

# Semi-Annual Progress Reporting: How to report your grant-funded activities

VIOLENCE  
AGAINST  
WOMEN ACT

**MEASURING  
EFFECTIVENESS  
INITIATIVE**

This project was supported by Grant No. 2017-TA-AX-K059 awarded by the Office on Violence Against Women, U.S. Department of Justice. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Justice, Office on Violence Against Women.

# Who we are

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VAWA | MEI



## Our Mission

- Support OVW in tracking and measuring the work of VAWA grantees
- Offer technical assistance to VAWA grantees

# Agenda

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- The importance of filling out progress reports
- Overview of the data reporting cycle
- Data highlights from the Underserved Program
- General tips for accurate data reporting
- Reporting staff FTEs
- Training vs. Education
- Victim Services
- Narrative

# The importance of progress reports

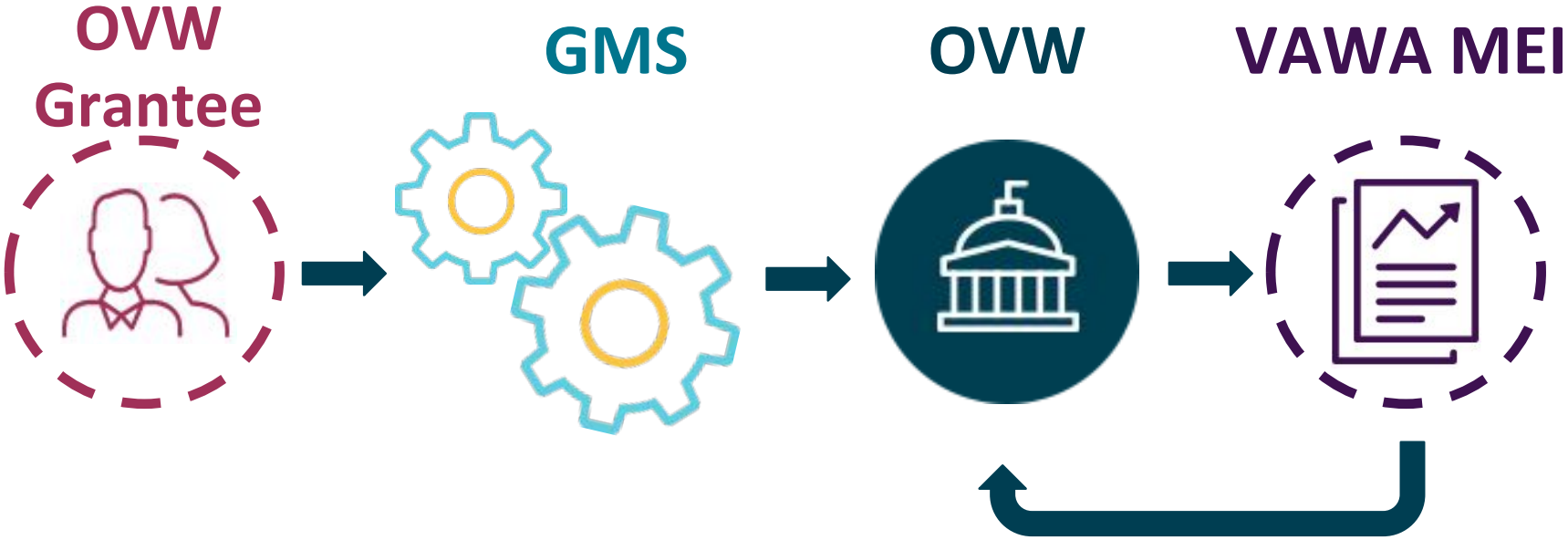
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- Your opportunity to communicate with the Office on Violence Against Women (OVW)
- Your data is how VAWA's effectiveness is measured and reported out to decision-makers

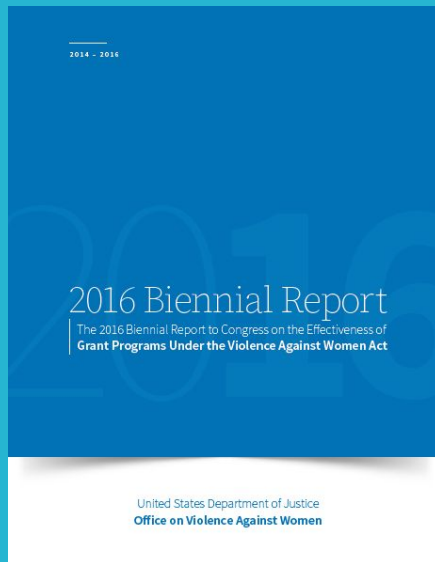
The Attorney General is mandated to report to the U.S. Congress on victims served, not served, and the effectiveness of OVW grant programs in the “Biennial Report to Congress.”

- Your data increases understanding of the scope of domestic and sexual violence – trends, promising practices, areas of need

# The Data Reporting Cycle



# Data Highlights from the Underserved Program



## Did you know...

- On average, between July 1, 2014 and June 30, 2015, **207** victims were served during each 6-month reporting period.
- Across the same reporting periods, **78%** of victims served identified as gay, lesbian, bisexual, transgender, or intersex.
- Underserved grantees trained **1,414** professionals through **45** training events between July 1, 2014 and June 30, 2015.

*2016 Biennial Report to Congress*

## Tips for successful data reporting

- Go to [vawamei.org](http://vawamei.org) to access...
  - Reporting instructions
  - FAQs
  - Sample progress report
  - Closed-captioned video about filling out each section of the progress report
  - Video on using the free Access Database
- Only report on Underserved Program **grant-funded** activities and staff
- Use optional information questions to discuss successes, provide more detail, or explain data issues
- Do not use acronyms or abbreviations or attach documents to report data
- Give us a call! Send us an email!

# Filing a blank report in a reporting period?

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## Things to Keep in Mind...

- Answer “mandatory” sections (in order to validate the form)
  - A1. Grant information
  - B. Purpose Areas
  - C3. Coordinated Community Response
  - E. Narrative
- Use the narrative to explain that the report is blank due to funds not being released or used



# Section A2. – Reporting Staff Information

## Things to Keep in Mind...

- Report staff funded under the Underserved grant for the 6-month period
- Put staff time into FTE terms; FTE = Full-time equivalent
- Include part-time staff, partially funded staff, temporary staff, overtime, contractors, and consultants
- Prorate staff FTEs
- Report by activity performed rather than by job title
- Divide staff into multiple functions if appropriate

# Section A2. – Calculating FTEs

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Calculations based on 26 weeks or 1,040 working hours in a six-month reporting period:

**1.0** = (40 hrs/week, 1,040 hrs/six months [40 hrs X 26 wks])

**.50** = (20 hrs/week, 520 hrs/six months)

**.40** = (16 hrs/week, 416 hrs/six months)

**.25** = (10 hrs/week, 260 hrs/six months)

**.10** = ( 4 hrs/week, 104 hrs/six months)

**FTE** = hours worked in the 6-month reporting period,  
divided by 1,040

## Section A2. Staff Q.12 – Example

Remember to pro-rate FTEs if not working for the whole 6 months.

Report by job *function*, not by job *title*. Distribute FTEs by what the staff did rather than what they are called.

- You are completing a Progress Report for the July to December 2018 reporting period
- A full-time victim advocate was hired, and started **September 1<sup>st</sup>**
- This person spent **half** of their time providing **victim advocacy**, and the other **half** of their time **coordinating** the program

## Section A2. Staff – Example (*continued*)

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- Because this person only worked 4 months out of the 6-month reporting period, you would pro-rate the FTE.
- 4 months divided by the possible 6 months in a reporting period:

$$4 \div 6 = 0.67 \text{ FTEs}$$

- Then you have to break out FTEs by function.

- The advocate spent half of their time providing advocacy and half of their time coordinating activities, so...
- We need to divide their time by job function rather than job title:

$$\text{Victim advocate} = 0.34$$

$$\text{Program coordinator} = 0.33$$

*(or vice versa if you prefer, as you can only report to the second decimal)*

# Section C1. Training vs. C2. Education

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## Section C1. Training captures...

Activities for **professionals** to improve their response to victims/survivors as it relates to their role in the system

\*Do not report training provided to Underserved grant-funded staff

## Section C2. Education captures...

Education activities designed to **disseminate general information** to the public such as community groups, students (unless they are pre-professional), parents, community businesses, etc.

# Training vs. Education Continued

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## Questions 15 and 19 capture...

the number of training **events** (Q.15) and education **events** (Q.19) provided

## Questions 16 and 20 capture...

the number of **people** trained (Q.16) and the number of **people** educated (Q.20) at these events

**A training or education event can be a 30 minute event or class, or a three-day conference – an event is determined by the audience.**

# Section D. Victim Services

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- Most of the data requested in the Victim Services section is congressionally mandated – Congress wants to know how many of the number of victims/survivors **seeking** services were served and how many **could not** be served.
- Provide information in this section that represents only those victims/survivors served and services provided with Underserved Program funding.

# Section D. Victim Services Continued

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## To count a victim/survivor:

- They must have requested or accepted a service(s)
- That service(s) must be Underserved grant-funded
- The victim/survivor must be a primary victim of domestic violence, dating violence, stalking, or sexual assault

## Important!

Victims reported as served, not served, or partially served are an **unduplicated** count and should be counted only **once in each reporting period** they receive grant-funded services



# Section D. Victim Services Continued

## Who is not counted at all:

- Victims/survivors seeking only services not funded with your Underserved Program grant
- Victims/survivors that did not accept any of the grant-funded services that were offered or recommended
- Victims/survivors who are not **primary** victims of domestic violence, dating violence, stalking, or sexual assault (secondary victims served are reported in Q.33 only)

# Section D: Victim Services – Q.32

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- **Served:** Received all requested services that are funded by the Underserved grant
- **Partially served:** Received some but not all requested services that are funded by the Underserved grant
- **Not served:** Received none of the requested services that are funded by the Underserved grant

## Section D. Scenario

- 50 survivors of varying victimizations have come to your agency
- You are grant-funded to provide only victim/survivor advocacy and counseling, although you provide other services that are funded with other sources as well
- Of the 50 survivors who came to your agency:
  - **30** requested advocacy only
  - **15** requested counseling only
  - **5** requested counseling and job training

## Section D. Scenario

- Of the 30 that requested advocacy only: 25 received advocacy but five did not because of your program's hours of operation.
- Of the 15 that requested counseling only: 13 received counseling and two did not because the counseling groups were full and they were put on a waiting list. They remained on the list when the reporting period closed.
- Of the five that requested counseling and job training:  
All five received counseling, but none were provided job training

## Section D. Example

For this example:

gf = grant-funded  
service

ngf =  
non-grant-funded  
service

**30 requested advocacy (gf)**



25 served



5 not served

**15 requested counseling (gf)**



13 served



2 not served

**5 requested counseling (gf) and job  
training (ngf)**



5 served

# Answers

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<b>Q.32 Categories</b>	<b>Enter total for each</b>
<b>A. Served</b>	43
<b>B. Partially Served</b>	0
<b>C. Not Served</b>	7

- Hours of operation**
- Program reached capacity**

# Section E: Narrative

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- **Questions 42 & 43** must be answered every period
- **Questions 44 & 45** must be answered annually on the January to June reporting form
- **Questions 46 & 47** are optional
  - Use the narrative to demonstrate change and impact of your organization's work in the underserved communities you serve
  - Offer examples and stories that show outcomes of your grant-funded work such as comprehensive victim services, language access, and collaboration

# Visit our new website!

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- Ask a question through our “Contact Us” form
- Watch a closed-captioned training video that covers the entire progress reporting form, or a video on using the Access Database to collect data
- Sign up for a webinar
- Access FAQs
- Read the Biennial Reports to Congress
- View Summary Data Reports (aggregated data by grant program in charts and tables)
- Download the reporting form and instructions



# Thank you!

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