Massachusetts Office For Victim Assistance
MOVA
Victim & Witness Assistance Board

# MOVA's Subgrant Award Report: Victimization Type Calculation Guide

Before grantees begin reporting quarterly OMT data for a new grant cycle, a Subgrant Award Report (SAR) must be completed. The SAR provides MOVA with information about the grantee's organization, service capacity, and service types.

The SAR will be available to grantees via eGrants shortly after the beginning of an award period and is completed once per award period. You will receive communication when the SAR is open. One SAR will be completed for each MOVA-administered award. Grantees that have more than one MOVA-administered award must complete a SAR for each award. Grantees will be required to complete and submit the SAR to MOVA by the specified deadline. MOVA will utilize the submitted SARs for state and federal reporting purposes.

**Victimization Types Served**

The Victimization Type Calculation Guide is utilized to generate estimates of how much MOVA-administrated funding is dedicated to different types of victimizations and understand how MOVA-administered funding contributes to grantee's overall funding for victim services.

Grantees are asked to select which victimization types they are providing services for under the MOVA-administered award, and the estimated percentage of services dedicated to those victimization types. The total should be equal to 100% as MOVA-funded services can only be used to provide services for the specified victimization types in Part 1.

MOVA has outlined three methodologies that can be used to calculate the percentages for victimization types served. While grantees are not required to use one of these three methodologies, rationale used to calculate victimization type percentages should be recorded and saved within grant files for any future grant related inquiries.

| Method 1 - FTEs | Method 2 - Staff Hours | Method 3 - Historical Data |
|---|---|---|
| • Calculate victimization types served based on MOVA-funded FTEs who work with participants who have experienced each vicimtization type, estimating the breakdown of their time across the different victimization types | • Calculate victimization types served based on the number of MOVA-funded hours staff work with participants who have experienced each vicimtization type | • Caclulate victimization types served by using past OMT data or other historical data<br>• Data can be exported from eGrants or calculated using the organization's internal records |

## Method 1 – Using Funded FTEs

This method calculates percentages based on the number of Full-Time Equivalent (FTEs) staff members supporting services directed towards each type of victimization reported in the SAR. The total FTEs across victimization types should equal the total number of MOVA-funded FTEs for your organization.

Do not double count staff in different categories – estimate the breakdown of their time across the different victimization types. For example, if a staff person provides both sexual assault and domestic violence services, they may be counted as 0.5 FTE for sexual assault and 0.5 FTE for domestic violence. Or, if they spend more of their time providing domestic violence services, it may be 0.3 FTE for sexual assault and 0.7 FTE for domestic violence.

If you have 4 FTEs and 3 main service area focuses within your program scope, the breakout might look something like the example below. A blank version of this chart is available in the appendix.

| FTE Name | FTE: Domestic Violence | FTE: Sexual Assault | FTE: Child Sexual Assault |
|---|---|---|---|
| R. Cooper | .5 | .5 | |
| D. Wells | | .3 | .7 |
| M. Brown | .3 | .4 | .3 |
| P. Cornell | 1 | | |
| **Total FTEs** | **1.8** | **1.2** | **1** |

Looking at the 4 FTEs that are MOVA-funded, we can see that 1.8 are dedicated to domestic violence services. To find the percentage reportable on the SAR, you will divide the number of FTEs dedicated to each victimization type by the total MOVA-funded FTEs on your budget:

| Victimization Type | Calculation | Data reported on SAR |
|---|---|---|
| Domestic Violence | 1.8 ÷ 4 = .45 | 45% of FTEs are dedicated to domestic violence services |
| | .45 x 100 = 45% | |
| Sexual Assault | 1.2 ÷ 4 = .3 | 30% of FTEs are dedicated to sexual assault services |
| | .3 x 100 = 30% | |
| Child Sexual Assault | 1 ÷ 4 = .25 | 25% of FTEs are dedicated to child sexual assault services |
| | .25 x 100 = 25% | |

## Method 2 – Using Funded Staff Hours

In this method percentages of victimization types served are calculated based on the amount of time staff spend providing services dedicated to each of the victimization types.

First, calculate the total number of staff hours funded by MOVA-administered grants – you will report this information in section 6 as well.

Then for each MOVA-funded employee, calculate the number of funded hours staff spend supporting services for each victimization type. This should include time spent on outreach, administration, as well as direct services.

If administrative hours are included in your budget and they are spent equally supporting services dedicated to each victimization type, they do not need to be included in your percentage calculations. If, for example, an administrative position is dedicated to support services of a specific victimization type, then they should be included in your calculations.

In cases where a staff member supports services dedicated to multiple victimization types, split the total time across the different victimization types. For example, if staff spend 2 hours providing services for a dual sexual assault/domestic violence program, then 1 hour should be counted towards sexual assault and 1 hour should be counted towards domestic violence. A blank version of this chart is available in the appendix.

| Employee Name | Hours: Survivors of Homicide | Hours: Elder Abuse | Hours: Hate Crime |
|---|---|---|---|
| R. Cooper | 10 | 5 | 5 |
| D. Wells | 25 | 5 | |
| M. Brown | 4 | | 4 |
| P. Cornell | 2 | 2 | 19 |
| **Total Hours per week** | **41** | **12** | **28** |
| **Total Hours per year** (x 52 – this should align with *weeks on project* within your budget*) | **2,132** | **624** | **1,456** |

*If all employees are not on the budget for the same number of weeks, multiply each cell separately before adding

The total hours that are funded by the MOVA-administered grant is equal to **4,212**. You can use the breakout above to calculate what percentage of time is allocated to each victimization type.

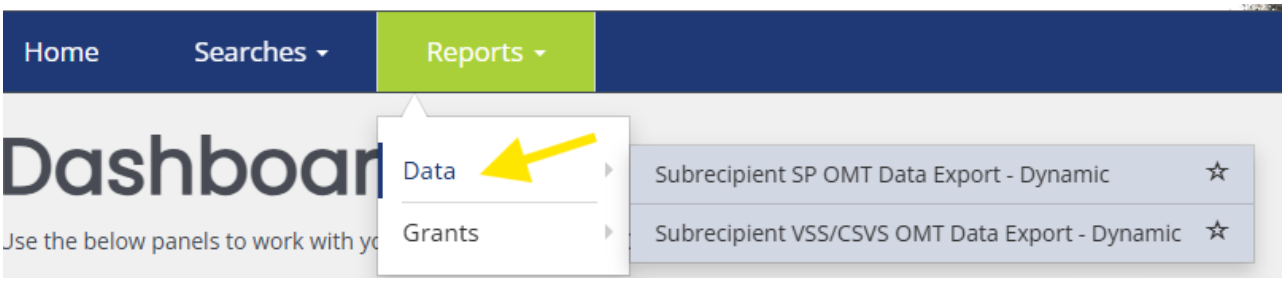
| Victimization Type | Calculation | Data reported on SAR |
|---|---|---|
| Survivors of Homicide | 2,132 ÷ 4,212 = .51 | 51% of hours are dedicated to survivors of homicide services |
| | .51 x 100 = 51% | |
| Elder Abuse | 624 ÷ 4,212 = .15 | 15% of hours are dedicated to elder abuse services |
| | .15 x 100 = 15% | |
| Hate Crime | 1,456 ÷ 4,212 = .34 | 34% of hours are dedicated to hate crime services |
| | .34 x 100 = 34% | |

## Method 3 – Using Historical Data

This method utilizes historical data records to create an estimated percentage of the victimization types grantees will likely serve in the new fiscal year. Grantees can use their own data records to calculate these or export data from eGrants (if appliable). If utilizing data reported for a past grant, ensure your MOVA-funded grant is funding the same activities and staffing under the new award.

### Exporting Data from eGrants

If you have historical data stored in eGrants, you can export it by navigating to Reports on your menu bar > Data > then select either VSS/CSVS or SP depending on your grant type.




Once arriving at the search page, enter the year you wish to export under **Application Year** and select **Types of Victimization** from the **Data to be Displayed** drop down menu. Once you have entered your search terms, click Search.

You will now see the victimization types reported for each reporting period as well as a Sum row at the bottom. You may find it easier to look at the data and perform calculations in Excel. In this case, select Export to Excel in the top left-hand corner of the data chart.

If you are having trouble exporting your data from eGrants, the data team is available to assist you. Please email us at MOVAStats@mass.gov.

### Calculating Percentages Based on Historical Data

To calculate the percentages that should be reported based on historical data, first consider the populations being served on the MOVA-funded grant. For example, if you

served victims of homicide previously but will not be serving that population with your MOVA-funded grant, remove that data from your records before you begin calculating.

Next, add together all previously reported victimizations. It is okay if an induvial is being counted more than once due to reporting multiple victimization types.

Once you have your total, divide the number of times each victimization type appears in your data by the total victimization types. Then you will multiply that by 100 to get the reported percentage.

Using sample data, if we had 2149 victimizations reported and 991 were Adult Physical Assault we would divide 991 by 2149, then multiply by 100 to get the percentage we report on the SAR.

| | |
|---|---|
| 991 ÷ 2149 = .46<br>.46 x 100 = 46% | 46% of victimization types reported were Adult Physical Assault |

Repeat the process for each victimization that was reported on in your historical data.

In cases where the percentage is very low (under 10%), you will need to decide whether it is reflective of a key aspect of your grant award. If it is, you should report it. If not, you can choose not to report it. Since the percentages reported must total 100%, you will likely need to add that percentage to a different victimization type that is more reflective of the key services provided under your funded award. Keep in mind that you are *estimating* what victimization types will be served in the coming award period.

This method is meant to guide you on selecting the correct victimization types served based on your past awards or services. Reported percentages do not need to exactly reflect the previous year, especially if there were any changes in staffing or programming.

## Resources & Technical Assistance

For victimization type definitions and examples, see MOVA's Data and Performance Reporting Guide on our website.

For further technical assistance or help preforming any of the calculation above, please reach out to the data team at MOVAStats@mass.gov.

## Appendix

### Method 1 – FTE Blank Chart

Enter the employee names in the first column. In the column titles, enter the victimization types that you will be reporting on your SAR. For each employee enter how much of their position is dedicated to each victimization type. If it is the fulltime position, enter 1. If their time is split, estimate the time spent supporting services dedicated to each victimization type and enter portions such as .5 or .3. For an example and further directions, see Method 1.

| Employee Name | FTE: | FTE: | FTE: | FTE: | FTE: |
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| **Total FTEs** | | | | | |

### Method 2 – Staff Hours Blank Chart

Enter the employee names in the first column. In the column titles, enter the victimization types that you will be reporting on your SAR. For each employee enter how many hours per week they spend dedicated to services for each victimization type, including direct services and administration. Multiply the hours per week by how many weeks on the project each employee has outlined within your budget, this could be different for each employee. For an example and further directions, see Method 2.

| Employee Name | Hours: | Hours: | Hours: | Hours: | Hours: |
|---|---|---|---|---|---|
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| **Total Hours per week** | | | | | |
| **Total Hours per year** | | | | | |

### Method 3 – Using Historical Data

Enter your data in this chart to organize your historical records. In column A, enter the victimization type you are measuring; in column B, enter the number of occurrences in your historical data for that victimization; in column C, enter the total victimization types you have, this will be the same for all calculations. Column D and E provide space for your calculations, follow the instructions on each column header to calculate your percentages.

| A<br>Victimization Type | B<br># of Occurrences in Data | C<br>Total Victimization Types | D<br>Column B divided by column C | E<br>Column D x 100 |
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