



Sexual Assault Services Formula Grant Program

VAWA IMPACT Tool & Performance Reporting

VIOLENCE
AGAINST
WOMEN ACT

MEASURING
EFFECTIVENESS
INITIATIVE

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Who We Are

Our Mission

- Support OVW in tracking and measuring the work of VAWA grantees
 - Collect all formula data
 - Clean, analyze and 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

Today's Priority

- **You will understand how to collect, review, and submit subgrantee data in the new tool**
 - How to navigate the Administrator Dashboard
 - How to invite subgrantees to fill out a performance report
 - How to navigate a subgrantee performance report
 - Who to contact for assistance
 - Available resources



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**.
- This year Admin Reports are due by **March 30, 2025**.



Administrators Access

- 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 SASP-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 all data, subgrantees will submit their report to their Administrator for review

Administrators' TA to Subgrantees

- SASP 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 how to answer a subgrantee question, reach out to VAWA MEI



Reviewing & Submitting Subgrantee Data

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



New and 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:

SASP

Pending Submissions 3

Approved Submissions 0

Subgrantee	Name	Email	Last Updated	Status	Actions
SA Org	Rita Book	services@me.org	04/17/2024	Completed	View URL Approve Deny
Victim Services	Ella Vader	MEservices@sa.org	04/16/2024	Edits Requested	View URL
SA Coalition	Tim Burr	SACoalition@me.org	04/16/2024	Pending	View URL Delete

First

Previous

1

Next

Last



Sending Reporting Links to Subgrantees

State Dashboard

Blank Form URL Download Reports

Program: Date Range:

SASP

Pending Submissions **84** Approved Submissions **18**



Navigating Subgrantee Reports (1 of 2)

SASP Progress Report - SA Coalition

[Edit This Report](#)

- Instructions
- General Info** ✓
- page 1 ✓
- page 2 ✓
- page 3 ✓
- Staff ✓
- Purpose Areas ✓
- Products ✓

General Information

* 1. Date of report

* 2. Current reporting period (year)
January 1 - December 31

* 3. Subgrantee name



Navigating Subgrantee Reports (2 of 2)

Formula Progress Reporting

Dashboard

Resources

Admin ▾

Izzy

Logout

SASP Progress Report - SA Coalition

Turn Editing Off

Instructions	
General Info	✓
Staff	✓
Purpose Areas	✓
Products	✓
Victim Services	!
Legal Services	✓

Staff

* 1. Were SASP 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

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 start 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



- On the “Validate, Review, and Submit” page subgrantees will click “Final Review Report.” This will begin the process for pdf creation and final submission.

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.



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

Submission Complete – Download PDF of Performance Report





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:

SASP

Submit and Finalize

Pending Submissions 2

Approved Submissions 1

Subgrantee	Name	Email	Last Updated	Status	Actions
SA Org	Rita Book	services@me.org	04/17/2024	Approved	View URL Download Unapprove

First

Previous

1

Next

Last



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](#)



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 and demonstration video

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)**

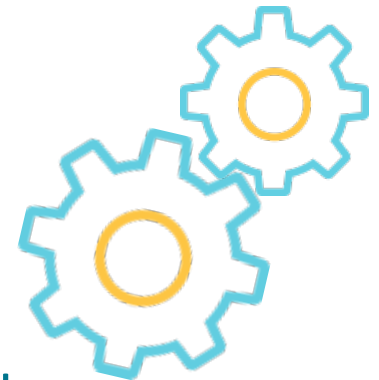
JustGrants OVW Support phone and email:

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

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