

Transitional Housing: Introduction to Performance Reporting Webinar 2025 Transcript

0:00

Good afternoon, everyone.

0:01

Thank you for joining us today.

0:04

The webinar targeted towards transitional housing grantees, OVW grantees, I'll go ahead and get started.

0:16

I'll see.

0:18

Looks like the participant numbers have slowed down their increase.

0:21

So we'll go ahead and get started and people should be able to catch up.

0:29

OK, let's move everybody's face out of the way.

0:35

So hello, welcome.

0:38

We are VAWA MEI and so who are we?

0:42

We support OVW and OVW grantees with data reporting.

0:48

We are your partners in performance reporting.

0:52

We do.

0:53

We do this so OVW and OVW grantees have the skills, tools, knowledge and resources to demonstrate the impact, effectiveness and value of VAWA funded programs.

1:07

What this means is one part of our work is that we collect, align, analyze your data and from other OVW grantees across the nation.

1:21

Another part is that we support all these grantees, including you and completing your semi annual performance reports.

1:29

We provide presentations like this one.

1:32

We have other webinars targeting other topics related to performance reporting, and we also do direct assistance over the phone, over Zoom, and by e-mail to any OVW grantee who needs help with their performance reporting.

1:49

We are ATA provider, OVW grantee, just like the rest of you.

1:56

We are not just grants or OVW.

2:00

Like I said, we are a grantee of OVW.

2:03

So we kind of have the same rules and other stipulations that we have to follow just like the rest of you as grantees of OVW.

2:13

So this means that we do not monitor your grants.

2:16

Instead we try and make sense of your data and help you make sure you were reporting your grant funded activities accurately.

2:24

We're here just to help you, not to monitor you.

2:33

OK, so here's a quick overview of the reporting cycle.

2:40

But you should have already heard from OVW kind of an explanation of the same thing about why you're required to fill out your performance reports and why your data really matters.

2:54

So now we'll talk about what performance reporting looks like for you.

3:00

We'll start with a brief, brief overview of the data reporting cycle.

3:05

Then we'll mainly focus today on how to access, fill out, and submit a performance report.

3:11

We'll also briefly give you some general tips for accurate data reporting and go over a few areas where grantees often have questions for us.

3:21

And finally, we'll go over where you can go for help and support with these performance reports.

3:27

We will not be covering the whole performance report today.

3:31

You also don't need to memorize every detail of what we're going to be talking about, what we're going to cover.

3:37

We just want to give you an overview so you know what to expect.

3:41

There will be opportunity for more detailed training later as you have the need.

3:46

Just reach out to us for one-on-one assistance if you can't make it to one of the other webinars that might be targeted towards something that you're interested.

3:56

The most important point we want to make today is to make sure you know that MEI exists and we're here to help you.

4:02

So if you are ever unsure how to report on inactivity or how to interpret a question on the reporting form or need any help with your performance reporting at all, you can reach out to us and we will be more than happy to help you.

4:22

All righty.

4:23

Hi everybody.

4:24

My name is Casey.

4:26

I'm presenting today with my colleague Andrew.

4:29

I see some familiar names in the participant list.

4:31

So hello, if we've spoken in the past, so the reporting cycle overview, you're all here because you have a grant from OVW, ideally it's the Transitional Housing program grant.

4:45

That's why you're in this specific webinar.

4:48

Your obligation for these grant funds is to submit a report every six months that covers the same two different 6 month reporting periods every year.

5:00

So January through June and July through December.

5:05

It's always those two six month reporting periods, even if it doesn't line up with your internal agency fiscal year or the way your grant funds were dealt.

5:16

So if your grant funds started in October of 2024, your report for the July to December 2024 report would have only covered October through the end of December, and now you're being required to report on January through June 2025.

5:35

Your report is due to be submitted as a PDF file in your Just Grants account by July 30th, midnight Eastern Time.

5:45

And that's really important.

5:47

We strongly encourage you to make sure you can log into your Just Grants account before the due date.

5:55

Just Grants has a very small group of folks on their support line.

6:01

It's not July 31st, it's July 30th.

6:04

I see that in the chat.

6:06

It's always a 30 day window after the end of the reporting period.

6:11

This spring was a little funky because we launched the IMPACT Tool in March and it wasn't ready to go in January.

6:18

But going forward, it's always a 30 day window to complete your performance report, download the PDF and submit it into Just Grants.

6:28

So you want to make sure you can log into Just Grants and you want to make sure that whoever has the login for Just Grants makes sure that they can log in.

6:38

If there are any issues with getting into your Just Grants account, there is contact information at the end of this PowerPoint.

6:47

You can always reach out to us for help and we'll guide you there as well.

6:50

But we can't help you with your Just Grants account.

6:53

We're just going to give you the contact information for Just Grants.

6:59

So you complete your reporting form.

7:01

You don't wait till the last day.

7:03

You submit it into JustGrants and it goes to your OVW program specialist for review.

7:10

They are going to make sure everything you've documented is what they expected to see and they

may send it back to you in what's called a change request, where they'll ask you to either edit or amend something or fill something out that you skipped.

7:26

They'll give you instructions on what to do and you will have to go back into your IMPACT Tool reporting form to make those edits, generate a fresh PDF, and then download the fresh PDF to submit to your Just Grants account.

7:40

Again, I know I'm spewing a lot of information at you and I promise I'm going to demo what I'm saying, so don't panic.

7:53

Once OVW has completed their review of the performance reports, they let us know about MEI so that we can begin a more in depth data analysis.

8:03

We process the data to make sure that there was nothing missed or there there's no egregious typos.

8:09

It's not hard to make a typo in a big long form like this.

8:13

Sometimes grantees report 100 FTEs instead of 1, and we look for things like that.

8:20

We'll review the narrative for instances where there was a difficulty with reporting.

8:27

Once all of the data is finalized, we provide it back to OVW.

8:32

It's their data, and that data is used to inform ad hoc requests from policymakers.

8:40

It is turned into a report to Congress every two years.

8:44

The data gets used a lot and it helps answer questions and it helps defend vow of funds and advocate for future funding.

8:54

So it's a long life cycle when you fill out one of these reports, that data lives on for many a year being processed and reviewed and utilized by OVW.

9:06

OK, All right.

9:13

So the IMPACT Tool, hopefully all of you have gotten a link sent to you from OVW with the blank reporting form link.

9:26

The IMPACT Tool launched this spring, so it was the first time anyone used it back in March for this reporting form, and it's now time to work on that January to June 2025 report.

9:45

If you did not receive a link from OVW for the report, it might be that their contact information is out of date for your agency.

9:54

My colleague Alexa, just put it in the chat that there you can get to the link to the IMPACT Tool reporting form from our website as well.

10:04

So don't panic if you haven't gotten it, you can still get to it.

10:10

And you might want to check in with your colleagues at your agency to see if someone else might be listed as the point of contact for OVW.

10:16

All right, you want to head to the next slide for me.

10:25

So another visual of the process, breaking it down into three steps for you all.

10:33

And again, I will demo this, but your first step is to get the URL for the reporting form.

10:43

And I see someone in the chats asking for the VAWA MEI link, and if you scroll up, it should be right there.

10:49

Alexa Plotkin posted it for us, our lovely colleague.

10:52

And if you go to theVAWamei.org page, it'll be right on the transitional housing program page.

11:04

OK, so you're going to get the link to reporting form.

11:09

Once you complete and fill out the form on IMPACT, you're going to download your PDF and you're not done there.

11:18

You see that there's a Step 3, which is submitting your PDF into Just Grants.

11:23

It's a whole separate step and you have not completed the whole process of reporting or met your requirements until you submit to Just Grants.

11:35

All right, well, you there we go.

11:37

Thank you.

11:38

All right, so you can see that you're going to be following the blank URL link, blank form link to start a new report.

11:54

What will happen is you're going to fill out the general information and it will, when you click save, it will give you a unique link for your report that you can save.

12:07

It will be emailed to whichever e-mail address you put as the point of contact and you can return to this and close out of it as many times as you need to.

12:18

You can share it with any staff who need to help with it.

12:22

We strongly encourage you to not be working on the same section as someone else at the same time because whomever clicks save most recently, that data will be what saves.

12:33

So you might overlap with a colleague and accidentally overwrite something they've already written into.

12:40

So if you're working on a section, maybe 1 colleague at a time, but it is a shareable link, you can access your link even after you've completed your form to re edit it.

12:56

And I'll show us how to do that as well.

13:00

OK, so filling out the form, the T housing form, I'm going to show you specifically in my demo because if you filled it out in March, there were some bugs with the transitional housing form that we have resolved.

13:18

And I'm extremely excited that it's functional and you shouldn't have any issues this time around.

13:26

Fingers crossed.

13:27

And if you do, you'll reach out to us and let me know.

13:32

The housing section and the legal services section don't show up in the Navigation Pane anymore as a name section, but they are housed within the victim services section and they're working.

13:49

The validations between all three of those sections are working now, which is wonderful.

13:56

And you're only going to be filling out the sections that apply to how your agency uses grant funds.

14:05

So you can still navigate freely between all of the sections, but it's a little harder to find Transitional housing and legal services because they're at the end of the Victim Services section as a page number.

14:22

So pros and cons, They're not named, you can't skip to them.

14:25

However, you have to fill out the victim services section if you're filling out legal services or housing services.

14:34

So it makes sense to start right at the top of victim services section anyways.

14:41

OK, then.

14:42

As I mentioned, there are validations.

14:47

They're live validations.

14:48

So if a total isn't matching or if you skipped something that's required, it'll give you red text.

14:55

I'm going to show you all this in my demo.

14:58

It's really, really exciting that it works.

15:01

And I got distracted by a question.

15:06

Sorry.

15:09

When you've completed your form, there's a whole process at the end called a final review, which help or enables you to generate a PDF and then you're going to download the PDF.

15:21

All right, And now we're on to Step 3, which is that you have to save this PDF you get from the IMPACT Tool to submit to your Just Grants account.

15:33

This is the third time on the screen that it says the due date and that you have to do this step.

15:40

Please don't forget.

15:44

All right, I think my next thing is demo and real quick, I would like to mention when you download your PDF, be very, you know, careful about where you save it so you can find it later.

15:59

At the end of each reporting period, the IMPACT Tool is emptied of all the completed reports for that.

16:09

The IMPACT Tool is not a storage system, it's just the kind of like a performance report creator.

16:15

So once at the end of the period would empty the IMPACT Tool of all the completed reports.

16:21

You won't have an easy way to access that PDF from IMPACT Tool and re download it.

16:26

So make sure you say that very carefully.

16:29

I also believe it's hard to get it back from just grants once you upload it.

16:34

So if you have a copy and you know where it is on your computer storage, it's going to be much easier for you in the future if you don't have to worry about it being lost 100%, but it'll just save you time and frustration if you already know where it is.

16:53

Great point.

16:54

I also always recommend renaming the PDF when you save it to your desktop as something that you can find again.

17:02

Like you could name this one the Jan, June 2025 report for this grant number, something that you can find again and see easily in case you need it.

17:18

All right, my favorite, favorite part, I'm going to steal the screen from Andrew to demo the IMPACT Tool.

17:28

And I think it's working.

17:31

Can you give me a nod?

17:33

Andrew?

17:33

Is it as you can see my screen or not?

17:40

Can you see?

17:41

I cannot see it, but oh, no, wait.

17:45

Maybe other people can.

17:46

I'm going to try again.

17:47

Thank you for letting me know.

17:50

OK.

17:51

Is it showing now?

17:53

Yeah.

17:53

So, Tahani, Alexa, they confirm they can see your screen and not mine.

17:58

Thank you.

17:59

OK, this is what you will see when you access the blank link, The blank form link, it says transitional housing program right at the top, and that's really important.

18:12

It helps you know that you're going to fill out the correct form.

18:16

There's some brief instructions here to start the report.

18:20

You're going to go down to the Start New Report button, but you'll see also here there's a find my report button in case you lose the unique link you're about to create.

18:32

So maybe I already went through this process and or my colleague went through this process and started a report and I lost the link they sent me and I can't find their e-mail.

18:43

I'm going to put the e-mail for the point of contact here to find that report again and it's going to send an e-mail to that e-mail address with the link to the report.

18:55

So another fail safe for getting back to your report.

19:00

So I click start new report and the first thing I'm going to see is this general information section.

19:07

I'm going to put in the date of the report.

19:10

The current reporting period means the reporting period, six months that I'm going to capture data for.

19:17

So this one would be January to June 2025.

19:23

My agency name, grant number.

19:27

You want to make sure that this matches exactly what you see at the top of your Just Grants award page.

19:35

So that means including all of the dashes.

19:38

You want it to be formatted the same way.

19:40

It's in just grants.

19:41

That will be a very big benefit for you and your OVW program specialist.

19:47

And for us, you're going to select if it's a final report, if it's your close out report or your regular report, if you're not closing out the grant award and then your point of contact information.

20:02

This should be somebody who knows the most about the day-to-day activities of the grant award who can answer questions.

20:08

If your OVW program manager has questions and this is the e-mail address that would work for your find my report button as well.

20:19

This is going to be the e-mail address that receives an e-mail for the unique link and for when the reporting form is complete.

20:28

So if I hit save and continue, it's going to throw me into the form where I can now see the whole navigation page for the whole report and all of the sections that have a spot to jump to.

20:44

And I would go through and fill out this whole report.

20:48

You can see at the bottom there's a way to go back and forth, forwards and backwards.

20:53

You can save it and close out and when you do it'll remind you to grab your unique link.

21:04

I can show you what I was talking about in the victim services section, how if you click yes, the victim services section switches to housing at question 21.

21:21

And this is where you would say yes, I use grant funds for housing.

21:26

Anybody who says yes, they use grant funds for housing will be asked to indicate the type and number of housing units and the number of people who accessed those units.

21:42

So this is regardless of unit type, and it's specifically worded here now that this is housing services bed nights, regardless of unit type that you have, you're going to capture the number of victims, children, and dependents who stayed in those units that were grant funded and the number of bed nights that they were grant funded during the six months.

22:10

I'm going to back us back out and show you one of the validation things.

22:15

I haven't completed this section yet, so you can see that there's a yellow!

22:21

With a circle to show me that I'm not done if I were to say no to this section.

22:28

Now it's saying Oh yeah, wait a second, you are done.

22:33

Same thing if I were to forget to answer a question.

22:38

So let's say I indicated yes somewhere here, but I skipped the text box that I'm supposed to fill out.

22:46

If I indicated yes, there's a live validation warning that will pop up in red text, and it will also flag right here in the Navigation Pane.

22:58

And if I go to the last page, I actually can't even complete the form or generate a PDF at all because there are validation issues.

23:06

So the Button's not even there to complete my report.

23:11

All right, so now I'm going to fix my form and show you the end.

23:18

When you've completed your whole form, you must go to the last page.

23:22

It says validate and complete, and it's going to say I have no validation errors.

23:29

So I've met all the requirements.

23:31

I'm ready to do the finalizing part, which is the final review button down here.

23:37

I'm going to click final review.

23:39

I have to click go to next page on every single page.

23:44

And that's how IMPACT makes the PDF that I can download.

23:48

So I'm going to start that process.

23:50

It's going to give me a pop up with more directions in case I chose to not read them.

23:56

And then you can see the buttons are a little different now.

24:00

The button says go to next page.

24:03

All of the fields are locked because it's not intending for me to make edits.

24:08

Right now I'm generating a PDF.

24:11

However, there's a cancel review button and I can cancel the review if I figured out during this part that I accidentally skipped something.

24:21

So now it's unlocked and I can go back in and edit my form.

24:27

I have to restart the final review process because again, even though my form is completely filled out, I have to generate a PDF.

24:37

You're not done until you submit your PDF into Just Grants and I'm going to take us through this really quick so you can see the last page.

24:53

Thank you all for bearing with me.

24:56

There we go.

24:57

We made it.

24:58

We made it to the final part, completing your report.

25:01

I'm going to click the complete button.

25:03

It's going to bring me to a page where I can download the PDF.

25:07

It's also going to e-mail me the point of contact e-mail address, a link back to the report so that if I need to download it again or make any edits, I can do that.

25:22

This is the very last page you'll see.

25:26

It says, here's what you're going to do next.

25:28

You're going to download your report and put it in your Just Grant's account and then you've met your reporting requirements.

25:35

Now say in August, you hear from your OVW program manager that you need to make an edit.

25:41

You're going to go back to your unique link, and this is what's going to happen.

25:45

When you put it in, it's going to bring you back to this end page where you can't edit the data at all.

25:52

You must go down to this bottom button and click View and make edits, and then you're going to click Confirm Editing.

26:01

This tells the IMPACT system to unlock your report and you can use the Navigation Pane to back up to wherever you need to be.

26:10

So maybe my ad, my OVW program manager says, hey, I think you forgot to enter your staff.

26:17

Can you go back and do that please?

26:18

And then resubmit?

26:20

This is the process you would do.

26:23

Then you need to go through all of these steps again so that you can make a new PDF.

26:28

The PDF does not automatically update for you.

26:31

You must go through the final review process all over again.

26:36

Download the PDF, save it to your desktop, and submit it into your Just Grants account again to address the change request.

26:45

All right, demo is complete.

26:49

I'm going to stop my share and we're back at the PowerPoint.

27:00

Will you switch to the next slide for me?

27:04

So there are still a couple common issues with the IMPACT Tool and I see someone is raising their hand and I believe there's a Q&A pod.

27:17

If you could throw your question in there for me.

27:22

So some common issues are that maybe when you go to your unique link, the website's not loading and 100% of the time this has ended up being a cache or cookies situation.

27:38

If you need instructions to clear your cache or cookies on your browser, we have a whole web page on our vawamei.org that has directions for different types of web browsers, like if you use Firefox or Chrome, etcetera.

27:59

If for some reason you have an issue saving your narrative, this does sometimes happen this spring, but I'm hoping that it's fixed now and there are live validation warnings.

28:14

If you bump into a character limit so the text box will turn red, it'll have a sentence under it that says you've exceeded the character limit of X.

28:24

Your character count is X.

28:28

We strongly encourage you to type your narrative responses into a Word document of some kind and save them to your computer so that you can copy and paste them into the IMPACT Tool.

28:39

That way, if your Internet shuts off for some reason or the web page freezes out, you don't lose all of the work you did typing your text out.

28:51

And then the last thing I want to say on the IMPACT Tool issues is that very randomly it appears that PDF formatting has gotten messed up for folks across programs.

29:11

And we at VAWA MEI can not make that happen even if we try, which means we haven't solved the problem because we can't create the problem.

29:24

It's a mystery.

29:26

So our suggestion to you all is when you download your PDF, scroll through it to make sure that the page numbers are in the correct order and that you can see the pages.

29:39

Because if you don't do that and you submit your form to just grants, your program manager might open your PDF and then immediately tell you to try again because they can't see the first page of your report, or there's a whole section not visible because they're overlapping.

30:01

It's a very strange issue.

30:03

I wish I had more information about it, but my best suggestion is that you scroll through your PDF to make sure it looks the way it should look, and then you upload it.

30:14

If it does not look the way it should look, you need to generate it all over again by doing what I showed you for the change request steps.

30:23

So you would go back to your unique URL link, you would click the edit button on the bottom of the final page to unlock your form, and then you would do the final review all over again.

30:35

And I know that's so tedious and I'm really sorry that I don't know why it happens.

30:39

It's a very small percent of folks, like 1% of folks have this happen.

30:46

So I hope it doesn't happen.

30:47

But if it does, there's a solution.

30:50

And if you continue to generate PDFs that's out of order, that's miraculous.

30:56

And you can reach out to us and we can generate it for you in the correct order because as I said, we can't for some reason replicate this out of order PDF situation.

31:09

OK.

31:11

I did already talk about this a lot I think, but so as I mentioned, program managers when they review the report you've submitted into just grants may reach back out to you for reasons such as missing data or incorrect information, or if they notice something you reported as an unallowable activity.

31:34

Like this program specifically is so nuanced.

31:39

Everyone on this call probably has a different structure for how they use the grant, and it's really easy to get confused.

31:47

So it's not surprising for the transitional housing program managers to reach back out to grantees to ask them to edit something.

31:58

So if it happens, don't be alarmed.

32:01

There's a way to edit your form and you can always reach out to us if you have questions about how to fix your report in a way that your program manager is asking you to.

32:13

I'll leave it at that and I'm going to pass it back to Andrew.

32:22

So to prepare for your performance reporting and to learn about the data you'll need to collect and report, we've got some resources available to you right now.

32:34

We try and make them up to date and current all the time.

32:38

So we ask you, please take time to review.

32:40

We've got a sample form and a reporting instructions for your transitional housing program that's available on our File MEI website.

32:52

When you go to our website, I'll show you here in a second, you can find the program page specifically for transitional housing resources.

33:02

And on there it should be pretty easy to find the sample form, the reporting instructions, and that URL, the link that takes you to your blank form.

33:16

Please note these sample forms, they're not fillable PDFs.

33:20

They cannot be submitted to just grants as your performance reports.

33:25

They're just there as an example to help you review the content.

33:29

That way you know ahead of time what your reporting form is going to be asking you.

33:35

So hopefully you'll be able to attend or hopefully you were able to attend previous webinars in the past.

33:44

But we also have recordings of different webinars accompanying materials right there on the same program page for transitional housing.

33:55

And we also have other How-To's and FAQs, hopefully with a lot of related information to get you off, you know, the ground and running with your performance for as soon as possible.

34:07

Those are always available on our site as well.

34:09

So if you can't catch one of us, feel free to peruse the site and see what information is there for you.

34:17

Finally, you can always contact us directly with any questions about accessing or reporting in the IMPACT Tool.

34:26

I'm going to provide contact information towards the end of this presentation.

34:31

So you missed it in the chat or didn't hear it.

34:35

It'll be in one of the last slides for you to copy down.

34:40

And you can also find this webinar presentation on our website to save if you ever need just another resource.

34:49

And then of course, you do have a comprehensive TA provider for transitional housing.

34:55

That's, that is another OVW grantee and you have your OVW grant manager.

35:00

They're always, these are always important resources for you to reach out to if you have any questions, concerns about any of this.

35:07

They can also help flag relevant training opportunities for you that aren't related to MEI that other people might be giving.

35:18

So I'm going to take you guys to our website, give you a quick little tour in case anybody hasn't seen it before.

35:25

I heard recently that one out of 10 webinar hosts find our website to be a very helpful and useful website.

35:36

So here we go.

35:37

We're on the live site vawamei.org.

35:41

As you can see, we've got our kind of our mission statement right here in the front.

35:49

We've got a little news and a panel front and page.

35:53

So as new things happen, we're going to try and keep that up to date so that you'll know kind of what time period you're in.

36:02

You know you're up to date finding the right information At the top here I wanted to point out we've got a contact us button.

36:11

This takes you to a little quick form that will send us a direct message to our e-mail inbox.

36:19

So if you can't get somebody on the phone or you just want a quick and easy way to contact us, use that contact link.

36:31

Also at the top here, we've got a webinars page.

36:35

This is where you would find webinars as they are kind of open to be scheduled.

36:43

So you can see this one was in past July 9th.

36:47

That's kind of irrelevant now.

36:48

We're here in the January 10th Transitional Housing webinar.

36:53

You can see we've got another one coming up on the 14th.

36:56

As we get more webinar scheduled, they will always appear here on our website and then back to front page.

37:06

You also want to see grant programs.

37:09

This is where we have a bespoke page for each grant award out there.

37:18

Some of them might be a special initiative and they're grouped together on a page.

37:23

But for this group here being transitional housing, all you need to do is Scroll down to find the page with your name on it, Transitional housing.

37:32

And on here you're going to find all these resources that we've been talking about.

37:36

This is tailored to transitional housing program as much as we can get it.

37:43

So you're going to have your IMPACT link, which will take you to an information page.

37:49

This button takes you directly to the IMPACT Tools form for your program.

37:58

If you Scroll down on your page, you're going to find the sample reporting form that we were talking about, your instructions.

38:07

You've got another link to your reporting form page.

38:13

We're trying to make it very easy to find, very accessible.

38:16

We don't want you to be wondering where you can get it.

38:21

The side here you've got navigation bars that'll take you directly to the other resources on your on page, not to somewhere else on the site.

38:30

So if you're curious about trainings that are specific and relevant to trade transitional housing, you can go directly to, you know, something that is relevant to you as a transitional housing.

38:46

Then we've got additional reporting tools, which are just hopefully additional information related to your performance reporting.

38:56

Let's see, was there anything else we need to point out?

38:58

I'm going to say also, basically at the top of every page, we've got a little help button here.

39:07

This takes you to a bunch of additional resources that might not be something that we provide, but you can still also fill out the help desk form, which once again sends us an e-mail immediately so that you can get in touch with us really easily.

39:26

OK, we'll go back to our presentation.

39:33

All right, So beyond the logistics of performance reporting that we have talked about, we also wanted to briefly touch on the actual content of the performance report and how to successfully and accurately report your data.

39:47

The most important guiding principle that you should always remember is only report on OVW grant funded activities and staff.

39:57

No more, no less.

39:59

Your organization and other organizations like yours, you might have multiple funding streams.

40:05

A lot of people do have multiple funding streams other than solely money from OVW.

40:13

The reporting form for your OVW Transitional Housing Award wants to capture that slice of your work that was funded just by your OVW award.

40:24

So please report on all the activities and staff that were funded by OVW but don't include the activities or staff that were funded by non OVW grant awards.

40:37

So for any numerical data you report, a quick tip is to always have source documentation available.

40:47

We, you know, we prefer that you don't estimate or guess any of the numbers that you report.

40:53

An example of this would be if you report a total number of people you trained, maybe you've got the source documentation of an attendee list.

41:02

So you don't have to estimate how many people you trained.

41:05

You can just pull from your source documentation and say we have 50 people attend our webinar.

41:12

We can say we trained 50 people.

41:16

If you don't have source documentation for an activity or you don't know an exact number, we ask that you please don't report anything in the numerical field.

41:26

Instead, you want to use the narrative fields that are scattered throughout your reporting form and at the end of the form to describe the activities and put your estimated number there in the narrative clearly.

41:40

Note that it is only an estimate.

41:43

The numbers that are in the numerical fields will be kind of taken as I wouldn't.

41:52

I wouldn't want to say exact, but we're going to treat it like you have good source documentation to say that it is a reliable number.

42:02

Please also use the narrative questions to provide more detail or explain data as well as discuss your successes and challenges.

42:11

By using the narrative questions to discuss your data that you report in the boxes, you're providing a lot more context to your numbers.

42:20

This helps both your OVW grant manager as well as us here at VAWA MEI.

42:27

We review the narratives while reviewing the numerical data, and we'll look there for answers before we reach out to you with questions on, you know, is this number accurate?

42:39

Is it correct?

42:39

Was it a typo?

42:41

We're going to go to your narrative first just to make sure that we're not going to miss anything.

42:47

We're going to get as much information as we can on our own.

42:50

That way we don't have to bother you and you can continue doing the good work you do.

42:55

And also, we know that some of you might be new grantees.

42:59

And as new grantees, you may not have much to report in your first report, performance report.

43:06

I'm pleased to know that this is it's OK and it's expected.

43:09

So having a performance report that you feel like doesn't really have a lot of data on it, that's a normal before you really get your grant award monies kind of, you know, off the ground, out of the bank, into the field.

43:24

You you're not gonna have a lot to report before you start spending that money.

43:30

OK, so I want to elaborate on what your performance report might look like as a new grantee.

43:37

As previously mentioned, the moment that you have a grant awarded to your organization from OVW, you're mandated to complete a semi annual performance report every six months.

43:50

It's possible that by the time the reporting period is over, you have not even started using your grant funds like I was mentioning.

43:58

If this is the case, you're still mandated to complete a performance report.

44:03

It's just kind of, you know, it'll be a lot easier for you, but it's still a requirement.

44:10

So if you're not using your funds yet for any of your grant funded activities, you're basically only going to need to complete the sections of the report that are mandatory, such as the general information section.

44:23

That first section that you go through where you fill out all the information about your organization and contact the, the reporting form is going to let you know which ones are mandatory and not.

44:35

So you won't have a question.

44:37

Then also use your narrative question at the end of the reporting form to note that you have not started using your grant funds yet.

44:44

Like I said, we looked there first.

44:46

So if we see a blank form, we're going to look for your narrative.

44:48

We're going to see that you made a note that you are still in your planning phase or you just haven't had a chance to use any funds during that.

44:57

And we'll know why there might be some missing data that we otherwise would expect to see.

45:05

Once you do begin using your grant funds, you will of course still answer those mandatory sections, But now you will also be filling out any other section that corresponds to the type of activity you used your grant funds for.

45:18

We've talked about this earlier with the example that if you use your grant funds to provide trainings, you need to fill out the training section.

45:26

If you did not use grant funds to provide trainings, you can select no for that section and the IMPACT Tool will skip it for you and so forth depending on which activities you perform throughout.

45:40

Yeah, that the reported.

45:42

And remember the overall guidance, the reporting form is meant to capture all grant funded activities, no more, no less.

45:49

So if you spent your grant funded money on something, most likely you're going to have a place on the floor and to report it.

45:57

But if you didn't spend your grant money to do an activity, you're not going to be adding that to your performance report.

46:08

OK.

46:08

At this point we want to take a few minutes to very briefly cover a few areas of data reporting that will be relevant for many of you that we know that might be a little tricky.

46:18

This is not necessarily in depth review.

46:22

We'll have some more material on the website and some recordings if you need some more detail on this.

46:28

And we're always available for one-on-one assistance on these topics as well.

46:35

So the first one is reporting your staff information, also known as your FTE.

46:41

If grant funds were used to support staff during your reporting period, you're going to select yes and complete this section.

46:50

You report all staff that were fully or partially funded with your OPW transitional housing grant money during that reporting period.

47:00

This includes part time partially funded temporary staff, overtime contractors, consultants if they were all paid from the grant money from OPW.

47:13

Staff does not need to be full time employees or your organization of your organization to be considered.

47:21

You know as in your FTE and your staff numbers.

47:25

What matters is whether or not your grant funds were used to pay them for their time.

47:30

Staff time should be reported in terms of a full time equivalent, which is what FTE stands for.

47:36

This means a person who is works full time under the grant for the entire six months reporting period would be recorded as one FTE.

47:48

So it's basically a fraction.

47:51

So one person the entire full six months full time is a whole number of one.

47:59

However, this is often not the case because a lot of your staff might be part time or contracted or temporary, or they might be funded by other work streams or funding streams.

48:12

So yes, they're full time, but they're not 100% funded out of your OVW gram.

48:18

If that's the case, then you are going to be prorating their staff time underneath this question.

48:27

So you're going to also while you're reporting this prorated or just any staff, I'm you're going to report their numbers by their job activities versus their job title.

48:41

So for example, if you have someone with the job title of victim advocate, but they spend all their grant funded time conducting trainings, you would report them under the training trainer category even if you consider them a victim advocate.

48:58

So the OVW grant money is paying them to do something other than victim accuracy.

49:06

You note that in that special category on your staff section.

49:13

This also means that if you have one staff person performing multiple functions what they're grant you know funded by your OVW grant, you're going to report them in different categories accordingly.

49:28

So if your victim advocate from the previous example spends 10% of their time training and the rest providing victim advocacy, you can split their time between victim advocate and trainer educator on the form options there.

49:49

So before we can start calculating staff FTEs, you're going to need to collect some information.

49:55

You're going to need to determine what is considered full time for your organization.

50:02

Usually a 40 hour work week, but some agencies might have a 35 or 38 or just a different, you know, standard of a full time work week is.

50:14

You'll also need to determine if the staff person is grant funded to work for the entire 6 month reporting period or only part of it.

50:22

And you'll want to know the number of weeks that they were grant funded.

50:26

Or you can consider the number of hours within the six month reporting period.

50:31

That way they were grant funded by your OVW money, so you want to determine also if they're 100% funded by your OVW grant money or if they share, you know, 50% with another funding stream or whatever your percentage is.

50:55

These are all kind of good base information to collect before you start calculating your FTEs.

51:01

That way you've got all the information you'll need now to calculate.

51:07

Or you know, prorate in FTE for anybody who is paid for your grant money.

51:13

First we're going to need to determine what's considered your full time for your organization.

51:20

So usually as 40 hours, we're taking example 40 hours for work is a full work week.

51:27

So based on this in a six month reporting period there's 26 weeks.

51:31

So you get 26 times your 40 hours per week.

51:34

You have a total possible you know work working hours of 1040 hours.

51:41

So if somebody works 1040 hours that is 1 FTE, one full time equivalent, to prorate this to calculate a prorate you'll then divide the actual total grant funded hours worked by a staff person by the that total of 1040 to get kind of that ratio I was talking about.

52:03

So in these examples here we are assuming a full time 40 hours, so 1040 hours for the reporting staff.

52:12

A worked 20 grant funded hours per week for 26 weeks, which equals to 520 total hours.

52:20

the FTEs calculation for this one, you're going to do your 520 divided by total possible of 1040 and that gives you that .5 FTE.

52:34

So they were half of their time because it's a, it's a fraction .5 half of their time was funded by or they're equal to half of somebody working full time.

52:48

Staff number B work for 10 grant funded hours per week, but only for 16 weeks.

52:54

So that equals 160 total hours that they worked for the reporting period.

52:59

So the calculation for them, you're going to have the 160 divided by the total 1040 and that gives you a roughly .15 FTE.

53:11

the FTEs are also rounded in the calculations to 2 decimal points.

53:17

The IMPACT will automatically kind of help you out with this as well.

53:21

I'll let you do that third one so you can round any numbers that kind of go beyond those two decimal points as you know as needed.

53:33

Now staff member C we have a slightly different calculation.

53:38

We know that staff member C worked full time for the entire 26 weeks, but they were only funded by 75% by OVW.

53:49

So we know their total grant funded hours are going to be 75% of what their full time hours were.

53:57

So for this one, you can do a nice simple what is 75% of 1 FTE since they worked full time for the whole and that'll give you that .75 FTE.

54:12

All right.

54:13

So you would use this type of calculation when a staff member is performing multiple activities in their grant funded hours like we just described on the previous slide.

54:24

You determine how much time they spent on each activity, calculate the FTE for each category and report their fraction.

54:32

They're prorated FTE in each corresponding activity.

54:36

So if somebody worked full time for the entire six months, they spend half their time doing admin and then they spend the other half their time doing, you know, victim outreach.

54:48

You're going to put a .5 FTE in each of those categories for that one staff member.

54:54

A lot of this, you know, it can be confusing, threw out a bunch of numbers to you, but we have, like I said, FTE specific training material on the website, this recordings.

55:07

There's a calculator to help you go through there.

55:11

We've got a video about how to use the calculator.

55:14

And of course, we're always here to help.

55:16

We, some of us love helping out and calculating FTEs with you and for you.

55:22

So don't hesitate if you have any question, even if the resources aren't helping you, reach out to us.

55:28

We're here for you and we can hopefully make it as clear as possible.

55:36

Absolutely.

55:37

I second that.

55:41

The next section I'm going to talk about is the victim services section.

55:47

And I'm not going to go through question by question, but because this program is so unique, I wanted to go over a couple pieces of it, including a mention on follow up services, legal services and housing.

56:00

So bear with us as we go through that next.

56:05

And then just as a time check, we've got like 30 minutes left and I feel good about it.

56:10

We're gonna do talk about narrative after and then we'll give you some contact information.

56:16

So that's what we have for the last half hour and and feel free to ask Q&A questions or you can always e-mail us afterwards.

56:28

But so the victim services section, there's a lot in here that's congressionally mandated and a lot of things in the victim services section are tied like the questions are tied together with validations.

56:47

So the major question in the victim services section is how many victims and survivors accepted and or requested grant funded services.

56:59

And this is definitely tricky, especially if you've been in the field for a long time and you know that somebody really needs services or would benefit from services, but maybe they decline them.

57:14

So to be reported in the victim's services section, a victim and survivor must choose to accept or request grant funded services.

57:27

They must be grant funded to be considered for this reporting form.

57:30

So you're never reporting on agency wide totals of anything or agency wide services.

57:38

And then the victim of survivor must be a primary victim of one of the four crimes.

57:46

And if somebody meets all three of these conditions, they're going to end up on the form in some way.

57:55

Will you slide us to the next?

57:57

Thank you.

57:59

So there are situations where a victim or survivor will not be captured.

58:05

And that's part of why this gets so confusing or tricky for folks.

58:09

It looks straightforward until you actually apply some real life situations to it.

58:15

So if somebody comes to your agency seeking services that you fund through some other stream, they will not be considered on this report.

58:26

If you offer services to somebody and they refuse all of them, even if you're offering or recommending them, that should not be captured and should not be reflected on the report.

58:38

And lastly, if you find out that someone's actually not a primary victim of one of the four crimes, they statutorily do not qualify to be a victim receiving services for this report.

58:54

Switch us to the next slide, please.

58:56

Thank you.

58:57

All right, so there are these three definitions to help us boil it down because it's really, it looks so straightforward, served, partially served and not served.

59:09

But when you add multiple funding streams and multiple staff, multiple services into the mix, it starts to get complicated.

59:18

So somebody who is reported as fully served received all of the OVW grant funded services that they wanted to receive during the sixth months.

59:31

That's also really important to remember is this is a six month reporting period.

59:35

Somebody might request services again in a future reporting period and they would be captured on a future reporting form and possibly in a different category if they were partially served because they received some but not all of their services in this past six months.

59:54

Maybe in the future 6 month reporting period, they end up getting all of the grant funded services that they want and they'll end up being reported as fully served instead on the next report.

1:00:05

So every six months you're considering?

1:00:09

Who requested and or accepted services during the six months regardless of the prior six months.

1:00:17

And sometimes you're going to indicate that someone was not served because they did not receive any of the grant funded services that they wanted to receive.

1:00:27

This is especially important to capture.

1:00:31

The Transitional Housing program is a uniquely situated program that is dealing with a housing crisis.

1:00:39

Housing is expensive.

1:00:42

Getting survivors into transitional housing units can be difficult, and so please never shy away from reporting people as partially or not served.

1:00:55

Those values will not reflect negatively on your agency.

1:01:00

They're important to capture, to help describe to OVW and policy makers the enormous need for this grant.

1:01:13

There's also a narrative about it as well.

1:01:15

So the more you can detail the barriers to providing housing or transitional housing program related services, the better it is for your OVW program specialist to understand the scope within your community to help advocate for grant funds.

1:01:36

Follow up services has historically been confusing to folks when we were using the fillable PDFs, so I wanted to touch on it today for all of you that this section starts on question 14 of the victim services section and anyone can fill it out regardless of if you use grant funds for the residential component of the transitional housing program piece.

1:02:04

What that means is if your agency uses grant funds for support services to victims in transitional housing or who have exited or completed or terminated from transitional housing, that can still be captured even if you didn't use grant funds for the transitional housing itself.

1:02:29

So if victims and survivors exit, complete or terminate from the residential portion of the transitional

housing program, regardless of how it was funded, and your agency is providing support services to that person post housing services, that is what is considered follow up support services.

1:02:54

So you would indicate, Yes, you would indicate which services were provided.

1:03:01

It's going to be a list that looks very identical to the list of support services that you would have filled out in Question 12.

1:03:11

I think it might be.

1:03:13

So it's going to look really similar, but the difference there is that the people who are receiving follow up services either exited, completed or terminated from of the transitional housing residential component of the program.

1:03:29

OK, if you have questions about that, always reach out.

1:03:35

The legal services section was added for the July December 2024 report and it is still there on this January to June 2025 report.

1:03:49

Because statutorily grant funds can be used to provide legal services.

1:03:55

So if your agency has grant funded attorneys or paralegals or uses grant funds to pay those staff for legal services, you're going to indicate yes on victim services question 16, that you use grant funds for legal services and then you're going to capture any legal services that those victims and survivors received.

1:04:16

OK, next one please.

1:04:22

Thank you.

1:04:24

And then lastly, question 21 of the victim services section is where you will indicate if your agency used money from this grant to fund units of any type.

1:04:43

It's important that these are at the end of the victim services section because you do need to report in

the victim services section on anyone, any victim, child or dependent, who stays in grant funded housing as a victim, child or dependent, served, partially served or not served.

1:05:05

So regardless of the unit types, again you might have program owned units, you might have programmed rented vouchers, subsidies, scattered or clustered Co located.

1:05:16

It doesn't matter what type of unit your agency is funding.

1:05:20

Everyone who has grant funded units is now being asked to capture bed nights.

1:05:27

Previously on the PDF you would have been told not to complete that question if you had vouchers or rent subsidies.

1:05:36

So at the, the guidance for this report is any type of unit you must report bed nights, you're going to indicate the number of victim, survivors, children and dependents who stayed in the units in question 25 and the total number of nights for that six month reporting period for each type of person in question 25.

1:06:04

That also means that there's no longer a spot to capture voucher or rent subsidy cost on this form.

1:06:10

So if you filled out the housing section in March, you'll already have noticed that that question from the fillable PDF is not there anymore.

1:06:20

So yeah, the housing section lives at the end there.

1:06:26

All of the numbers have validations on them.

1:06:28

So you can't report more people has having have received housing then you reported as served or partially served for the victim services section.

1:06:39

And because of the way the form is structured now for this report, nobody should get a validation warning that they tried to click no to the housing section, and nobody should get a validation warning on the victim services section, like on the very front page if they clicked yes to housing.

1:07:05

So there was some funky ties between the validation warnings for March, and we're really, really hoping that they're fixed now.

1:07:16

OK, where are we narrative?

1:07:22

This is back to you, Andrew, back to me.

1:07:24

Before we continue though, we had a question asking if bed nights, is it each individual person or each family?

1:07:33

For example, if a family of two stay 30 days, is it 60 bed nights or 30?

1:07:40

Because it's family and we wanted to point out that it is per person.

1:07:45

So one person, 30 days, that's 30 bed nights.

1:07:50

One family of two people for 30 days, you're going to report 60 bed nights.

1:07:55

It's per bed.

1:07:58

And so you're going to have one person per bed.

1:08:00

And you want to count how many nights each bed was filled.

1:08:04

So if you've got 100 beds and you've got one week and all hundred beds were filled for that one week, 7 days, that's 700 bed nights you provided.

1:08:16

So I hope hopefully that thinking about it as filled beds helps.

1:08:24

All right, so now the narrative section or the narrative data, in addition to your numerical data you are required to fill out on the reporting form like the number of staff, FTEs, or bed nights.

1:08:37

There are also narrative questions throughout the reporting form.

1:08:42

Just like we were mentioning earlier about why your narrative data is important.

1:08:47

These narrative questions are there.

1:08:52

This narrative information can provide context for the numbers in your report.

1:08:58

Your numbers do not tell the entire story of your activities and the good work that you're doing.

1:09:05

And this information, it can fill in the gaps and explain what your numbers actually mean and why the numbers are what they are.

1:09:14

So like if you say 500 bed nights were provided, that's very, I make it's in depth information.

1:09:21

If you've got more information about what that 500 bed nights means to the organization and your community and to the people are receiving your services.

1:09:33

So your narrative information can tell us more about the actual impact of your work and how you know what that work the impact is on the communities you serve.

1:09:43

The numbers will tell us how many activities you carried out and in the narrative you tell us about you know what those numbers how they impacted your community in your clients.

1:09:56

Your narrative information is also extremely helpful to your OVW partners.

1:10:04

They use it to identify trends, promising practices, and unmet needs.

1:10:10

Remember that you are the experts on the ground and the narratives are an opportunity for you to tell OVW what you see and experience in your communities.

1:10:20

You're kind of like that first hand reporter on the scene.

1:10:23

All right, so you'll find narrative questions throughout the reporting form.

1:10:31

Like I said, some narrative boxes are mandatory and some are not.

1:10:36

Even when a narrative box is optional, we highly encourage you to use them to describe your activities and provide that additional context to your data.

1:10:49

Your OVW grant manager, they will review this narrative information and it really helps them better understand your data and how you and how you and your agency have been using your grant funds.

1:11:01

So like your grant manager, they read through every report.

1:11:06

I guess, you know, it's kind of like their mandate is to read everything you submit.

1:11:10

So give them lots to read.

1:11:12

It's very helpful for them and finally give you a quick overview.

1:11:16

The last section of the report consists of only narrative questions, and these cover the first one's the status of your grant goals and activities and objectives.

1:11:27

This question is always mandatory.

1:11:30

They might not line up perfectly to how you wrote your grant proposal and how your objectives and goals are kind of laid out in your scope, but you can use your grant goals and activities to kind of fill it in as you need to, you know, fulfill that reporting of that question.

1:11:50

Don't worry about whether or not it matches perfectly to the way you've kind of written your proposal.

1:11:56

Fit it in as you can fit it in.

1:11:59

Get the information on the report.

1:12:00

That's what's important.

1:12:02

The second question is your areas of remaining need.

1:12:06

This question is mandatory.

1:12:08

Every other reporting period during your January to June reporting that which is what you should be reporting on this at the moment it's mandatory and in January when you're reporting on your July to December, it's there if you want, but not mandatory.

1:12:28

We still highly recommend if you've got new narrative information to put in there or even repeat narrative information put in there, even though it's not mandatory, but you won't be required to do so in the July to December periods.

1:12:45

Only the January to June is it required.

1:12:49

The third narrative question is what your grant funding allows you to do this like the remaining needs is also mandatory during the January to June reporting, but not the July to December.

1:13:03

But we still highly recommend fill it out.

1:13:07

It's a great way to illustrate like the effectiveness of your grant money and your activities.

1:13:15

The was it the 4th 1 is additional information on the effectiveness of your program.

1:13:20

And this is just kind of like extra space to illustrate, you know, the good work and how effective your agency and the work you're doing is.

1:13:31

And then the last one is just additional relative information about your data.

1:13:36

So this is where the last question the additional information is where you would put in a note if you have haven't started using your grant funds yet.

1:13:43

You can just put a note in there about, you know, you're still in the planning phase or you haven't used any funds and that will let us know and OVW know why the report might look a little different than usual, which is not an issue at all.

1:14:00

You just have to note it.

1:14:01

We'll know why everything is fine.

1:14:06

All right.

1:14:06

So that's kind of all we have for you on the performance reporting.

1:14:11

But we also wanted to make sure you knew kind of like if you have any additional need of help, where to go to.

1:14:19

So the first one here is OK, if you have questions and Technical Support that you need from just grants, like we said at the top of the session, we are not just grants.

1:14:32

We don't have access to Just Grants to see anything, so if there's anything going on that's, you know, a hiccup or just causing you any trouble with Just Grants, you need to reach out to the Just Grant support directly or your OVW grant manager will be able to help you find the correct person to assist you with your Just Grants account.

1:14:56

These slides are available on our website, so if you don't have a time to write this down or jot it down, you can find this information on our website or you can even reach out to us asking who to contact.

1:15:10

Second, if you need to verify things like your grant supported activities, make sure you know what you're spending your money on is within scope for your grant proposal.

1:15:21

If you need approval for your products or if you have any issues submitting your performance report by the deadline, or just some, you know, reasons that you might have any difficulty submitting a report, you want to reach out to your OVW grant manager.

1:15:41

You should have, you know, direct emails from them and contacts for them, but you can always go directly to OVW with this information, phone number, website.

1:15:52

That way, if you lose the correct contact, you'll still be able to contact somebody or find the contact you need.

1:16:02

And then finally, if you have technical and logistical issues that you need help with, with the IMPACT Tool so that you can complete your performance report or start your performance report.

1:16:13

If you have questions on the content of the questions that are being asked of you on your reporting form or if you should want like one-on-one technical assistance, you contact us to follow MEI.

1:16:26

You can go through our website or phone number or e-mail where available.

1:16:32

Very often e-mail is the best way to do it, but we're also available by phone call and it's Zoom if it helps.

1:16:40

That way we can share a screen so we can see exactly what you're seeing at the same time.

1:16:47

All right, And now we're to, if we've got time, if there's any additional questions, we've got another 10 minutes left in the clock, we're here.

1:16:56

I know it's not a big group today, but bring it for you.

1:17:00

I really appreciate that you guys came out awesome.

1:17:10

Thank you all so much and good luck with your reporting.

1:17:15

And yeah, we're here for questions if you need us.

1:17:27

It is a lot of information to digest for sure, but absolutely don't feel like you have anything to memorize.

1:17:35

We're always here to support you or point you in the right direction.

1:17:50

I'm not sure if we're going to be sending out the link to the reporting, but if we can get a nice recording, I said reporting, I mean recording.

1:18:02

If we can get a nice clean recording, we will post it to our website.

1:18:07

It'll be the same location where the webinar materials are posted.

1:18:12

If you want to e-mail us directly with a request, I'll put you on a little list of, you know, someone to remind that oh, by the way, these are now available on the website.

1:18:22

Just reach out to us if you can't find it or you want kind of a reminder, we can definitely do that for you.

1:18:41

We really need some play out music.

1:18:43

Next time I'll get I'll get it and if open our music.

1:18:58

All right.

1:18:58

Well, if nobody else has any other questions, we really appreciate your attendance and you know, good luck with your performance reporting.

1:19:10

Have a great rest of your day.

1:19:12

Yeah, thank you.

1:19:13

Also to our TA2TA hosts.

1:19:16

Feel free to close it.

1:19:17

Thank you so much.