Semi-Annual Performance Reporting:
Reporting your grant-funded activities

VIOLENCE AGAINST WOMEN ACT | MEASURING EFFECTIVENESS INITIATIVE

Who We Are

Your partners in performance reporting

Our mission:

➢ Support OVW and grantees with performance reporting.

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

What we will cover today

➢ How to access, fill out, and submit a performance report

➢ General tips for successful performance reporting

➢ Overview of reporting Victim and Transitional Housing Services

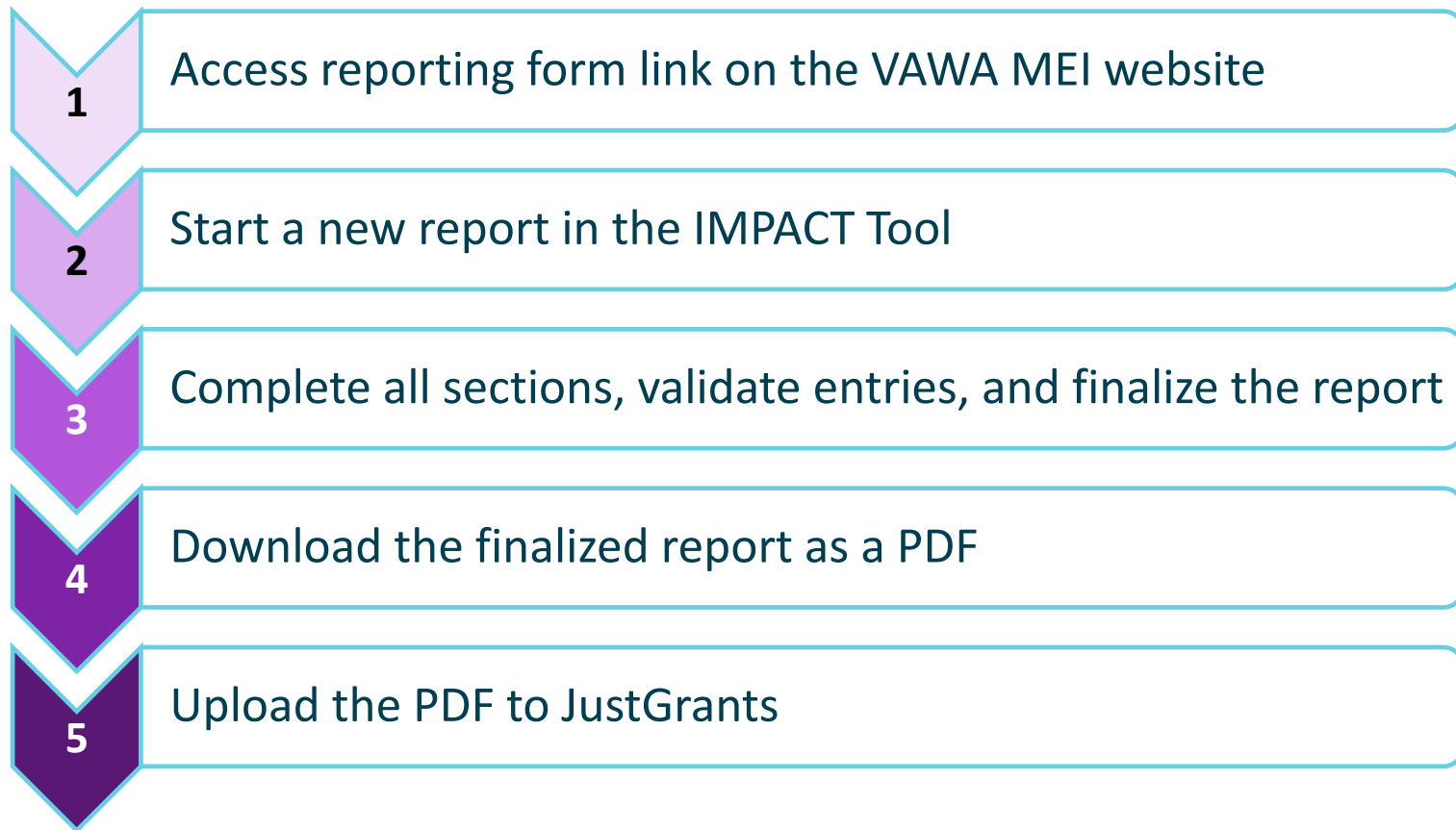➢ Where to go for support with your performance report

TRANSITIONAL HOUSING PROGRAM

What is the IMPACT Tool?

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

➢ OVW's new web-based reporting system

➢ Grantees prepare performance reports online using the IMPACT Tool

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

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

Overview of IMPACT Reporting Process

1. Access reporting form link on the VAWA MEI website

2. Start a new report in the IMPACT Tool

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

4. Download the finalized report as a PDF

5. Upload the PDF to JustGrants

Common IMPACT Tool Issues

➢ IMPACT Site will not load

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

➢ Narrative responses will not save

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

➢ PDF file formatting

  ▪ Carefully review your downloaded PDF report to ensure there are no formatting issues, such as missing pages or overset text.

  ▪ If you do come across a formatting issue, we recommend you go through the report finalizing process again and redownload your PDF.

TRANSITIONAL HOUSING PROGRAM

Tips for Successful Reporting

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

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

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

Victim Services Section

- ➢ **Most of the data requested in this section is congressionally mandated**
  - ■ Congress wants to know how many of the victims/survivors seeking services were served and how many could not be served

- ➢ Provide information in this section that represents **only those victims/survivors served and services provided with OVW Program funding**

Confidentiality is Key

➢ **Confidentiality of victims served is critical**

➢ **Never include personally identifying information in performance reports**

When to Report in the Victim Services Section

➢ Complete the Victim Services section **if OVW grant funds were used to support victim services and/or legal services and/or housing** during the current reporting period

  ■ Victim services – provided direct victim services, such as counseling, crisis intervention, advocacy, etc.

  ■ Legal services – grant funds supported an attorney or paralegal that provided legal assistance

  ■ Housing – grant funds were used to support housing units

When to Report a Victim/Survivor

➢ **To report a victim/survivor:**

1. They must have requested or accepted a service(s)

2. The service(s) must be OVW Program grant-funded

3. The victim/survivor must be a primary victim of domestic violence, dating violence, sexual assault, or stalking

☑ **If a victim/survivor meets all 3 of the above conditions, report them on the form!**

When Not to Report a Victim/Survivor

➢ **A victim/survivor would not be reported in the Victim Services Section if the victim/survivor:**

- ■ Is seeking only services that are **not funded** with your OVW Program grant

- ■ Did **not accept** any of the OVW Program grant-funded services that were offered or recommended

- ■ Is **not a primary victim** of domestic violence, dating violence, sexual assault, or stalking

Victim Services: Question 2

➢ **You must report victims in Question 2 if OVW grant funds were used to provide direct victim services, legal services, and/or housing** during the current reporting period

■ Victim services – provided direct victim services, such as counseling, crisis intervention, advocacy, etc.

■ Legal services – grant funds supported an attorney or paralegal that provided legal assistance

■ Housing – grant funds were used to support housing units

Determining Service Status

➢ **Report each victim/survivor as either served, partially served, or not served based on the following:**

- **Served:** *Received all* the OVW grant-funded services they requested during the reporting period

- **Partially served:** *Received some*, but not all the OVW grant-funded services they requested during the reporting period

- **Not served:** *Received none* of the OVW grant-funded services they requested during the reporting period

Partially Served or Not Served

➢ **If you reported any victims/survivors as partially served or not served in the initial question of the Victim Services Section, you need to report the reasons why**

- ☑ Insufficient or lack of services for people who are D/deaf or hard of hearing
- ☐ Lack of childcare
- ☐ Program reached capacity
- ☑ Program rules not acceptable to victim/survivor
- ☐ Program unable to provide service due to limited resources/priority setting
- ☐ Services inappropriate or inadequate for victims/survivors with mental health issues

➢ If you used funds for Housing Units and victims were not served **solely due to lack of available housing,** check off " Program unable to provide service due to limited resources" and then you will report lack of available housing in the Housing Units subsection (Question 24)

Partially Served or Not Served (Continued)

➢ **Remember:** What determines a victim/survivor's service status is your organization's ability to provide the requested grant-funded service, not the victim's decisions about continuing with services

➢ **Common reporting errors in the "other" category:**
- ▪ Victims did not return
- ▪ Victim refused services
- ▪ Services not provided by our program
- ▪ Could not locate victim

Reporting Demographics

➤ **Demographic data**

- Report on each victim/survivor's race/ethnicity and age
  - Victims may be reported in more than one "race/ethnicity" category
    - Total race/ethnicity will be <u>equal to or greater than</u> the total of victims served and partially served
  - Total age must equal the total number of victims served and partially served
- If you do not know demographic information for a victim, simply use the 'unknown' category for race/ethnicity and age, or do not report them in the sex category.
- **Note:** Victims should never be required to share demographic information as a condition of services.

Reporting Victim Services (Q12)

➢ **Report only the OVW grant-funded services in Question 12 that were provided to victims reported as served and partially served**

- Report the number of victims who received a particular service (column 1)
  - The total "number victims served" in any individual service category should not be greater than the total served and partially served victims
- Report the overall total times a particular service was provided during the reporting period (column 2)

Follow-up Support Services

➢ **Report "Yes" to Victim Services Section Question 14 if program grant funds were used to provide follow-up services** to victims/survivors that exited, completed, or were terminated from transitional housing (regardless of how the residential component of the program was funded)

Legal Services

➢ **Report "Yes" to Victim Services Section Question 16 if program grant funds were used to provide legal services** (by attorneys or paralegals) to victims/survivors during the current reporting period

Did Not Use Grant Funds for Housing Units?

➢ **If you did *not* use your OVW grant funds to support housing units during the current reporting period:**

- Select "No" to Question 21
- Do NOT report in Questions 22-31

Grant Funds Used for Housing Units

➢ **Report "Yes" to Question 21 if grant funds were used to support housing units** (program-owned units, program-rented units and/or units paid for with vouchers or rent subsidies)

➢ **Regardless of unit type** (program owned, program rented, or vouchers/rent subsidies), **report bed nights in Victim Services Section Question 25**

Exited or Terminated from Housing

- **Question 26 –** Report the victims/survivors' destination upon exiting your Transitional Housing Program

- **Question 27 –** Report perception of risk of violence upon exit

- **Question 28 –** Length of stay in transitional housing program

- **Question 29 & 30 –** for victims that were terminated from your transitional housing program, report their destination upon termination, why they were terminated, and their length of stay

Narrative Data

➢ **You will find narrative questions throughout the form**

- Use the narrative text boxes to describe grant funded activities and provide additional context

- Help your OVW Program Specialist better understand your data!

➢ **Why is narrative information important?**

- Provides context for the numbers in the report – numbers do not tell the entire story of your grant-funded work

- Provides information on the impact your work has on the communities you serve

- Identifies emerging trends, promising practices, and unmet needs

Narrative Section

➢ **The final section of the report focuses on narrative questions only:**

- Status of your grant goals & objectives (always mandatory)
- Areas of remaining need (mandatory in Jan-June reporting period)
- Funding allowed (mandatory Jan-June reporting period)
- Lessons learned regarding effective approaches to project implementation (required if your final report)
- Additional information on effectiveness of your program
- Any additional relevant information about your data

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

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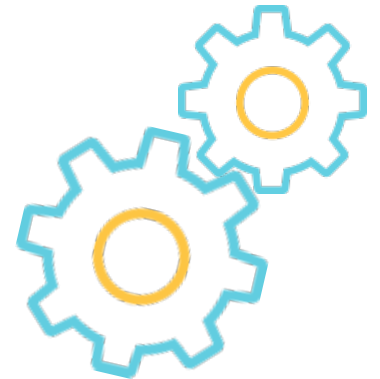
Please contact JustGrants directly!

JustGrants OVW Support phone and email:
1-866-655-4482
OVW.JustGrantsSupport@usdoj.gov

JustGrants Support website:
https://justicegrants.usdoj.gov/user-support

Who do I call for help? (2 of 3)

➢ **If you need to verify grant-supported activities**

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

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

Please contact your OVW Grant Manager!

Office on Violence Against Women
202-307-6026
https://www.justice.gov/ovw

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

➢ **For technical and logistical help using the IMPACT tool to complete your performance report**

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

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

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

Any Questions?

Thank you!

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