



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

**VIOLENCE
AGAINST
WOMEN ACT**

**MEASURING
EFFECTIVENESS
INITIATIVE**

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Who We Are

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.



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





Reporting in the VAWA IMPACT Tool

- **Grantees fill out their performance reports in the VAWA IMPACT Tool**
 - 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 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 Grantees

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
JustGrants account

- 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

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



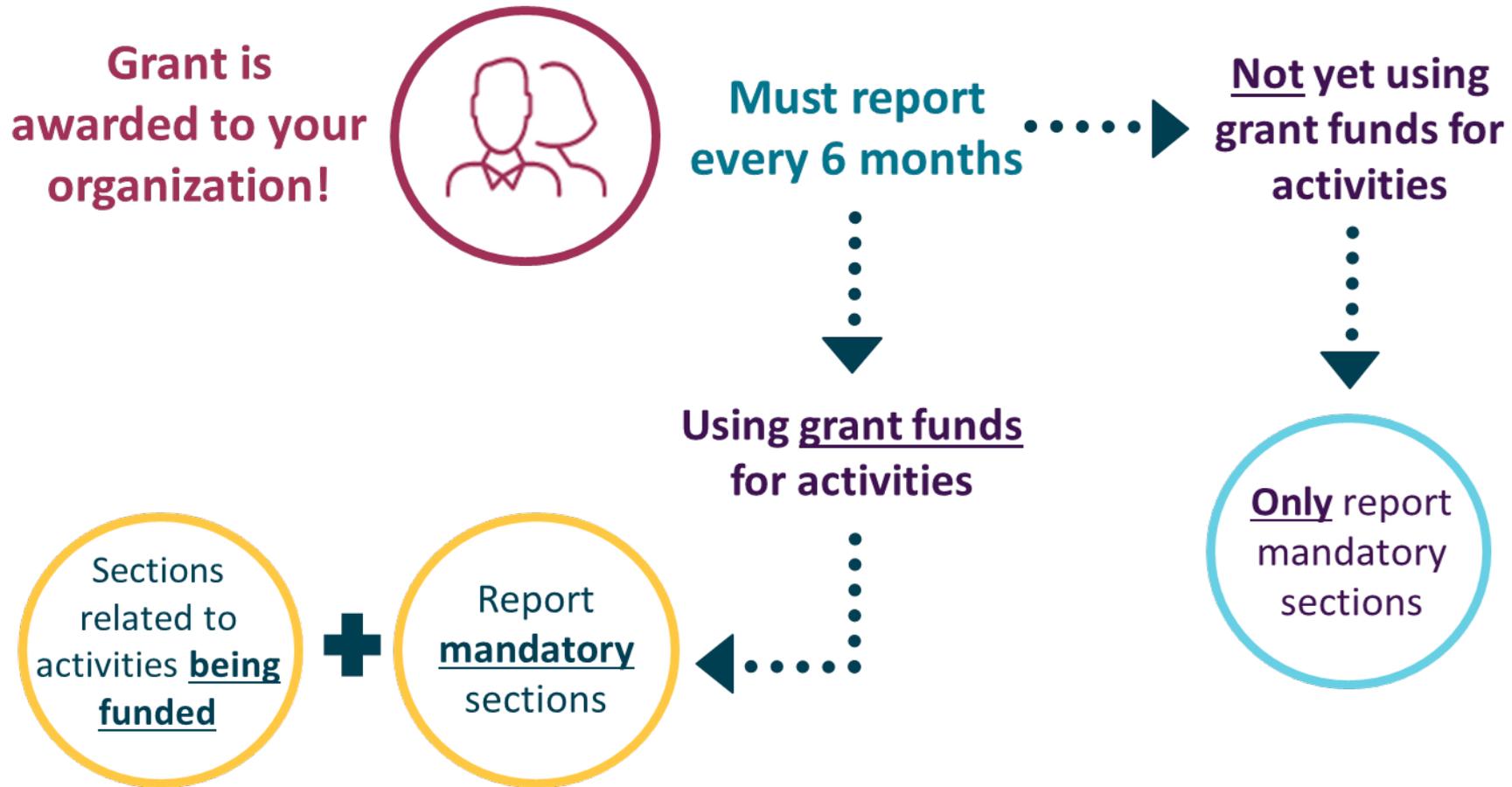


Tips for Successful Data Reporting

- Only report on OVW grant-funded 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
- As a new grantee you may not have many grant funded activities to report yet – that is okay!



Performance Reporting as a New Grantee





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
- Report by activity performed rather than by job title
- Divide staff FTE into multiple staff categories, if appropriate



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. $FTE = 160/1,040 = \sim 0.15$ FTE
 - Staff C worked full-time for entire 26 weeks but was only 75% grant funded. $FTE = 75\% \text{ of } 1.00 \text{ FTE} = 0.75$ FTE



How to Report Victim Services (I)

- Complete the Victim Services section if OVW grant funds were used to support victim services and/or legal services during the current reporting period
- Report all grant-funded victim services provided, whether by a victim services organization or criminal justice agency
- Most of the data requested in the Victim Services section is congressionally mandated



How to Report Victim Services (2)

➤ To report a victim/survivor:

- They must have requested or accepted a service(s)
- That service(s) must be funded with your OVW grant funds
- The victim/survivor must be a primary victim of one of the victimizations within the scope of your grant program



How to Report Victim Services (3)

- **Served:** Received all the OVW grant-funded services they requested
- **Partially served:** Received some but not all the OVW grant-funded services they requested
- **Not served:** Received none of the OVW grant-funded services they requested



Tips for Writing Narrative (I)

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**

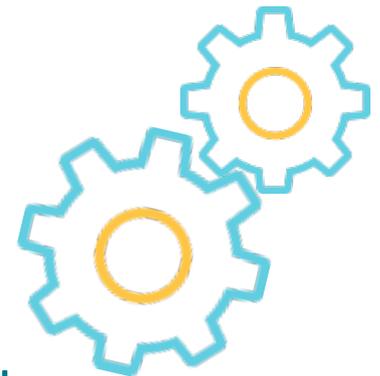
JustGrants OVW Support phone and email:

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

I-800-922-VAWA (8292)

vawamei@maine.edu

www.vawamei.org



Your Turn! Any Questions?





Thank you!

VAWA Measuring Effectiveness Initiative

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