

Reporting Victim Services Webinar 2025 Transcript

0:00

My name is Devon Grayson Wallace.

0:01

I'm here with my colleagues, Hannah Brentlinger and Andrew Mondak from VAWA MEI, the Violence Against Women Act Measuring Effectiveness Initiative.

0:11

And I want to start off by saying thank you so much for hosting us today, Christopher and all of the TA2TA project.

0:20

And thank you to everyone joining right now for being with us this afternoon.

0:27

We're here to talk to you about your required semi-annual performance recording for your OVW grants, grants under the Violence against Women Act.

0:41

Today's presentation is oriented towards discretionary grantees.

0:47

So if you are a formula sub grantee or a formula stop or SASP administrator, some of this you know will apply to you, but a lot of the process is different and some of it won't apply to you at all.

1:04

So keep in mind that if you are here to learn about formula, you might be better off viewing some of the pre-recorded resources on our website or reaching out to us for one-on-one technical assistance if you have any questions.

1:17

That being said, like I said, we're members of VAWA MEI, which is a mouthful, but we like to think of ourselves as your partners in performance reporting.

1:32

Our role is really to help support OVW and all OVW grantee is discretionary stops as administrators with their required performance reporting.

1:48

That would be the data that you have to report on if you're a discretionary grantee every six months, that is a required part of your receipt of OVW funding.

2:05

So we support OVW and grantees in two different ways.

2:09

one is in providing training and technical assistance such as today's session and also the one-on-one TA I talked about earlier, and also in providing data back to OVW.

2:25

So we create reports with all this data that we collect on behalf of OVW and we give those reports to OVW who then in some cases use them to answer special requests or pass them on to decision makers higher up within the Federal administration and in Congress.

2:46

So to put this in the broadest terms, we see our role as giving grantees the skills and resources needed to demonstrate the effectiveness of VAWA funding.

3:02

And so that includes both the how to report and then that other side of reporting out.

3:10

We at VAWA MeI are ourselves a grantee.

3:13

So we are not part of the federal administration where separate from them and we are really not grant monitors.

3:22

We're here to help as much as we can.

3:26

So our goals for today are as probably obvious not to go through every single victim services question that there is.

3:36

Folks on this call come from a variety of different programs and the programs do have slightly different questions or different sections in the victim services section in some cases.

3:47

Instead it's to go over the broad instructions on what is victim services under the definitions of VAWA, what does that look like?

4:00

How do you report on it?

4:03

And so we'll go over abroad things like victims served, partially served and not served as well as some examples.

4:14

We are going to be reviewing the resources available to you, including where to go for support with different kinds of performance reporting.

4:23

And I know that Hannah is going to show you the tool that you will be using, are already using probably in many cases to fill out your performance reports.

4:34

You will also be taking questions.

4:39

Let's see now some very broad tips.

4:45

First and foremost, these performance reports are intended to only capture OVW grant funded activities and staff.

4:52

So anything done with other funds doesn't belong here and everything done with OVW funds should be reported.

5:01

We strongly recommend that you use the narrative questions, even when they're not required to provide more detail or explain the data, as well as discuss successes and challenges.

5:13

The narrative is a great opportunity to humanize the numbers and really, you know, speak directly to your program manager because we know that your OVW program manager does read every word of the narrative that you submit.

5:28

And then you might notice there are a couple new questions or questions are being asked in a slightly new way.

5:38

And if you do not have the data to report on a question on your performance report, that is absolutely fine and to be expected because it is the first time that you might be seeing it in some cases.

5:52

So don't worry about that.

5:53

Report to the best of your ability and use the narrative to explain anywhere that you don't have the ability to answer a question.

6:03

And then finally, there are lots of strong resources on our website.

6:09

There's recordings and there's the sample forms that walk through what questions are asked for every single type of performance report, like for each grant program.

6:22

It's also a good place to go to request one-on-one technical assistance, which we can do over the phone, e-mail or Zoom and other types of tools like the FTE calculator, which literally lets you enter your own information and then tells you how to report your FT ES.

6:38

So if you haven't already checked out our website, Andrew did put that link in the chat and there's lots of helpful things there for you.

6:46

So with that, I'm going to turn it over to Hannah to get into the actual content of how to report and victim services.

6:58

Thank you, Devon.

7:01

Feel free to put your questions as they come up in, in the Q&A pod and I'm going to go through all the slides and if there's anything that comes up that we should address verbally, Devon and Andrew will let me know.

7:14

But otherwise I'm going to work my way through because I likely will answer a lot of your questions while we make our way through the victim services section.

7:23

So quick overview, the victim services section is requesting a lot of information that is congressionally mandated.

7:34

So OVW is required to report on a lot of this to Congress.

7:39

Congress wants to know how many victims and survivors who are seeking OVW funded services are being served and how many couldn't be served and, and where more resources are needed to support victims in in your communities.

7:58

And so like Devon said, these reporting forms should have information and should represent information of what you used your grant funds to support.

8:10

And it shouldn't be reporting on services that you're providing that are not directly supported in one way or another with your OVW program grant.

8:20

And so please provide the information in this section that represents only those victim survivors that were served, not served, and then the services that they were provided with your OVW program funding.

8:37

I also want to note that through the webinar, we're going to be referencing domestic violence, stating violence, sexual assault, and stalking, but that some programs also address crimes like abuse and later life, child sexual abuse, sex trafficking or exploitation.

8:57

Other programs only focus on sexual assault.

9:01

But just know that for our broad language today we will be referencing the four crimes.

9:08

Likewise, this training material will reference adult victims, survivors, even though there are some programs that also serve children and youth.

9:19

And so if you have questions related to your specific program, put them in the Q&A pod.

9:27

Also e-mail, call us directly and we can get into the details of your program in your situation more specifically.

9:40

OK, So when you go to report in the victim services section, I'm going to pull up the form real quick in the impact tool.

9:50

Your first question that you will see and I assume everyone who's on this webinar today will answer yes to this question or maybe not now, but in the reporting periods to come you will select yes.

10:02

I have rural up here for an example.

10:04

But the question being, were your program funds used to provide victim services during the current reporting period?

10:13

And so in the tool, if when you're reporting, if you did use your OVW program funds to support victim services, you'll click yes and go into the section.

10:25

And in order to report a victim as served, partially served or not served in this section, you need to think about three things.

10:37

In order to report a victim, they must have requested or accepted a service.

10:42

That service must be funded under your OVW program grant, and that victim must be a primary victim of domestic violence, stating violence, sexual assault, or stalking, or really the victimizations that you're specifically funded to use your grant for under your program.

11:05

If they meet all three of the criteria, you can report them on this form.

11:10

So again, they must have requested or accepted grant funded services and be a primary victim of the victimizations that you serve.

11:24

The other side of the coin, when do you not report a victim?

11:28

So you would not report a victim survivor in in the performance report if they were seeking only services that are not funded with your grant, if they did not accept any of the grant funded services that you offered or recommended, and if they're not a primary victim of domestic violence, dating violence, sexual assault or stalking.

11:53

So again, in order to report a victim on the form, they must have requested or accepted services.

12:00

Those services must be funded under your grant and they need to be a primary victim.

12:08

Then once you determine whether or not a victim should be reported, you then need to categorize them as served, partially served or not served with your grant funds.

12:22

This is a question that appears it's the very first question after did you use funds.

12:32

So question #2 in all of the discretionary programs asks for the number of victim survivors who were fully served, partially served or not served with your funds.

12:43

Most programs will have a little table where you report served, partially served, not served.

12:49

And so when you go to categorize a victim, you need to keep these definitions in mind.

12:55

You would report somebody as fully served if they received all of the OVW grant funded services that they accepted or requested during the current reporting period.

13:07

So the performance reports are focused on a six month period of time.

13:11

The performance reports you have all due on July 30th are for the January to June 2025.

13:21

And so the victims that you're reporting here must have been served during that time frame.

13:28

You would report them as partially served if they received some, but not all of the OVW grant funded services that they requested during the current reporting period.

13:39

And then you would report them as not served if they did not receive any of the grant funded services that they requested during the current reporting period.

13:55

It's important in this question that you report an unduplicated count.

14:00

And so you need to report a victim survivor as either served, not served or partially served.

14:09

And they should only be counted once in this question in, in the current reporting period, you can count a, a victim survivor in every single reporting period that they receive funding, excuse me, received grant funded services for.

14:23

But during the current reporting period that you're reporting on, you can only report them once in this question number 2.

14:32

And so you would report those individuals under their primary victimization.

14:38

So even if they experienced more than one type of victimization or you provided them services for more than one type of victimization, we you need to report them in one location.

14:51

And so I their primary victimization, another way to go about it is to think about what was the victimization that brought them to you for services.

15:05

And you could report them in that category if you go ahead then, and report any victims as partially served or not served in this question #2 on the form, you're then also going to need to report reasons why you are unable to provide services and so on the reporting form.

15:36

And in Worlds question #7 there's a long checklist of questions, excuse me, of reasons why you were not able to fully serve a victim who was seeking grant funded services during the current reporting.

15:54

So these are check boxes.

15:55

They're not totals.

15:57

You would simply check the reason.

15:59

I do want to also note that sometimes we find that grantees shy away or are worried about reporting in the partially served and not served categories, you know, maybe worried about it looking bad for your agency or, or anything like that.

16:19

And, and we just want to say that that's not the case, that it's really important for you to go forth and report when you're not able to fully serve a victim with your OVW grant funds, as that will help demonstrate the need that exists in your community and will help OVW have a better understanding of, of where resources are needed.

16:45

And so report victims as partially served and not served as appropriate and provide the reason why.

16:56

So what determines A victim survivor's service status in your is your organization's ability to provide the requested grant funded service and not the victim's decisions about continuing services.

17:09

And so this is really focused on programmatic reasons why you could not provide those grant funded services.

17:18

So some reasons are hours of operation, you lacked the specific services or capacity to provide them with those services really focus on programmatic reasons.

17:33

Often time we'll see grantees reporting in that other box and, and we'll see these common reporting errors.

17:42

And really when we see answers like this in this other category, it demonstrates to us a misunderstanding of how to report victims as partially served or not served.

17:55

So if a victim does not return to your agency, maybe they come to you ask for services, you start providing them the services and then you can't get in touch with them.

18:13

They don't come back.

18:15

That's essentially that victim no longer requesting a service.

18:19

And as long as you were able to provide them with all of the services that they were requesting at the time, you would report them as fully served.

18:27

And so if a victim refused grant funded services that you are offering, you would not include that in your decision to report them.

18:41

You would likely, if a victim comes to you and, and only asks for services that are not supported with your grant funds, you would not report them on the reporting form.

18:54

If you can't locate a victim, you know, you're reaching out to them, you're trying to offer services or anything like that, you, you wouldn't report them on the form.

19:08

We have a couple examples that we'll go through that Devon will walk us through to think through what this means.

19:16

Some of this is pretty counterintuitive, a little bit challenging to get into the nitty gritty details of.

19:24

So if you have questions related to this, like please put them in the chat, e-mail us.

19:32

Real life examples are way better than what Devon and I can cook up then and help us think through.

19:43

Devon, are you there?

19:50

OK.

19:51

She looks frozen to me, so I'm going to.

19:53

I'm going to hop.

19:54

I'm going to jump us off and interrupt me when you're back.

20:00

Devon.

20:02

Yeah, I'm here.

20:04

OK, wait.

20:06

Can you hear me?

20:07

I can.

20:08

Your face is frozen.

20:09

But Oh no, you're back.

20:11

Yeah, there must be a significant delay.

20:12
Oh, OK.

20:13
Now the box is lighting up.

20:15
Can you hear me right now?

20:17
Yes.

20:18
OK, great.

20:19
Sorry, folks.

20:22
I live deep in the woods, so sometimes it suddenly doesn't work very well.

20:28
But so flag me down, please.

20:31
Anyone if suddenly you missed something that I said or you want me to go back because it cut out for a second.

20:38
Thank you, Hannah.

20:40
Yeah, we did get one question in the chat that relates to our very first example.

20:45
So I'll walk us through this.

20:47
And I know or not in the chat, in the Q&A pod, thank you for using the Q&A pod like we asked you to.

20:54
And I know Andrew already answered it, but hopefully this example helps demonstrate it.

21:00

And as Hannah said, if at any point, as we're doing these examples, something raises further questions, please ask him in the Q&A pod.

21:10

So for our first example, let's pretend that your OBW grant funds crisis intervention, counseling and civil legal advocacy, just those three services.

21:27

A victim, survivor of domestic violence comes to your organization requesting crisis intervention and transportation.

21:35

Oh, my sound is breaking up already.

21:36

Thanks for letting me know, Cynthia.

21:40

I'm going to try turning my video off and continuing to speak to you in case that helps.

21:45

OK, continuing with the example, let me know if I continue to break up a victim.

21:52

Survivor of domestic violence requests crisis intervention and transportation.

22:00

You provide this victim crisis intervention, but you do not provide them transportation.

22:06

Is this domestic violence victim reported as A served, B partially served, C not served, or D not reported?

22:18

If you're feeling brave, please use the chat to let us know which you think it is.

22:26

And while folks are pondering what the answer is, I will answer the question someone asked.

22:35

Yes, today's session is being recorded.

22:38

We know that many of you are fielding lots of different hats, including first line response often times, and we record these webinars.

22:51

There are actually also already recordings on our website, but this exact one will be posted as soon as we're able to process it.

23:01

And so you'll get an e-mail from us when it is live on our website.

23:08

But if you don't see it in the next week, please reach out to us and we can send you a direct link to it because we should have it up by then.

23:16

And that way you can see the screen sharing that Hannah did.

23:20

So yes, this is being recorded, as are the first ones.

23:25

There's actually already an intro webinar up on our website.

23:28

If that's one that you were interrupted in viewing, you can go there and view it now.

23:35

OK, lots of folks saying B&A, so I see this is a very tricky one.

23:43

One thing to like the key piece to this example is to remember when considering whether a victim should be reported as served, partially served, not served, or in fact not even counted on your performance report.

23:57

Only those services that are supported by the OVW grant you're reporting on are relevant.

24:03

So any services you provide with another funding stream or aren't able to aren't part of your grant are not part of considering whether they're served, partially served, or not served.

24:20

So in this example, the correct answer is a served.

24:27

You would report this victim survivor as fully served because you did provide the grant funded service that was requested.

24:34

You provided that crisis intervention.

24:37

You couldn't provide the transportation, but you're not grant funded to provide transportation.

24:42

So it actually gets completely excluded from your consideration, right?

24:50

The transportation request is not part of the scope of your grant in this example.

25:01

OK, I'm going to move on to our next example, but for anyone who got tripped up with that, please feel free to ask any follow up or related questions.

25:12

A victim, survivor of sexual assault requested counseling at the beginning of the reporting period.

25:18

At the end of the reporting period, they returned and they requested legal advocacy.

25:25

Both of these are OVW grant funded under this particular program and you did provide both of these services at the time that they were requested.

25:36

So how would you report this victim of sexual assault?

25:39

A served, B partially served, C not served or D not reported?

26:00

Great.

26:01

Lots of people participating in the chat.

26:03

Thank you so much for participating.

26:05

And seems like virtually everybody is saying a, you are all correct.

26:10

The answer is A, this victim survivor of sexual assault should be reported as served.

26:16

Additionally, this person requested grant funded services on two different occasions for two different services, but it was all within this one period.

26:25

So in the question that asks how many victims were served, you should report them only once because you want to make sure that you are reporting an unduplicated count of individual people served every reporting period.

26:40

Now you would report them under both of the services they requested, but that is a different question.

26:45

And the first question, for the total count of victims served, you want to make sure you only capture them one time.

26:53

We have a third example.

26:56

Let's say that your OVW grant funded program offers both counseling and legal advocacy.

27:03

A victim survivor of stalking requests both of these two grant funded services and you're unable to provide either service because your program is at capacity.

27:12

Would you report this victim, survivor of stalking as a served, B partially served, C not served, or D you wouldn't report this person on your performance report?

27:44

Excellent, thank you all for participating.

27:49

As you all said the correct answer is C not served and one person even gets extra credit because they went above and beyond in typing it to the chat and they said that you should check off program reach capacity Is the reason not served which is exactly right.

28:04

You weren't able to provide either grant footed service, but they were requesting grant funded services.

28:10

So you do report them, but you report them under not served and then in reason not served you check off program reach capacity.

28:17

Annie did such a good job explaining that all these people are very well prepared.

28:25

OK, in our 4th and final example, let's say that your OVW grant program funds counseling services.

28:33

A victim survivor of sexual assault comes into your office and requests transportation and legal accompaniment, which you can and do provide to this person through other funding, not your OVW grant program funding.

28:47

How would you report this particular victim, survivor of sexual assault, A served B partially served, C not served, or D you would not report this person on your performance report?

29:19

I wish you all could see my proud face right now.

29:21

Everyone is saying D Yay.

29:27

This is correct.

29:28

You would not report this person.

29:30

Since this person only requested services not funded by your grant.

29:34

You would not report them on this performance report.

29:38

While you did provide the requested services, they weren't funded with OVW grant funds and it's not part of your OVW great scope of work.

29:47

Therefore, you should not report them.

29:51

Thank you all for participating in our examples.

29:55

And if you have any follow up questions related to what came up, we will be keeping an eye on the Q&A to address those and I'll turn it back over to Hannah.

30:08

Thank you, Devon.

30:11

Before I dive into reporting secondary victims, there was one question that came in the Q&A pod that I just want to also address out loud.

30:23

So this victim services webinar is pretty applicable to every single discretionary program that provides victim services except for the transitional housing program.

30:39

We have an we put on an entirely separate webinar I think last week for the transitional housing program specifically because of the nuances that exist within that grant program when it comes to how you were able to serve victims with grant funds as it relates to them being in or not in your transitional housing program.

31:04

And so if you have any questions about navigating that and, and figuring out how to report a victim as served or partially served or not served, feel free to reach out to us and we can get into the details of the transitional housing program specifically after the webinar.

31:26

OK, on the slide here it discuss reporting secondary victims, right?

31:35

OK.

31:35

So we, we talked about reporting primary victims as served, partially served and not served and how to go about doing that.

31:43

And then some programs you are allowed and able to use your grant funds to serve secondary victims.

31:53

If this does not apply to your program, this question will not be on your form.

31:59

But for those programs that do allow for this.

32:03

Secondary victims are those who are indirectly affected by sexual assault, domestic violence, stalking violence or stalking.

32:11

They include children, siblings, spouses or intimate partners, parents, grandparents or other affected relatives.

32:18

And in order to be reported on your performance report, the secondary victims must have received grant funded services.

32:28

However, this is pretty much for all of the programs.

32:33

This is the only place where you will report on secondary victims.

32:38

The exception again is, is I think transitional housing.

32:44

So you do not report demographic information for secondary victims on the performance reports, but you do report demographic information for primary victims.

32:59

And so there are questions and numeric fields related to the victim, survivors, race, ethnicity and age as well as sex.

33:10

And so for the race, ethnicity categories, I'll pull it up real quick.

33:17

But before I do, victims can be reported in more than one race and ethnicity category.

33:23

So that means that the total for race and ethnicity can be greater than the number of victims that you reported as served and partially served.

33:31

And if you don't have the information about a victim, that's OK.

33:37

For race and ethnicity, there is an unknown box that you can report in.

33:49

So on rule it's question 9.

33:52

But as you can see there are multiple categories.

33:58

The form is built in such a way that there are validation checks to make sure that the number that's reported here matches with the number of primary victims that you reported as served and partially served.

34:13

So in real time, if I say we served 4 victims total, and then we come to the race and ethnicity category, we want to make sure that each victim is reported at least once here.

34:31

They can be reported more than once in more than one of these categories, but this total down here needs to be at least equal to four in our example.

34:41

So right now I put in one and as you can see, a red message comes up and says that the total must be greater than or equal to the number of victims that you reported as served and partially served, which was 4 on page two of the victim services section.

34:58

So well, let's make sure that I'm reporting.

35:02

We hit 4, the message goes away.

35:05

But let's say we need to report more.

35:08

We can report greater than report a couple unknown who knows, and it'll allow us to move forward.

35:16

Then there's the sex question.

35:18

You report this information as you as you know it, do not include victims whom the sex is not known.

35:25

This total does not need to equal the total number of victims reported as served and partially served.

35:34

And then age.

35:35

This total age must equal the number of victims that you reported as we would like to see at least one age for each person.

35:47

If you the age is not known, you can use the unknown category.

35:50

Let me move on me make sure I'm not skipping ahead reporting victim services.

36:06

So when it comes to reporting the actual services, you want to report an unduplicated count of the number of victims that received each of the services that you were funded to provide under your grant in this first column.

36:24

So this is an unduplicated count here.

36:27

And then in this, the second column, which I guess is technically the third column is where you can report the total number of times that service was provided to each of those victims.

36:39

So if I'm saying I served all four of those victims with crisis intervention, I would expect that that or the form requires that you report at least four of those services being provided.

36:56

But those 4 victims could receive the service 21 times and that's fine.

37:04

You can't report greater than the number of victims that you reported as served and partially served because a victim can only be counted once in each category.

37:15

But we can count them in every category that they receive services in as long as those are grant funded services that you are allowed to provide the forms not going to like that.

37:28

I didn't put number of times service was provided here.

37:32

So I got to make sure that I'm meeting the form requirements and adding that in the services that are allowable and what you can use funds for is different for each grant program.

37:50

So rural we have a question for related to shelter services that's here, which may not be present in your program, but you would also answer, you know the number of people who received that service.

38:04

I do want to call out that there was a little bit of a, the organization was shifted a little bit in the tool from the July to December 2024 reporting.

38:18

So if you are funded under a program that allows legal services, we used to have a dedicated legal services header in the navigation here, but now we nested it underneath legal victim services since it is a victim service.

38:39

And so for programs that allow legal services, there will be a question now that says were your program funds used to provide legal services during the current reporting period.

38:53

If you do not use your grant funds to provide legal services, you would click no and skip the remaining questions.

39:01

If you do use grant funds to support legal services, you would click yes and then report on who you supported and the number of matters that were closed.

39:16

But I just wanted to call out that there was a little bit of an organization switch up.

39:20

And so if you are going into your report and you're like, where's the legal services section?

39:24

It's in the victim services section.

39:31

OK.

39:34

That was it's almost quarter to five our time.

39:40

So I also want to recognize before Devon jumps into some information about resources that we didn't cover all of the questions in the victim services section and it differs between all of the programs.

39:54

Like we keep saying, plugging, reach out, e-mail us, call us and we can get into more specifics with your grant program.

40:07

Yeah, that's a great bug.

40:08

Thank you.

40:09

Hannah, if you have a question.

40:12

That's about, you know, how to categories of a victim serve, partially serve, not serve.

40:17

Please ask right now, put it in the Q&A pod and we will address it.

40:22

If you have something specific you want to walk through an example or you feel like the way you provide services something isn't totally clear, how it fits into the performance reporting questions, please schedule a time to speak with us.

40:38

We can do Zoom calls so we can look at a form together, or we can do a phone call if that's easier for you.

40:44

Or you can take your question into an e-mail.

40:47

We have people covering TA all of the time.

40:51

Thank you for showing the website, Hannah.

40:54

So we're going to briefly Orient you.

40:58

Every discretionary grant program has its own section on the website.

41:02

So looking at the home screen here, Hannah just clicked the grant programs page.

41:06

This will be where you'll want to go.

41:09

And you can from here choose whatever grant program it is that you're looking to report on, you know, for a sample form for instructions.

41:18

So if Hannah randomly picks rural, then you can see here right at the top, you can get to the report link.

41:28

That is where you'll actually fill out the performance report within the FAWA Impact tool.

41:34

But if you want to do any prep work, yeah.

41:37

So this is what that'll look like.

41:38

I'll bring you right there.

41:40

And that's the general URL.

41:41

So if you already started a report, you won't for this particular reporting period, you won't want to click that link.

41:47

You'll want to do your unique URL link because otherwise you'll wind up creating multiple reports and you'll have to reenter your information.

41:56

But you can look up your unique link using the e-mail that you entered under the Point of contact page.

42:04

And if you're ever having trouble getting back to it, please, we're happy to make sure you can get to your exact link.

42:17

But it's usually pretty easy and it's showing you right here.

42:21

You can type in your e-mail address and find.

42:24

And so once you start a report, you really want to go back off.

42:27

I was hoping to be able to make faces at you all.

42:29

OK, so that's one thing that you can find on the grant program page.

42:36

And then the other things that live on this page include very helpful resources, a sample form that outlines every single question available on the performance report.

42:48

So you're probably not going to be needing to answer all of these questions, but whichever sections you are using grant funds to do, are there questions that will be relevant to you?

43:00

And you can see them all in one place.

43:02

There's also the instructions which are both linked from this sample reporting form page as well as straight from the grant program general page and it's showing you that now you can download that as APDF and it walks you through every single question on the performance report.

43:20

There are some other handy links.

43:23

The website is also where you would do something like view a video recording.

43:27

So if you missed something from today or yeah, right there.

43:32

So the links will be available as soon as the recordings are ready.

43:37

There's also more specific ones like Candace hovering over the FTE ones.

43:41

If you want a primer and how to report your staff, you can watch those videos and she's also pasting these links into the chat.

43:50

So that grant program page is the list of all discretionary grant programs and you can pick which one you're looking for resources related to.

43:59

And there is also an demonstration walking you through how to use the tool and what it looks like in the second link that Andrew just put in the chat.

44:09

So lots of great resources on our website.

44:14

Also a good place to look up the follow e-mail.

44:16

But yeah, so if you have questions about actually submitting your performance report after you download that PDF, let me back up.

44:29

You fill out your whole report and impact tool.

44:33

At the end, you'll create APDF that includes all of your answers to each of the questions that are relevant to your grant program.

44:41

You'll have that performance report and then you need to go and upload it into Just Grants.

44:45

But if you're having any trouble with that last step in the process, submitting it into the Just Grants portal, like you can't get into the account or you can't see where to upload it, please reach out to Just Grants directly.

45:00

There's this is their support phone number and their e-mail.

45:02

They also have some really great videos on their website.

45:05

So if you need a refresher, you've done it before, but you just want to be reminded where things live or you've never done it and you're looking for the right steps to take.

45:15

There are great resources on this website here for Just Grants.

45:22

If you have any questions related to what is actually funded under your grant or the scope of grant activities, please reach out to your OVW grant manager.

45:34

If you need approval for products, if you create products with grant funds, you definitely, definitely need approval from OVW before you go on using those or before you publish those products.

45:45

And again, reach out to your OVW grant manager.

45:48

And then finally, if for any reason at all you are not going to be able to submit your performance report by the deadline, which is July 30th, 2025, 11:59 Eastern Time, then please reach out to your program, your grant manager because they need to know that you won't get that report in on time.

46:11

And if you don't have a Direct Line to your OVW grant manager for whatever reason, you can use this phone number and OVW will help you get in touch with the right person.

46:25

Finally, if you have any content related questions to the performance report or anything that Hannah and I just walked you through, or if you need technical or logistical help using the impact tool to complete your performance report, please reach out to us at VAWA MBI.

46:41

We pretty much to a person love interacting with other grantees and being able to help, you know, navigate these reports that we know can be a little bit daunting.

46:55

And this process that is new, but we are so very proud of and we've all put a lot of time and energy and thought into trying to make this run as smoothly as possible for you all.

47:05

And so we want to continue that right through to the end.

47:09

If you have any, you know, need or desire for one-on-one TA, please do not hesitate to reach out.

47:16

We can support you via e-mail, phone or Zoom, whatever is easiest or most effective for you.

47:27

And Andrew very helpfully put the contact information for us into the chat.

47:31

But it's also right here on this slide and these slides are available to be downloaded from our VAWA MEI website.

47:38

If anyone has a follow up question after this, please feel free to put it into the e-mail and we will reach out to you as soon as we can.

47:50

Thank you all so much for being here today.

47:52

Huge thank you to Christopher for hosting us and making it possible to reach all of you.

47:58

And I hope everyone has a great rest of your day.

48:01

And I see that Hannah is helping a person in the chat, so I'm going to be quiet now.

48:06

And I also thank Hannah and Andrew for being here.

48:13

Thank you, Devon.

48:16

I, I echo Devon, thank you everyone for coming and please reach out.

48:22

We're so happy to help and it's what we are paid to do.

48:30

So there was a question.

48:31

I'll, I'll, I'll talk it throughout loud.

48:34

Why not?

48:35

What if we do?

48:36

What if we provide legal services in collaboration with another organization?

48:40

We do advertise it, but no other funds are used.

48:44

And so I asked a clarifying question.

48:46

And So what it sounds like is the partnering agency and their organization do it in collaboration.

48:54

The staff is involved in the marketing event, so ensuring registration and helping with any translation.

49:01

That is really helpful information.

49:04

And so it sounds like you do use your OVW funds and maybe it's a it's a grant funded position who is helping with translation.

49:16

Maybe you're putting on a, a clinic.

49:18

And so the legal services are re coming in.

49:21

Yes.

49:24

So in that case, you know if Yeah.

49:27

OK.

49:27

So if you're helping to are you funded under LAV the legal assistant?

49:35

No, OK.

49:39

OVW OK, Sis, OK.

49:44

In that case, if you have OVW grant funded staff who are helping to put together this event that you then are providing translation services or maybe some advocacy support at.

50:00

So that's your legal services partners can provide support.

50:06

You could report those translation services in the victim services section.

50:13

And are is your partnering agency also using your OVW funds through the CSSP program?

50:21

No.

50:22

OK, yeah.

50:25

So we want to make sure that anything that you're reporting on the form is, is tied back to your grant funds.

50:33

And so if your OVW program funded staff are providing translation services, that's something that can definitely or interpretation that can be reported on the form.

50:49

But other than that, if you if you don't have a staff person who is directly involved or the funds are not being directly involved in providing the services, you would not report that in the victim services section.

51:15

OK, right.

51:17

So that that makes sense.

51:18

So in that case, if you're using OVW funds to create Flyers, setting up the registration and things like that, if you have Flyers or other products, maybe a brochure or something that is created with OVW funds, you want to make sure that you get that reviewed and approved by your OVW grant manager.

51:40

And then I believe let me pull up the this form because we have time a few minutes left, right now, right and I'm just going to pull it up from our test site.

52:05

So I'm not this is just a test form that Bower me I had filled out.

52:10

So what you would do under the product section, This is where you know if, if it's asked were or where it's asked, were your program funds used to develop or substantially revised products during their current reporting period.

52:25

This is where you would click yes, as long as that's an OVW supported or funded thing and then you would describe that.

52:34

So this would be the flyer if you made a brochure and then it would ask were these approved or reviewed and approved by OVW and asked that as well.

52:49

And then beyond that, if, if you're helping to put on a legal assistance clinic of sorts, I would use the narrative to talk about those, those activities that you're doing.

53:07

So at the very end of the form, there's a question about, you know, if, if those activities are related to your goals and objectives that you're funded to do, definitely report it there.

53:20

Or there's a question, your question #3 that asks what has your culturally specific services program funding allowed you to do that you could not do prior?

53:33

That could be another great place to highlight that.

53:41

You're very welcome.

53:48

We got a few minutes left.

53:49

Does anybody else have any questions?

53:51

Let us know, Otherwise we can.

53:55

Papa.

54:06

OK, well, there's our contact information.

54:10

Thank you so much for attending again and participating.

54:13

We hope that you learn something new or feel more confident in your performance reporting that you're going to embark on.

54:23

And you have our contact information, so please reach out.