Legal Assistance for Victims Grant Program

VIOLENCE AGAINST WOMEN ACT | MEASURING EFFECTIVENESS INITIATIVE

Who We Are

Our Mission

- Support OVW in tracking and measuring the work of VAWA grantees

- Provide technical assistance to VAWA grantees

We are the experts on progress reporting so you don't have to be!

LAV PROGRAM

COVID-19 General Reporting Guidance

➢ **The progress report due date remains January 30, 2022**

- ■ Use narrative questions to discuss the impact of COVID-19 on grant supported activities

- ■ Use question 39 to discuss issues with data collection

➢ **If you are unable to collect data for the report**

- ■ Do not estimate

- ■ Any numbers reported should have adequate source documentation

- ■ Use narrative fields to explain missing data or activities you are unable to quantify right now

LAV PROGRAM

COVID-19 General Reporting Guidance (Continued)

➢ **Do <u>not</u> use a future period's progress report to report activities that took place in July to December 2021**

  ■ Contact your OVW Program Specialist if data becomes available after you submitted the July-Dec 2021 report

➢ **Tips for validating the progress report if a data field should be blank but is giving a validation warning**

  ■ Enter "1" in any field which cannot remain blank

  ■ Then use question 39 to explain "*We entered 1 in question 28 in order to validate the form. The number should be deleted.*"

LAV PROGRAM

COVID-19 Reporting Guidance for Narrative Questions

➢ **Include words like "COVID-19" and "pandemic" when describing COVID-19 related adjustments to programing or when explaining incomplete or missing data**

- Use Question 34 to explain how the pandemic has impacted the status of your grant goals and objectives

- Speak to any no cost-extensions or other delayed or revised activities that have been approved by your program specialist

LAV PROGRAM

COVID-19 Reporting Guidance for Training

➤ **Tracking training attendees for events that were switched to online platforms**

- Collect information on registrants' professional fields in online registration forms
- Report webinar registration and participant numbers as people trained

➤ **Reporting events that were planned but later canceled due to COVID-19**

- Describe training format changes and delayed or canceled events in the narrative questions of the form

LAV PROGRAM

COVID-19 Reporting Guidance for Victim Services Data

➢ **If you are experiencing data collection challenges related to victim services information**

- Report missing demographic information in the "unknown" categories

- Use the narrative fields to explain missing data and data collection challenges
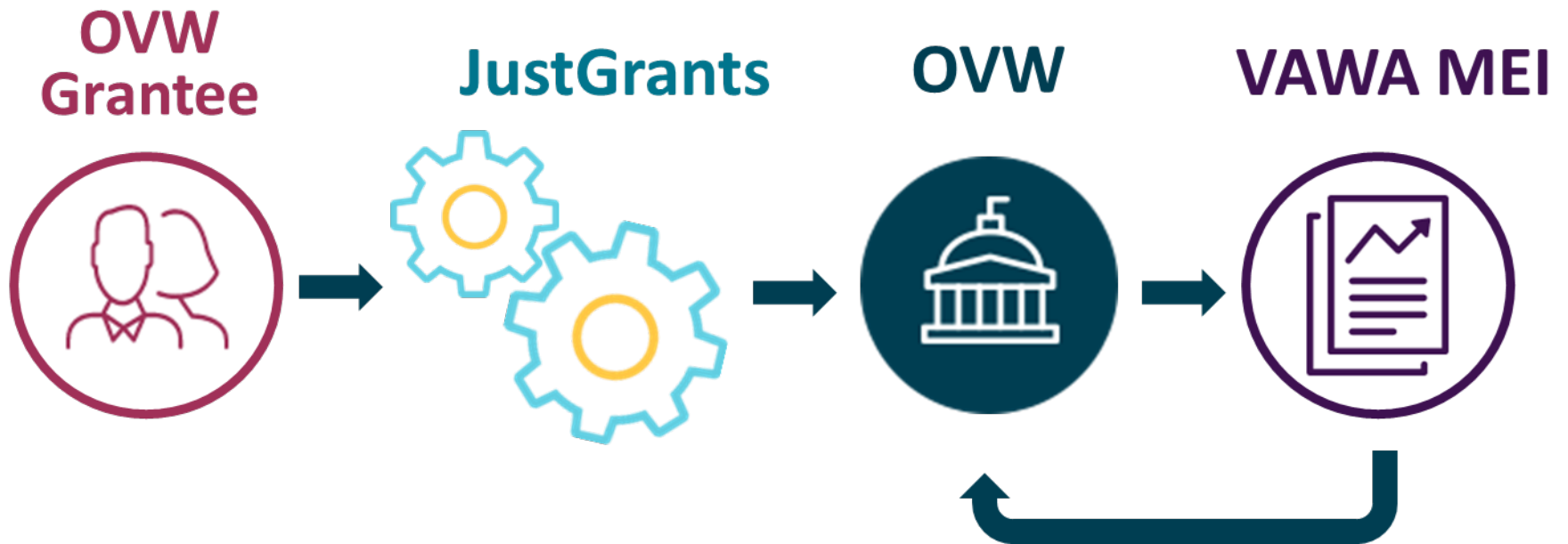
COVID-19 Resources

➢ **Office on Violence Against Women (OVW) guidance for grantees**
  ▪ https://www.justice.gov/ovw/resources-and-faqs-grantees#covid

➢ **Futures Without Violence resource list**
  ▪ https://www.futureswithoutviolence.org/get-updates-information-covid-19/

➢ **TA2TA COVID-19 resource hub**
  ▪ https://www.ta2ta.org/resources-and-information-on-covid-19-response.html

LAV PROGRAM

VAWA MEI COVID-19 Resources

➢ **VAWA MEI COVID-19 FAQs and Contact Us Form**

- https://www.vawamei.org/tools-resources/faqs/category/covid-19-faqs/

- https://www.vawamei.org/contact-us/

➢ **Reporting in a Pandemic "Office Hours" recording**

- https://www.vawamei.org/tools-resource/reporting-in-a-pandemic-training-video/

➢ **Crafting Narratives Webinar Video & Narrative Examples**

- https://www.vawamei.org/tools-resource/crafting-narratives-training-video/

- https://www.vawamei.org/tools-resource/examples-of-grantee-narrative-data/

LAV PROGRAM

The Reporting Cycle

OVW Grantee → JustGrants → OVW → VAWA MEI

LAV PROGRAM

How to Approach the Reporting Process

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
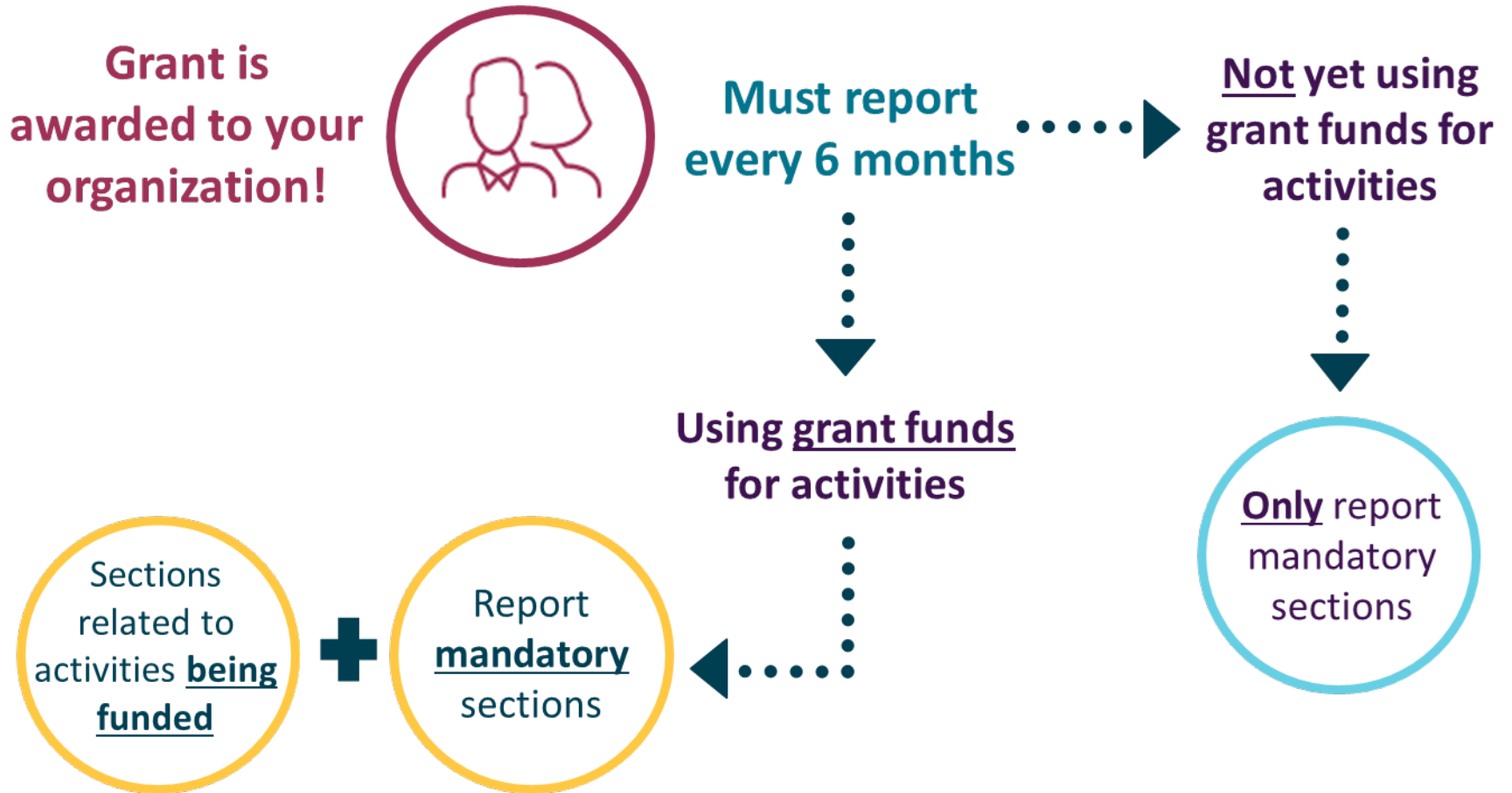
LAV PROGRAM

What if you have to submit more than one **LAV** progress report?

Award A closing out funds ······▶ Award A funded staff FTEs ✚ Award A funded activities ✚ Narrative detailing the split

Award B continuation funds ······▶ Award B funded staff FTEs ✚ Award B funded activities ✚ Narrative detailing the split
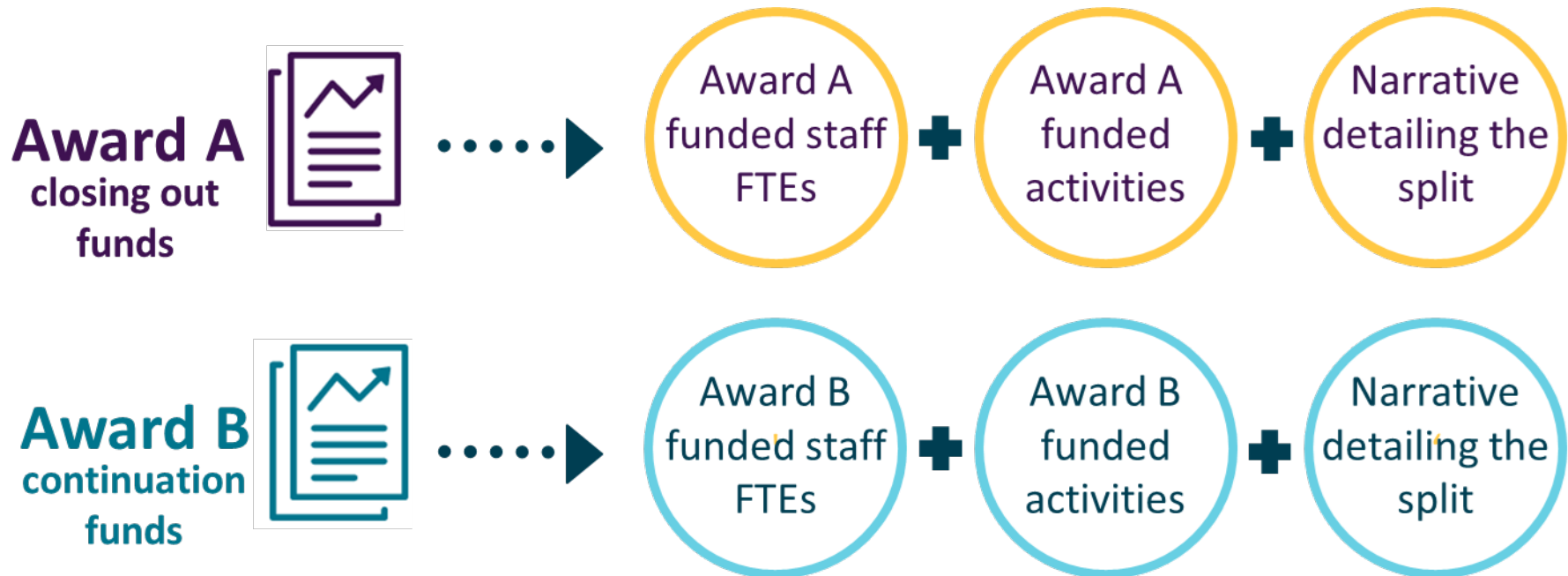
*Include in the final narrative question: project number for both awards, indicate the time periods that each award covered, and verify that FTEs and activities data are divided appropriately between the two reports

Why Your Data Matters!

➢ Your data directly communicates to OVW about the work you are doing and your successes and challenges

➢ Grantee data helps shed light on the scope of domestic and sexual violence – including trends, promising practices, and areas of need

➢ Grantee data contributes to performance measurement and is used for special data requests and the Attorney General's Reports to Congress

LAV PROGRAM

Data Reporting Request from OVW (1 of 2)

Training and Technical Assistance:

➢ OVW is looking to gather more information on what grantees find helpful or unhelpful in the training and technical assistance that is offered to them.

➢ OVW is encouraging grantees to use the additional information narrative question (question 38) to discuss the OVW-sponsored training and technical assistance they have received.

LAV PROGRAM

Data Reporting Request from OVW (2 of 2)

Example questions you might answer:

➢ Did you go to an OVW-funded training and bring back some policies or concrete practices?

➢ Did you learn something new and useful from an OVW-funded webinar?

➢ Did you get help from an OVW-funded TA provider to navigate a challenging issue in your community?

LAV PROGRAM

Data Reporting Update from OVW

➢ As of the July to December 2019 reporting period, OVW is no longer asking grantees to report number of products distributed.

  ▪ If you would like to share information about products distributed, please use the narrative

➢ Grantees should still report all other parts of the products section:

  ▪ Number developed/revised

  ▪ Title/topic

  ▪ Intended audience

  ▪ Other languages

LAV PROGRAM

Section A1: Grant Information (1 of 2)

➢ **All grantees must fill out this section**

▪ The form will not validate if this section is not filled out

➢ **Question 1**

▪ Fill in the date you submit the report

➢ **Questions 2-4**

▪ The reporting period is pre-populated. Enter the "Entity Legal Name" and federal grant number assigned to your OVW award.

➢ **Questions 5-5a**

▪ Provide information about the type of agency/organization administering the LAV Grant

Section A1: Grant Information (2 of 2)

➢ **Question 6**

- Provide contact information for the person who knows the most about the day-to-day activities of the grant program
- This is who we will contact if we have questions about your report

➢ **Question 7**

- Identify if this grant specifically addresses tribal populations

➢ **Question 8**

- Estimate the percent of grant funds directed to each area – you determine this each period
- The total for this section must equal 100%

Section A2: Staff Information (1 of 2)

➢ **Question 9 Staff funded under the LAV grant**

 ▪ Only report FTEs for staff whose salary is provided, fully or partially, by LAV funds (including staff time of contracted work)

➢ **Report by activity performed rather than job title**

 ▪ If staff members fall into 2 or more categories, divide FTEs among applicable categories

➢ **Report to the second decimal (i.e. 1.00 FTE)**

LAV PROGRAM

Section A2: Staff Information (2 of 2)

➢ **Time should be pro-rated if necessary**

- Such as when someone is part-time, was hired partway through the grant period, is a contractor, or is full-time but only partially funded by LAV program funds

➢ **Use of "Other" category**

- Be specific and correlate each entry with FTE amount
- Do no report "consultant" or "intern" in other since those do not describe the function of the position

A2 Staff: Calculating FTEs Guide

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

Worked 40 hours/week for 26 weeks = 1.00 FTE

Worked 20 hours/week for 26 weeks = 0.50 FTE

Worked 16 hours/week for 26 weeks = 0.40 FTE

Worked 10 hours/week for 26 weeks = 0.25 FTE

Worked 4 hours/week for 26 weeks = 0.10 FTE

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

LAV PROGRAM

Staff Example 1

Your organization received an LAV Program grant that was used to fund one full-time paralegal whose salary is 75% funded by the grant, and another full-time paralegal whose salary is 15% funded by the grant. What FTE would you report?

A.   0.90 FTE

B.   1.50 FTE

C.   2.00 FTE

Staff Example 1 Answer

Remember: Report only grant-funded staff time

In this case, you would report only LAV program funded personnel time. The correct FTE under "Paralegal" would be 0.90 FTE (0.75 + 0.15).

Staff Example 2

Your LAV grant was used to fund a full-time program coordinator, who spends 26 hours per week coordinating program activities, and 14 hours per week providing victim advocacy. What FTE(s) would you report?

A.   1.00 FTE Program Coordinator

B.   0.65 FTE Program Coordinator & 0.35 FTE Victim Advocate

C.   0.50 FTE Program Coordinator & 0.50 FTE Victim Advocate

LAV PROGRAM

Staff Example 2 Answer

Remember: Report by job function, not title

In this case, you would divide staff time by function. The correct FTE under "Program Coordinator" would be 0.65 FTE (26 hours/40 hours) and "Victim Advocate" would include 0.35 FTE (14 hours/40 hours).

Staff Example 3

Pro-rate FTEs for staff who work only part of the reporting period

The LAV Program grant you received funded a full-time attorney that was hired 2 months into the reporting period.

In this case, you would need to pro-rate the FTE to reflect four months of the six-month reporting period. The correct FTE under "Attorney" would be 0.67 FTE (4 months/6 months).

Staff Example 4

Convert funding used for contractors or consultants

The LAV Program grant paid an evaluator for 65 hours of work.

In this case, you would need to convert this time into FTEs. The correct FTE under "Other" would be 0.06 (65 hours /1,040 hours). In the text box next to "Other" you would enter "Evaluator."

Common Staff Reporting Discrepancies

➢ **High numbers of FTEs in a single category**

➢ **Staff are not prorated by job function**

- For example: the staff member facilitating trainings is only reported under the Program Coordinator FTE to match their job title, instead of a more appropriate breakdown between Training/educator and Program Coordinator to represent their job functions

➢ **FTEs have not been prorated by hire date and/or receipt of funds**

- For example, the narrative states that a full-time employee was only employed for 2 months but was reported as 1.00 FTE

Section B: Purpose Areas

➢ **All grantees must fill out this section**

  ▪ The form will not validate if this section is not filled out

➢ **Question 10: purpose areas**

  ▪ Refer to your grant proposal to check all that apply

  ▪ Program Specialists must approve all changes to your purpose areas

➢ **Questions 11: special interest categories/priorities**

  ▪ Priority areas vary by solicitation

  ▪ Only fill out this question if you applied under a priority area

LAV PROGRAM

Section C1: Training

Training means providing information on SA, DV, and/or stalking to **professionals, or volunteers acting in the role of a professional,** to improve their response to victims/survivors as it relates to their role in the system

- Do not report staff development of grant-funded staff in this section

- A training event can be a 30 minute meeting or class, or a three-day conference. An event is determined by each separate audience that attends

LAV PROGRAM

Section C1: Training (Q12 and Q13)

➢ **Question 12**

- Report the number of training events provided by grant-funded staff or directly supported by grant funds

➢ **Question 13**

- Report people trained in the professional category that most closely fits with their profession
- Do not report students here unless they are pre-professional

LAV PROGRAM

Section C1: Training (Q14 and Q15)

➢ **Question 14**

▪ Check off all training content areas that apply

➢ **Question 15**

▪ Use this optional narrative question to describe the effectiveness of grant-funded training activities

▪ Use this question to describe the professional development of grant-funded staff

Training Example

The LAV Program grant-funded Trainer/educator held **8** training events for professionals this reporting period. Your organization also supported **4** training events with other funds.

225 professionals attended the grant-funded training events. **45** professionals attended training events provided with other funds. How many events and people trained would you report?

A.   8 training events, 270 people trained
B.   12 training events, 270 people trained
C.   8 training events, 225 people trained

Training Example Answer

In this case, you would only report the 8 grant-funded trainings in q.12 and the 225 professionals that attended those grant-funded training events in q.13.

Remember, only report grant-funded activities

LAV PROGRAM

Common Training Reporting Discrepancies

➢ **No Trainer/educator FTE**

- If training or education activities are reported, we expect to see trainer/educator FTEs report in Section A2. Staff

➢ **High number in single categories**

- The other category or multi-disciplinary category is high without an accompanying narrative explanation

➢ **Including non-professionals in the training section**

- Survivors, community members, parents, and students who are not pre-professional should not be reported as trained

LAV PROGRAM

Section C2: Coordinated Community Response

➢ **All grantees must fill out this section**

➢ **Question 16**

- Provides a picture of the relationships your organization has with other agencies/organizations within your community and the frequency with which you interact with them
- This should include all agencies and organizations, not just your grant partners

➢ **Question 17**

- Use this optional narrative question to describe the effectiveness of CCR activities

Section C3: Products

➢ **Question 18**

- Report the products that were developed or revised using grant funds during the reporting period

➢ **Definitions**

- **Develop**: to create a new product
- **Substantially revise**: to make a significant amendment to an existing product

Section C4: Technical Assistance

➢ **Question 19**

- Report the areas of technical assistance provided and the type of recipient

- Check all that apply

- Technical assistance is only provided to other professionals, agencies or service providers

Section C5: Data Collection and Communication Systems

➢ **Question 20**

- Report grant funds used to develop, install, or expand data collection and/or communications

- Check all that apply

- Report the purchase of equipment only in the period you purchased the equipment. Do not report it as purchased again during the next reporting period, unless you purchased additional equipment during the following reporting period

Section D: Victim Services/Legal Services (1 of 2)

➢ **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 LAV Program funding**

Section D: Victim Services/Legal Services (2 of 2)

➢ **Report all grant-funded victim services provided, whether by legal services, a victim service agency, or by staff providing victim services within law enforcement, prosecution, or the court system**

- ■ Victim Services - questions 21-26
- ■ Legal Services – questions 27-33

Section D: Victim Services – When to Report a Victim/Survivor

➤ **To report a victim/survivor in this section:**

- They must have requested or accepted a service(s)
- The service(s) must be LAV grant-funded
- The victim/survivor must be a primary victim of domestic violence, dating violence, sexual assault, or stalking

Section D: Victim Services – When to Not Report a Victim/Survivor

➢ **A victim/survivor would not be reported in this section if the victim/survivor:**

- Is seeking only services that are not funded with your LAV Program grant

- Did not accept any of the grant-funded services that were offered or recommended

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

LAV PROGRAM

Section D: Victim Services, Q21 (1 of 2)

➢ **Question 21 number of victims/survivors**

- **Served:** received all requested services that are provided by LAV funds

- **Partially served:** received some but not all requested services that are provided by LAV funds

- **Not served:** received none of the requested services that are provided by LAV funds

Section D: Victim Services, Q21 (2 of 2)

➢ **Question 21 continued**

- Victims reported as served, not served or partially served are an **unduplicated** count and should be reported only **once in each reporting period** they receive grant-funded services

- Victims need to be reported under their primary victimization, even if they have experienced more than one type of victimization

LAV PROGRAM

Section D: Victim Services, Q22

➢ **Question 22 Reasons partially served or not served**

■ These are the reasons you would check off if you reported any victims/survivors as partially served or not served in q.21

➢ **Common reporting errors in "other"**

■ Victims did not return

■ Victim refused services

■ Services not provided by our program

■ Could not locate victim

Victim Services Example 1

A victim of stalking calls your program looking for assistance with a protection order and custody/visitation. These are both services that are funded by your LAV program grant. Your LAV grant-funded attorney assists her in obtaining a protection order and files a custody petition.

In this case, the victim should be reported as served in q.21 in the stalking category because you were assisting her with all of the services she had requested, even though those services were not completed by the end of the current reporting period.

LAV PROGRAM

Victim Services Example 2

A survivor calls your legal services program and requests assistance with a protection order and a divorce. A non-LAV funded legal advocate conducts the intake and assists the victim in obtaining a temporary protection order. The advocate places this victim on the LAV-funded attorney's waiting list, since she is currently at full capacity. By the end of the reporting period the LAV-funded attorney still had not met with the survivor.

In this case, the would be reported in q.21 as not served because she did not receive any of the LAV grant-funded services she had requested by the end of the reporting period. Because the services she did receive were not funded by an LAV grant-funded staff person, they are not included on this reporting form and are not considered when making the served/not served decision. You would also check off "program reached capacity" as the reason not served in q.22.

Victim Services Example 3

A victim of domestic violence requests assistance with a debt, largely incurred by her ex-husband, and would like to file for bankruptcy. When the LAV grant-funded attorney meets with the victim, the attorney learns that the ex-husband has been stalking and threatening the victim. The attorney explains to the victim her rights and legal options. As a result of the meeting, the victim decides not to proceed with filing for bankruptcy as this time but asks the attorney to help her obtain a protection order. As of the end of the reporting period, the LAV grant-funded attorney has assisted her with the paperwork, filing, and services of the protection.

In this case, you would report this victim as served in q.21 because you provided her with all of the grant-funded services she requested throughout the course of the reporting period.

Section D: Victim Services, Q23

➢ **Question 23 demographics**

■ Report the demographic information for each victim

■ 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 (q.21A&B)

■ Victims can only be reported once in the "age" and "gender" categories

■ Total age and gender will both be <u>equal to</u> the total of victims served and partially served (q.21A&B)

LAV PROGRAM

Section D: Victim Services, Q24

➢ **Question 24 victims/survivors' relationship to offender by victimization**

- Report the victim's relationship to the offender(s) by type of victimization

- If a victim has experienced more than one type of victimization and/or was victimized by more than one perpetrator, report them under each applicable category, not just the primary victimization

- The total reported under each type of victimization should equal or be higher than the total of q.21A&B

Section D: Victim Services, Q25 and Q26

➢ **Questions 25 & 26 victim services**

- Report only the grant-funded services provided to victims reported in q.21A&B

  - Q.25 should be services provided by lawyers or law students or grant-funded personnel acting in the capacity of an attorney

  - Q.26 should be services provided by LAV grant-funded staff other than an attorney (e.g. paralegals, victim advocates, etc.)

- Count a victim once for each type of service they received

- The total in any individual service category should not be greater than q.21A&B (the total of served and partially served victims)

LAV PROGRAM

Section D: Legal Services, Q27

➢ **Question 27**
- Report the total number of legal issues addressed by LAV Program-funded attorneys or paralegals during the current reporting period
- Count a victim once in each category of legal issues [A-J] for which they received services
- For B. family law matters and G. immigration matters, provide an unduplicated count of survivors who received assistance in more than one of the subcategories listed under each of those general categories
  - Then report the number of survivors who received assistance with each of the subcategories

Legal Services Example 1

During the current reporting period, two victims of DV requested assistance with divorcing their abusive spouses. In one case, your LAV-funded attorney filed a divorce complaint with no other issues. In the other case, the attorney filed a divorce complaint and also obtained temporary family court orders addressing custody/visitation and child support.

In this case, in q.27 you would report **2** in category B, **"Family law matters,"** in the new column. Then, in the subcategories, you would report **2** in **Divorce, 1** in **Custody/visitation**, and **1** in **Child/spousal support**. These would all also be reported in the "New" column.

Legal Services Example 2

Your LAV funded attorney provides information and advice to assist someone with obtaining an emergency protection order on their own behalf; later the attorney represents that person at a contested court hearing in which they obtain a final order.

In this case you would report this victim once in the protection order category of q.27 – Legal issues and then in q.30 you would report in both "Information/referral/advice" and "Court decision." The reason is that the temporary order and the final order each have independent legal outcomes, and they are not always joined together.

Section D: Legal Services, Q28 and Q29

➢ **Question 28**

- Report an unduplicated count of the number of victims that received assistance with multiple legal issues

  - Consider all family law matters (section b) as one category and all immigration matters (section g) as one category

➢ **Question 29**

- Report victims you served that also received other necessary legal services from other non LAV-funded sources

Section D: Legal Services, Q30 and Q31

➢ **Question 30**

- ■ Report legal outcomes for all cases closed or issues resolved during the current reporting period for which services were provided by LAV Program-funded attorneys or paralegals

- ■ Report the highest level of service or outcome achieved for each issue

➢ **Question 31**

- ■ Use this optional narrative question to describe the effectiveness of victim services or legal services funded by the LAV grant

Section D: Legal Services, Q32 and Q33

➢ **Question 32**

 ▪ Report the total number of pro bono attorneys who have been recruited, trained, mentored, or coordinated with your LAV Program funds

 ▪ Report the number of cases accepted and completed by pro bono attorneys during the current reporting period

➢ **Question 33**

 ▪ Report the total number of law students who have been recruited, mentored, or coordinated with your LAV funds as well as how many cases were worked on by law students

Why is Narrative Data Important?

Numbers do not tell the entire story of your grant-funded work. The narrative is important because it:

➢ Provides **context** for the numbers in the report

➢ Provides information about the **impact** on the communities being served

➢ Identifies **emerging trends, promising practices**, and **unmet needs**

Check out the "Examples of Grantee Narrative Data" tool on our website!

➢ OVW and VAWA MEI chose compelling narratives from each discretionary grant program to create the following narrative tool

➢ This document includes a detailed section outlining the many uses and impact of grantee narrative data

https://www.vawamei.org/wp-content/uploads/2018/06/Examples-of-Grantee-Narrative-Data.pdf

Validating Your Form

Validate

Warning: JavaScript Window - Validation Error

The field 'Date of Report' (question #1) on page 1 must be filled in.

Would you like to correct this now?

If so, click Yes, otherwise, Click No, or to exit form validation, click Cancel.

[Yes]   [No]   [Cancel]

Warning: JavaScript Window - Reminder

A field in 'Staff FTE(s)' (question #9) on page 3 is greater than 9.99.

Would you like to review this now?

If so, click Yes, otherwise, Click No, or to exit form validation, click Cancel.

[Yes]   [No]   [Cancel]

Warning: JavaScript Window - Validation Success

Your form has been successfully validated and is ready for submission.

[OK]

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

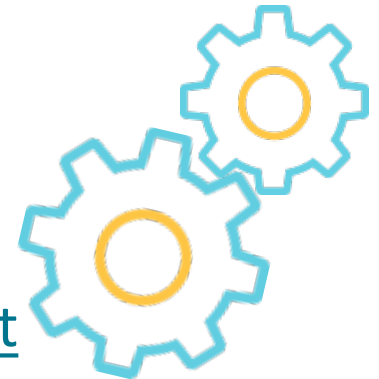➢ **If you have questions or need technical support with your JustGrants account**

> **JustGrants OVW Support phone and email:**
> 1-866-655-4482
> OVW.JustGrantsSupport@usdoj.gov
> **JustGrants Support website:**
> https://justicegrants.usdoj.gov/user-support

LAV PROGRAM

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

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

➢ **If you need approval for products**

➢ **Cannot submit your progress 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)

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

➢ **If you would like to receive technical assistance directly from staff via email or phone**

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

LAV PROGRAM

Tips for Successful Data Reporting

➢ Read the grant-specific "Reporting Form Instructions" pdf found on our website

➢ Be specific if you use the "other" category

➢ Use optional narrative questions to discuss successes, provide more detail, or explain data

➢ Do not use acronyms or abbreviations

➢ Do not include extra documents as a way to report data

Give us a call and/or send us an email!