Tribal Coalitions 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 Grants to Tribal Domestic Violence and Sexual Assault Tribal Coalitions Program (Tribal Coalitions 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 Tribal Coalitions 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 Tribal Coalitions Program grant-funded staff or if Tribal Coalitions 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.

If you have any questions about the performance report, 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

If you have questions about your grant, please contact your OVW program specialist at 1-202-307-6026 (TTY: 202-307-2277).

If you have questions about your JustGrants account, 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 (6-month)

Select either "January to June" or "July to December" based on the reporting period for which this report is being completed.

Current reporting period year (4-digit year)

Enter the year for the 6-month reporting period being covered.

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.

This number, also called your Award Number, can be found at the top of your JustGrants Funded Award Page. Please enter the grant number exactly as it appears, including dashes.

Examples: 15JOVW-12-GG-12345-PROG or 2000-XX-ZZ-1234

If you have multiple active OVW program grants, please enter the grant number associated with the Program grant you are reporting on in this form.

5. Type of performance report

Indicate if this is a regular performance report or the final performance report for the grant award being reported on.

6. Point of contact

Provide the name, agency name, city, state, zip code, 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.

7. Does this grant specifically address and focus on Tribal populations?

Indicate which Tribal populations are served under your grant. You should list only tribes that your grant focuses on or intends to focus on.

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

Check “yes” if the agency used Tribal Coalitions 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. Check “no” if the agency does not use Tribal Coalitions Program funds to provide services or products in languages other than English.

Staff

1. Were Tribal Coalitions 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 Tribal Coalitions Program funds were used to pay for staff salary/wages. Coalitions 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. Report all FTEs in decimals, not percentages. 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 Coalitions Program-funded staff. A 100% Coalitions 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 Coalitions Program funds should be prorated to reflect the portion directly supported with Coalitions Program funds.

What is 1.00 FTE at your agency?

If the Coalitions 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 Coalitions 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 Coalitions 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 Coalitions Program funds and a full-time bookkeeper whose salary is 25% funded with Coalitions 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 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.

3. Describe how staffing impacted your ability to implement your grant-funded activities during the current reporting period.

Use the space to discuss all the ways in which this question applies to your agency's program-funded activities. Staffing issues may include but are not limited to vacancies or unfilled positions, extended leaves or absences, high turnover or staff resignations, delays in recruitment and hiring, lack of trained or qualified staff, and reductions in staffing due to budget shortfalls that made it challenging to implement grant-funded activities. Conversely, staffing may have positively impacted your ability to serve more victims, expand outreach programs, or train more professionals.

Responses must be limited to 2,000 characters.

Training

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

If Tribal Coalitions Program funds were used for training during the current reporting period, check "yes."

DEFINITION: Training

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

Do not report on Community Education/Public Awareness activities (activities providing general information) in this section. Providing general information to community members, victims, parents, or the general public should be reported in the Community Education/Public Awareness Section.

Do not report trainings provided to Tribal Coalitions Program-funded staff in these questions. OVW considers this to be professional development.

Do not report any OVW trainings you attended as a participant in this section.

2. Were Tribal Coalitions Program funds used to support live training events during the current reporting period?

If Tribal Coalitions Program funds were used to support live training events during the current reporting period, select "yes."

3. Live training events

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

DEFINITION: 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.

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 Tribal Coalitions 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 Tribal Coalitions-funded staff for this section. OVW considers training of Tribal Coalitions-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 Tribal Coalitions 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 Tribal Coalitions -funded live training events in Training Question 2 and report the number of professionals who attended those events in Training Question 3.

4. 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 Tribal Coalitions Program funds during the current reporting period. Tribal Coalitions -funded staff who attended training events should not be counted as people trained.

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

Discuss the topics addressed in training events reported in Training Question 3. For example, this space could be used to describe the conferences that were reported in Training Question 3 and to discuss the types of presentations at the conferences.

Responses must be limited to 2,000 characters.

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

Check "yes" if Tribal Coalitions 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 Tribal Coalitions Program funds during current reporting period.

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

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

Responses must be limited to 2,000 characters.

9. Discuss the effectiveness of training activities funded or supported by your Tribal Coalition Program grant and provide any information you would like to share about your training activities beyond what you have provided in the data above.

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? For instance, has there been a reduction in dual arrest rates in the community following a training on identifying the predominant aggressor?
- What are some changes to coordinated community response activities that have been adopted in response to Tribal Coalitions -funded trainings?
- What are some challenges or barriers the grantee agency has experienced when providing training?

Responses must be limited to 2,000 characters.

Community Education/Public Awareness

1. Were Tribal Coalitions funds used for community education/public awareness activities during the current reporting period?

Check "yes" if Tribal Coalitions-funded staff engaged in community education or public awareness activities or if Tribal Coalitions funds directly supported community education or public awareness activities during the current reporting period.

DEFINITION: Education

Education means providing information to non-professionals (i.e., the general public) that will increase public awareness of sexual assault, domestic violence, dating violence, stalking, and/or any additional victimizations funded under the OVW grant.

DEFINITION: Non-professional audiences of educational events

Non-professional audiences of educational events might include: students other than pre-professional students, community members or members of the general public, parents, victims, etc.

Do not report on training activities (activities providing information on sexual assault, domestic violence, dating violence, and stalking that provides professionals with a tool, skill, or resource that better allows them to support victims) in this section.

Do not count psychoeducational services in this section. Psychoeducation refers to the education of a victim, family member, or offender about sexual assault, domestic violence, dating violence, and stalking issues as part of the victim's goals of intervention, treatment, and/or rehabilitation. Psychoeducation falls under the umbrella of direct services for victims and involves teaching the client about a problem, what to do about it, and how to recognize signs of the problem so that they can get help before the problem worsens or occurs again.

2. Live education events

Report the total number of live education events (including exhibits/tabling events) that were supported with Tribal Coalitions funds during the current reporting period. Include both virtual and in-person events.

DEFINITION: Education Event

An education event is defined by the intended audience, not how long the education event lasted. If the intended audience is different for each presentation, each presentation is considered a separate event. If the intended audience is the same across multiple presentations at a single event (such as a student fair), the presentations are considered one single event for one intended audience.

EXAMPLE 1: Multiple-day event for one audience

An educational presentation on sexual violence and dating violence was provided to one group of freshman college students over the course of two days. The students were meant to attend both days of the event, so the intended audience was the same for the two days. Report this as one live education event.

EXAMPLE 2: Multiple-day event for different audiences

Educational material was provided to different audiences over the course of a community fair, which lasted Monday through Friday. Tickets/admittance was daily. Each day the expected/intended audience was different. The material presented to each audience was the same material. Report this as five live education events.

EXAMPLE 3: Partially funded staff who presents educational material

A local agency has a full-time staff who presents educational material. Half of that staff's salary is paid for by the Tribal Coalitions, and half through other means. All educational presentations are conducted either in-person or through a live webinar, which means they are live events. Report half of the educational events that the staff member conducted as Tribal Coalitions-funded live education events.

3. Were Tribal Coalitions funds used to develop and post/share public service announcements (PSAs) or social media content during the current reporting period?

Check "yes" if Tribal Coalitions grant funds were used to develop and post/share public services announcements (PSAs) or social media content during the current reporting period. This activity would be considered supported with Tribal Coalitions funds if a Tribal Coalitions-funded staff member spent their Tribal Coalitions-funded time creating/writing/designing the content to be shared as a PSA or as a social media post.

4. Describe the content of the education and public awareness activities funded with your Tribal Coalitions funds during the current reporting period.

Provide details about the content that was developed and shared by Tribal Coalitions-funded staff. For example, this space could be used to discuss the topics and goals of the activities, as well as what the agency hoped audiences would learn from the content.

Responses must be limited to 2,000 characters.

Technical Assistance

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

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

DEFINITION: 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 or other types of consultations in the appropriate column for the type of organization receiving technical assistance. Report by each organization engaged, not by each individual.

DEFINITION: Technical Assistance activities

- **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.

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 Tribal Coalitions Program funds.

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

Responses must be limited to 2,000 characters.

Policies

1. Were Tribal Coalitions funds used to develop, substantially revise, or implement policies or protocols or to develop or promote State, local, or Tribal policies during the current reporting period?

If Tribal Coalitions funds were used to developed, substantially revise, and/or implement policies or protocols, or to develop or promoted State, local, or Tribal policies during the current reporting period, check "yes." This includes if Tribal Coalitions-funded staff worked directly on these activities.

2. Describe the protocols and/or policies developed, substantially revised, or implemented with Tribal Coalitions funds during the current reporting period.

Some examples of topics that could be addressed here include:

- What successes and challenges/barriers have the grantee experienced when developing, revising, or implementing policies/protocols?
- What systemic issues are being addressed with the newly developed, revised, or implemented policies/protocols?

Responses must be limited to 2,000 characters.

Products

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

Check "yes" if Tribal Coalitions-funded staff developed or revised products or if Tribal Coalitions funds directly supported the development or revision of products. If not, check "no."

DEFINITION: Develop, substantially revise, distribute

- **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 Tribal Coalitions 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).

Responses must be limited to 2,000 characters.

Narrative

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 VAWA 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 your Tribal Coalitions grant goals, objectives, and activities as of the end of the current reporting period.

This question is required.

Briefly report on the status of the goals and objectives as they were identified in your grant proposal or as they have been added or revised. 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. Please do not include personally identifying information.

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

EXAMPLE: Grant goals and objectives response

- **Status:** Delayed.
- **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

- **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.

Responses must be limited to 100 characters for "Status," 1,750 characters for "Objective," 1,750 characters for "Activity," and 500 characters for "Comments."

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. Please do not include personally identifying information.

Responses must be limited to 8,000 characters.

3. What has the Tribal Coalitions 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 Tribal Coalitions Program funding has enabled the grantee to do that could not be done before receiving the grant funding. Please do not include personally identifying information.

Responses must be limited to 8,000 characters.

4. As you finalize your OVW award, please describe any lessons learned regarding the most effective approaches in implementing your project.

This question is required if this is your final report.

Share examples from cases or measurable impacts on response indicators. Please do not include personally identifying information.

5. 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 Tribal Coalitions-funded program used or relationship building among community partners. Please do not include personally identifying information.

Responses must be limited to 8,000 characters.

EXAMPLE:

"Our Tribal Coalitions-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."

6. 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. Please do not include personally identifying information.

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 Tribal Coalitions-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 Tribal Coalitions 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.