



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 I 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/
- **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/

Tip: Computer display sizes and settings vary. Please adjust the zoom setting in the lower right corner to fit your screen

STEP 1		STEP 2		STEP 3		STEP 4		STEP 5		STEP 6		STEP 7		STEP 8		STEP 9	
Select your grant program from the drop-down list below.		Enter the total available hours in your program's work week (default is set to 40 hours).		Enter the name of the staff member whose time was supported by OVW grant funds in the table below. Enter one staff member per box:		Enter the number of months during this 6-month reporting period that this staff member's position was paid with OVW grant funds. (Months can be input out to two decimal points, for example: 4.45)		Use the drop down list below to select the function this staff member performed while supported with your OVW grant funds during the reporting period. If this person performed in multiple roles, please use additional cells below to select all functions that apply.		Use the drop-down list to select the method you will use to report the time supported by grant funds in this reporting period. (If multiple functions are selected in step 5 for the same person, the same method for counting time must be used in step 6).		Enter the number associated with each grant-funded function below, based on the method chosen in step 6.		Repeat steps 3-7 for all staff whose time was supported with your OVW grant funds for this progress reporting period, then use the data in the table below to complete your progress report.		To calculate FTEs for a different program , clear all the data in the cells for steps 3-7, and select a new program name at the top.	
Click this box, then click the arrow for the drop-down menu		40.00		Staff No.													
				1													
				2													
				3													
				4													

FTE Calculator

To use the calculator: Follow the steps and answer the questions in order, beginning with step 1. If you need to go back a few steps, be sure to delete any information beyond the step you go back to. This will ensure the calculator functions correctly. For STOP and SASP Formula grants, please use the STOP and SASP FTE calculators.

Contact VAWA MEI for more help:
1-800-922-8292 or vawamei@maine.edu

VIOLENCE AGAINST WOMEN ACT

MEASURING EFFECTIVENESS INITIATIVE

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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!

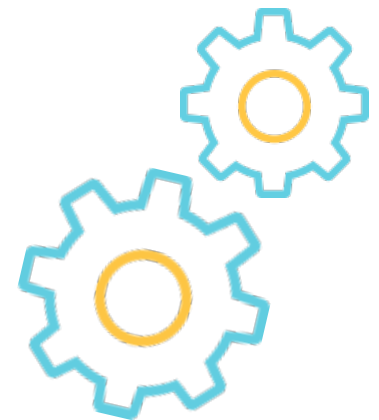
JustGrants OVW Support phone and email:

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!