



Grant Performance Reports

(OVAG/VCLG, and SAPCS-State)

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“Views expressed are those of the presenters, do not constitute legal advice, and are not official opinions of the Office of the Texas Attorney General.”



Changes to Grantee Contact Information

- ▶ Grantee shall submit notice to the OAG of any change in the following: Grantee's name; contact information; key personnel, officer, director or partner; organizational structure; legal standing; or authority to do business in Texas. Such notice shall be provided no less than ten (10) business days after the date of such change.

- ▶ Grant Staff Updates can be completed filling out and returning the Grantee Information Sheet

- ▶ Keep in mind in order to update the Authorized Official:
 - ▶ Send a letter on letterhead from the Board of Directors or previous Authorized Official appointing the new contact with detail information.



Performance Reporting – Purpose

- ▶ Standardize grant performance data
- ▶ Assess technical assistance needs
- ▶ Provide ongoing feedback
- ▶ Identify “best practices”
- ▶ Reflect grantee progress
- ▶ Justification for funds



OAG Staff Review of Performance Reports

- ▶ What are we looking for when reviewing Quarterly Performance Reports?
 - Completeness and accuracy
 - Achievement of established targets
 - Achievement of outcomes
 - Statistical anomalies
 - Program issues detailed in narrative
 - Program highlights



Reporting Due Dates

Each agency receiving OVAG/VCLG funds must report grant performance quarterly to the OAG. Reports must be submitted electronically no later than the 30th day after the end of each quarter.

- ▶ 1st Quarter: December 30, 20XX
- ▶ 2nd Quarter: March 30, 20XX
- ▶ 3rd Quarter: June 30, 20XX
- ▶ 4th Quarter: September 30, 20XX



Instructions for Initial Submission

When submitting quarterly reports to the OAG, it should be sent directly to the OAG-Grants email box to be logged in as received.

- ▶ Email the report to: oag-grants@oag.texas.gov

- ▶ When emailing the Performance Report list the grant funding source, grant number, agency's name and which quarter is being submitted in the subject line of the email:
 - OVAG # C-00XXX, Agency's Name 1st Quarter Performance Report



Instructions for Submission of Corrections

When submitting corrections of Quarterly Performance Reports please send to your Grant Manager directly. The corrections are not to be sent to the OAG-Inbox.

- ▶ When emailing the Performance Report list the grant funding source, grant number, agency's name which quarter and note stating corrections in the subject line of the email:
 - OVAG # C-00XXX, Agency's Name 1st Quarter Corrections



Performance Report Form Structure

- ▶ The Performance Report Excel documents have six colored tabs: OAG Required Training, one tab for each reporting quarter and a Year-To-Date total tab (1st, 2nd, 3rd, 4th, YTD).
- ▶ Data should only be entered in the tab which corresponds to the reporting month. All tabs have the months listed at the top of Sections 2, 3, and 4.
- ▶ *Data should not be entered in the Year-to-Date tab as that tab reflects the yearly totals of all quantitative data reported.*



What to Report?

- ▶ The Performance Report should reflect data for OAG grant funded activities only.
- ▶ **Do report:** All victim services and activities being provided by OAG grant funded staff during their time on the grant, regardless of whether you have provided a target for that activity.
- ▶ **Do not report:** The total new victims served by the agency in your calculations. Only report the victims served by the grant-funded staff.



Agency Information

- ▶ The following information was pre-filled and is protected by the OAG:
 - Grant number,
 - Grantee name,
 - Designated grant officials

- ▶ Grantees must fill in the “Person to Contact for Corrections” and the contact phone number and email address.



Updating Grant Officials and Contacts

- ▶ If grant officials changed during the course of the grant period, notify the OAG of change and include: name, position title, email address, mailing address, phone number, etc.

- ▶ To update Authorized Official (AO): the governing body must submit a notification on agency letterhead with original signature from the governing body. (i.e., President and/or board member, Commissioner's Court).
 - *Note: The newly designated AO cannot sign the letter making the designation.*

- ▶ Changes to the Grant Contact – the AO must submit a request via email to your Grant Manager.



OAG Training Requirement

- ▶ At least one grant funded person providing direct victim services will be required to complete OAG training on Crime Victims' Compensation Program and Address Confidentiality Program, as well as Cyber Security Training within first year of the grant execution date (*exception made for Crime Victims' Compensation Program and Address Confidentiality Program for Fiscal Years 2024/2025*).
- ▶ One grant-funded person providing direct victim services must always be current on the OAG training on the Crime Victims' Compensation Program and Address Confidentiality Program .
 - For example: If the grant-funded person who initially completed the training is no longer employed by the agency then another grant funded person providing direct victim services must complete the training.



OAG Training Requirement Continued

- ▶ Methods to meet these requirements are:
 - Crime Victims' Compensation Program and Address Confidentiality Program:
 - Attending the sessions at this conference.
 - Cyber Security Training:
 - viewing the training by the Texas Department of Information Resources at:
<https://www.youtube.com/watch?v=PDT8bWICmac&t=6s>



Direct Victim Services

- ▶ New Victims Served
 - Enter data for new victims served. New victims are those who received no prior services from a grant-funded staff person during the current Fiscal Year (FY) 2025 (September 2024-August 2025).
 - OVAG/VCLG: Includes victims (primary, secondary and tertiary) directly and indirectly impacted by the crime.
 - *NOTE: A person can only be counted once as a new victim per fiscal year.*

- ▶ Continuing Victims
 - Received at least one service from a grant-funded staff person for the month and who have also received at least one service from a grant-funded staff person in any previous month of FY 2025.

- ▶ Reporting in this Section
 - This section for ones that include targets would need to be at 25% in each quarter, if the percentage is less, then complete a detailed explanation to include supporting details in the Challenges Section.



Calculating New and Continuing Victims Served

- ▶ Calculating the number of New and Continuing Victims Served is completed by adding up the total number the grant funded staff served during the grant hours worked for the reporting period.
- ▶ Please view examples as shown on the following slides.



Victim Served Examples

▶ ***One Grant-Funded Staff:***

- An Advocate worked 80 hours funded by (Grant Program) in one month and served 15 New Victims during those hours.
- The Advocate would report 15 New Victims Served on the Performance Report that month.

▶ ***Multiple Grant-Funded Staff:***

- An Advocate worked 80 hours funded by (Grant Program) in one month and served 15 New Victims during those hours.
- A Counselor worked 40 hours in same month funded by (Grant Program) and served 5 New Victims during those hours.
- To calculate add both together to equal 20 New Victims.



Demographics of New Victims

- ▶ Demographics and Type of Victimization will be completed for New Victims only.
- ▶ When entering data in this section, note that the “Total” cells will turn red for “Demographics of New Victims” or “Type of Victimization of New Victims” if the totals are greater or less than the “New Victims Served” number.



Victim Services Provided

- ▶ The numbers reported represent the number instances services were provided to Total Victims Served (both New Victims Served and Continuing Victims) during grant funded hours in a month.
- ▶ Services provided by non-grant funded staff and services provided during non-grant funded hours **should not** be reported.
- ▶ Reporting in this Section
 - This section for ones that include targets would need to be at 25% in each quarter, if the percentage is less, then complete a detailed explanation to include supporting details in the Challenges Section.



Calculating Services Provided

▶ ***Victim Services Provided:***

- The numbers reported represent the number of instances services were provided to Total Victims Served (both New Victims Served and Continuing Victims) during grant funded hours in a month.
- Services provided by non-grant funded staff during non-grant funded hours should not be reported.
- Please view examples as shown on the following slide.



Calculating Services Examples

▶ ***One Grant-Funded Staff:***

- An Advocate funded by (Grant Program) grant provides Crisis Intervention 15 times to 5 victims during grant funded hours.
- A total of 15 should be reported in Crisis Intervention Services on the Performance Report for that month.

▶ ***Multiple Grant-Funded Staff:***

- An Advocate funded by (Grant Program) grant provided Crisis Intervention Services 15 times to 5 victims during grant funded hours in one month and a Counselor funded by (Grant Program) grant provided Crisis Intervention Services 20 times to 10 victims during grant funded hours in one month.
- A total of 35 instances (20+15) should be reported for Crisis Intervention Services on the Performance Report for that month.



Outreach, Victim Services Training, Asynchronous Programming, Social Media

- ▶ Outreach Training: Report the number of presentations conducted by grant funded staff.
- ▶ Victim Services Training: Report the total number of victim related training sessions held by grant funded staff during the month
- ▶ Asynchronous Programming: Captures the number of virtual outreach events, trainings and prevention sessions which include pre-recorded lectures and digital curriculum materials where participants respond through email, discussion boards, social networking, and collaborative documents at a time of their own choosing. Asynchronous education should be reported separate from live, virtual sessions.
- ▶ Social Media: This section captures the number of electronic communications through which users create online communities to share information, ideas, and content related to any of the services provided by the agency using OVAG funds (i.e., direct victim services, outreach or training).



Outreach, Victim Services Training, Asynchronous Programming, Social Media Continued

- ▶ Different ways to report estimated number of participants:
 - **Outreach, Victim Services Training:** Count number of chairs in room before presentation begins, ask friend to count number of empty chairs during middle of presentation.
 - **Attendees at Informational Booths:** Report the number of attendees at the booth, the report will automatically calculate 25% of the attendees.
 - **Asynchronous Programming:** Report the number of sessions and number of individuals who participated during the reporting period.
 - Organizations must have a control method of tracking participants. If requested by the OAG, organizations must be able to provide the type of control method they are using. *If this was a podcast or a virtual event **without** a control method for example only able to join by having a sign in sheet, then please remove from this section and reallocate to describe in the **Additional Grant Related Activities During the Reporting Period Section.***
 - **Social Media Postings:** Report the number of social media postings your organization conducted during the reporting period.

- ▶ Reporting in this Section
 - This section for ones that include targets would need to be at 25% in each quarter, if the percentage is less, then complete a detailed explanation to include supporting details in the Challenges Section.



SAPCS-State Education Reporting Only

- ▶ The following activities are allowed under SAPCS-State only:
- ▶ Prevention: Report the total number of educational seminars held by grant funded staff during the month. ***Do Not Include Activities Reported in SAPCS-Federal Reports.***
 - If Prevention activities were conducted with SAPCS-State funding, other than educational sessions, provide details of those activities in 3.3a of the Performance Report.
- ▶ Internal Training: This section captures the number of trainings conducted for staff and volunteers as required by minimum standards.



Outcomes

- ▶ All Grantees are required to measure outcomes
- ▶ Collecting information on outcomes involves asking victims, service providers or others to tell you what type and how much impact your program or services have made on victims and their families.
- ▶ In order to determine if your program is impacting individuals in a specific and positive way, you need to find a way to determine that a positive change is occurring for the individual in the area of services provided. You can identify change through observation of individual's behavior as well as by asking individuals if they feel different (i.e., more confident) or they believe they have changed (i.e., I know more now...).
- ▶ Outcome – specific changes in knowledge, attitudes, skills, behavioral intentions, behaviors, or other that are expected as a result of program activities.

Tip: This can change each quarter in order to match the services that were conducted. Collecting information on outcomes involves asking victims, service providers or others to tell you whether, what type and how much impact your program or services have made on victims and their families



Measuring Outcomes— How to Get Started

- ▶ Measurement instrument examples:
 - Survey
 - Self report
 - Alternate methods of collection, like observation, pre and post tests

- ▶ **Number of Instruments Given to Individuals** – If applicable; report the number of instruments given to individuals, i.e., survey. If a method other than survey was used to measure outcomes and the data cannot be reported in “instruments given”, such as observation, estimate the number of people observed.

- ▶ **Number of Instruments Completed by Individuals** – Report the number of instruments completed by individuals. If there was not an instrument given to individuals, for example, you should report the number of individuals that were measured through other methods, such as observation or self reporting.

- ▶ **Individuals Reporting the Desired Outcome** – Report the number of individuals who reported the desired outcome from the number of individuals that were measured.

- ▶ **Outcome Narrative-** Provide a detailed description of the systems, including tools and/or processes, written policies and procedures, databases, tracking forms or quality control testing used to track and measure the outcome being reported.



Project Goals and Financial Expenditures for the Quarter

- ▶ Project Goals-Information will have been pre-filled by the OAG based on information submitted in the Project Goal portion of your application.
 - This will not need to be updated for each quarter

- ▶ **State how your financial expenditures for the quarter relate to the accomplishment of the Grant Project Goal(s)-** Explain how your use of Grant funds for the quarter pertain to the performance accomplishments of the state award.
 - All Grantees are required to complete this section each quarter



Additional Grant-Related Activities (OVAG/VCLG Only)

- ▶ Grantees report meetings (internal agency or with community representatives)
- ▶ Community collaborations on victim service-related projects
- ▶ Other activities that support the OVAG/VCLG project

Tip: Make sure information written in narratives can be seen in the space provided when the document is printed. Recommend printing document prior to submitting to the OAG to determine if the text fits in the space provided.



Grant Successes

- ▶ You can use this section to describe any successes you had with regard to meeting your goals, objectives, and targets.
- ▶ Provide further details on activities related to the grant.
- ▶ Also, you can include ways in which the grant funded program is making a difference in the community (i.e., changes in policies, protocols, cooperation and/or awareness).
- ▶ Feel free to email copies of any news stories about your program that you would like to share with the OAG. (Be sure to include your contract number on any documents sent.)



Challenges Encountered During Reporting Period

- ▶ Use this section to explain any issues that made it difficult or challenging for your organization to meet goals, objectives, and targets.
 - May include difficulties in hiring staff, extended leave, staff turnover, natural disasters, difficulty in scheduling trainings.

- ▶ Also included any actions taken to overcome these challenges.

Tip: If the report reflects little or no activity for goals/targets, then provide detailed justification in this section.



Changes in Key Personnel

- ▶ Describe any changes in key personnel that may have occurred during the reporting period.
- ▶ Grantees must also notify their Grant Manager within 10 business days of any changes in key personnel. (Section 4.1.3 OAG Grantee Contract).
- ▶ If changes in Key Personnel impact grant officials, notify your Grant Manager of new grant official designations as approved by your governing body and/or Authorized Official.



Positions Left Vacant for More Than Three Months

- ▶ If applicable, explain any grant-funded positions left vacant for more than three months.
- ▶ Provide as much detail to describe what is being done to fill the position. Contact your Grant Manager once every 30 days to provide an update status on the progress of filling any vacancies.
- ▶ If changes impact the budget, notify your grant manager prior to making changes to the budget for approvals.



Data Verification

- ▶ The Grant Contact or Authorized Official must review and approve the accuracy of the data in the Performance Report before submitting it to the OAG.
- ▶ One of these two individuals must type his or her initials and the date the report to verify was reviewed as completed.
- ▶ Please keep in mind we will need all Performance Reports sent back in Excel format in order to track as received.
- ▶ All Performance Reports must be submitted to:
 - oag-grants@oag.texas.gov



Reporting Requirements for Non-Expenditures

- ▶ In the event a month or quarter does not have grant expenditures/activity, grantees must not report activities for that month/quarter.
- ▶ Instead, grantees should enter details into the challenges section.
- ▶ Example – grantee expended the remainder of their grant funding in June, resulting in \$0 invoices for July and August. Activities should be reported for June, but none should be reported for July and August. The position(s) may still be providing services in July and August, but since all OAG grant funding was expended in June, July and August activities cannot be counted as OAG grant services.



Contact Information

If you need any further information, contact your Grant Manager:

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If you are currently in-between grant managers, please contact OAG-Grants@oag.Texas.gov