

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

VIOLENCE
AGAINST
WOMEN ACT

MEASURING
EFFECTIVENESS
INITIATIVE

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Who we are

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VAWA | MEI



Our Mission

Support OVW in tracking and measuring the work of VAWA grantees

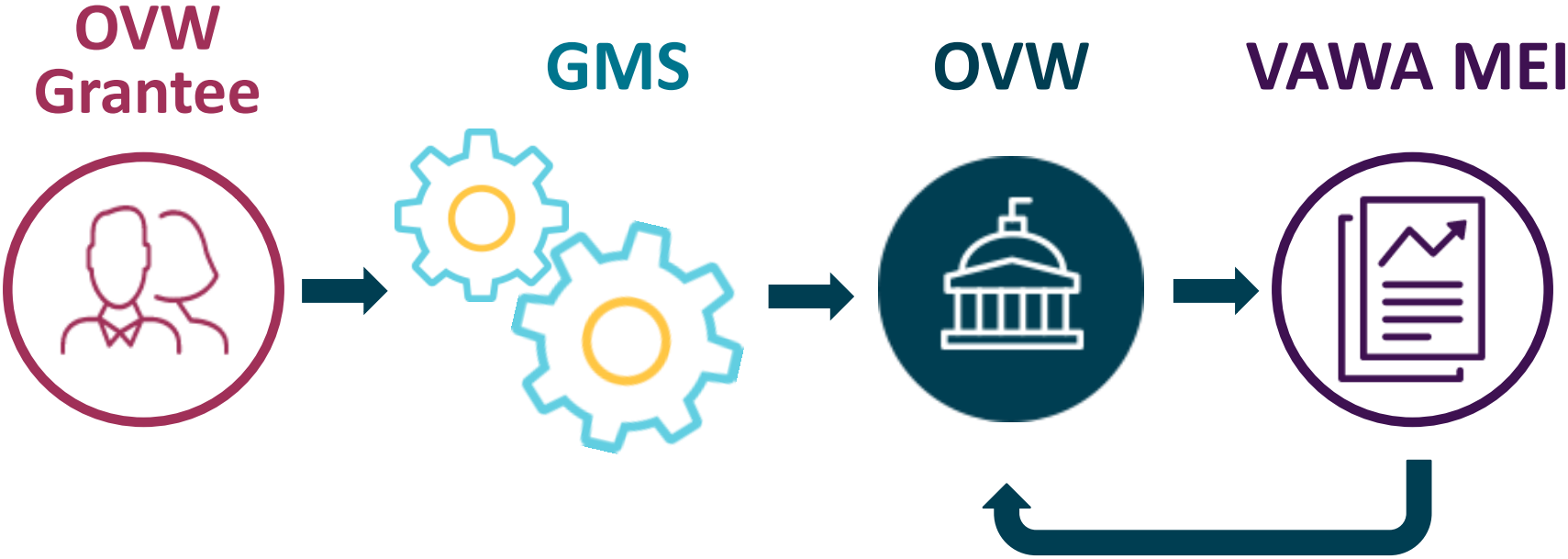
Provide technical assistance to VAWA grantees

Today's Objectives

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- Provide general tips for accurate data reporting
- Provide resources available for additional instruction
- Brief overview of how to report in certain sections

The Data Reporting Cycle



Importance of Progress Reporting

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- Your opportunity to communicate with OVW
- Measuring and reporting on VAWA's effectiveness
- Understanding the scope of domestic & sexual violence
 - trends, promising practices, areas of need, etc.

Tips for successful data reporting



Visit **vawamei.org** to access...

- Reporting instructions
- FAQs
- Sample progress report
- Closed-captioned video with step-by-step instructions on filling out each section of the progress report

Tips for Successful Data Reporting

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- Only report on ICJR program **grant-funded** activities
- Use narrative questions to discuss successes, provide more detail, or explain data issues
- Do not use acronyms or abbreviations
- Do not attach documents to report data

Submitting a blank report?

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- Answer mandatory sections (in order to validate the form)
 - A1. Grant information
 - B. Purpose Areas
 - C2. Coordinated Community Response
 - F. Community Measures
 - G. Narrative
- Use the narrative to explain that the report is blank due to funds not being released or used

Section A2. Staff Information

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- Report the total number of full-time equivalent (FTE) staff funded under the ICJR grant for the 6 month period
- Include part-time staff, partially funded staff, temporary staff, overtime, contractors, and consultants
- Report to the second decimal (i.e. 1.00 FTE)
- 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 hrs in a six-month reporting period:

1.00 = (40 hrs/week, 1,040 hrs/six months [40 hrs X 26 wks])

0.50 = (20 hrs/week, 520 hrs/six months)

0.40 = (16 hrs/week, 416 hrs/six months)

0.25 = (10 hrs/week, 260 hrs/six months)

0.10 = (4 hrs/week, 104 hrs/six months)

Section A2. Staff Q.10 – Example

Remember, 1,040 is the total possible working hours in a 6-month period.

If you know how many hours a staff person works a week, consistently, you can also divide that number by 40 to get the correct FTE.

- The ICJR grant supported 175 hours of overtime worked by law enforcement officers. This grant-funded work would be reported as...

$$175/1,040 = 0.17 \text{ Law Enforcement FTEs}$$

- A full-time Program Coordinator was funded by the ICJR grant for 20 hours a week. Their FTE would equal...

$$520/1,040 = 0.50 \text{ Program Coordinator FTEs}$$

OR

$$20/40 = 0.50 \text{ Program Coordinator FTEs}$$

FTE to Section

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Here are the FTEs we would expect to see if certain sections are completed:

- **D Victim Services, regardless of employer:** Attorney, Counselor, Legal Advocate, Paralegal, SANE/SAFE, Translator, Victim Advocate or Victim Assistant FTEs
- **E1 Law Enforcement:** Law Enforcement Officer or Investigator FTEs
- **E2 Prosecution:** Prosecutor FTEs
- **E4 Probation and Parole:** Probation officer/offender monitor FTEs

Section D. Victim Services

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- Complete this section if ICJR funds were used to support victim services during the current reporting period
- Provide information in this section that represents only those victims/survivors served and services provided with ICJR Program funding

Section D. Victim Services

- Most of the data requested in the Victim Services section is congressionally mandated
- Provide information in this section that represents only those victims/survivors served and services provided with ICJR Program funding

Section D. Victim Services

To count a victim/survivor:

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

Section D. Victim Services

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Question 27. Number of victims/survivors served, partially served, and victims/survivors seeking services who were not served

- **Served:** received all ICJR-funded services they requested
- **Partially Served:** received some, but not all, ICJR-funded services they requested
- **Not Served:** received none of the ICJR-funded services they requested

Section D. Victim Services

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Important!

Victims reported as served, partially served, or not served are an **unduplicated** count and should be counted only **once in Question 27** each reporting period they receive grant-funded services

Section D. Victim Services

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Question 28. Number of new victims/survivors served or partially served during the current reporting period

- Report all victims/survivors that you are serving for the first time using ICJR program funds during the current reporting period
- Do not report a victim/survivor in this question if they received grant-funded services in a previous period
- Report to the best of your ability

Section E: Criminal Justice System

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- Report agency-wide data in the law enforcement, prosecution, courts, and probation and parole sections
- Jurisdictional unit may be smaller than the entire city (e.g. the precinct)

Section E3. Prosecution

- Cases should be characterized by the highest charge
- In question 41, Disposition of cases, one case should have one disposition reported, if has been disposed of by the end of the reporting period

Section F – Why Narrative is Important

- Provides context for the numbers in the report
- Provides information on the impact your work has on the communities you serve
- May be used for responding to special requests
- Selected quotes are highlighted in the Attorney General's Report to Congress to help demonstrate the effectiveness of OVW programs

Data Reporting Request from OVW

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- OVW is looking to gather more information on what grantees find helpful or unhelpful in the training and technical assistance that is offered to them.
- OVW is encouraging grantees to use the additional information narrative question (question 68) to discuss the OVW-sponsored training and technical assistance they have received.

Visit our website!

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- Ask a question through our “Contact Us” form
- Watch a closed-captioned training video that covers the entire progress report
- Sign up for a webinar
- Access FAQs
- Download a sample reporting form and instructions
- Explore the Attorney General’s Report to Congress

Thank you!

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