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| Prevention Grant Reporting Guidance*This guide is designed to assist CDVSA-funded prevention programs in completing their required progress reports.* |
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| **Last Updated: October 2025**Prepared by: Alaska’s Council on Domestic Violence & Sexual Assault in partnership with Strategic Prevention Solutions |
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## Prevention Grant Reporting Overview

This resource provides grantees with step-by-step instructions to ensure that progress reports meet all requirements and effectively demonstrate the impact and outcomes of programming. By following these guidelines, communities can streamline their reporting process, maintain their funding eligibility, and contribute to the statewide picture of prevention in Alaska.

**Financial reports**

Due every month on the 30th in GrantVantage.

**Programmatic reports**

Due in January & July – submitted online through Alchemer

Grantees are required to submit programmatic reports twice per year on a semi-annual basis. This reporting schedule allows for more timely communication and regular monitoring of grant processes. Each report covers a six-month period. Reports are due 30-31 days (see calendar below) after the end of each reporting period.

|  |  |
| --- | --- |
| Reporting Period | Due Date |
| July 1, 2025 – December 31, 2025 | **January 30, 2026** |
| January 1, 2026 – June 30, 2026  | **July 30, 2026** |
| July 1, 2026 – December 31, 2026 | **January 30, 2027**  |
| January 1, 2027 – June 30, 2027 | **July 30, 2027** |
| July 1, 2027 – December 31, 2027 | **January 30, 2028** |
| January 1, 2028 – June 30, 2028 | **July 30, 2028** |

**Summative Evaluation Report**

Dueat the end of the funding cycle (July 30, 2028)

At the end of the funding period, in addition to completing the semi-annual programmatic reports, grantees will also submit an evaluation report covering the whole grant cycle (SFY2026-2028). The summative evaluation provides a comprehensive overview of the work, outcomes, and effectiveness of your community prevention initiatives supported by CDVSA. Additional guidance will be provided during TA activities during the grant cycle.

Email summative reports to Danielle Redmond at danielle.redmond@alaska.gov.

## Instructions: Semi-Annual Programmatic Reporting

1. **Utilize the CDVSA Prevention tracker (i.e., Excel workbook) and get in the habit of keeping records related to your implementation and evaluation.**

This reporting process is supported by two complementary tools designed to streamline your documentation and reporting efforts. First, this guidance document helps outline all the requirements and expectations for your progress reporting. Second, there is a companion Excel tracker that serves as a practical data collection tool you can use throughout your project implementation to record information and data that will later form the basis of your reporting submissions.

You should use the tracker or other monitoring mechanisms to ensure an accurate telling of the community's DV/SV prevention efforts for the year. By consistently documenting your activities and data in the tracker throughout the implementation period, you’ll have all the necessary information readily available when it’s time to complete your progress reports, making the reporting process much more efficient and comprehensive.

Contact the Prevention Program Coordinator, Danielle Redmond if you do not have the tracker tool (*contact information is provided in Questions and Help section*). There are **references to the tracker tool** throughout this document to support reporting and indicated by this icon: ****

1. Before you begin the online reporting process, take time to gather all the relevant sources of information and supporting documents. This includes:
	1. Activity or strategy descriptions
	2. Evaluation workplans
	3. Data and reports
	4. Attendance records
	5. Prevention activity calendars

Having these materials readily available will streamline your process and ensure you can provide complete, accurate information when you submit your progress report.

1. Prepare for 1-2 hours to complete the online portal submission process.
2. Gather all your important documents (both new and revised) that you wish to submit or upload as part of your report submission. This includes:
	1. Prevention plans
	2. Community snapshots
	3. Photos, graphics, and visual materials
	4. Special reports
	5. Any other relevant documentation
3. Open an internet browser on your computer. Copy and paste the reporting URL below into the address bar and you will be navigated to the reporting portal. You will be presented with an online form that mirrors the questions provided in this guidance document. Complete the form by recording your responses to each question as prompted. The online form is designed to match the structure and content of this guidance document, making it easy to navigate and ensure you address all required reporting elements.
4. Submit your report.

Once you have completed all required sections of the online reporting form, click the “Submit” button to finalize your submission. You will know your report was successfully submitted when you are automatically redirected to a submission acknowledgement page. This confirmation page serves as immediate verification you’re your report has been received by the system. Within 24 hours of submitting your report, you will receive an email confirmation containing a complete copy of your submitted report. This email serves as your official record of submission and should be saved in your files. If you do not receive this email within the specified timeframe, please check your spam email, or contact the Phoebe Koenig to ensure your submission was properly processed.

## Tech Support

For questions regarding the specific content or concerns about your reports, please contact Danielle Redmond, Prevention Program Coordinator, at danielle.redmond@alaska.gov.

If you experience any **technological or navigation difficulties** regarding the online reporting system, please contact Phoebe Koenig at phoebe.koenig@alaska.gov.

Examples:

* Accessibility issues.
* Access link to complete a started draft or make changes to a submitted report.
* Requests about submission confirmation. \*
	+ \*Please allow up to 24 hours for the system to send you receipt. If you did not receive a copy of your report, please check your spam folder.

Low Vision Mode

In the upper right corner is "Low Vision Mode." Toggle this setting by clicking on the Low Vision Mode test and you can increase the contrast, font weights, and sizes of the text.

## Frequently Asked Questions

##### Who should complete prevention programmatic reports?

Generally, the person who is most directly involved with implementing the strategies and coordinating with stakeholders and the prevention coalition should complete this report (e.g., Prevention Coordinator). You should follow your agency’s established practices and coordinate with your Executive Director, evaluator, and your admin or finance staff as needed when completing programmatic reports.

##### What is being asked in programmatic reports?

Grantees are asked to provide a summary of their DV/SA prevention program progress. This includes noting any significant achievements, staffing changes, existing or potential challenges or delays, and current activities. Do not copy and paste the narrative from a previous report; you should be providing new information each time that summaries your efforts during that reporting period.

##### Do the reports need to be completed in one sitting?

It is recommended that you complete your report in one sitting. You can use this guide to prepare your responses and copy and paste them into the reporting system. There is a “save and continue later” button in the upper right corner of the online portal. You can select this to save your progress and return to the reporting later. However, you must do this from the same computer/IP address. If you are unable to access your in-progress report, please contact Phoebe Koenig (phoebe.koenig@alaska.gov) and you will be emailed a unique link that will take you to where you left off.

##### Can I make a change to a submitted report?

Yes! Contact Phoebe Koenig (phoebe.koenig@alaska.gov). She will generate a unique link for you to return to your prior submission.

##### What if I do not receive a PDF copy of the annual report?

All report submissions are saved in the online portal and can be retrieved. The portal will automatically send a copy of your report to the email address provided on the “Contact & Program Information Page.” The report is sent in PDF form and may be filtered by your email and end up in your spam folder. Please allow 24 hours for the copy of your report to be sent. If you have not received it after 24 hours, please contact Phoebe Koenig (phoebe.koenig@alaska.gov).

If you need a copy resent, please contact Phoebe Koenig (phoebe.koenig@alaska.gov).

##### How is this information used?

The information you provide is reviewed by CDVSA and partners, including Strategic Prevention Solutions (SPS). The information you provide is used in multiple ways:

* Presenting updates and informing discussions at the Council and the Legislature
* Monitoring of grant performance, ensuring funded communities are meeting their objectives and staying on track with their prevention goals.
* Identifying areas where communities may need technical assistance or support.
* Informing strategic decision making for prevention at the State level.

## Introduction

Please provide the following information about the grant, your agency, and the point person completing this report.

1. **Organization Name: (drop down menu)**
* Advocates for Victims of Violence (AVV) – Valdez
* Cordova Family Resource Center (CFRC) – Cordova
* Haa Tooch Licheesh (HTL) – Juneau
* Helping Ourselves Prevent Emergencies (HOPE) – Prince of Wales Island
* Interior Alaska Center for Non-Violent Living (IAC) – Fairbanks
* LeeShore Center (LSC) – Kenai
* RuralCAP - statewide
* Safe and Fear Free Environment (SAFE) – Dillingham
* Seward Prevention Coalition (SPC) – Seward
* Sitkans Against Family Violence (SAFV) – Sitka
* South Peninsula Haven House (SPHH) – Homer
* Tundra Women’s Coalition (TWC) – Bethel
* Women in Safe Homes (WISH) – Ketchikan
* Working Against Violence for Everyone (WAVE) – Petersburg
1. **Reporting period: (drop down menu)**
* July 1, 2025 – December 31, 2025
* January 1, 2026 – June 30, 2026
* July 1, 2026 – December 31, 2026
* January 1, 2027 – June 30, 2027
* July 1, 2027 – December 31, 2027
* January 1, 2028 – June 30, 2028
1. **First Name & Last Name of person completing the report:**
2. **Title / Position of person completing the report:**
3. **Phone Number of person completing the report:**
4. **Email Address:**

A copy of your report will be sent to the email address you enter here.

## Strategies & Activities

#### Table with solid fillIf using the CDVSA Report Tracker, please refer to the “Activities” tab to complete this section.

1. **Please describe any big changes or improvements to programming implemented this reporting period.**

This section is where you can note any major modifications made to your prevention activities during the reporting period. We don’t need to know about small logistical changes, only things that affected how your programming was delivered or its scope. This might include changes to program design, curriculum, or delivery methods. Modifications you made based on participant feedback or evaluation findings, adjustments made to improve reach, new components added to existing activities, changes in the setting or target population… keep your descriptions brief but specific, focus on the changes that occurred during this reporting period only, explain the reason for the change, and limit your response to meaningful programmatic changes, rather than minor logistical adjustments. If no significant changes were made, state “No major changes to programming were implemented this reporting period.” [Narrative response, up to 1,000 words]

1. **What strategies did you implement this reporting period?**

For the purpose of this report, a strategy can include a program (e.g., Girls on the Run), event(s) (e.g., Community resource fair), training (e.g., prevention 101), or other facet of your overall prevention initiative (e.g., organizational capacity work). **These were referred to as “Activities” in the RFP, and also in the tracker**. The terms strategy, program, and activity are often used interchangeably and can be confusing.

A strategy is one way you are trying to improve violence in your community. You may implement that strategy by using a program like Girls on the Run, which involves hosting a series of activities.

 In this scenario, Girls on the Run would be listed as one strategy that includes many activities such as a parent night, 5k running event, mentoring sessions, or community events. These should not be listed as separate activities. Instead, list “Girls on the Run” as your strategy and use the description questions to elaborate on all the different components or events that work together as part of this comprehensive program.

Think of your strategy as the main umbrella and use the follow-up questions to describe all the parts that make it -up and how they work together to create change in your community. This helps to show the full scope and comprehensiveness, while keeping reporting organized and clear.

Please answer the following questions for each activity you have implemented this reporting period. Start with activities you are leading and follow with any additional activities where you are playing a supporting role as part of your prevention initiatives, including activities led by coalition partners or other collaborators.

(You may copy pages 9-10 for each of your strategies.)

* Name of strategy
* Brief description of the strategy
* Strategy Type (check all that apply)
	+ Youth – peer mentoring
	+ Youth – leadership
	+ Youth – safe community spaces for youth
	+ Youth - Alaska Safe Children’s Act / Healthy Relationships
	+ Children - Alaska Safe Children’s Act / Safe touch presentations
	+ Children - SEL
	+ Children & Youth – athletics
	+ Community (adult) - Healthy Relationships
	+ Bystander training
		- Children & Youth - Anti-bullying
	+ Community education & awareness
	+ Programming for families & parents
	+ Programming for men and boys
	+ Cultural activities & connection to land
	+ Healing / intergenerational and historical trauma
	+ Connecting people to resources/basic needs/mutual aid/food & housing
	+ Policy work / norms change
		- Messaging campaigns
	+ Other (please explain)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Timing
	+ e.g., Ongoing, April 2025, Quarterly, 2025-26 school year, etc.
* # of trainings or events provided
	+ How many trainings/events were offered, if applicable
* Audience
	+ Describe who the activity was intended to reach
* # Volunteers
	+ number of volunteers who contributed to planning and/or implementation of activity.
* SEM Level
	+ Individual
	+ Relationship
	+ Community
	+ Society
* Risk and protective factors being targeted by this activity (check all that apply)
	+ Conflict resolution & communication skills
	+ Healthy parenting skills, positive family relationships
	+ Connection to trusted adults
	+ Academic achievement and engagement in positive activities
	+ Community and school connectedness
	+ Community/cultural connectedness
	+ Access and coordination of resources for basic needs
	+ Norms and laws supporting healthy behavior
	+ Victimization and witnessing violence
	+ Social isolation
	+ Substance misuse
	+ Mental health concerns (including suicide)
	+ Economic instability
	+ Unhealthy norms, policies, and laws
	+ Other (please explain)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Lead Organization: which coalition partner is anchoring the project?
* Partners
	+ List organizations or collaborators actively involved in the project
	+ Contributions: what resources does each partner bring to the effort? Please select all that apply.
		- Funding
		- Staff time
		- Volunteers
		- Venue and/or facilities
		- Program supplies
		- Food
		- Transportation
		- Advertising
		- Other (please explain)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Products
	+ Include descriptions of materials created (e.g., flyers, videos, lesson plans)
* Participants: Record number of people reached in each age category.
	+ Children 0-4 (Birth to Pre-K)
	+ Children 5-12 (Elementary school)
	+ Youth 10-18 (Middle & High School)
	+ Adults 19-25 (Young Adults)
	+ Adults 26+ (Adults)

## **Table with solid fill**Evaluation

If using the CDVSA Report Tracker, please refer to the “Evaluation” tab and/or the tabs to complete this section.

1. **\* What goals or objectives from your prevention plan are you actively tracking?**

Please answer the following questions for each goal. Report on the status and describe the goals and objectives as they were in your grant proposal, or as they have been added or revised, and describe how they’re being monitored and any tools or methods used.

* 1. Goal
		1. Example: increase community awareness of healthy relationship characteristics.
	2. Outcomes
		1. Example: By the end of the grant period, increase engagement with healthy relationships messaging on social media by 20%.
	3. Methods
		1. How are you tracking this work to assess progress? Please note the tools that you are using and the current status.
		2. Example: We have created a social media page and are actively monitoring engagement metrics (likes, shares, comments) using Meta’s Facebook & Instagram dashboard. We look quarterly at reports during coalition meetings and discuss our communications and trends, as well as ways to improve our messaging with different audiences. We’ve seen our engagement increase by 10% this reporting period and are on track with meeting this objective.

## **Table with solid fill**Staffing

If using the CDVSA Report tracker, please refer to the information for this section from the “Staffing” tab.

1. **\* Have there been any changes to prevention staff, or prevention supervisors, this reporting period?** (Check all that apply.)
* No changes to report
* New prevention staff hired
* Prevention staff terminated
* Prevention staff resigned
* Changes in supervisory roles

Per CDVSA policy, you are required to notify CDVSA of staffing changes and send the relevant resumes and position descriptions to the program coordinator.

1. **\* What challenges have you faced in recruiting or retaining prevention staff?** (Check all that apply.)
	* None
	* Difficulty finding qualified candidates
	* Low applicant interest
	* Competition with other employers
	* Inadequate wages
	* Limited pool of candidates locally
	* Geographic or transportation barriers
	* Staff leaving for other opportunities
	* Poor work/life balance
	* Burnout or emotionally challenging work
	* Lack of access to healthcare
	* Lack of access to benefits other than healthcare
	* Inadequate wages
	* Limited opportunities for advancement
	* Other (please explain)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Changes, Challenges, and Wins!

1. **Are there any successes, big or small, that you’d like to share from this reporting period?** [Narrative response, 500 words / up to 1 page]
2. **\* Have there been any big, new changes to the risk factors in your community this reporting period that CDVSA should be aware of?** (Select all that apply)
* None / nothing new
* Homelessness / housing instability
* Economic hardship
* Mental health needs
* Substance misuse
* Transportation / geographic isolation
* Social isolation
* Staffing and resource limitations
* Academic achievement / school connectedness
* Youth engagement in positive activities
* Victimization or witnessing violence – please explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Unhealthy norms, policies, and laws – please explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Systemic inequities – please explain (e.g., racism, transphobia, ableism) \_\_\_\_\_\_\_\_\_\_
* Other – please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
1. **For each box that you checked above, please feel free to add a brief explanation of the dynamic you’re seeing.** (A phrase, a sentence, or a paragraph, no more than a page.) For example, “Lost counselor at the high school,” “increased presence of fentanyl in the community, or “LGBTQ protections removed from civil rights policy,” etc.

[Narrative response, 1,000 words / up to 2 pages]

1. **\* What challenges, if any, did you encounter with prevention programming, coalition work, or service provision during this period?** [Narrative response, 1,000 words/2 pages]
2. **\* Do you have any requests for TA (either for your agency specifically or for all CDVSA prevention grantees)?** [Narrative response, 500 words/ up to 1 page]
3. **If you have photos or visual materials from prevention activities that can be publicly shared (e.g., social media shares, inclusion in CDVSA Reports), please upload them here:** [Upload images]
4. **Anything else you would like to share that hasn't been asked about?**[Narrative response, 1,000 words / up to 2 pages]This question is not required. It is an open-ended opportunity for you to bring things forward that we might not be aware of. Examples may include things like: emerging trends; sustainability efforts; trainings/conferences/professional development opportunities; new risk or protective factors; innovative approaches; lessons learned; resource needs, gaps or opportunities; etc.

## Annual Questions

\*\* The questions below are only asked once per year, in July. \*\*

The following questions are asked exclusively during the July semi-annual reporting period on an annual basis. When responding to these questions, please consider your performance activities and experiences across the entire state fiscal year rather than limiting your responses to just the current semi-annual performance period. Your answers should reflect a full twelve-month period to provide the most accurate and complete response.

1. **How many of your coalition members are youth ages 12-18 who are participating as a youth voice or representative?** [#]
2. **How many youth mentors or youth co-facilitators did you have this year? (i.e., coaching, presenters ages 12-18**: [#]
3. **Total # of youth who: [#]**
	* attended a single or one-time prevention-focused presentation
	* participated in prevention strategy (e.g., GOTR, LeadOn, Fourth R)
4. **Has your agency or coalition engaged in any of the following activities this year?** *(Check all that apply). (Two sets of check boxes- one for agency and one for coalition activity)*
* Policy advocacy or development (e.g., school or workplace policy changes)
* Community norm change campaigns (e.g., messaging around healthy relationships, consent, other shared prevention issues)
* Environmental or systems-level strategies (e.g., improving community safety, housing access)
* Identified policy or systems change as a future coal
* Not yet engaged in policy or norms work
* Other:[Narrative response]
1. **What activities did your agency participate in to promote policy or norms change? What changes were intended? How are you measuring success?** [1,000 words/2 pages]
2. **How many coalition partners do you have? How many are new? Please name the new partners.** A coalition partner is engaged in work that has overlapping goals with DVSA prevention, and they collaborate in the implementation of programming. Some partners are more deeply involved than others. Partners can include organizations, individuals, local businesses or practitioners, etc. Varies from community to community.
* Coalition partnerships: [#]
* New coalition partners: [#]
* Names of new partners: [text]
1. **Using the scale below, indicate how much you agree with the following statement: Our coalition meets regularly.** (Likert scale with strongly disagree, disagree, neutral, agree, strongly agree).
2. **Using the scale below, indicate how much you agree with the following statement: Our coalition meets enough.** (Likert scale with strongly disagree, disagree, neutral, agree, strongly agree).
3. **Using the scale below, indicate how much you agree with the following statement: We are able to accomplish more using a coalition model.** (Likert scale with strongly disagree, disagree, neutral, agree, strongly agree).
4. **Which social media platforms does your organization use for prevention messaging?** (Select all that apply)
* None
* Facebook
* Instagram
* TikTok
* YouTube
* X (formerly Twitter)
* Discord
* Local Radio
* Local News
* Spotify/Pandora
* TV/Cable
* Other streaming platforms
* Posters/Flyers
* Other: [Narrative response]
1. **What types of content or messaging do you share, and to which target audiences?** Examples of content or messaging: awareness campaigns, event promotions, prevention education, evaluation. Examples of audiences: youth, children, parents, men, women, community, etc. If you have already documented this work in the Strategies section, feel free to reference that section of the report. [Narrative response 500 words/up to 1 page]

## Submitting

Once you have reached this page, you have completed the report. This page is a receipt of your submission. You will receive an email within 24 hours which contains a copy of your report. If you need to make a correction to your report, or if you have questions about the online reporting system contact:

Phoebe Koenig (phoebe.koenig@alaska.gov).

Thank you!

Your report has been submitted.

A copy of your response has been emailed to Danielle Redmond, CDVSA Prevention Program Coordinator, and to the email address you provided in the contact information of this form.

Thank you

for all

you do!