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

VIOLENCE AGAINST WOMEN ACT | MEASURING EFFECTIVENESS INITIATIVE

Presenters: Maureen Baker

Who We Are

**We are your partners in performance reporting.**

Our mission:

➢ Support OVW and TA Providers with data reporting.

➢ Give TA Providers 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**

The Reporting Cycle

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

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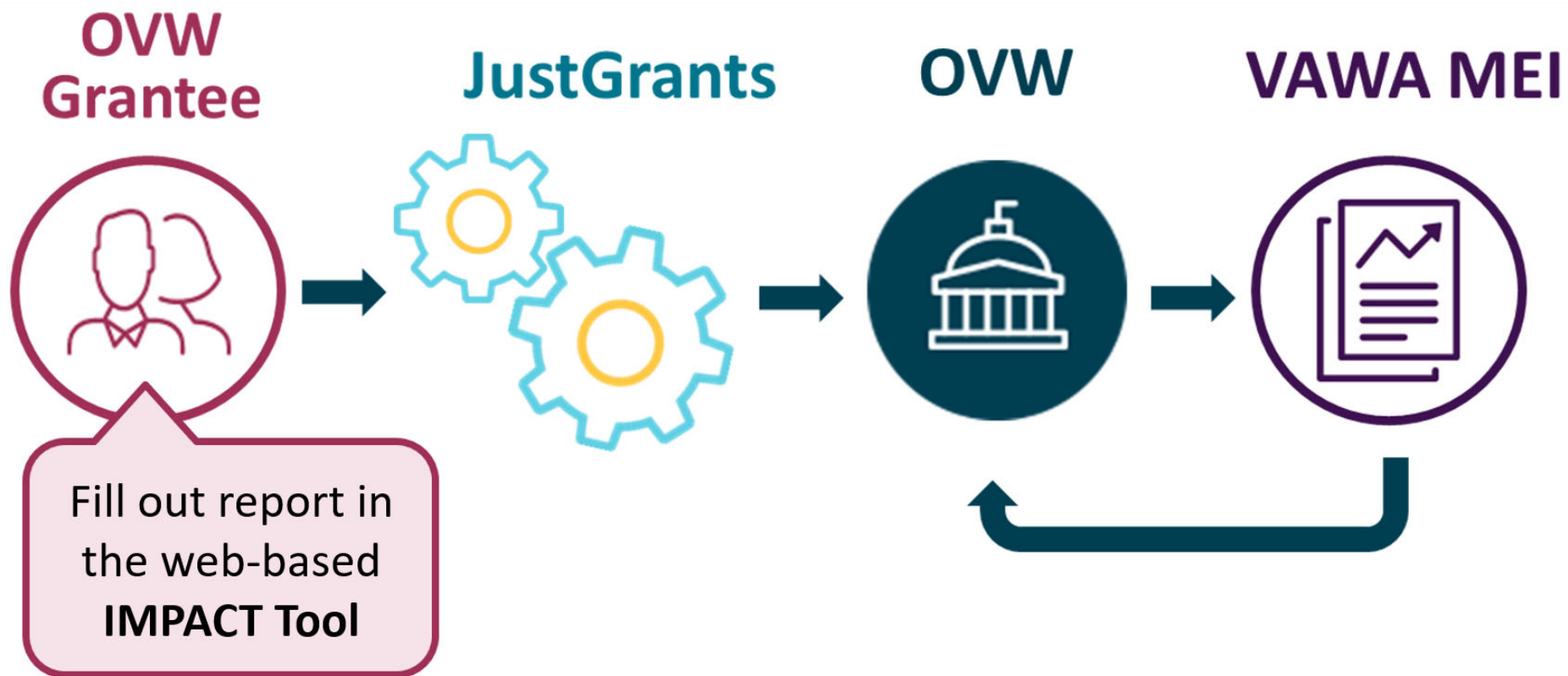
Reporting in the VAWA IMPACT Tool

➢ **TA Providers fill out their performance reports in the VAWA IMPACT Tool**

- This is a new web-based reporting tool for all OVW TA Providers
- TA Providers will be able to access the tool March 3, 2025

➢ **The July to Dec 2024 reporting deadline has been pushed back 2 months!**

- Normal due date for Jul-Dec performance reports: January 30
- Due date for Jul-Dec 2024 reports: March 31, 2025

Performance Reporting for TA Providers

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

⬇

Fill out
performance report in the
IMPACT Tool

Download pdf file

⬇

Submit pdf file in your
JustGrants account

How to Access Your Performance Report

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

↓

Fill out
performance report in the
IMPACT Tool

Download pdf file

↓

Submit pdf file in your
JustGrants account

- Use a URL link to access a blank reporting form, available in March 2025

- Once a performance report is started in a blank reporting form, the system will generate a new, unique URL to use to return to the started report

- The unique URL link is sharable

How to Fill Out Your Performance Report

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

⬇

Fill out
performance report in the
IMPACT Tool

Download pdf file

⬇

Submit pdf file in your
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- The reporting form consists of multiple sections covering various areas of grant-funded activities

- Save entered data and return later to continue

- Jump back and forth between sections

- Built-in data validation notifications if there are issues with the entered data

- Important: When completed, **download a pdf file of the report!**

IMPACT Tool Example

SASP Progress Report

Ver sitio en español usando Google Translate
OMB Clearence #: 1122-0022
Expiration Date: 06/03/2025

Navigation sidebar:
- Instructions
- General Info ⚠️
- page 1 ✅
- page 2 ✅
- page 3 ⚠️
- Staff
- Purpose Areas
- Products
- Victim Services
- Legal Services
- Narratives

General Information

* 7. Is this a faith-based organization?

○ Yes
● No

* 8. Is this a culturally-specific community-based organization?

● Yes
○ No

* 9. Does this subgrant specifically address and focus on tribal populations?

○ Yes
● No

If yes, which tribes/nations?

[   ]

* 10. Does the funded organization receive its subgrant from a State or Territory Sexual Assault Coalition?

This question is required.
○ Yes
○ No

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

How to Submit Your Performance Report

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

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

Download pdf file

Submit pdf file in your
JustGrants account

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

- The final pdf file for the Jul-Dec 2024 performance report must be submitted in JustGrants by 11:59PM EST on March 31, 2025

How to Prepare for Reporting

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

➤ Access **trainings** and **online resources**, coming to the MEI website in early 2025

- "How to report in the IMPACT Tool" training video and guide
- Webinars on performance reporting

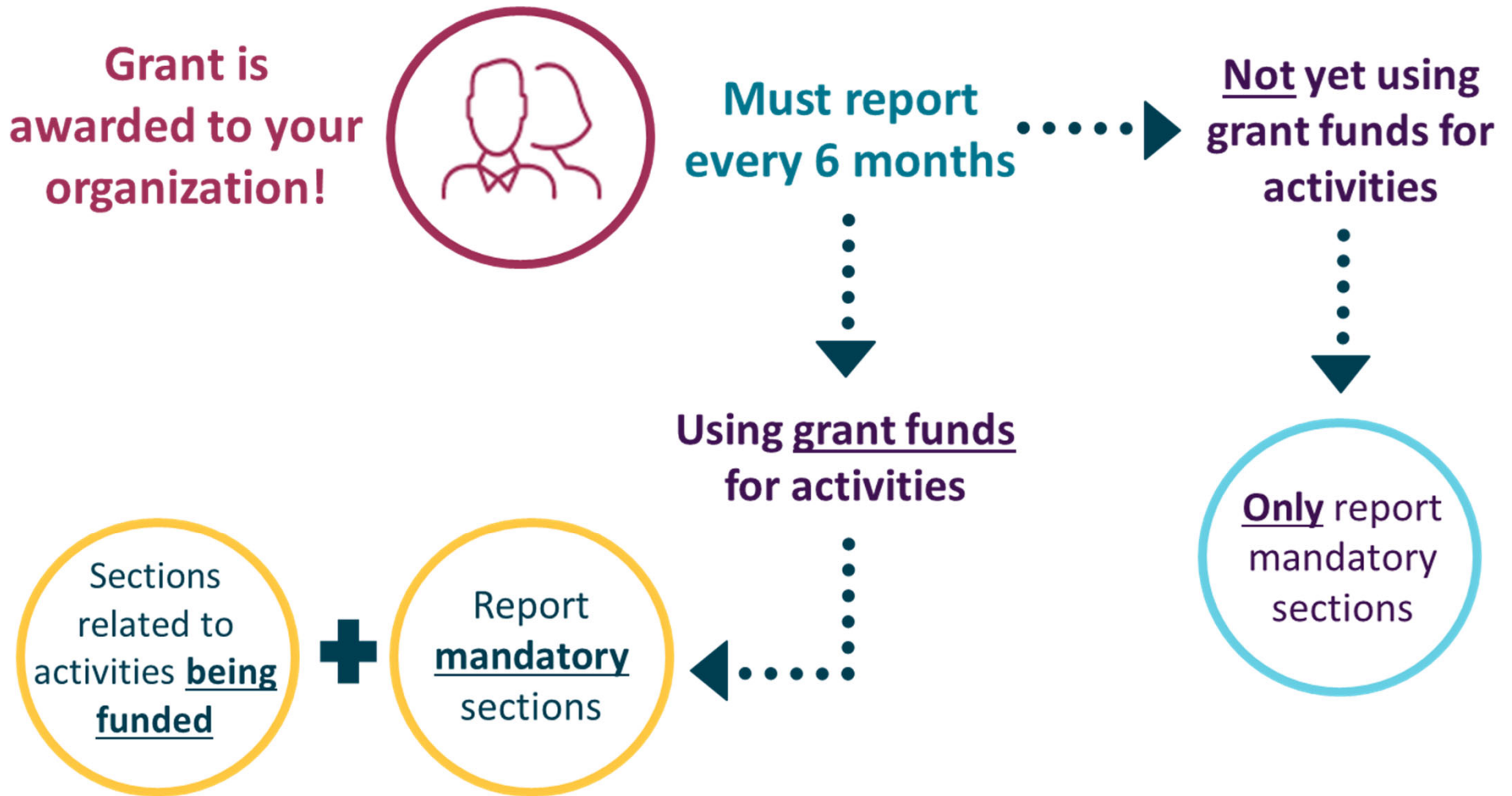➤ **Contact us with any questions about accessing or reporting in the IMPACT Tool!**

www.vawamei.org
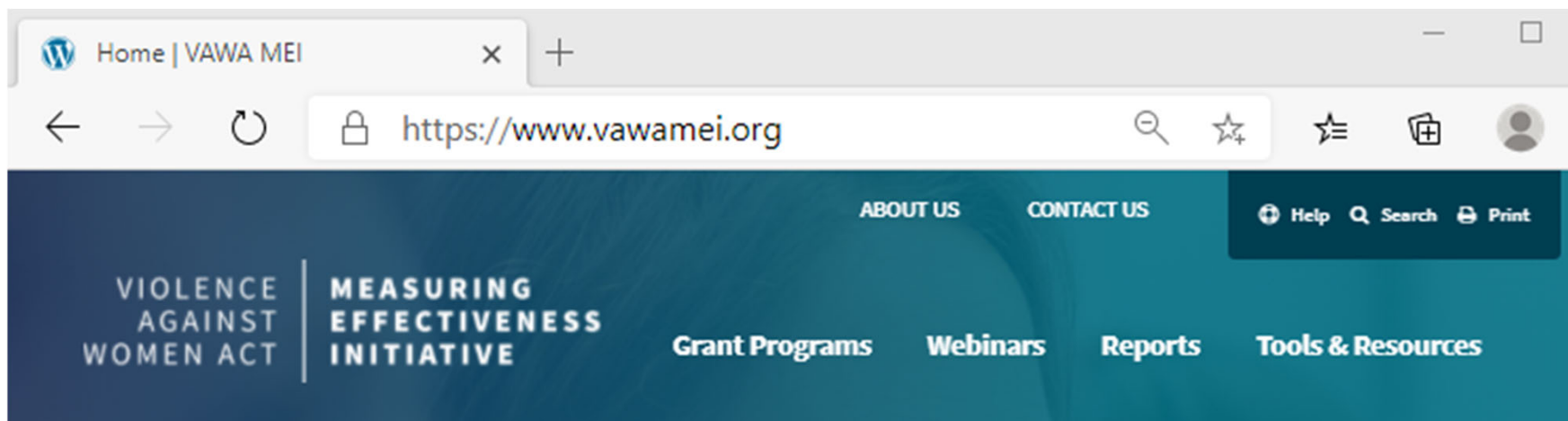
Tips for Successful Data Reporting

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

➢ **Report only numerical data for which source documentation is available**

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

➢ **If you are a new TA Provider you may not have many grant funded activities to report yet – that is okay!**

Performance Reporting as a New Grantee

Grant is awarded to your organization!

Must report every 6 months ·····▶ <u>Not</u> yet using grant funds for activities

Using <u>grant funds</u> for activities

<u>Only</u> report mandatory sections

Sections related to activities <u>being funded</u> **+** Report <u>**mandatory**</u> sections

Tips for Successful Data Reporting

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➤ As a new TA Provider you may not have many grant funded activities to report yet – that is okay!

Technical Assistance Reporting Form

- General Information*

- Staff

- Training*

- Technical Assistance*

- Products*

- Narrative Information

How to Report: Staff Information

➢ 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

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

What to Report: Training

Training means providing information on sexual assault, domestic violence, dating violence, stalking, and/or any additional victimizations funded under the OVW grant that provides professionals (or volunteers acting in the role of professionals) with a tool, skill, or resource that better allows them to support victims/survivors

What to Report: Training

➢ Number of live training events

➢ Number of people trained at live training events

➢ Three most frequently trained types of professionals

➢ Number of pre-recorded training events and target audiences

➢ Training feedback

What to Report: Technical Assistance

Technical assistance is defined as a wide variety of activities designed to facilitate individual or agency change in some systematic manner by providing expertise to solve a problem.

What to Report: TA

➢ Total Number of site visits

➢ Total Number of technical assistance consultations

➢ Total Number of information requests

➢ Total Number of referrals

What to Report: Products

Report when TA Provider funds were used to Develop or Substantially revise products.

➢ **Develop**: To create a new product.
➢ **Substantially revise:** To make a significant amendment to an existing product.

Tips for Writing Narrative (1)

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**

Tips for Writing Narrative (2)

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

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

- Help your OVW Program Specialist better understand your data!

➢ **The last section of your report focuses on narrative questions only:**

- Status of your grant goals (always mandatory)

- Areas of remaining need (mandatory in Jan-June reporting period)

- What grant funding allowed you to do (mandatory Jan-June reporting period)

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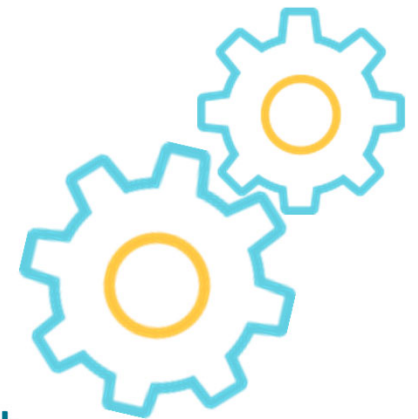
JustGrants OVW Support phone and email:
1-866-655-4482
OVW.JustGrantsSupport@usdoj.gov

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**

➢ **If you cannot submit your performance 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 to fill out your performance report**

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

➢ **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

Your Turn! Any Questions?

Thank you!

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