

OVC Human Trafficking Program

Writing a Comprehensive Semiannual Narrative

December 2022



Announcements



- This session is being recorded and will be available on the Office for Victims Crime (OVC) website.
- A copy of the slides will be sent to all participants after the presentation.
- All participants are automatically muted upon entering the session.
- Type your questions in the Q&A box and the team will respond.
- Type comments and responses to the presenter and participants in the chat box.
- If you experience technical difficulties during this session, send a private chat message requesting assistance to Harif Balogun.

Webex Chat Practice



What is the fiscal year of your HT award?

Post your answer in the chat box!

OVC Human Trafficking Program

Writing a Comprehensive Semiannual Narrative

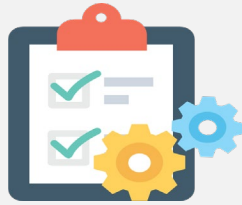
December 2022



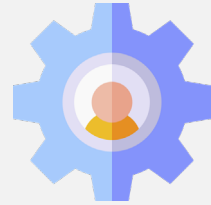
Session Objectives



During this training, participants will –



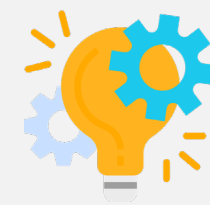
Gain an understanding of how collected quantitative performance measure data will inform semiannual narrative responses.



Learn new semiannual performance reporting tips and tricks.



Examine performance measure data and examples of narrative responses to build stories based on their own grant activities for their next semiannual report.



Receive information on how to locate resources and how to contact the helpdesk for additional support.

Performance Management

How to Use the Quarterly Data



Taking a Performance Management Approach



Summarizing PMT Question Sets



When developing narrative responses, consider how the performance measures below pertain to your solicitation:

- I. Trafficking Population
- II. Victim Services
- III. Partnerships
- IV. Training
- V. Strategic Planning
- VI. Task Force
- VII. Personnel
- VIII. Policies/Procedures/Protocols
- IX. Investigation/Prosecution
- X. Community Outreach
- XI. Data Collection & Evaluation
- XII. TTA Providers



The Semiannual Narrative Questions



Describe the statuses of program goals and objectives.



Ask for technical assistance from Office for Victims of Crime (OVC) to address problems, delays, or adverse conditions.

Indicate if the agency is on track to fiscally and programmatically complete goals and objectives on time and within budget.



Describe significant developments during the reporting period.



Report goals and objectives for the next 6 months.



Indicate if the program is sustainable after federal funds end.

Narrative Questions in JustGrants

Tips and Tricks



Semiannual Report in JustGrants



JUSTgrants JUSTICE GRANTS SYSTEM

LOUISIANA STATE UNIVERSITY SCHOOL OF MEDICINE IN NEW ORLEANS FAC (FAW-307088)

Performance Report (PR-334010)
(15PBJS-21-GG-00153-NARI) **NEW**
Legal Entry Name () Doing Business As: ()

4 months from now

Performance Report
DUE IN 5 MONTHS FROM NOW

Start Date: 01/01/2021 | End Date: 12/31/2021 | Due Date: 01/30/2022

Type Of Performance
 Regular
 Final

Complete Performance Measure Question Set

Question Set	Last Updated
Progress reports for BJS NCHIP, NARIP, and SJS awards	New 9/27/21 7:00 AM

JUSTgrants JUSTICE GRANTS SYSTEM

Performance Report (PR-334010)
Progress reports for BJS NCHIP, NARIP, and SJS awards (C-264044) **NEW**

Assignments

Task	Assigned to	View
Question page	justgrants024.grantawardadmin.jgitsext	Begin

ADMINISTER SURVEY → COMPLETE

[Questions and Answers](#) | [Audit](#)

[Completing a Question Set and Submitting the Performance Report \(usdoj.gov\)](https://usdoj.gov)



Semiannual Report Tips

1. The semiannual report will cover the previous 6 months and the upcoming 6 months (not the entire award, unless this is a final report).
 - Language: *“In FY 2021 Q3 and Q4, we completed.... In the upcoming reporting period, we anticipate....”*
2. Answer questions based on what you know today – the next report will be different.
3. **Only** include work that was conducted with OVC award funds for the specific OVC award you are reporting on, not other sources of funding.

Semiannual Report Tips – Cont.



4. The narrative should be written by the primary grantee, not the subgrantees.
5. Yes, every question needs an answer; No, N/A is not an acceptable answer. OVC grant monitors will “change request” the report if sufficient details are not provided on every question.
6. Create your responses in a Word document and, once finished, copy and paste each answer from the document into JustGrants – plain text only!
7. Be sure to frequently save your responses!

Semiannual Report – JustGrants Attachments



1. During a semiannual reporting period, the JustGrants performance report (PR) should include the semiannual PDF document generated in the Performance Measure Tool (PMT) which includes two quarters of quantitative data for that reporting period **in addition to** the narrative questions.
2. Grantees are also encouraged to include supporting Word or PDF documents that were created through the grant during the reporting period.
3. Grantees should use the PR as a repository of all the work that was accomplished during the last 6 months.

Question 1



Describe the status of each goal and objective from your OVC-approved grant award.

Consider the following:

- What were some successes?
- How far along is the project timeline?
- What does “in-progress” or “not started” mean to you?

Question 2



Describe any problems, delays, or adverse conditions that you encountered that affected your ability to reach your goals or objectives.



Consider the following:

- List any internal challenges.
- List any external problems or delays related to your larger community that affected your project implementation.
- Challenges are normal and expected.



Question 3 and 4 – Yes or No

- Is there any technical assistance that OVC can provide to address any problems, delays, or adverse conditions identified in Question 2?
- Are you on track to fiscally and programmatically complete your program in the time and within the budget specified in your grant application?



Question 5



Describe any significant developments related to your project during the reporting period that you did not share above.

Consider the following:

- Share anonymized case examples/successes that were not covered in question 1.
- Pick one notable thing that happened to share with your grant manager.

Question 6



What progress on goals and objectives is anticipated for the next 6 months, or less if your grant is scheduled to end prior to the next reporting period?

Consider the following:

- What do you want to do in the next 6 months?
- What has your team started working on?
- What is going on with your larger community and partners that may affect your project in the future?

Question 7



Will your agency be able to sustain the program efforts after federal funding under this award has ended?

Consider the following:

- Answer based on what you know at the time the report is written.
- Answers may change in future reports and that is fine.

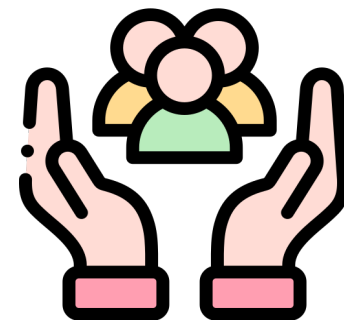
Question 8



Is the federal award shared with other entities (i.e., subgrantees) to implement grant-approved activities?

Consider the following:

- List out subgrantee(s) who implement grant award activities each reporting period.
- Collect narrative responses from subgrantee(s) on a regular basis to help inform your prime responses.



Wrap Up and Summary



Consider Using Performance Measures in Sentences



Did you report on each project objective/deliverable?

- “Although we reported zero strategic planning deliverables this quarter, we hope...”
- “Our team wrote a new plan to coordinate our performance measure data collection in our organization as listed in objective IV and these are the steps...”

When reviewing PMT quantitative data, how many project deliverables/activities were completed?

- “During the first quarter, we reported deliverables such as...”
- “During the second quarter, there was an increase in planning activities because...”



What to Review? Consider Impact

For PMT data, what numbers went up?

- “A few weeks after the May 2021 outreach event, we noticed more people asking about...”
- “After the May 2021 outreach event, the high school principal asked to see if we can meet and plan to work together by...”

What expansions or new activities is the award providing?

- “Due to current grant funding, we have included the addition of a part time social worker, who helped up expand our reach to...”



Summary



1. The semiannual report covers the previous 6 months and the upcoming 6 months.
2. Be specific. Tell your grant manager what “in-progress” means.
3. Explore OVC’s online resources for you and your team on performance measures and hold each other accountable.



Summary of Performance Reports



Report Type	Definition	System
Quarterly Performance Measure Report*	Data entered quarterly (every 3 months) on grantee activities in the PMT system.	PMT
Semiannual Report*	A progress report (PR) completed in JustGrants that includes a set of narrative questions to be answered as well as the PMT semiannual PDF uploaded as an attachment to the PR.	JustGrants
Closeout/Final Report	Last report submitted after all grant funds are expended. Aggregates quantitative and qualitative data over the life of the award.	PMT and JustGrants

***Report on Grant Activity** – Proposed activity implemented or executed with OVC grant funds

Summary of Performance Reports



PMT Quarterly Reporting Period	Semiannual Reporting Period
July 1 – December 31	Enter data in the PMT then export the PDF and upload it to JustGrants and answer narrative questions in JustGrants by January 30
January 1 – June 30	Enter data in the PMT then export the PDF and upload it to JustGrants and answer narrative questions in JustGrants by July 30

How Can We Help?





How Can We Help?

Have a more in-depth question?

- Schedule a “Welcome to OVC Performance Management” session for new staff members or a team training session.
- Connect with an OVC Training and Technical Assistance Specialist to schedule a short 30-minute session via Webex to review your reports and answer questions about specific measures.
- Call or email the PMT Helpdesk with report submission questions or about a specific measure.



Which Helpdesk to Call?



PMT Tier 4 Helpdesk



- New user accounts in PMT
- Navigation or error messages in PMT
- Specific program performance measures in PMT or JustGrants

JustGrants Helpdesk

- Account creation, forgot password, roles, onboarding
- Navigation or error messages in JustGrants (e.g., how to find performance reports)
- Uploading attachments

Contact Information



OVC PMT Helpdesk

Monday–Friday

8:30 a.m.–5:00 p.m. ET

Toll free number: 1–844–884–2503**

Email: ovcpmt@usdoj.gov

Website:

[https://ovc.ojp.gov/funding/
performance-measures](https://ovc.ojp.gov/funding/performance-measures)

** Appointments are available outside of normal business hours by request.

JustGrants

Email: askjusticegrants@usdoj.gov

Toll free number: 833–872–5175

5:00 a.m.–9:00 p.m. ET

Website:

<https://justicegrants.usdoj.gov/>



“This product was supported by contract number GS-00F-008DA, awarded by the Office for Victims of Crime, Office of Justice Programs, U.S. Department of Justice. The opinions, findings, and conclusions or recommendations expressed in this product are those of the contributors and do not necessarily represent the official position or policies of the U.S. Department of Justice.”