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

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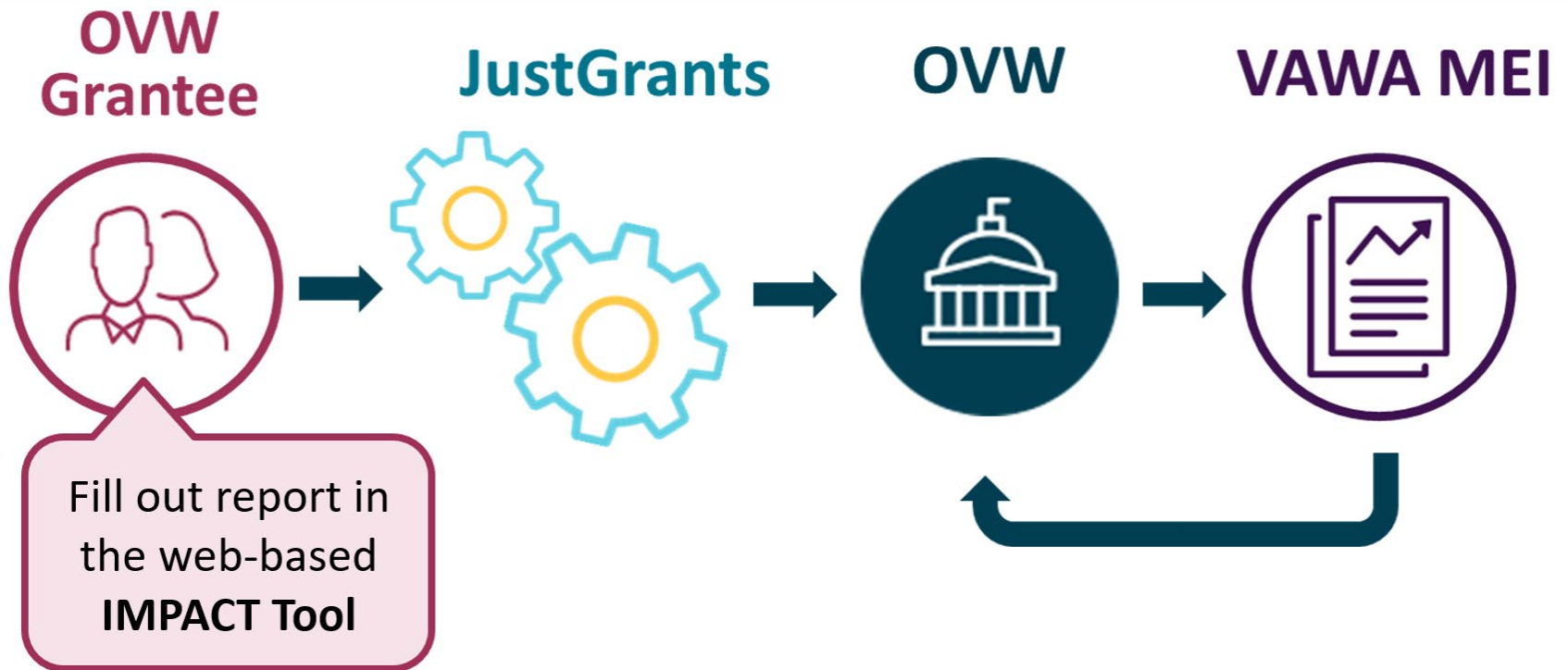
Who We Are

Your partners in performance reporting.

Our mission:

➢ Support OVW and grantees with data 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

➤ Overview of the data reporting cycle

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

➤ General tips for accurate data reporting

➤ Where to go for support with your performance report

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The Reporting Cycle

OVW Grantee → **JustGrants** → **OVW** → **VAWA MEI**

Fill out report in the web-based **IMPACT Tool**

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Reporting in the VAWA IMPACT Tool

- ➤ **Grantees now fill out all performance reports in the VAWA IMPACT Tool**
  - This was *new* for the JD24 period
  - Grantees should have received an invitation from OVW to begin filling out the JJ25 reports on July 1st
  - Program-specific reporting form links are also available on the VAWA MEI website

- ➤ **JJ25 reporting deadline is July 30th, 2025 in JustGrants.**

Performance Reporting Process

Step 1

- Obtain URL for reporting form

Step 2

- Fill out report in IMPACT Tool
- Download PDF

Step 3

- Submit PDF file into JustGrants

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How to Access Your Performance Report

Step 1

Obtain URL for reporting form
via email from OVW or on MEI website

Sample URL: https://tatool-dev.cutler.usm.maine.edu/disc-form-new/?inviteKey=3E828E8B-FE82-4B14-8ED0-13A43D06A541 **[TH]**

- Use your program's specific URL to open a blank reporting form.

- Once you begin a report, the system will generate a unique URL and email it to you.

- Use this unique URL to return to your report at any time.

- The unique URL can be shared with others if multiple people need to work on the form.

- Be sure to save the unique URL in your records—you may receive a change request from your Program Manager

How to Fill Out Your Performance Report

Step 2

Fill out performance report in the **IMPACT Tool**

Download pdf file

- The form includes multiple sections covering different areas of grant-funded activities

- Mandatory sections must be completed before submission

- You can save your progress and return at any time

- Navigate freely between sections

- The system includes built-in validations to flag missing or incorrect data

- ***Important***: When your report is complete, download a PDF copy

How to Submit Your Performance Report

Step 3

Submit the PDF file through your **JustGrants account**

- To submit the report, upload the PDF file as an attachment in JustGrants

- The final PDF file for the January-June 2025 performance report must be submitted in JustGrants by 11:59PM EST on July 30th, 2025

➢ **A report is not considered submitted until it is uploaded into the JustGrants system!**

IMPACT Tool Example

Victim Services

Expiration Date: 11/30/202_

23. Number of units that are accessible to people with disabilities

Report the number and type of housing units supported with grant funds that are accessible to people with disabilities.

Type of housing units	Number of units that are accessible to people with disabilities
Scattered	0
Clustered	0
Co-located with domestic violence emergency shelter	0
Co-located with homeless emergency shelter	0
Other (specify): 0	0 ⓘ *This category is required if you provided an other description.*
Total	0

Last Saved: 6/25/2025 09:16 AM

Save and Go To Previous Page   Save and Go To Next Page   Save Progress and Continue Later

page 2 ✓
page 3 ✓
page 4 ✓
page 5 ✓
page 6 ✓
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page 12 ✓
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page 14 ✓
page 15 ✓
page 16 ✓

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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

- We encourage grantees to carefully review their downloaded PDF report to ensure there are no formatting issues, such as missing pages or overset text. Unfortunately, this is a known issue with the IMPACT Tool that has not yet been resolved.

What is a Change Request?

➢ A formal communication from your Program Manager asking you to revise or update your submitted performance report

➢ A Program Manager may issue a change request for various reasons, including but not limited to:

- Missing data or incomplete sections in the report
- Inconsistent or inaccurate information
- Unallowable activities reported
- Formatting issues in the uploaded PDF report

➢ If your Program Manager requests changes to your performance report, you are required to access your original submission in the IMPACT Tool, apply the necessary revisions, generate a new PDF and upload the updated report to JustGrants.

How to Prepare for Reporting

➢ Review the **sample forms** and **reporting instructions**, available on the VAWA MEI website

➢ Access **pre-recorded trainings** and **resources such as FAQs or "How to" guides,** available on the VAWA MEI website

➢ Contact VAWA MEI with any questions about accessing or reporting in the IMPACT Tool!
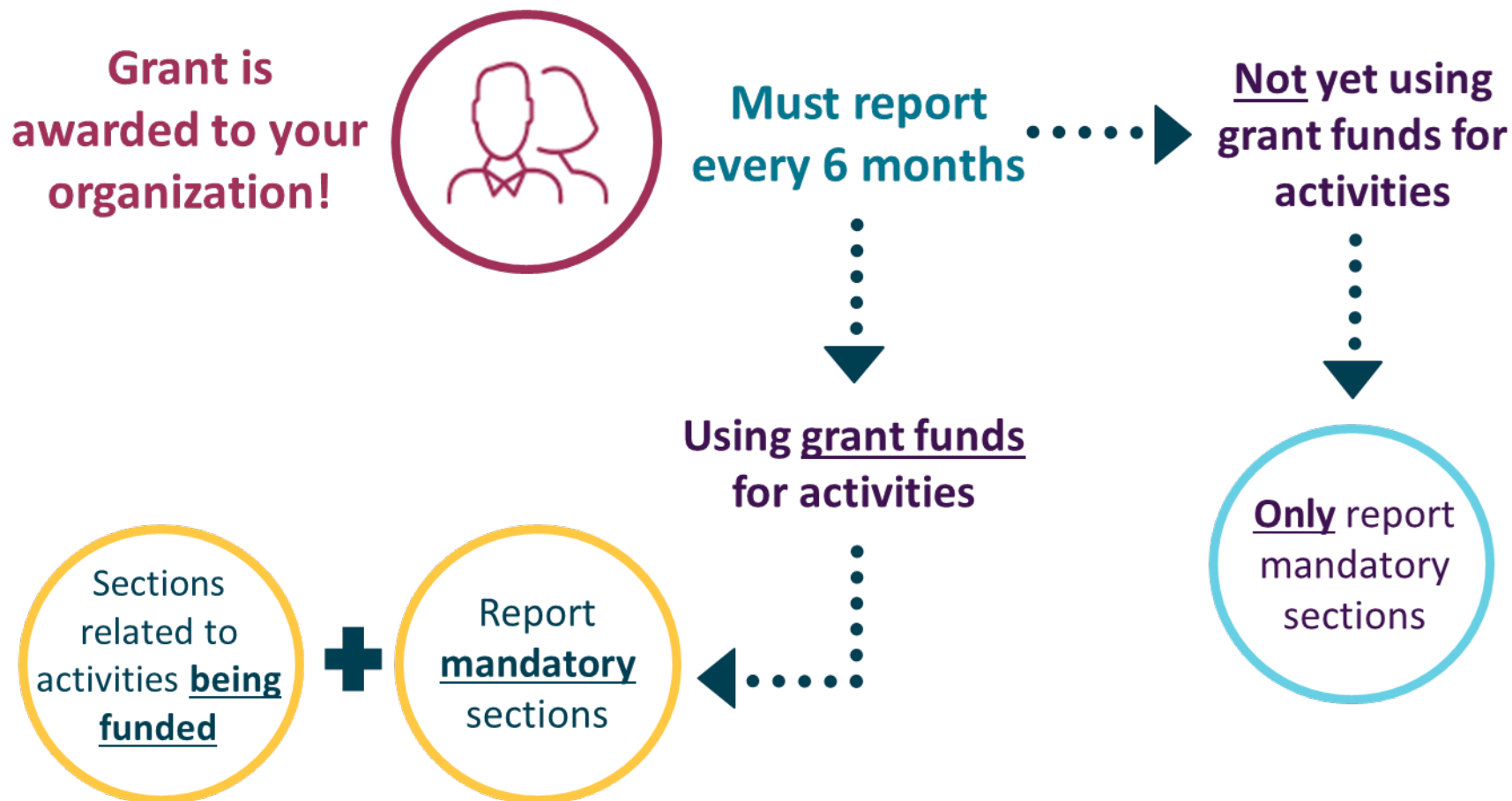
VAWA MEI website: vawamei.org

Go to **vawamei.org** to access...

- Sample reporting forms and instructions

- IMPACT Tool report links to begin filling out your form(s)

- FAQs and "How to" guides

- Staff FTE Calculator

Tips for Successful Data 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

➢ You may not have data to report in new questions – that is okay!

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

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Performance Reporting as a New Grantee

Grant is awarded to your organization!

Must report every 6 months

Not yet using grant funds for activities

Using grant funds for activities

Only report mandatory sections

Sections related to activities **being funded**

➕

Report **mandatory** sections

Staff Section

➢ Report all staff time that was funded with your OVW program grant in the 6-month reporting period

➢ Include part-time staff, partially funded staff, temporary staff, overtime, contractors, and consultants if they were paid with grant funds

➢ Put staff time into FTE terms (FTE = Full-time equivalent)

➢ Prorate staff FTE, if necessary

➢ Report by activity performed rather than by job title

➢ Divide staff FTE into multiple staff categories, if appropriate

Information needed for FTE Calculations

Before calculating staff FTE:

➢ Determine what is considered full time in your organization

➢ Determine if the staff person was grant-funded to work for the entire 6-month reporting period or only part of it

➢ Determine number of grant-funded hours worked OR percentage of salary that was grant-funded

- Determine how many hours per week the staff person was grant-funded to work

- Determine if the staff person's salary was 100% grant-funded or partially grant-funded

How to Calculate FTEs

➢ **Assuming full time means 40 hours per week:**
40 hours per week for the 26 weeks in the reporting period = 1,040 hours total = 1.00 FTE

➢ **FTE = total grant-funded hours worked by staff in the 6-month reporting period, divided by 1,040**

➢ **Examples:**

- Staff A worked 20 grant-funded hours per week for 26 weeks which equals 520 total hours. FTE = 520/1,040 = 0.50 FTE

- Staff B worked for 10 grant-funded hours per week for 16 weeks which equals 160 total hours. FTE = 160/1,040 = ~ 0.15 FTE

- Staff C worked full-time for entire 26 weeks but was only 75% grant funded. FTE = 75% of 1.00 FTE = 0.75 FTE

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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

- ➢ 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

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

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

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

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

Housing Units

- **Report "Yes" to Victim Services Section Question 21 if program 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), grantees who provide transitional housing are asked to **capture bed nights in Victim Services Section Question 25**

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

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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) **new question**
- ■ Additional information on effectiveness of your program
- ■ Any additional relevant information about your data

➢ **If you have questions or need technical support with your JustGrants account**

   Please contact JustGrants directly!

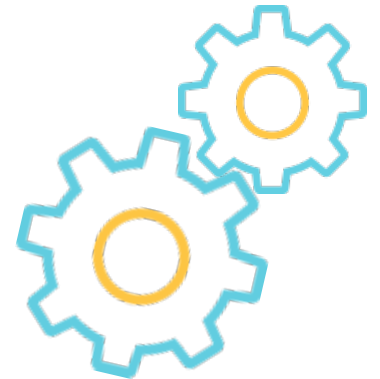   **JustGrants OVW Support phone and email:**
   1-866-655-4482
   OVW.JustGrantsSupport@usdoj.gov

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

- ➢ **If you need to verify grant-supported activities**
- ➢ **If you need approval for products**
- ➢ **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/or 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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