

Semi-Annual Progress Reporting:

Reporting your Culturally Specific Campus Initiative grant-funded activities

VIOLENCE
AGAINST
WOMEN ACT

**MEASURING
EFFECTIVENESS
INITIATIVE**

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Who we are

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VAWA | MEI



Our Mission

- Support OVW in tracking and measuring the work of VAWA grantees
- Provide technical assistance to VAWA grantees

What we will cover today

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- Why fill out progress reports
- Overview of the data reporting cycle
- General tips for accurate data reporting
- Reporting staff FTEs
- Writing narratives about your progress on grant, goals, and objectives and how you have leveraged your OVW funds to serve your community

Why fill out progress reporting forms

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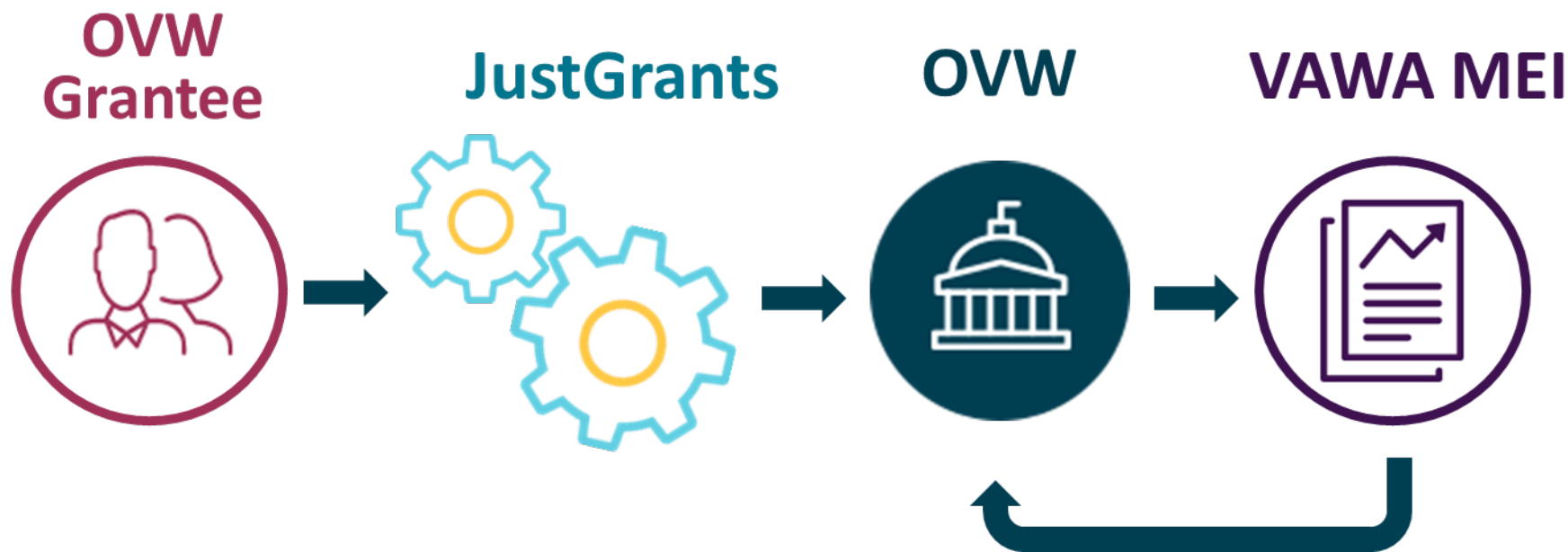
- Your chance to communicate with the Office on Violence Against Women (OVW)
- Measuring and reporting on VAWA's effectiveness

The Attorney General is mandated to report to the U.S. Congress on victims served, not served, and the effectiveness of OVW grant programs → “Biennial Report to Congress”

- Understanding the scope of violence against women – trends, promising practices, areas of need, etc.

The Data Reporting Cycle

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Successful Data Reporting Tips

- Go to vawamei.org to access...
 - Reporting instructions
 - Progress reporting form
 - FAQs
 - Closed-captioned video about filling out each section of the progress report
- Only report on **CSC grant-funded** activities and staff, except in the Minimum Requirements section
- Use optional information questions to discuss successes, provide more detail, or explain data issues
- Give us a call! Send us an email!

Capacity Building Grant



- Many sections of the reporting form will be left blank because the goal is to only complete sections that reflect grant-funded activities.
- Mandatory sections include:
 - Section C1. Minimum Requirements
 - ✦ Only report in questions 22-25 asking about campus and community response. Explain in the narrative that you are in the capacity building phase of the grant.
 - Section E. Campus and Community Measures
 - ✦ Report Clery Act data to the best of your ability, then explain how that data was acquired.

Section A2: Reporting Staff Information

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- Things to Keep in Mind...
 - Report staff funded under the CSC program grant for the 6-month period
 - Put staff time into FTE terms. FTE = Full-time equivalent
 - Include part-time staff, partially funded staff, temporary staff, overtime, contractors, and consultants
 - Prorate staff FTE
 - Report by activity performed rather than by job title
 - Divide staff into multiple functions if appropriate

Section A2: Calculating FTEs

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Calculations: based on 40 hours per week for 26 weeks or 1,040 working hours in a six-month reporting period

Worked for 40 hours/week for 26 weeks = 1.00 FTE

Worked for 20 hours/week for 26 weeks = 0.50 FTE

Worked for 16 hours/week for 26 weeks = 0.40 FTE

Worked for 10 hours/week for 26 weeks = 0.25 FTE

Worked for 4 hours/week for 26 weeks = 0.10 FTE

FTE = hours worked in the 6-month reporting period, divided by 1,040

Section A2. Staff Example

Remember to pro-rate FTEs if not working for the whole 6 months

Report by job function, not by job title. Break out the FTE by what the staff did rather than what they are called

- You are completing a Progress Report for the 2023 July to December reporting period
- A full-time victim advocate was hired, and started **September 1st**
- This person spent **half** of their time providing **victim advocacy**, and the other **half** of their time was spent **training**

Section A2: Example (*continued*)

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- Because this person only worked 4 months out of the 6-month reporting period, you would pro-rate the FTE
- 4 months divided by the possible 6 months in a reporting period:

$$4 \div 6 = 0.67 \text{ FTEs}$$

- But there is more...

- The advocate spent half of their time providing advocacy and half of their time training, so....
- We need to divide their time by job function rather than job title:

$$\text{Victim advocate} = 0.34$$

$$\text{Trainer} = 0.33$$

(or vice versa if you prefer)

Minimum Requirements vs. Training vs. Education

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- **Section C1. Minimum Requirements captures**
 - Mandatory prevention education of incoming students as well as mandatory training of campus police/security officers and disciplinary/judicial board members
- **Section C3. Training captures**
 - Activities for professionals to improve their response to victims/survivors as it relates to their role in the system
- **Section C4. Education captures**
 - Education activities designed to disseminate general information to all types of students and on-campus and off-campus individuals, including faculty/staff and the general public

Section D: Victim Services



- Most of the data requested in the Victim Services section is congressionally mandated – Congress wants to know how many of the number of 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 CSC Program funding

Section D: When to Report a Victim/Survivor

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- To report a victim/survivor:
 - They must have requested or accepted a service(s)
 - That service(s) must be **CSC Program** grant-funded
 - The victim/survivor must be a primary victim of sexual assault, domestic violence, dating violence, or stalking
- **Important!**
 - Victims reported as served, not served, or partially served are an unduplicated count and should be counted only once in each reporting period they receive grant-funded services

Section D: Served, Partially Served, Not Served



- Served: Received all requested services that are funded by CSC Program funds
- Partially served: Received some but not all requested services that are funded by CSC Program funds
- Not served: Received none of the requested services that are funded by CSC Program funds

Victim Services Example



Your program offers counseling and victim advocacy for survivors of sexual assault. A survivor requests counseling and transportation. You are able to provide counseling but are unable to provide transportation. How would you report this?

1. Served
2. Partially Served
3. Not Served
4. Not Reported

Victim Services Example Answer

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You would report this survivor as **served** because they was provided the grant-funded service requested. Because transportation is not grant-funded, you would not include that service in the decision.

Section E: Why Narrative is 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**
- May be used to respond to **special requests**

Section E: Grant Goals & Objectives

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Question 54. Grant Goals & Objectives

- Answer this question every reporting period
- Refer to your original grant proposal and/or strategic plan (if your grant had a “planning year and new goals/objectives were determined)
- **Status:** completed, in progress, delayed, or revised
- Discuss successes and challenges

Section E: Narrative Questions



- **Questions 55 & 56** must be answered on an annual basis, during the January-June reporting period
 - Question 55. Provide information about remaining areas of need in your community
 - Question 56. Provide information about what CSC grant funding has allowed you to do that you could not do prior to receiving this funding
- **Questions 57 & 58** are optional

Questions and Answers



Do you have any questions about progress reporting that we did not cover?

If so, please type them into the chat now!

Visit our website!



- Ask a question through our “Contact Us” form
- Download the progress reporting form and instructions
- Watch a closed-captioned training video that covers the entire progress reporting form
- Sign up for individualized technical assistance with VAWA MEI staff
- Access FAQs
- Read the Biennial Reports to Congress

Thank you!

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