



Introduction to OVW Semi-Annual Performance Reporting

VIOLENCE
AGAINST
WOMEN ACT

MEASURING
EFFECTIVENESS
INITIATIVE

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VAWA MEI

We are your partners in performance reporting.

Our mission:

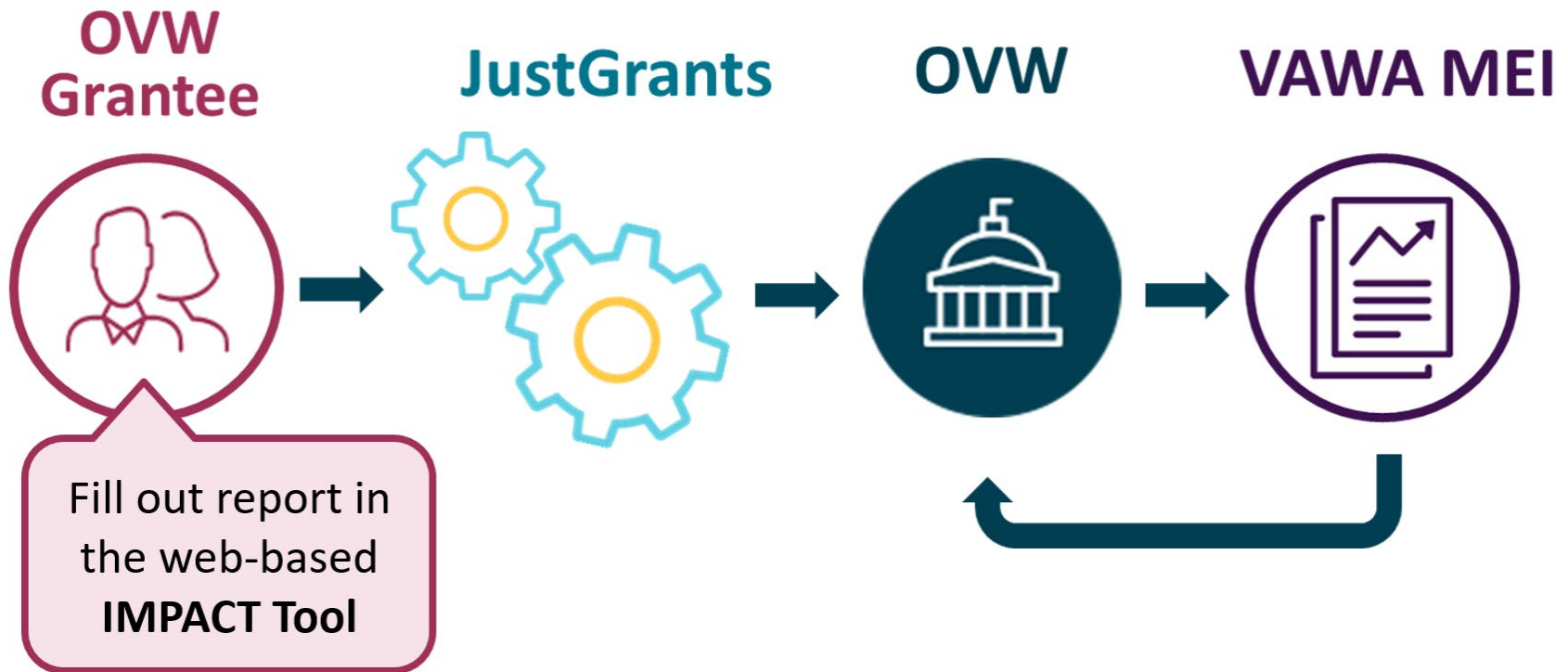
- Support OVW and grantees with data reporting.
- Give grantees the skills, tools, knowledge, and resources to demonstrate the impact, effectiveness, and value of VAWA-funded programs.



Today's Training Plan

- **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





Reporting in the VAWA IMPACT Tool

- **Grantees fill out their performance reports in the VAWA IMPACT Tool online**
 - This is a new web-based reporting tool for all OVW grantees
 - Grantees will be able to access the tool March 3, 2025

- **The July to December 2024 reporting deadline has been pushed back 2 months!**
 - Normal due date for the July-December performance reports: January 30
 - **New due date for July-December 2024 reports: March 31, 2025**



How to Access Your Performance Report

URL for reporting form

via email from OVW
or on MEI website

- Use a URL to access a blank reporting form, available in March 2025
- Once a performance report is started online in a blank reporting form, the system will generate and email you a new, unique URL to use to return to the started report
- The unique URL is sharable with other people so more than one person can work on the form



How to Fill Out Your Performance Report

Fill out
performance report in the
IMPACT Tool

Download pdf file

- 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 Clearance #: 1122-0022

Expiration Date: 06/03/2025

| |
|------------------------------------|
| 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

➤ ***Your report is not considered submitted until it is uploaded into the JustGrants system!**

- To submit the report, upload the pdf file as an attachment in JustGrants
- The final pdf file for the July-December 2024 performance report must be submitted in JustGrants by 11:59PM EST on March 31, 2025

Submit pdf file in your
JustGrants account



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 VAWA MEI with any questions about accessing or reporting in the IMPACT Tool!**

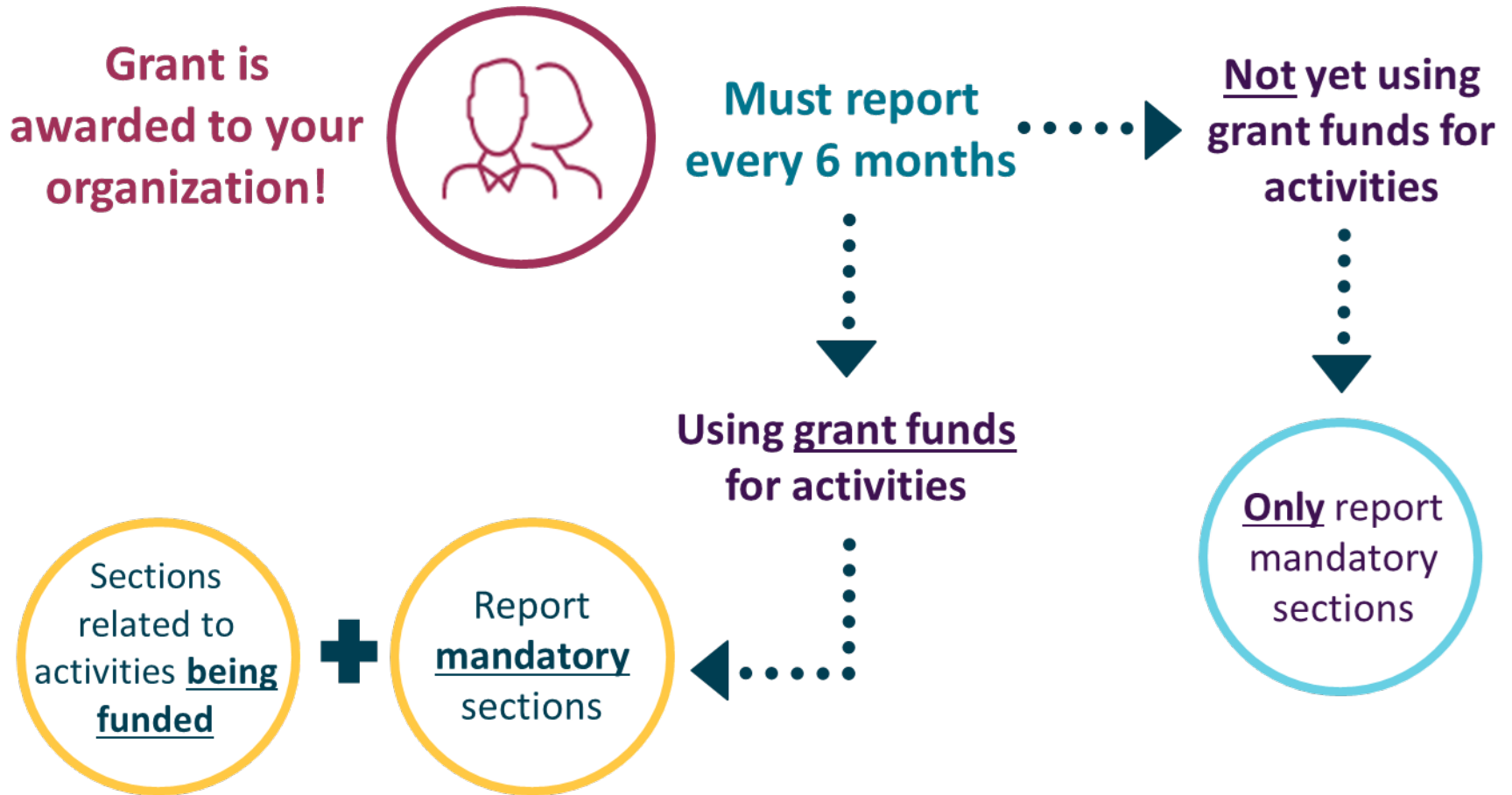


Tips for Successful Data Reporting

- Only report on OVW grant-funded activities and staff – no more, no less
- Use narrative questions to provide more detail or explain data as well as discuss successes and challenges
- You may not have data to report in the new questions – that is okay!
- Access our resources and recordings, one-on-one technical assistance, and other tools



How to Approach the Reporting Process





Your Data Matters!

- Your data directly communicates to OVW about the work you do.
- Grantee data helps shed light on the scope of domestic and sexual violence – including trends, promising practices, and areas of need.
- OVW uses grantee data to make requests for increased appropriations and to defend VAWA funding to decisionmakers.



Data Provides Answers to Questions...

What are grantees doing to address sex trafficking in their communities?

How many law enforcement officers are funded through OVW grants?

How many grantees are using funds to support family justice centers?

What has been the impact of changes to the LAV program on types of services provided and volume of services?

To what extent are OVW grantees using funds to staff Sexual Assault Nurse Examiner (SANE) programs?

VAWA MEI website: [vawamei.org](https://www.vawamei.org)



Go to [vawamei.org](https://www.vawamei.org) to access...

- Sample reports
- Reporting instructions
- FAQs
- Staff FTE Calculator

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

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

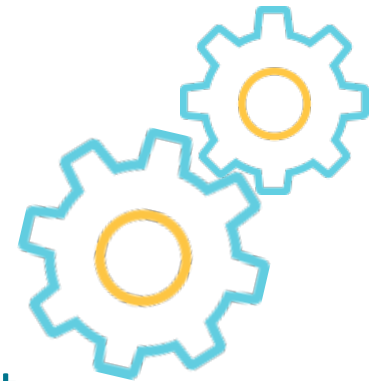
JustGrants OVW Support phone and email:

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



Any Questions?





Thank you!

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