Technical Assistance Program Reporting Instructions

The Violence Against Women Act of 2000 requires grantees to report on the effectiveness of activities carried out with grant funds. To meet this Congressional reporting requirement and the requirements of the Government Performance and Results Act, the Office on Violence Against Women (OVW) requires all grantees to report data related to their OVW funded activities. Grantees should answer questions based on the activities engaged in under this grant during the current reporting period.

This document details the Semi-Annual Performance Report questions and instructions for the Training and Technical Assistance Initiative (TA Program). The performance report is due to OVW in JustGrants within 30 days of the end of the current reporting period (for the period ending June 30, the deadline is July 30; for the period ending December 30, the deadline is January 30). The performance report data will first be entered by the grantee into an online, interactive performance reporting form in the VAWA IMPACT Tool. Once the report has been completed online, the tool will generate a PDF for the grantee to download and submit into JustGrants.

All grantees should read each section to determine which questions must be answered based on the activities engaged in under the grant during the current reporting period. Optional sections begin with a question that asks if TA Program funds were used to support the respective activities during the current reporting period. If grant funds were not used for an activity during the 6-month reporting period, the grantee should select "no." If the response is no, the rest of that section or subsection is skipped.

All information should reflect activities for the current reporting period only. The activities of volunteers or interns may be reported if they are coordinated or supervised by TA Program grant-funded staff or if TA Program funds substantially support their activities. If a grantee has not been able to collect or report data as requested on the performance reporting form, please discuss this in the last question within the Narrative section.

For performance report related questions, call, email or visit the website of the VAWA Measuring Effectiveness Initiative (VAWA MEI).

- VAWA MEI phone: 1-800-922-8292
- VAWA MEI email: vawamei@maine.edu
- Website: vawamei.org

For grant related questions, please contact your OVW program specialist at 1-202-307-6026 (TTY: 202-307-2277).

For JustGrants account related questions, please contact JustGrants.

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

General Information

This section is required. All grantees must complete this section.

1. Date of report
Enter the date this form is completed.

2. Current reporting period
Enter the current reporting period and year for the current 6-month reporting period being reported on. A new reporting form must be filled out for each reporting period.

3. Grantee name
Enter the "Entity Legal Name" and "Doing Business As" name (if different) that can be found at the top of your JustGrants Funded Award Page.
Example:
> University of Maine System dba Cutler Institute

4. Grant number
Enter the federal grant number assigned to your OVW program grant. This number can be found at the top of your JustGrants Funded Award Page.

5. Point of contact
Provide the name, agency name, mailing address, telephone number, and e-mail address for the contact person responsible for the day-to-day coordination of the grant. This person should understand what the grant funds were used for and should be familiar with the performance reporting information submitted.

6. Type of funded organization
Check the box for the category that best describes the type of agency receiving the TA Program grant.

7. Is this a faith-based organization?
Indicate whether the grantee is a faith-based organization.

8. Is this a culturally-specific community-based organization?
Indicate whether the grantee is a culturally-specific community-based organization. A culturally-specific community-based organization is one that:
- Has a focus on any underserved population, i.e., has as its primary mission to address the needs of an underserved population or has developed a special expertise regarding a particular underserved population;
- Is not merely providing services to an underserved population, but is providing culturally competent services designed to meet the specific needs of that population;

- At a minimum, has some expertise or demonstrated capacity to work effectively on domestic violence, dating violence, sexual assault, or stalking or acquires that expertise through collaboration with another entity.

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

Select "yes" if the TA Program grant specifically focuses on tribal populations and indicate which tribes or nations the grantee agency serves or intends to serve. Report only on tribes or nations intentionally served. Do not include a tribe or nation if they are served incidentally by the program.

Example 1:

A grantee organization is located on the Nez Perce reservation. There are members of over a dozen other tribes living on the reservation, and the grantee provides services to anyone who lives on the reservation that needs services. Select "yes" and report that the grant specifically addresses and focuses on the Nez Perce tribe, but do not report other tribes whose members reside on the reservation.

Example 2:

A grantee agency used TA Program funds to provide training events for law enforcement in a non-tribal area. Police from a nearby reservation attend a training event. This training did not address tribal codes, nor was there an intention to specifically train tribal police, even though they are welcome to attend the training. Select "no" because the grant does not specifically address or focus on tribal populations, even though tribal populations are welcome to attend TA Program-funded activities offered.

10. Does your grant support the creation of products in languages other than English or provide services in languages other than English?

Select "yes" if the agency used TA Program funds to provide services or products in languages other than English. Selecting "yes" will prompt the grantee to list out any languages. Please be specific and name the relevant languages. Select "no" if the agency does not use TA Program funds to provide services or products in languages other than English.

Staff Information

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

Select "yes" if TA Program funds were used to pay for staff salary/wages. TA Program-funded staff may be located at an agency other than the grantee agency. Also consider all stipends and contracted staff.

2. Staff

Report the total number of full-time equivalent (FTE) staff funded under this grant during the current reporting period. FTEs are reported in decimals, not as percentages.

Report grant-funded overtime. If an employee or contractor was employed or utilized for only a portion of the reporting period, prorate appropriately. If staff members fall into two or more categories of job descriptions, divide their time as appropriate. One FTE is equal to 1,040 hours—40 hours per week multiplied by 26 weeks.

What is an FTE?

An FTE (full-time equivalent) is the unit of measurement used to report the hours worked by TA Program-funded staff. A 100% TA Program-funded staff person who worked full time for the entire 6-month reporting period will be reported as 1.00 FTE.

Prorating FTEs

FTEs must be prorated whenever grant funds paid for a portion of a staff person's time, a contractor, stipend, and when staff are hired partway through the reporting period. Any staff time that represents less than a full-time person working the entire reporting period and paid entirely with TA Program funds should be prorated to reflect the portion directly supported with TA Program funds.

What is 1.00 FTE at your agency?

If the TA Program-funded agency considers 40 hours per week to be full-time, then 1.00 FTE is equal to 1,040 working hours in a 6-month reporting period: 40 hours per week multiplied by 26 weeks. If the grantee agency considers something other than 40 hours to be full-time, determine how many hours per week is considered full-time and multiply that number of hours by 26 weeks. This will be the total number of hours in a 6-month reporting period for 1.00 FTE.

Example 1:
> If the TA Program-funded agency considers 35 hours per week to be full-time, then 1.00 FTE is equal to 910 working hours in a 6-month reporting period: 35 hours per week multiplied by 26 weeks.

Example 2:
> If the TA Program-funded agency considers 37.5 hours per week to be full-time, then 1.00 FTE is equal to 975 working hours in a 6-month reporting period: 37.5 hours per week multiplied by 26 weeks.

FTE Calculation Examples

Example 1:
> If you have one full-time receptionist whose salary is 100% funded with TA Program funds and a full-time bookkeeper whose salary is 25% funded with TA Program funds, report 1.25 FTEs.

Example 2:
> During the six-month reporting period, an employee was hired to work full-time and worked only during the last three months of the reporting period. In this case, you would need to pro-rate the FTEs to reflect three months of the six-month reporting period. The correct FTE for that staff person would be 0.50 FTEs, or 3 months/6months.

Example 3:
> If you contracted with an information technology specialist for full-time services for two months during the reporting period, report that FTE as 0.33 FTEs, or 2 months/6 months.

Training

1. Were TA Program funds used to support training activities during the current reporting period?

If TA Program funds were used for training during the current reporting period, select "yes."

Training means providing information on sexual assault, domestic violence, dating violence, and stalking that provides professionals (or volunteers acting in the role of professionals) with a tool, skill, or resource that better allows them to support victims.

Do not report on Community Education/Public Awareness activities (activities providing general information) in this section. **Do not report trainings provided to TA Program-funded staff in these questions.** OVW considers this to be professional development.

2. Live training events

Report the total number of live training events provided during the current reporting period that were either provided by TA Program-funded staff or directly supported by TA grant funds. Include both virtual and in-person events. Do not report on pre-recorded (i.e., asynchronous) trainings in this question.

Defining a Training Event

A training event is defined by the intended audience. A training event is not defined by how long the training event lasted. If the intended audience is different for each presentation of material, each presentation is considered a separate event. If the intended audience is the same across multiple presentations (such as at a conference), the presentations are considered one single event for one intended audience.

Examples of Training Events

Example 1: Multiple-day event for one audience

A training was provided to one intended audience over the course of three days. The sum of the material presented over the three-day course was considered the "curricula" which the intended audience was expected to learn. Report this as one live training event in Training Question 2.

Example 2: Multiple-day event for different audiences

A training was provided to three different audiences over the course of a week-long conference. The material presented to each audience was the same material. Report this as three live training events in Training Question 2.

Example 3: Using funds to send non-grant-funded staff to a training

A local agency offered a training on sex trafficking. The agency used TA Program grant funds to pay for the cost of sending five non-grant-funded staff to that training. Report this as one live training event in Training Question 2 and report five professionals trained in Training Question 3. Remember, do not consider TA Program-funded staff for this section. OVW considers training of TA Program-funded staff to be professional development.

Example 4: Partially-funded trainer
>A grantee has a full-time trainer. Half of the trainer's salary is paid for by the TA Program grant, and half through other means. All trainings are conducted either in-person or through a live webinar, which means they are live events. Report half of the trainings that the trainer conducted as TA Program-funded live training events in Training Question 2 and report the number of professionals who attended those events in Training Question 3.

3. Total number of people trained at live training events

Report the total number of people trained at both virtual and in-person live training events that were supported with TA Program funds during the current reporting period. TA Program-funded staff who attended training events should not be counted as people trained.

4. Most frequently trained

Report the top three types of professionals trained at the TA Program-funded live training events. Select the type of professional from the dropdowns. Use the category that is most descriptive of the people who attended the training events. These should be people trained by TA Program-funded staff or people attending training events that were directly supported with TA Program funds during the current reporting period. TA Program-funded staff attending training should not be considered when answering this question.

5. Describe the content of the TA Program-funded live training events.

Discuss the topics addressed in training events reported in Training Question 2. For example, this space could be used to describe the conferences that were reported in Training Question 2 and to discuss the types of presentations at the conferences.

6. Were TA Program funds used to develop, create, and/or launch pre-recorded trainings during the current reporting period?

Select "yes" if TA Program funds were used to develop, create, and/or launch pre-recorded trainings during the 6-month reporting period. If a grantee indicates yes, it will prompt follow-up questions to provide more details on these trainings.

7. Number of pre-recorded trainings

Report the number of pre-recorded trainings developed, created, and/or launched with TA Program funds during current reporting period.

8. Describe the target audience and content of the pre-recorded trainings supported with TA Program funds during the current reporting period.

Discuss the content topics addressed by the pre-recorded trainings developed, created, and/or launched with TA Program funds during current reporting period. Describe the intended audiences by stating which types of professionals the trainings were created for.

9. Did you collect any post-training feedback surveys/questionnaires for the TA Program-funded trainings?

Report yes if TA Program-funded live or pre-recorded trainings had any post-training questionnaires or evaluations completed.

10. Detail the findings/responses to the post-training feedback surveys/questionnaires.

Provide details about the post-training feedback surveys/questionnaires for the TA Program-funded trainings. For example, this space could be used to discuss what types of information was gathered through the surveys and if the participants' knowledge, skills, or perceptions shifted based on the training.

11. Discuss any additional information about TA Program-funded trainings you would like to share.

Some examples of topics that could be addressed here include:
- If training was provided to law enforcement officers, what changes in law enforcement practices is the grantee hoping to see?
- What are some changes to coordinated community response activities that have been adopted in response to TA Program-funded trainings?
- What are some challenges or barriers the grantee agency has experienced when providing training?

Technical Assistance

1. Were TA Program funds were used to provide technical assistance during the current reporting period?

If TA Program funds were used to provide technical assistance during the current reporting period, select "yes." If not, select "no."

Technical Assistance: For the purposes of this form, technical assistance includes a wide variety of activities designed to facilitate individual or agency change in some systematic manner by providing expertise to solve a problem. Examples of technical assistance activities include clarifying legislative and policy implementation and/or standards of service, technology consultations, and assistance with problem-solving.

2. Number of technical assistance activities

Report the total number of technical assistance activities provided during the current reporting period, indicating whether they were site visits, other types of consultations, information requests, or referrals in the appropriate column. Report by each organization engaged, not by each individual.

Definition:

Site visit: An in-person visit made to an agency or other location for the purpose of providing technical assistance consultation.

Technical assistance consultation: Technical assistance consultations conducted by telephonic, electronic, or other types of contact other than site visits. Each contact should count as one consultation.

Information request response: Information request responses mean providing information or materials to professionals on certain topic areas.

Referrals: Referring professionals to other technical assistance providers.

Example:

You provide technical assistance to a sexual assault program grantee and their hospital partner on creating a Sexual Assault Forensic Examiner program. You conduct one site visit followed-up with three teleconferences to discuss the challenges they encountered while creating the program. Count this as one "site visit" and three "other technical assistance consultations" provided to a sexual assault program.

3. Discuss the technical assistance activities funded or supported by TA Program funds.

Provide any additional information you would like to share about your technical assistance activities, including the topics of the technical assistance activities.

Products

1. Were TA Program funds used to develop or substantially revise products during the current reporting period?

Select "yes" if TA Program-funded staff developed or revised products or if TA Program funds directly supported the development or revision of products. If not, select "no."

Definition:

- **Develop:** To create a new product.
- **Substantially revise:** To make a significant amendment to an existing product.
- **Distributed:** Number of products actually used during the reporting period.

2. Describe the products developed or substantially revised with TA Program funds during the current reporting period.

Describe what type of products were developed or substantially revised. Provide details including the title/topic of the product and its intended audience. If the product was translated into a language other than English, please also state what languages the product was translated into (including Braille).

Narrative

Resources for Crafting Narrative:

Grantees may choose to review the Crafting Narratives Training Video available on the VAWA MEI website. This training video discusses the ways that OVW uses narrative data, describes best practices for documenting activities and writing compelling narratives, and provides narrative examples taken straight from real grantee reports.

For additional examples of grantee narrative data, access the Examples of Grantee Narrative Data document available on the VAWA MEI website. This document includes a detailed section outlining the many uses and impact of narrative data.

Never Include Personally Identifiable Information

When writing about the impact of funding and services, never include any information about victims/clients that would allow them to be identified. For example, never include a person's name, address, birth date, case numbers, or anything else in the performance report anywhere. Doing so would breach the person's rights to confidentiality and privacy.

How is narrative data used?

- **Monitoring:** Each OVW Program Specialist has the responsibility to track grantee's progress and compliance both financially and programmatically. Narrative data supports OVW in monitoring how funds were spent.
- **Understanding Numerical Data:** The narrative data grantees provide can give context and story to the numerical data reported. Narrative fields can be used to explain an increase or a decrease in a certain TA Program-funded activity, or a staff vacancy. This can also allow VAWA MEI to identify possible misunderstandings in the numerical data and provide support and technical assistance.
- **Biennial Report to Congress:** OVW is required by statute to report to Congress on the use of VAWA funds. These reports to Congress include both aggregate numbers and highlights from narrative data. Quotes from narrative data help tell the story behind the numbers. These quotes can highlight successes, difficulties, barriers to providing services, and needs for policy and legislation.

1. Report on the status of your TA Program grant goals and objectives as of the end of the current reporting period.

This question is required.

Briefly report on the status of the goals and objectives for your TA Program grant as of the end of the current reporting period. Your goals and objectives should be those identified in your grant proposal or as revised. Indicate whether the activities related to your objectives for the current reporting period have been completed, are in progress, are delayed or have been revised. Comment on your successes and challenges and provide any additional explanation you feel is necessary for us to understand what you have or have not accomplished relative to your goals and objectives.

If you have not accomplished objectives that should have been accomplished during the current reporting period, you must provide an explanation.

Example:

A completed grant goals and objectives question:

- **Objective:** Coordinate the sharing of information concerning domestic violence and sexual assault offenses on the reservation with local law enforcement agencies.
- **Activity:** Hire data specialist to create tracking system for sharing information
- **Status:** Delayed.
- **Comments:** We hired someone who left the position because of a family emergency six weeks after they were hired. We are interviewing new candidates and hope to have someone in the position by the next reporting period.

2. What do you see as the most significant areas of remaining need, with regard to improving services to victims/survivors, increasing victims/survivors' safety, and enhancing community response (including offender accountability)?

This question is required for the January-June reporting period.

Describe any significant remaining areas of need. Consider geographic regions, jurisdictional issues, service delivery systems, types of victimizations, and challenges and barriers unique to your service area.

Responses must be limited to 8,000 characters.

3. What has the TA funding allowed you to do that you could not do prior to receiving this funding?

This question is required for the January-June reporting period.

Use this space to describe anything TA Program funding has enabled the grantee to do that could not be done before receiving the grant funding.

Responses must be limited to 8,000 characters.

4. Provide additional information regarding the effectiveness of your grant-funded program.

This question is optional and strongly encouraged.

Use this space to describe any topics such as promising practices the TA Program-funded program used or relationship building among community partners.

Responses must be limited to 8,000 characters.

Example:
> Our TA Program-funded victim advocate served on a task force examining ways the criminal justice system could be more responsive to victims/survivors of sexual assault. As a result, a Sexual Assault Response Team was implemented on the reservation with protocols for forensic exams with a local hospital.

5. Provide any additional information that may provide explanation about the data submitted.

This question is optional.

If you have any information that could be helpful in understanding the data you have submitted in this report, please answer this question.

Responses must be limited to 8,000 characters.

Example:
- If one agency submitted two different progress reports for the same reporting period, explain how the data was divided between the two reports;
- If the TA Program-funded staff were not able to conduct the expected activities due to things such as illness, FMLA, or other extended leave;
- If the agency receiving funds did not use TA Program funds to support staff or activities during the reporting period, please explain how the funds were used; or
- If the grantee was not able to obtain data to answer a required question.