

FY 2018
Performance Report Instructions
for
Planning Grant to a State Domestic Violence Coalition

I. General Instructions

II. How to Report

Section 1: Agency Information

Section 2: Program Narrative

Section 3: Grant Narratives

Section 3.1: Successes During the Reporting Period

Section 3.2: Challenges During the Reporting Period

Section 3.3: Changes in Key Personnel

Section 3.4: Positions Left Vacant

Section 4. Data Verification

I. General Instructions

The Performance Report Form is to be used to report only the activities funded by the Domestic Violence High Risk Teams Grant Program. Do not send information based on your agency as a whole.

Instructions for submission:

- Use the performance report you received from your grant manager to record grant period activities and submit to the OAG mailbox. Do not copy or make changes to the performance report as this may change formulas and/or formatting in the document. *If you receive a revised performance at any time during the grant year from your grant manager, remember to use the revised report to gather and submit quarterly activities for the remainder of the grant year.* If you have any questions, contact your grant manger.
- The performance report must be submitted electronically no later than the 30th day of the month following the end of the grant period (Section 4.2.1 OAG Domestic Violence High Risk Teams Grant Program Contract). For FY 2018, the statistical reports are due:
 - 1st Quarter-December 30, 2017
 - 2nd Quarter – March 30, 2018
 - 3rd Quarter – June 30, 2018
 - 4th Quarter – September 30, 2018
- The following must appear in the subject line of the email: your grant type (Domestic Violence High Risk Teams Grant Program), your grant number and the reporting period (example subject line: “Domestic Violence High Risk Teams Grant Program #1880000, 1st Quarter Performance Report”).
- Email the report to OAG-Grants@OAG.texas.gov
- Questions regarding the contract and the performance report should be directed to your grant manager.

II. How to Report

The Performance Report is a reflection of your progress toward accomplishing the work proposed in your grant application. **Note** – if Domestic Violence High Risk Teams Grant Program -funded staff are performing a significant amount of work outside the scope of what was proposed in your grant application, contact your grant manager to discuss how to realign the work with the scope of what was approved and funded by the OAG.

The Performance Report should reflect data for Domestic Violence High Risk Teams Grant Program funded activities only.

Section 1. Agency Information

This section reflects information submitted on your application and has been pre-filled by the OAG. To update the Authorized Official information – the Governing Body must submit a request on letterhead with an original signature. Changes to the Grant Contact must be made by the Authorized Official – this change can be via email, fax, or on letterhead. For all other changes submit a request via email to your grant manager. *Please note that the person listed as “Person to Contact for Corrections” can be the same person listed as the Grant Contact, or can be a different person, but should reflect the person who actually works on the Performance Reports, and will receive and send the Performance Report revisions. The cell is open for you to enter the correct or updated information, including this person’s current Phone and Email information.*

Section 2. Program Narrative

Provide a narrative of how the grant funds were utilized during the reporting period.

Section 3. Grant Narratives

3.1 Successes during the Reporting Period

Use this section to describe any successes you had with regard to meeting your goals, objectives, and targets.

3.2 Challenges during the Reporting Period

Use this section to explain any issues that made it difficult or challenging for you to meet your goals, objectives, and targets. This might include difficulties in hiring staff, purchasing equipment, etc. Also include any actions you took (or anticipate taking) to overcome these challenges.

3.3 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 ten business days of any change in key personnel (Section 4.1.3 OAG Domestic Violence High Risk Teams Grant Program; Planning Grant to a State Domestic Violence Coalition Program Contract).

3.4 Positions Left Vacant

If applicable, explain any grant-funded positions left vacant for more than three months, and what is being done to fill the position.

Section 4. 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 her or his initials and the date the report was reviewed to indicate the appropriate review was completed.