



Formula Grant Program

VAWA IMPACT Tool & Performance Reporting

VIOLENCE
AGAINST
WOMEN ACT

MEASURING
EFFECTIVENESS
INITIATIVE

This project was supported by Grant No. 15JOVW-24-GK-00038-MUMU awarded by the Office on Violence Against Women, U.S. Department of Justice. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Justice, Office on Violence Against Women.

VAWA MEI

Our Mission

- Support OVW in tracking and measuring the work of VAWA grantees
 - Collect all formula data
 - Process, analyze and help write reports to Congress on both discretionary and formula data
- Provide technical assistance to Formula Administrators
 - Webinars, new grantee orientation, and one-on-one emails, phone calls and over Zoom

What we will cover today

- **How to complete your Administrators Performance Report**
- **How to collect, review, and submit subgrantee data in the IMPACT Tool**
- **Available resources**
- **Who to contact for assistance**

Administrator Reports

- Administrator reports are PDFs which must be downloaded from the VAWA MEI website.
- Administrators fill these out and then submit them into **JustGrants**.
- Admin Reports are due in JustGrants 90 days after the close of the reporting period (i.e., **March 30th**).

Administrator Reports continued

- STOP Administrators submit one report that contains information about each year of funding used in the 2025 calendar year
- SASP Administrators submit individual reports for each year of funding used in the 2025 calendar year

Administrators Access to IMPACT Tool

- Administrators will receive an email from VAWA MEI inviting them to set up their account
- Once logged in, Admins will be able to access their state or territory's dashboard to:
 - Generate links to blank and in-progress reports;
 - View subgrantee reports in progress;
 - Review, change request, and approve subgrantee reports; and
 - Submit final subgrantee reports to MEI.

Subgrantees Access

- Subgrantees will not have accounts
- Subgrantees will use the link provided by their Administrator to access a blank report
- Subgrantees will:
 - Enter data on their grant-funded activities within the IMPACT Tool
 - Be able to save their progress and return using their unique link, which is created once they begin filling out a report
 - After entering their data, subgrantees will submit their report to their Administrator for review

Administrators' TA to Subgrantees

- Administrators support subgrantees by:
 - Orienting subgrantees to the data they need to report
 - Answering subgrantee questions about the data to be collected
 - Reviewing each subgrantee report and addressing any errors or misunderstandings with the subgrantee

**If you are unsure of how to answer a
subgrantee question, reach out to VAWA
MEI!**

Reviewing & Submitting Subgrantee Data

- Administrators review each subgrantee report:
 - Make sure each subgrantee has reported on all their grant-funded activities
- After reviewing each subgrantee report:
 - “Deny” to unlock the subgrantee report and request changes;
 - Make changes directly to the report themselves; and/or
 - “Approve” the report.
- Once all data have been reviewed and approved, submit all subgrantee data to MEI

STOP Subgrantee Report Updates

- **Reduced demographic information in the Victim Services Section**
- **Legal Services Section**
 - Legal services questions are now part of the Victim Services section
 - The following legal issue categories were consolidated under the broader category of “Family law matters”:
 - Divorce, custody/visitation, establishment of paternity, child/spousal support, and other family law matters.
 - The following legal issue categories were consolidated under the broader category of “Immigration matters”:
 - VAWA self-petition, cancellation of removal, U visa, T visa, and other immigration matters.
 - Grantees should sum data collected in the more specific categories and report the total in the applicable consolidated category.

SASP Subgrantee Report Updates

- **Reduced reported demographic information in the Victim Services Section**
- **Removed Legal Services section**

Missing Data

- If your subgrantees do not have some of the data requested, these are the instructions you should give:
 - Do not estimate
 - Any numbers reported should have adequate source documentation
 - Use narrative fields to explain missing data or activities they are unable to quantify right now

Navigating the Admin Dashboard

MAINE State Dashboard

[Blank Form URL](#)[Download Reports](#)

Program:

Date Range:

STOP ▾

Pending Submissions 6

Approved Submissions 3

| Subgrantee | Name | Email | Last Updated ▾ | Status | Actions |
|------------|-------------|-----------------------|----------------|-----------------|---|
| Legal Aid | Rita Book | vawamei@maine.edu | 04/16/2024 | Completed | View URL Approve Deny |
| Legal Aid | Allie Gator | services@legalaid.org | 04/12/2024 | Edits Requested | View URL |

Sending Report Links to Subgrantees

State Dashboard

 Blank Form URL

 Download Reports

Program:

Date Range:

STOP ▼

Pending Submissions **128**

Approved Submissions **32**

Navigating Subgrantee Reports (1 of 2)

VAWA IMPACT

Dashboard

Resources

VAWA MEI

Logout

STOP Performance Report - Legal Aid

[Edit This Report](#)

OMB Clearance #: 1122-0003

Expiration Date: 11/30/2026

Instructions

General Info ✓

Page 1 ✓

Page 2 ✓

Page 3 ✓

Page 4 ✓

Staff ✓

General Information

* 1. Date of report

11/17/2025

* 2. Current reporting period (year)

January 1 - December 31

2025

* 3. Subgrantee name

Navigating Subgrantee Reports (2 of 2)

VAWA IMPACT Dashboard Resources

VAWA MEI Logout

STOP Performance Report - Legal Aid

Turn Editing Off

OMB Clearance #: 1122-0003

Expiration Date: 11/30/2026

| | |
|---------------|---|
| Instructions | |
| General Info | ✓ |
| Staff | ✓ |
| Page 1 | ✓ |
| Page 2 | ✓ |
| Purpose Areas | ✓ |
| Training | ✓ |
| Education | ✓ |

Staff

* 1. Were STOP Program grant funds used to fund staff time (at your agency, at a partner agency, contractors, or stipends) during the current reporting period?

- ☒ Yes
☐ No

Save and Go To Previous Page

Save and Go To Next Page

Last Saved: 12/1/2025 09:55 AM

Save Progress and Continue Later

Filling Out Subgrantee Reports

- Anyone with a particular unique report link will be able to access that report
- An Administrator can fill out a subgrantee report on behalf of a subgrantee
- Required questions are marked with an asterisk
- Question numbers in each section are dynamic and start over at the beginning of each section

Validation Requirements

- Validation errors will be indicated in the report a few different ways:
 - A red error message will appear on the page next to the field with the error;
 - A yellow exclamation point will appear in the navigation pane next to the page and section that contains the error; and
 - The 'Validate and Submit' page will list out any sections that contain validation errors.

Finalizing and Submitting a Subgrantee Performance Report (pt I)

- Once all validation requirements have been met, subgrantees will need to follow a few onscreen steps to finalize and submit their reports.

Validate, Review, and Submit

All validation requirements have been met.

Your next step: Review the form and prepare your performance report for PDF generation.

Once you've completed the Final Review, your report will be ready to submit to your State Administrator.

After clicking "Submit": Your performance report will be locked for editing. You will then be able to download the PDF of your performance report.

Need to make edits? Contact your State Administrator to request unlocking after submission.

Final Review Report



Finalizing and Submitting a Subgrantee Performance Report (pt 2)

Generate PDF of Performance Report

All validation requirements have been met.

Your next step is to prepare your performance report to generate a PDF. You must review every page of the report and click "Go To Next Page" at the bottom of each page to capture that page in the PDF. This includes pages where you selected "no" to a Section.

Cancel

Continue



- A pop-up window will appear on the screen. Subgrantees will read the instructions and click "Continue" to start the review.
- Review the data on each page for accuracy and follow the steps to submit the report.
- Once submitted, subgrantees will have the option to download a pdf copy of the report for their records.

Finalizing and Submitting a Subgrantee Performance Report (pt 3)

- If the Administrator makes data changes, then the Administrator **should** go through this "Final Review Report" process to create an accurately updated final PDF of the subgrantee report - or ask the subgrantee to go through the "Final Review Report" again.
- Administrators **do not** have to do this "Final Review Report" process after reviewing a subgrantee report; instead, simply navigate back to the administrator dashboard.

Submitting Approved Subgrantee Data

MAINE State Dashboard

[Blank Form URL](#) [Download Reports](#)

Program:

Date Range:

STOP ▾

Submit and Finalize

Pending Submissions 5

Approved Submissions 4

| Subgrantee | Name | Email | Last Updated ▾ | Status | Actions |
|------------|-----------|-------------------|----------------|----------|---|
| Legal Aid | Rita Book | vawamei@maine.edu | 04/16/2024 | Approved | View URL Download Unapprove |

Password Support

- If you forget your password or need a new one, you can click “Forgot Password” on the login page
- This will bring you to a new page where you will enter your email address to receive an email with a link and instructions to reset your password

Login

[Forgot Password](#)

Sign in

Additional Resources

- **Sample Subgrantee Form (not a fillable PDF)**
- **Instructions on subgrantee reporting**
- **“How-To Navigate Admin Dashboard” guide and demonstration video**
- **“How-To Fill Out Subgrantee Report” guide**

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

- **If you have questions or need technical support with submitting your Administrator Report into JustGrants (e.g., login or password assistance)**

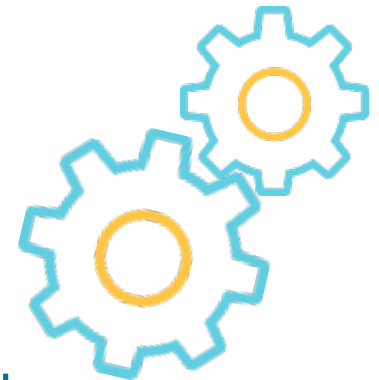
JustGrants OVW Support phone and email:

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 have questions about allowable activities
- If you have questions related to the statutory requirements of distributing funding
- If you cannot submit your Administrator Report by the deadline

Please contact your OVW Grant Specialist!



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 support using the IMPACT Tool
- If you have questions on the content of subgrantee or administrator reporting
- If you would like to receive technical assistance directly from staff via email, phone, or Zoom



VAWA Measuring Effectiveness Initiative

1-800-922-VAWA (8292)

vawamei@maine.edu

www.vawamei.org

Any Questions?





Thank you!

VAWA Measuring Effectiveness Initiative

1-800-922-VAWA (8292)

vawamei@maine.edu

www.vawamei.org