **If you need approval for products/deliverables**

➢ **If you cannot submit your performance report by the deadline**

Please contact your OVW Grant Manager!

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 help using the IMPACT tool to complete your performance report**

➢ **If you have questions on the content of the reporting form**

➢ **One-on-one technical assistance is available via email, phone, or Zoom**

VAWA Measuring Effectiveness Initiative
1-800-922-VAWA (8292)
vawamei@maine.edu
www.vawamei.org

Any Questions?

INTRO TO REPORTING WEBINAR

Thank you!

VAWA Measuring Effectiveness Initiative

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