



Introduction to OVW Semi-Annual Performance Reporting

VIOLENCE
AGAINST
WOMEN ACT

MEASURING
EFFECTIVENESS
INITIATIVE

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VAWA MEI

Your partners in performance reporting

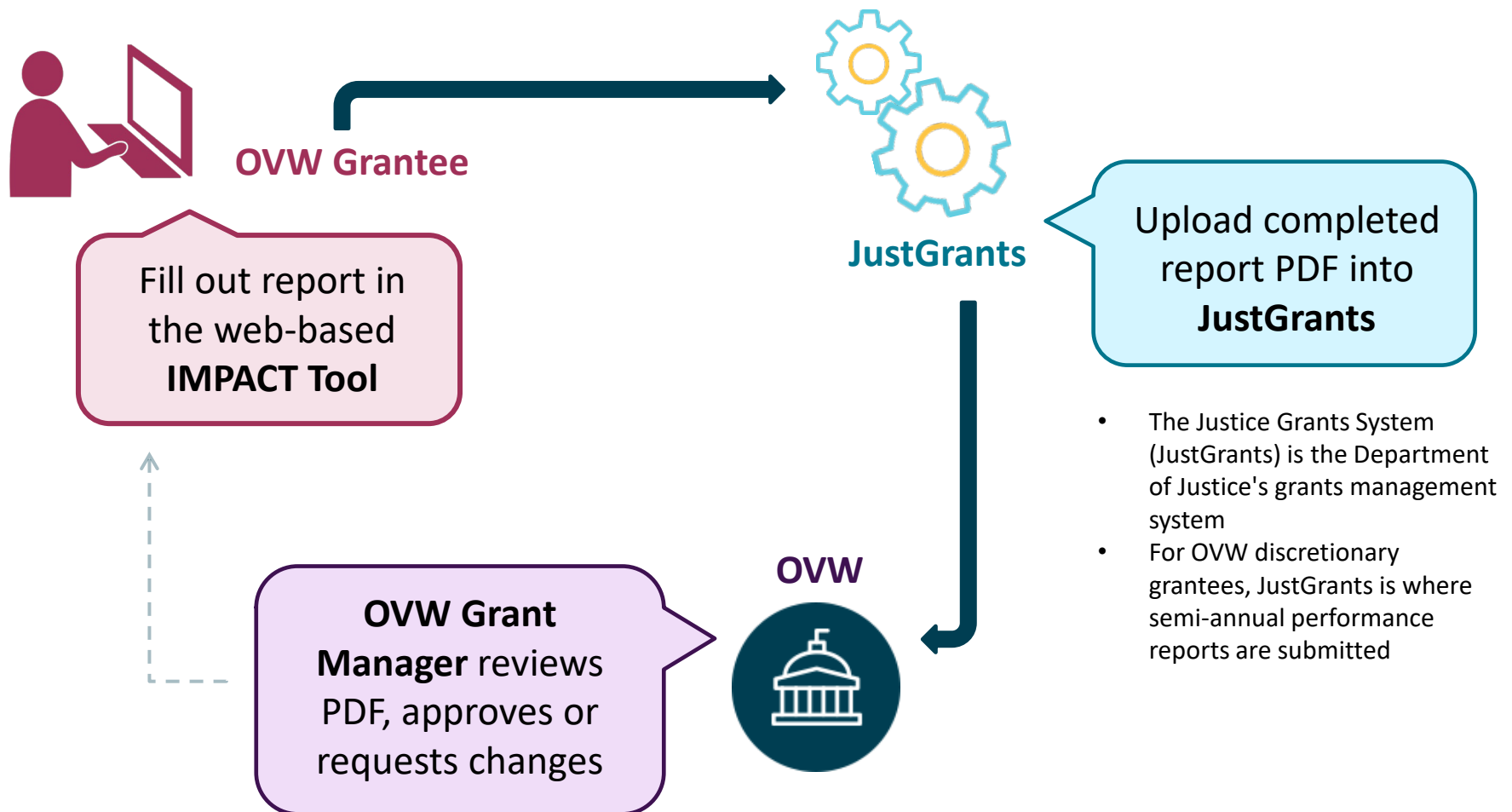
Our mission:

- Support OVW and grantees with performance 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 performance reporting process
- How to access, fill out, and complete a performance report in the IMPACT Tool
- Common IMPACT Tool Issues
- What is a change request?
- General tips for accurate performance reporting
- Where to go for support with your performance report

The Reporting Process

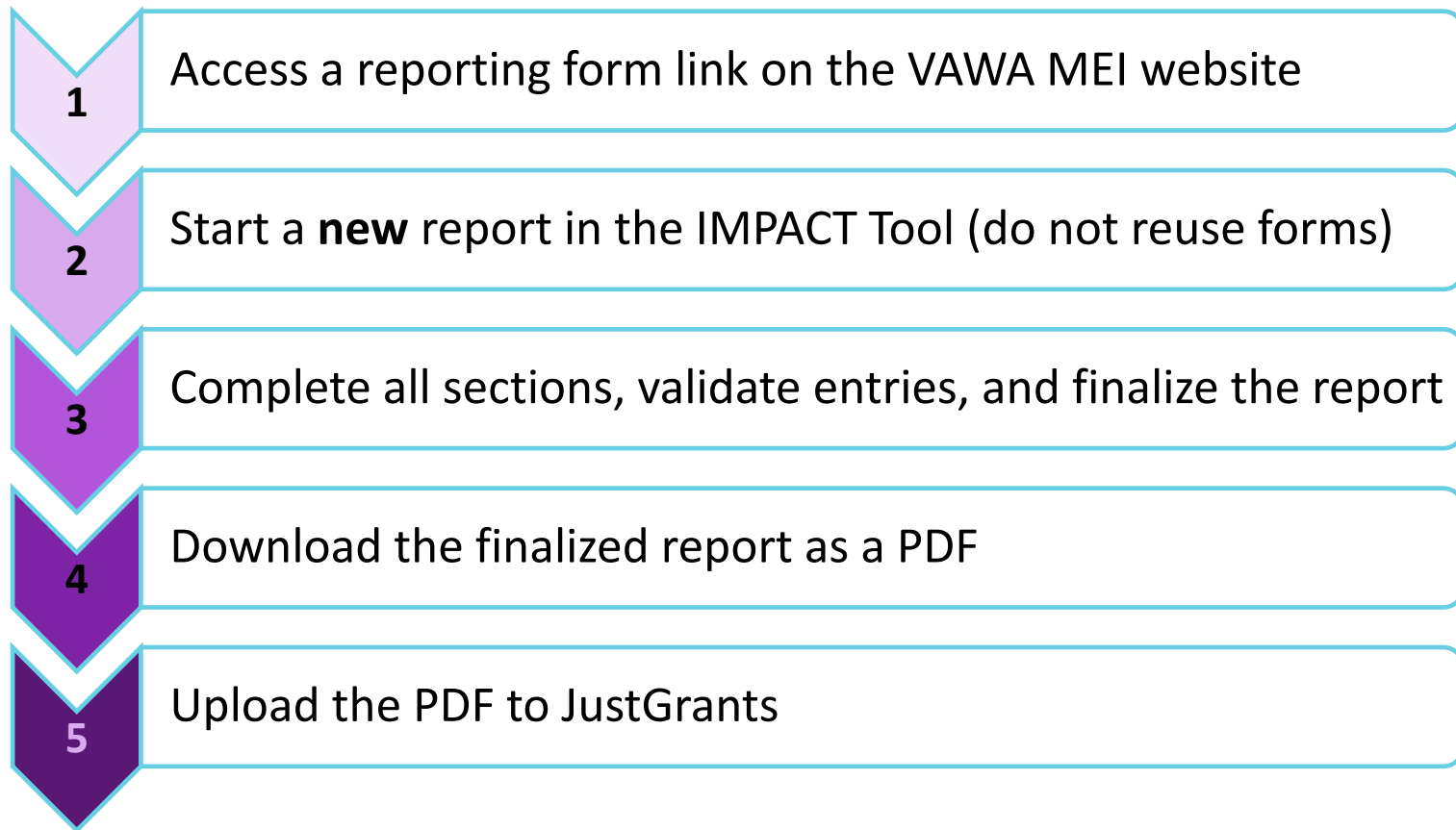


What is the IMPACT Tool?

- OVW's web-based reporting system
- Grantees prepare performance reports online using the IMPACT Tool
- The IMPACT Tool generates a PDF that grantees need to submit as an attachment in the JustGrants system

The January to June 2026 reporting deadline for performance reports is July 30th, 2026

Overview of IMPACT Reporting Process



How to Access a Performance Report



Access the URL for your form on the VAWA MEI website

Go to your program's grant page on the VAWA MEI website and click the link to open a **new reporting form** in the IMPACT Tool.



Start a blank performance report on the IMPACT Tool

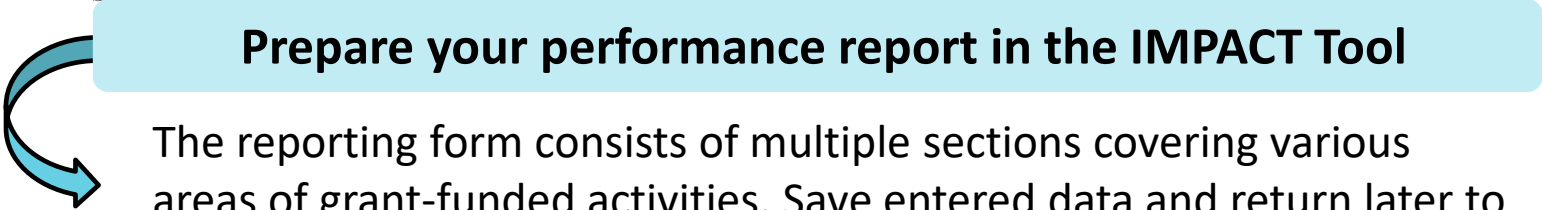
Once you complete the first page, the system will automatically generate a **unique URL** for that specific report. **Save this unique URL to return to your in-progress report any time.**



Share access to the reporting form with others

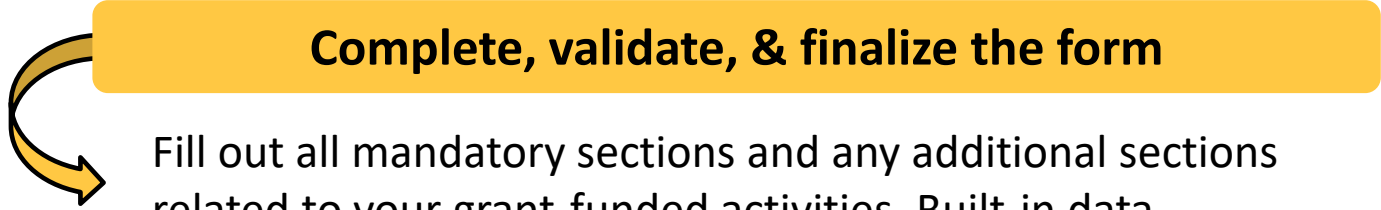
The unique URL may be shared with others in your organization so multiple people can work on the same report.

How to Fill Out a Performance Report



Prepare your performance report in the IMPACT Tool

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.



Complete, validate, & finalize the form

Fill out all mandatory sections and any additional sections related to your grant-funded activities. Built-in data validation notifications are present if there are issues with the entered data.



Download a PDF copy of the report

When completed, download a PDF of the report.

How to Submit a Performance Report



Submit PDF file into your JustGrants account



To submit the report, upload the PDF file as an attachment in JustGrants. The final PDF file for the January-June 2026 performance report must be submitted in JustGrants by 11:59 PM EST on July 30th, 2026.

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

Where Do I Find My Report Link?

- At the start of each reporting period, grantees will receive a reporting invitation via email for every active grant award requiring a performance report.
- Reporting form links are always available on your grant program page on the VAWA MEI website (vawamei.org)

Please **DO NOT** use a previous reporting period's IMPACT Tool link to begin a new report! Always use a new, blank form.

Responding to Change Requests

- A change request is a **program manager's formal notice to correct issues** in your performance report (e.g., missing data, inconsistencies, unallowable activities, formatting).
- You must **use your report's unique URL to return to the IMPACT Tool**, revise the report as requested, download a new copy, and resubmit it in JustGrants.



Reporting Resource Available

[Responding to Change Requests: A Guide to Editing Your OVW Performance Report](#)

www.vawamei.org

How Do I Get Back to My Report?

- Has my report been finalized? No...
 - Use the unique URL (link) that was emailed to you by the IMPACT Tool when you began your new report
- Has my report been finalized? Yes...
 - Use the unique URL (link) that was emailed to you by the IMPACT Tool when you began your new report or the link that was emailed notifying you the report was finalized (they are the same)
 - To get back into a finalized report you must hit the “View and Make Edits” button

Tribal Governments Performance Report

You have now successfully generated the PDF of your performance report.

Here's what to do next:

- To complete the performance reporting process, download a copy of the PDF.
- Keep a copy of this PDF for your records. The link to this PDF will expire in 30 days.

 Download Report

What to do if you get a change request from your Program Specialist

- If your Program Specialist requests that you make changes to your report, click the “View and Make Edits” button.
- Once you make a change, you will need to validate, review, and submit the report to your JustGrants account.

 View and Make Edits

I Cannot Find My Report!

- If you started or completed a report and can no longer find your link, use the **Find My Report** button to recover the unique URL
- **Find My Report** allows grantees to access in-progress reports, download PDFs of completed reports, and to view and make edits
- The **Find My Report** button is located on the front page of all IMPACT Tool forms just below the Start New Report button.

Start New Report

Already started a report and can't find your link?
Search for your report and get the link emailed to you by
entering the report's Point of Contact email below:

Report's Point of Contact Email:

vawamei@maine.edu

Find My Report

Common IMPACT Tool Issues

- IMPACT Site will not load
 - Clearing your browser's cache and cookies may help improve browser performance and fix website issues allowing the site to load
- Narrative responses will not save
 - The narrative response boxes have character limits—if you paste in text that exceeds the limit, it will not save
- PDF formatting
 - Carefully review your downloaded PDF report to ensure there are no formatting issues, such as missing pages or overset text
 - If you do come across a formatting issue, we recommend you go through the report finalizing process again and redownload your PDF
 - If the issue persists, contact VAWA MEI for assistance

Live IMPACT Tool Demo

Instructions	
General Info	✓
Staff	!
page 1	✓
page 2	!
page 3	
Training	!
Technical Assistance	✓
Products	✓
Narratives	✓
Validate and Complete	

Staff

Expiration Date: 09/30/2027

2. Staff

Report the total number of full-time equivalent (FTE) staff funded by the Coalitions Program grant during the current reporting period.

- Reporting 1.00 FTEs means a staff person worked full-time and was 100% funded by the grant for the entire reporting period. Typically, one FTE is equal to 1,040 hours (40 hours per week multiplied by 26 weeks).
- FTEs should be prorated to reflect when a staff person did not work full time and/or was not 100% funded by the Coalitions grant for the entire reporting period.
- If applicable, report staff by the function(s) they performed, not by title.
- Round and report FTEs to the second decimal place. For example, if you calculate an FTE to be 0.66667, then rounding to the second decimal would mean this FTE would be reported as 0.67 FTE.

Staff	FTE(s)
Total FTE	0
Total	0

This total must be greater than zero.

Save and Go To Previous Page

Save and Go To Next Page

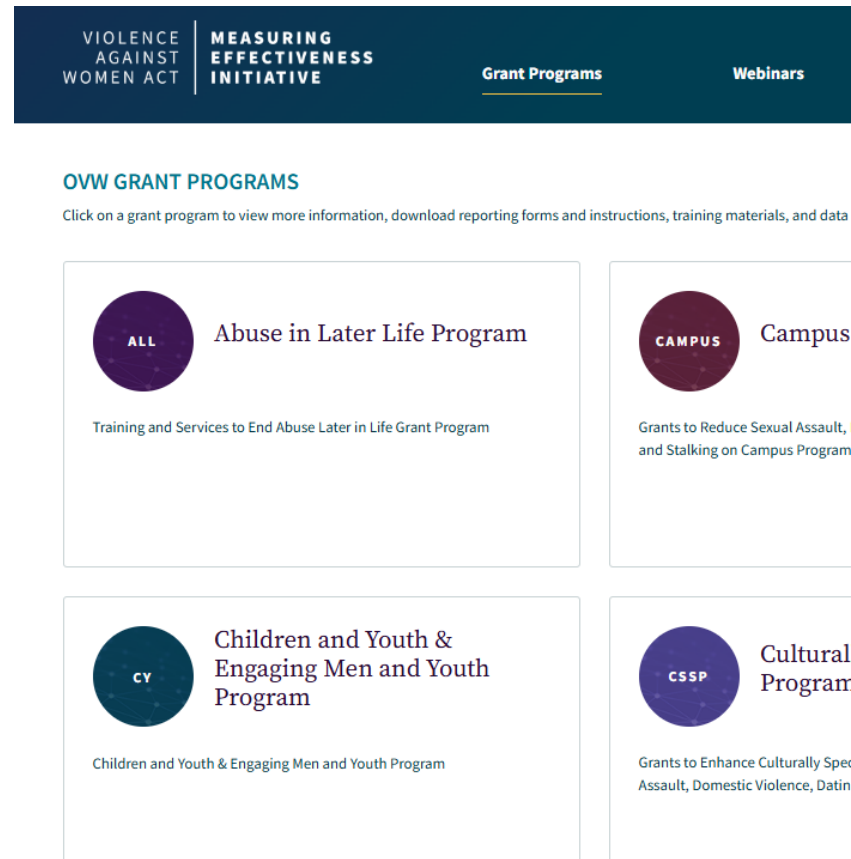
Save Progress and Continue Later

Last Saved: 6/24/2025 11:13 AM

Page 2 of 3 in this section.

Sample Forms & Instructions

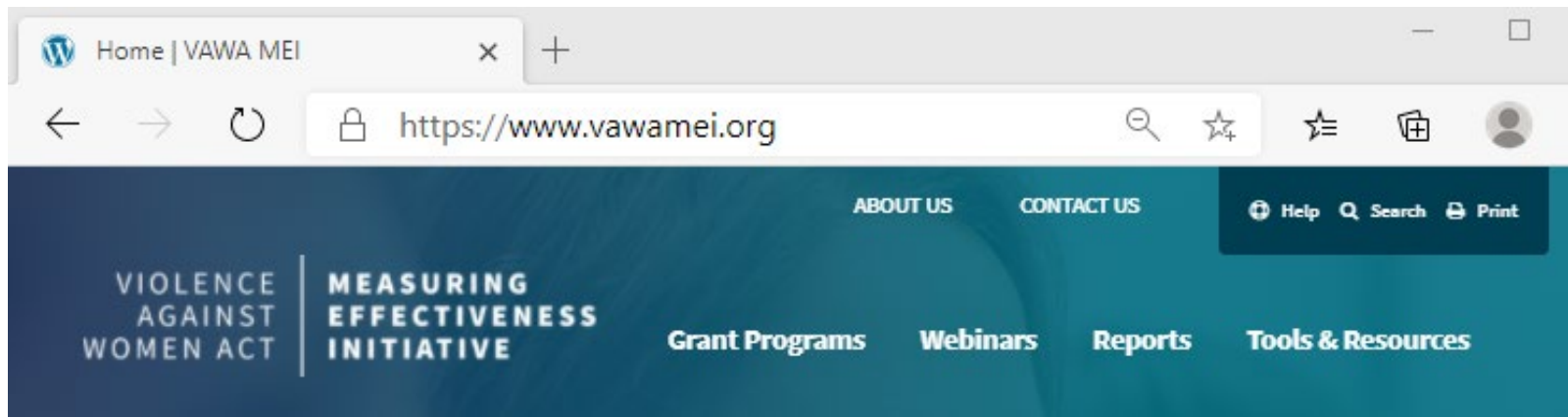
- Visit the VAWA MEI website: vawamei.org
- Locate your grant program page under “Grant Programs”
- Navigate to the menu for “Forms & Instructions”
- View a sample form and read through the program specific instructions



How to Prepare for Reporting

- Review the **sample forms** and **reporting instructions**, available on the VAWA MEI website
- Access **pre-recorded trainings** and **resources such as FAQs or “How to” guides**, available on the VAWA MEI website
- Attend weekly **Office Hours** sessions every Wednesday during the month of July 1-2pm EST
- **Contact VAWA MEI** with any questions about accessing or reporting in the IMPACT Tool!

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



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

- Sample reporting forms and instructions
- IMPACT Tool report links to begin filling out your form(s)
- FAQs and “How to” guides
- Staff FTE Calculator

Tips for Successful 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 to discuss successes and challenges
- Access resources and recordings, one-on-one technical assistance, and other tools through the VAWA MEI website

Budget Not Yet Approved?

- **Grantees are required** to submit a semi-annual performance report **every period, even if they have not begun using grant funds** by the end of the reporting period.



Reporting Resource Available

Performance Reporting When Your Budget Has Not Been Approved

www.vawamei.org

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

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

Please contact JustGrants directly!

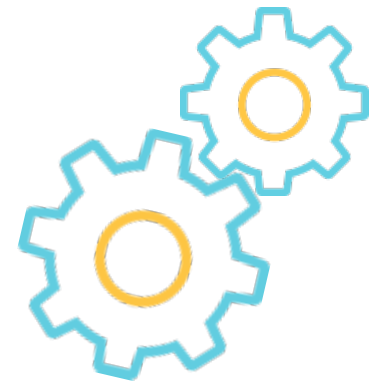
JustGrants OVW Support phone and email:

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/deliverables
- If you cannot submit your performance report on time

Please contact your OVW Grant Manager!



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/or logistical help using the IMPACT Tool to complete your performance report
- For questions on the content of the reporting form
- To request one-on-one technical assistance via email, phone, or Zoom



VAWA Measuring Effectiveness Initiative

1-800-922-VAWA (8292)

vawamei@maine.edu

www.vawamei.org

Questions?

VAWA Measuring Effectiveness Initiative

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vawamei@maine.edu

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Thank you!