



OVW Semi-Annual Performance Report: Calculating FTEs

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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.

Today's Training Plan

- Learn how to calculate the Full-time Equivalent (FTE) data needed for the Staff Information Section of your Semi-Annual Performance report
- Practice FTE calculations
- Review how to access and use the “FTE Calculator”
- Review available resources and where to ask for help

Staff Information (1 of 2)

- **Funded under the OVW grant**
 - Only report FTEs for staff whose salary is provided, fully or partially, by OVW funds (including staff time of contracted work)
- **Report to the second decimal (i.e., 1.00 FTE)**
- **Time should be pro-rated if necessary**
 - Such as when someone is part-time, was hired partway through the grant period, is a contractor, or is full-time but only partially funded by OVW program funds

Staff Information (2 of 2)

- **Report by activity performed rather than job title**
 - If staff members fall into 2 or more categories, divide FTEs among applicable categories (except for TA, EM, SC, TC, TFAV!)
- **Use of “Other” category**
 - Be specific and correlate each entry with FTE amount
 - Do not report “consultant” or “graduate assistant” in other since those do not describe the function of the position

Calculating FTEs Guide

Calculations: based on 40 hours per week for 26 weeks or 1,040 working hours in a six-month reporting period

1.00 FTE= (40 hours/week, 1,040 hours/six months
[40 hours x 26 weeks])

0.50 FTE= (20 hours/week, 520 hours/six months)

0.40 FTE= (16 hours/week, 416 hours/six months)

0.25 FTE= (10 hours/week, 260 hours/six months)

0.10 FTE= (4 hours/week, 104 hours/six months)

FTE = hours worked in the 6-month reporting period, divided by 1,040

Staff Example I

Your University received an OVW Program grant for a full-time counselor whose salary is 75% funded by the grant and another full-time counselor whose salary is 15% funded by the grant. What FTE would you report?

- A. 0.90 FTE
- B. 1.50 FTE
- C. 2.00 FTE



Staff Example | Answer

Remember: Report only grant-funded staff time

In this case, the **answer is A** because you would report only OVW program funded personnel time. The correct FTE under “Counselor” would be 0.90 FTE (0.75 + 0.15).

Staff Example 2

Your organization's OVW Program grant was used to fund a part-time trainer who spends 6 hours per week providing trainings, and 4 hours per week completing support staff tasks around the office. What FTE(s) would you report?

- A. 0.25 FTE Support Staff
- B. 0.60 FTE Trainer/educator and 0.40 FTE Support Staff
- C. 0.15 FTE Trainer/educator and 0.10 FTE Support Staff

Staff Example 2 Answer

Remember: Report by job function, not title

In this case, you would split the grant-funded trainer time by function. **The correct answer is C.**
The FTE for “Trainer/educator” would be 0.15 FTE (6 hours/40 hours) and “Support staff” would include 0.10 FTE (4 hours/40 hours).



Staff Example 3

Your organization used its OVW Program grant to fund a full-time counseling position. The counselor was hired two months into the reporting period. What FTE would you report?

- A. 0.33 FTE Counselor
- B. 0.67 FTE Counselor
- C. 1.00 FTE Counselor

Staff Example 3 Answer

Remember: Pro-rate FTEs for staff who work only part of the reporting period

In this case, you would need to pro-rate the FTE to reflect four months of the six-month reporting period. The **correct answer is B**. The FTE for “Counselor” is 0.67 FTE (4 months/6 months).

Staff Example 4

Your OVW Program grant paid a translator for 65 hours of work. What FTE would you report?

- A. 0.65 FTE Translator
- B. 0.15 FTE Translator
- C. 0.06 FTE Translator

Staff Example 4 Answer

Remember: Convert funding used for contractors or consultants

In this case, the **answer is C**. You calculate the FTE by dividing 65 hours by 1,040 hours. The correct FTE under “Translator” is 0.06 FTE.

Common Staff Reporting Issues

- **High numbers of FTEs in a single category**
 - Report decimals!!
- **Staff are not prorated by job function**
 - For example: the staff member facilitating trainings is only reported under Program Coordinator. Report their time between Trainer and Program Coordinator to represent their job functions.
- **FTEs have not been prorated by hire date and/or receipt of funds**
 - For example, the narrative states that a full-time employee was only employed for 2 months but was reported as 1.00 FTE.

For More Examples & Instruction

- **Read the Staff Section “Frequently Asked Questions”**
 - <https://www.vawamei.org/tools-resources/faqs/category/staff/>
- **View the E-Learning Video “What’s an FTE”**
 - [vawamei.org/tools-resource/e-learning-video-whats-an-fte/](https://www.vawamei.org/tools-resource/e-learning-video-whats-an-fte/)
- **Access the FTE Calculator and Intro Video to the tool**
 - www.vawamei.org/tools-resource/fte-calculator/

FTE Calculator

www.vawamei.org/tools-resource/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!

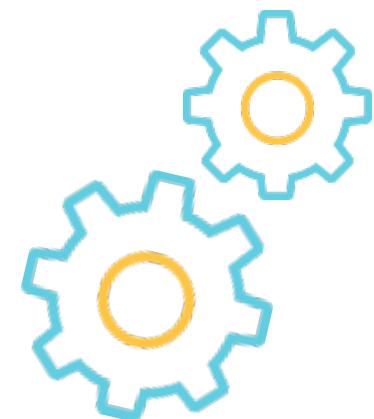
JustGrants OVW Support phone and email:

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
- 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

Questions?

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Thank you!