



*Helping Crime Survivors Find Their Justice*

# Fiscal Year 2022 Grantee Orientation Webinar Series

## Reporting and Monitoring Session

Thank you for joining. We will begin shortly.

# Housekeeping Items

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- **Q&A** - Please enter your questions into the Q&A feature at the bottom of your screen



- **Chat** - Please use the chat feature to communicate with the moderator, the speakers, and the other participants



- **CC** - Please click on the CC icon to view closed captioning during this session



- **Need tech support?** Email [support@t-vstta.org](mailto:support@t-vstta.org)

# Session Highlights

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- Recognize your obligation to comply with federal requirements
- Become familiar with available resources



# Polling Question

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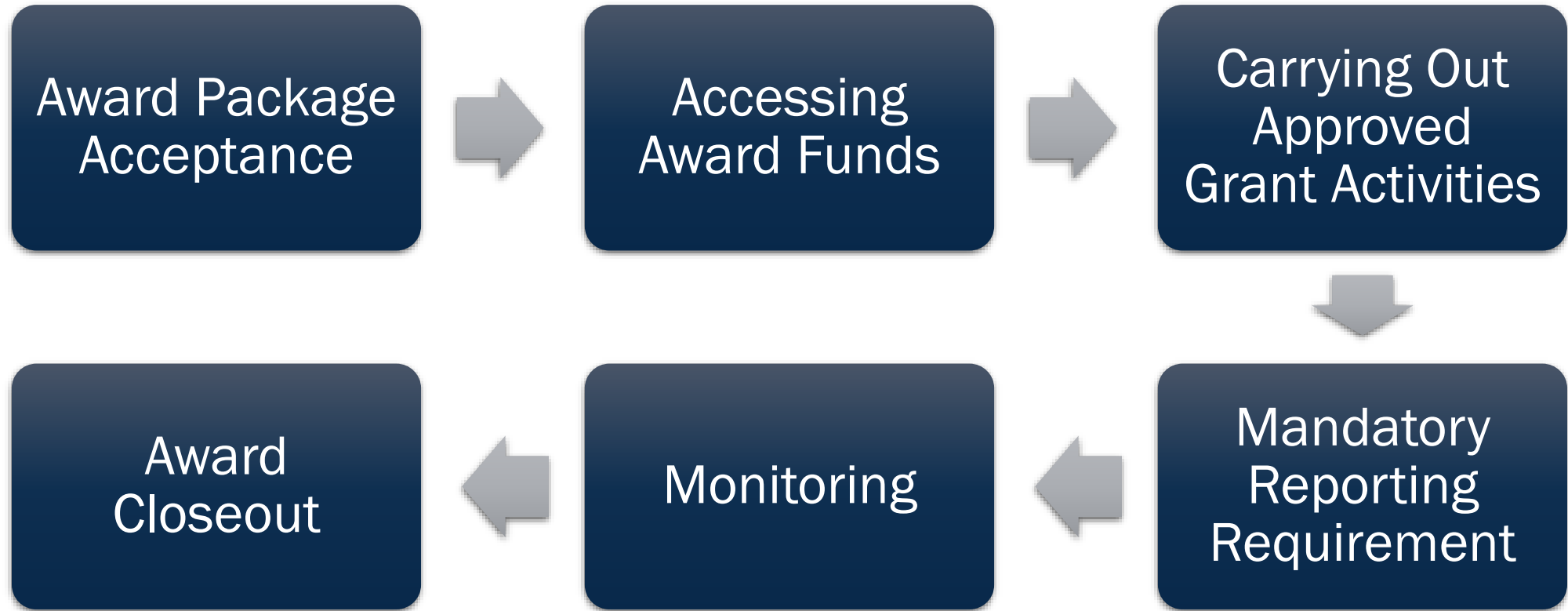


What is your role under the FY 2022 TVSSA Award?

- Carry out victim service activities under the award
- Submit financial reports and drawdown requests
- Submit performance reports
- Other
- I'm not sure yet

# OJP Grants Management 101

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# Your Support System

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Grant  
Managers

T-VSTTA

TFMC

PMT  
Helpdesk

JustGrants  
Helpdesk

# How OVC Monitors

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Monitoring may include:

- Phone discussions
- Emails
- Participating in meetings and events
- Reviewing progress and financial reports
- Site visits
- Desk reviews

# Purpose of Monitoring



Learning



Monitoring Process



Technical Assistance



Compliance



# Monitoring

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**Desk reviews** include a comprehensive review of materials available in the grant file to determine administrative, financial, and programmatic compliance, and grant performance.

**Enhanced programmatic desk reviews (EPDR)** allow grant managers to follow up on any issues identified during the desk review, verify grantee activities, validate reported information, and assess the status of project implementation.

**Onsite monitoring visits** allow grant managers to go onsite to meet with the grantee to discuss specific issues related to implementing the program, observe grant activities, review relevant materials/documents, and assess planned versus actual progress.

# Additional Monitoring

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Financial monitoring  
from the Office of the  
Chief Financial Officer  
(OCFO)

Audits and reviews by  
the Office of the  
Inspector General  
(OIG)

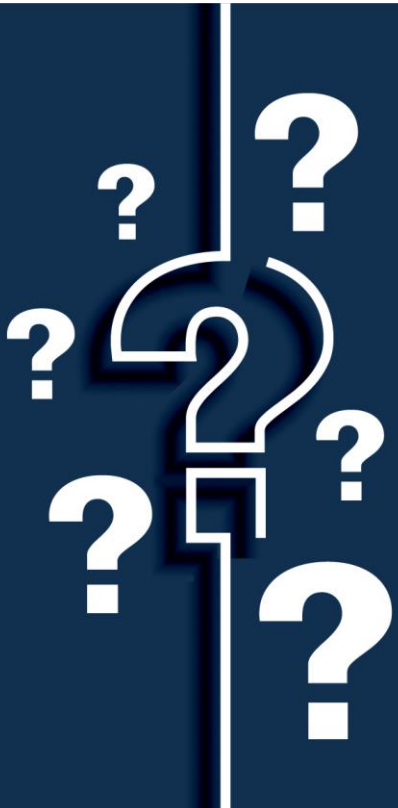
# Mandatory Reporting Requirements

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- Progress reports—semiannual
- Performance Measurement Tool (PMT)—quarterly
- Subaward Award Reports (SAR)
- Federal Funding Accountability and Transparency Act (FFATA)
- Federal Financial Reports (FFR)—quarterly

# Polling Question

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What is your experience with the Performance Measurement Tool and progress reporting?

- a. Never used it
- b. Used it a couple of times
- c. Complete and submit it on a regular basis
- d. Help others learn to use it
- e. Progress and performance reporting does not fall under my responsibilities
- f. Not sure



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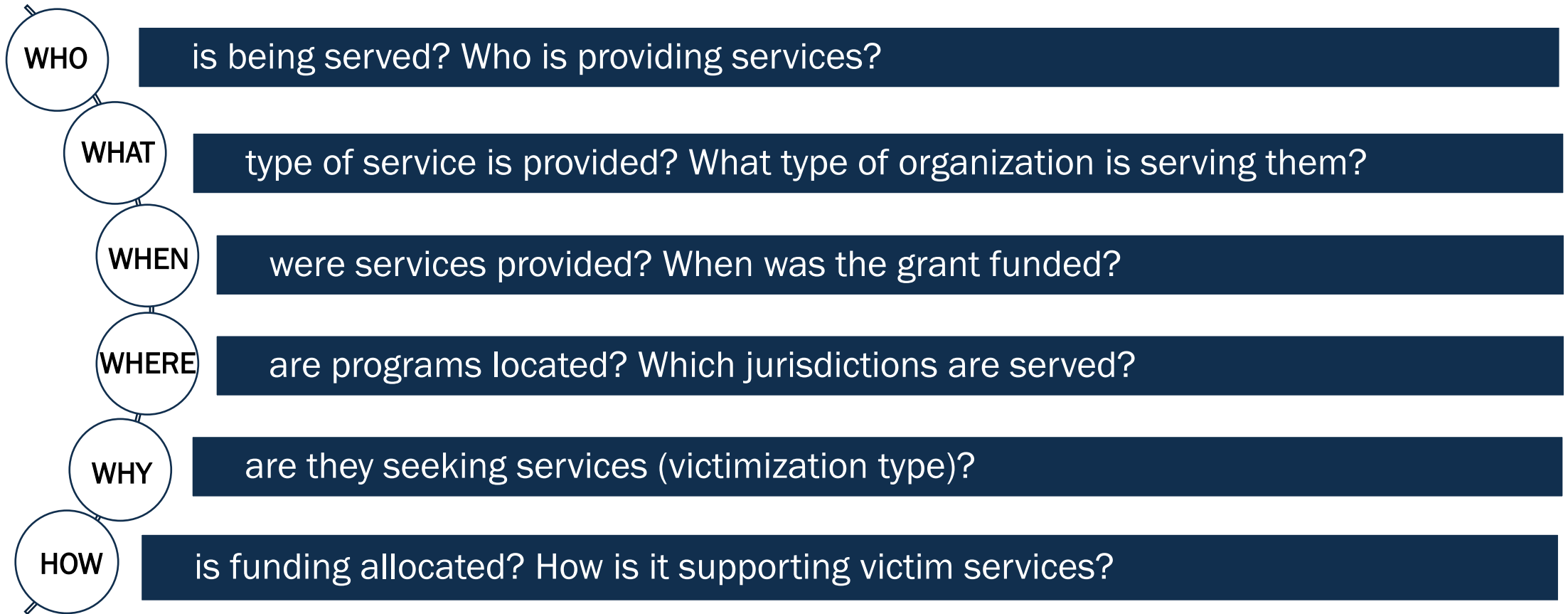
# Reporting

# What Are Performance Measures

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Performance measures are a specific value or characteristic that measure the outputs of a grantee's activities and services in demonstrating accomplishment of the goals and objectives of OVC's programs.

# Performance Measurement Can Answer....



# What Can We Do With Performance Measures

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- Capture high level overviews of programs
  - State Profiles
  - Topical Snapshots
- Assist with data driven decision making
  - Funding efforts over time/location
  - Service Reach and Gap analysis
  - Trend analysis
  - Data Visualizations and Mapping



# State Profile

# Topical Snapshot


OVC VOCA Victim Assistance Formula Grant Program - DRAFT 3

## Massachusetts Victim Witness Assistance Board

In fiscal year (FY) 2018, the Massachusetts Victim Witness Assistance Board provided **\$118,385,013** in funding via **184 subawards** across **96 victim service organizations**, which represents a 128 percent increase in distribution of funding over FY 2017.<sup>1</sup> With these funds, MA victim service providers assisted 33,566 victims of crime.

	FY 2017	FY 2018	Percent Change
Total amount of subaward funding	\$51,903,884	\$118,385,013	128% ↑
Total number of subawards	96	184	92% ↑
Total number of organizations	82	96	17% ↑

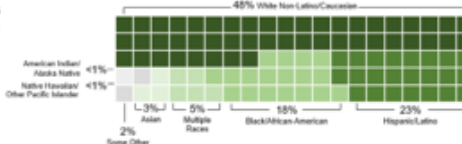
### Subgrantee Organizations by Organization Type



MA issued subawards to 77 nonprofit organizations, which include 14 organizations focusing on domestic and family violence and/or sexual assault services. The 17 government agencies include law enforcement, prosecutors offices, and corrections facilities. Two college/university colleges also received subawards.

### FY 2018 Race/Ethnicity Demographic

Compared to the national total, MA subgrantees served more individuals who self-reported as Hispanic/Latino (23 vs. 18 percent) and Asian (3 vs. 2 percent), and fewer individuals who reported as White Non-Latino/Caucasian (48 vs. 52 percent) and Black/African-American (18 vs. 21 percent). MA subgrantees also served more individuals who self-reported as multiple races (5 vs. 2 percent).



## OFFICE FOR VICTIMS OF CRIME GRANT PROGRAMS

### Tribal-Serving Victim Services

Each year, the Office for Victims of Crime (OVC) allocates funding through the Victims of Crime Act (VOCA) to support trauma-informed, culturally appropriate victim services to American Indian/Alaska Native communities. This topical snapshot details Tribal grant recipients and the performance measure data reported during Fiscal Year (FY) 2021.


Since the 2018 congressional authorization of the Tribal Victim Services Set-Aside program (TVSSA) from the Crime Victims Fund, Congress has authorized over \$500 million to OVC for grants to Indian Tribes to improve services for victims of crime. TVSSA funds may be used for any purpose directly related to serving victims of crime, and OVC encourages its Tribal partners to be creative and innovative in using the funds to provide culturally-relevant, linguistically-appropriate, victim-centered services. Current TVSSA grantees are using funds to support services including paying the salaries of victim advocates, running supervised visitation programs that allow children to stay connected to their families, amend Tribal codes to include stronger victim protections, in addition to many other legal, ceremonial, and emergency services, among many others.

The Coordinated Tribal Assistance Solicitation (CTAS) Purpose Area 6 is the Children's Justice Act Partnerships for Indian Communities program that is separate and distinct from TVSSA. Through the CTAS Children's Justice Act program, Tribes and Tribal-serving entities seek to improve investigative processes, prosecute criminals, and efficiently handle cases of criminal child abuse and neglect, particularly child sexual abuse cases. Implementing improvements might include, but are not limited to, enhancing programs aimed at forensic interviewing of child victims, innovative legal practices to mitigate the trauma for children testifying, and ensuring that child victims and their family members receive access to victim assistance, medical, mental health, and social services from the initial report through the judicial process and recovery.

### FY 2021 TVSSA and CTAS Grantee Organizations Serving Tribal Victims

In FY 2021, there were 427 active Tribal awards accounting for approximately \$319 million in grant funds awarded between 2018 and 2020 from OVC<sup>1</sup>. These organizations included Tribal justice centers, health councils, cooperative associations, foundations, commissions, and community action programs.

#### TVSSA and CTAS Award Locations<sup>2</sup>



In FY 2021, 411 of the 427 Tribal grantees reported data in the Performance Measurement Tool.

<sup>1</sup>This snapshot is based on FY 2021 data reported by FY 2018, FY 2019, and FY 2020 awards (and organizations). Awards funded in FY 2021 began reporting in the Performance Measurement Tool in FY 2022, and therefore are not included in this snapshot.

JUSTICE FOR VICTIMS JUSTICE FOR ALL | OVC



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# Performance Measurement Overview

# Performance Measurement

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- Information or data showing achievement of desired goals or results.
- Performance measures are the parameters against which progress toward goals is assessed.



# Grantee Performance Management in Real Life

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**Collect** – OVC performance measures data for your award(s). Assess your organization's capabilities to capture and securely save performance measure data. Collect prime grantee and subgrantee data separately.



**Track** – Document internal processes on data collection, define performance measures based on award objectives to create consistency in data reporting.



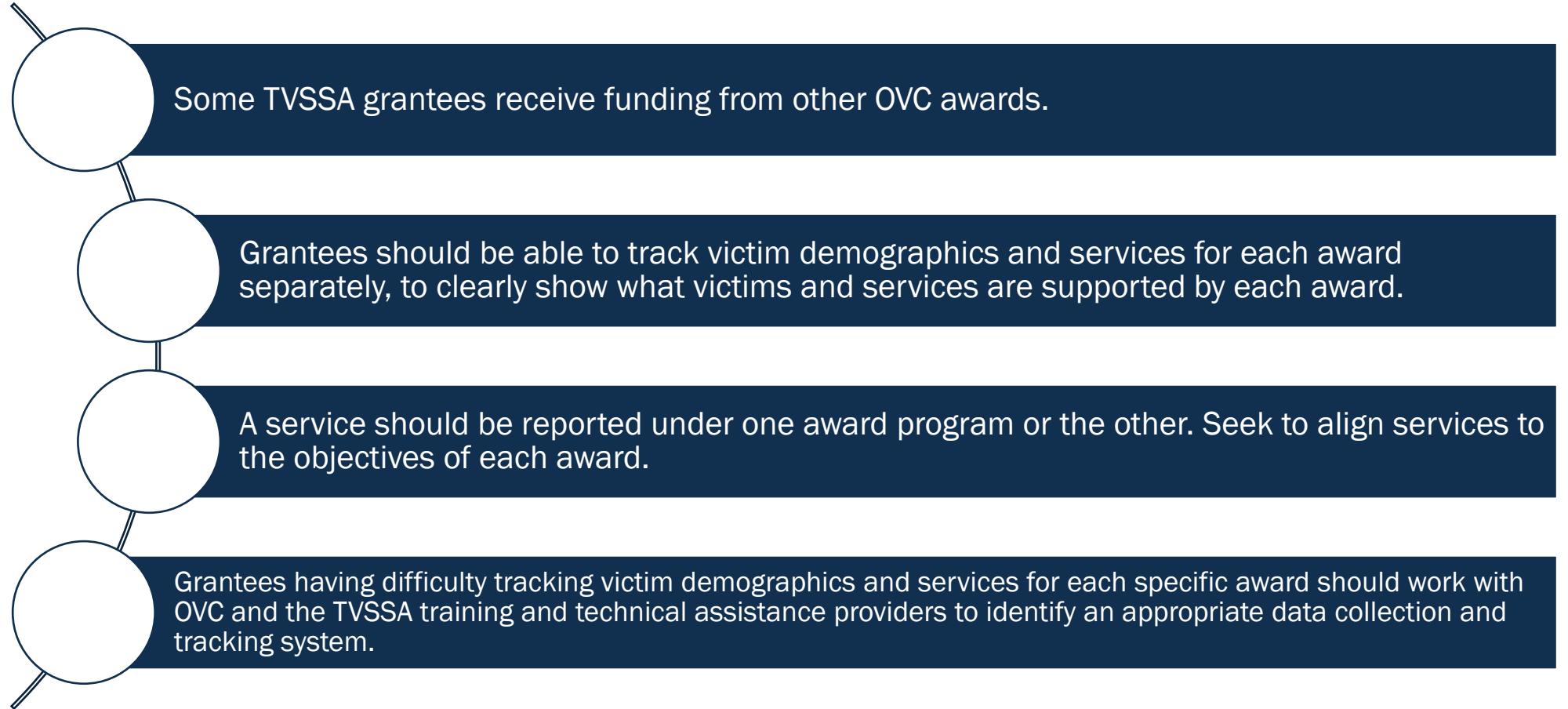
**Report** – Establish a reporting point of contact (POC) and a backup who know reporting due dates and OVC reporting platforms.



**Analyze** – Set up internal usability checks of data for future funding applications, or a grant manager review of OVC performance reports.

# Grantees with Multiple Awards

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# Performance Measurement Reports

# Performance Measurement Reporting Systems

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- **Performance Measurement Tool (PMT):** A web-based reporting system in which grantees can electronically submit qualitative and quantitative program performance data.
- **JustGrants (JG):** A grants management system that provides applicants and grantees with an end-to-end experience throughout key parts of the grants management lifecycle.

# Report Types

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Report Type	Definition	Due Dates
Quarterly Performance Measure Report	This report collects information quarterly on grantee activities.	January, April, July, October
Semiannual Report	This report includes quarterly data AND narrative questions related to grantee and subgrantee activities. A report is generated in the PMT and uploaded into JustGrants.	January and July
Final Report	This report is submitted after all grant funds are expended and aggregates quantitative and qualitative data over the life of the award.	Last quarter of grant activity

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



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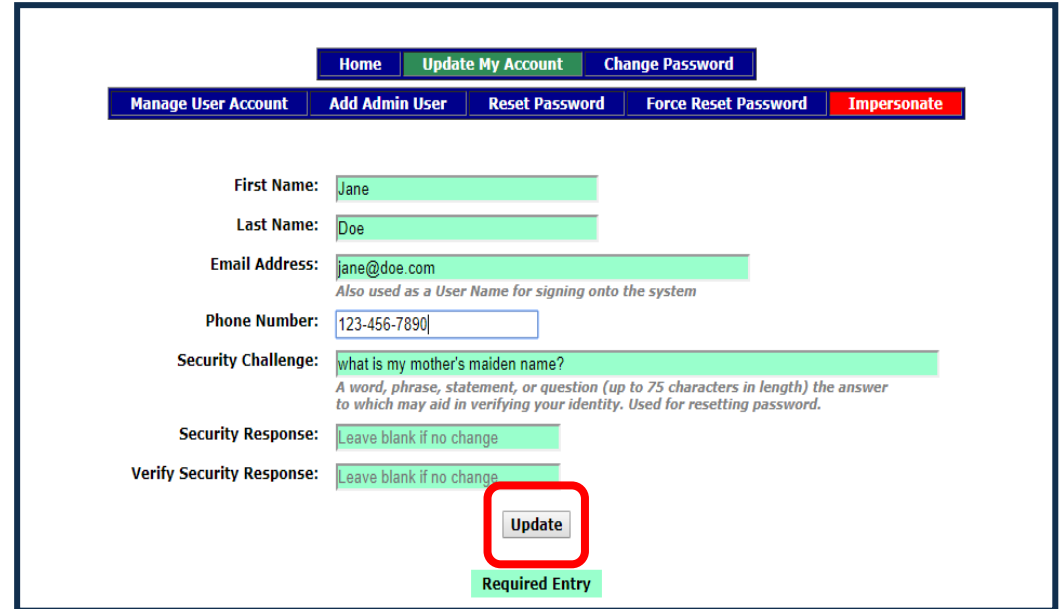
# Reporting Schedule: Federal Fiscal Year

Performance data is due in the PMT on a quarterly basis. In January, grantees report for October–December even if there was no activity.

<u>Reporting Period</u>	<u>Due Date</u>	<u>What is Due?</u>
October 1 to December 31	January 30	Quarterly Performance Measures and Semiannual Narratives
January 1 to March 31	April 30	Quarterly Performance Measures
April 1 to June 30	July 30	Quarterly Performance Measures and Semiannual Narratives
July 1 to September 30	October 30	Quarterly Performance Measures

# Gaining Access to the Performance Measurement Tool

1. For new awards OVC PMT Helpdesk creates accounts for primary POC first.  
An existing POC at your agency can also create an account.
2. After account creation the system sends an autogenerated email from [ojpsso@usdoj.gov](mailto:ojpsso@usdoj.gov).
3. To aid in password recovery, new accounts require security challenge questions and responses (up to 75 characters).



Home Update My Account Change Password

Manage User Account Add Admin User Reset Password Force Reset Password Impersonate

First Name: Jane

Last Name: Doe

Email Address: jane@doe.com  
Also used as a User Name for signing onto the system

Phone Number: 123-456-7890

Security Challenge: what is my mother's maiden name?  
A word, phrase, statement, or question (up to 75 characters in length) the answer to which may aid in verifying your identity. Used for resetting password.

Security Response: Leave blank if no change

Verify Security Response: Leave blank if no change

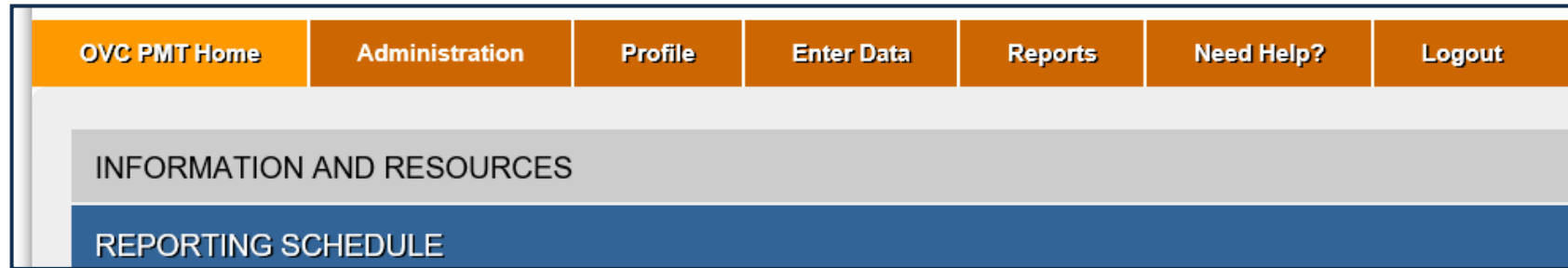
Update

Required Entry



# Main Navigation Menu

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- **OVC PMT Home:** General information about your award and reports
- **Administration:** Details of federal awards and user information
- **Profile:** Contact information for your organization and organization POC
- **Enter Data:** Data entry pages for performance measures
- **Reports:** Current and past reports and their status
- **Need Help?:** Resources for using the PMT

# Administration: User Management and Adding a New User



1. Determine the individuals who need access to the system and award(s).
2. Hover over the **Administration** tab and click **User Management**.
3. Click the **Add a New User** button.
4. Fill in all the required fields (Name, email, and phone number).
5. Click **Save** to create a new user.

# Enter Data Tab: Begin Reporting

Please be aware that your session will time out 30 minutes after you stop saving data. To avoid losing or having to reenter data, click the 'save' button before leaving the system unattended or when you're finished entering data.

Select Federal Award: 2018-V3-AA-0000

Select Reporting Period: 04/01/2019 - 06/30/2019

Continue


- Always shows the quarterly data submission.
- Select the award and reporting period from the dropdown list.
- Click **Continue** once you have selected the desired quarterly reporting period.



**Important Note:** The current reporting period will only appear if all previous reporting periods have been marked as complete.

# Enter Data Tab – Grant Activity


1. Is this the last reporting period during which this award will have data to report?

Yes 

No

2. Was there grant activity during the reporting period?

Yes

No 

If No, please explain below. Skip to the Semiannual Reporting Questions during the applicable reporting periods.

- The **Last Reporting Period** is defined as the “Final Report”.
- **Grant activity** is activity in the OVC-approved proposal and implemented or executed with OVC grant funds.
  - If there was activity in the reporting period, select the “Yes” radio button.
  - If there was NOT activity, select “No” and answer the semiannual report questions.

# Performance Report Data Entry

## No Grant Activity = Semiannual Questions Only

Reporting Period: 04/01/2019 - 06/30/2019 Award-Number:2018-V3-AA-0000  
**Please be aware that your session will time out 30 minutes after you stop saving data. To avoid losing or having to reenter data, click the 'save' button before leaving the system unattended or when you're finished entering data.**

Grant Activity   Semiannual Reporting Questions (All Grantees)   REVIEW

You will be asked to answer these questions in OVC PMT semiannually for the January-June and July-December reporting periods. Please answer them based on the designated 6 month reporting period. You may use up to 5,000 characters for each response.

1. Please describe the status of each goal and objective from your OVC approved grant award.

no activity

## Grant Activity = Future Quarters

Reporting Period: 10/01/2018 - 12/31/2018 Award-Number:2015-VA-GX-9999  
**Please be aware that your session will time out 30 minutes after you stop saving data. To avoid losing or having to reenter data, click the 'save' button before leaving the system unattended or when you're finished entering data.**

Grant Activity   I. Training   II. Technical Assistance   III. Technology Developments   IV. Data Gathering   V. Collaborative Partnerships  
VI. Strategic Planning   VII. Victim Services   A. Training and/or Technical Assistance Activities - Shared Measures   B. Partnerships - Shared Measures  
C. Planning Activities, Policy & Procedural Changes-Shared Measures   Semiannual Reporting Questions (All Grantees)   REVIEW

Question for grantees to indicate if there was any grant activity during the reporting period.

CURRENT QUARTER REPORTING

# Completing Data Entry

**CONFIRMATION**

Mark data entry as complete. The record will be locked for further data entry.

SAVE

Additional Comments

You have 500 characters left. (Maximum characters: 500)

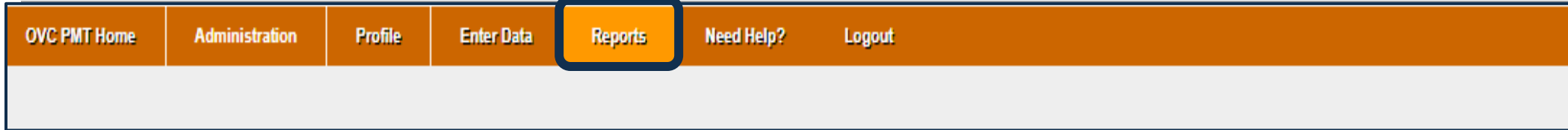
\*Once data entry is complete for a reporting period, you can view performance data reports here.

- After confirming that your data is accurate, check the **Mark data entry as complete** box.
- Consider the **Additional Comments** box to document changes.
- Click the **Save** button. Saving will lock your report and prevent additional editing. If you need to unlock your report, please contact the **OVC PMT Helpdesk**.





# Generating the Semiannual Report



- Navigate to the **Reports** tab
- Click the Semiannual Report link in the table and generate the PDF.
- Save the PDF to your computer.
- **Upload a copy** of the semiannual in PDF format into JustGrants by January 30.

10/01/2020 - 12/31/2020	Complete <a href="#">Unlock</a>	12/15/2021 Tina Dimachkieh	<a href="#">Excel</a> <b>Semi-Annual PDF</b>
01/01/2021 - 03/31/2021	Complete <a href="#">Unlock</a>	12/15/2021 Tina Dimachkieh	<a href="#">Excel</a>

# Generate the Correct Semiannual Report

PDF = Correct

TVS-Test--All Sections Semiannual Performance Report

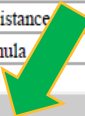


Transforming Victim Services Grant Program



Reporting Period:07/01/2018 - 12/31/2018

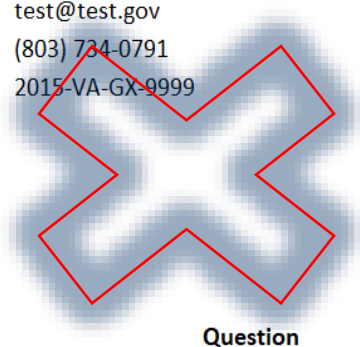
Grant Information	
Grantee Legal name:TVS-Test--All Sections	Project Start Date: 2018-07-01
Award Number: 2015-VA-GX-9999	Project End Date: 2020-12-31
Award Amount: \$ 12,454,957.00	POC Name: Test McExample
Grant Manager: Fakename Fakesurname	POC PHONE: (803) 734-0791
Solicitation Title: OVC FY 15 VOCA Victim Assistance Formula	POC EMAIL: test@test.gov
Project Title: FY 15 VOCA Victim Assistance Formula	



Performance Measures						
Performance Measure	Baseline	First Quarter	Second Quarter	Current 6 mo. Total	% change (+/-) (Calculation)	Explanations of data from text boxes
<b>TRAINING</b>						
% Planned Trainings Conducted			12	12	92.31%	
% Participants Completed Training			100	100	55.56%	First Quarter: Second Quarter:

Excel = Not Correct

A1	A	B
1	ORGANIZATION NAME:	TVS-Test--All Sections
2	POC NAME:	Test McExample
3	POC Email:	test@test.gov
4	POC Phone:	(803) 734-0791
5	Award number:	2015-VA-GX-9999
6		
7	Award Project Start Date:	7/1/2018
8	Reporting Project End Date:	12/31/2020
9	Reporting Period Start:	10/1/2018
10	Reporting Period End:	12/31/2018
11		
12		
13	<b>Grant Activity</b>	
14	CURRENT QUARTER REPORTING	1. Is this the last reporting period during which this award will have data to report? Yes



Question



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# PMT Resources and Support

# How Can We Help

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- Need a quick answer? Access the below PMT resources through the “Need Help?” tab or by visiting <https://ovc.ojp.gov/funding/performance-measures/transforming-victim-services>:
- List of all Performance Measures
- User Guides for the PMT system
- OVC Dictionary
- Online pre-recorded trainings
- **Have a more in-depth question?**
- Contact the helpdesk to receive assistance with data entry.
- Schedule a “Welcome to OVC Performance Management” session for new staff or for staff turnover.
- Email the helpdesk with questions about a specific measure or to schedule a short 30 min technical assistance session via WebEx to review your reports.



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# Contact Information

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**OVC PMT Helpdesk Contact Information**  
Monday–Friday, 8:30 a.m.–5:00 p.m. EST via  
Toll free number: 1-844-884-2503\*\*  
Email: [ovcpmt@usdoj.gov](mailto:ovcpmt@usdoj.gov)

## JustGrants

Website for reporting, resources, and recorded training  
<https://justicegrants.usdoj.gov/>  
Email: [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov)

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

# Federal Financial Reports (FFR)

June 13, 2023

Presenters: Tamara Fife and Christine Myers



# Presenters



**Tamara Fife, MPH**  
**Chickasaw**  
Financial Management SME  
*Puyallup, Washington*



**Christine Myers, MURP, MBA**  
**Choctaw Nation of Oklahoma**  
Financial Specialist  
*Pencil Bluff, Arkansas*



# TFMC Overview



Launched in fall 2018



Provides **data-informed, culturally humble, victim-centered**, innovative training and technical assistance (TTA) and resources to support OVC tribal grantees.



Supports a strong financial foundation for each community's service to victims of crime





## Learning Objectives

Upon completion of this training, you should be able to:

- ◆ Explain the purpose of the FFR form
- ◆ Describe why the accurate and timely filing of FFRs is critical
- ◆ Recall the filing due dates for FFRs
- ◆ Explain the steps for completing FFRs
- ◆ Describe the actions taken during closeout



# Poll #1—What Is Your Experience with the Federal Financial Report?

- ◆ Have never used it
- ◆ Used it a couple of times
- ◆ Complete and submit it on a regular basis
- ◆ Help others learn to use it
- ◆ Not sure





# What Is the Purpose of the FFR?

- ◆ The standard Federal Financial Report form is a cumulative report that captures the financial status of a grant award at a specific point in time.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Active Funded Award (FAW-300348)  
**Federal Financial Report (FFR-692948)**  
(15PBJA-22-RR-00719-SCAA) **OPEN**  
Legal Entity Name (JGII Test Org25) Doing Business As: (JGII Test Org25 Doing Business As)

1. Recipient Info    2. Report Information    3. Remarks & Certification

1. Federal Agency and Organizational Element to Which Report is Submitted: U.S. Department of Justice





# When Should the FFR Be Filed?

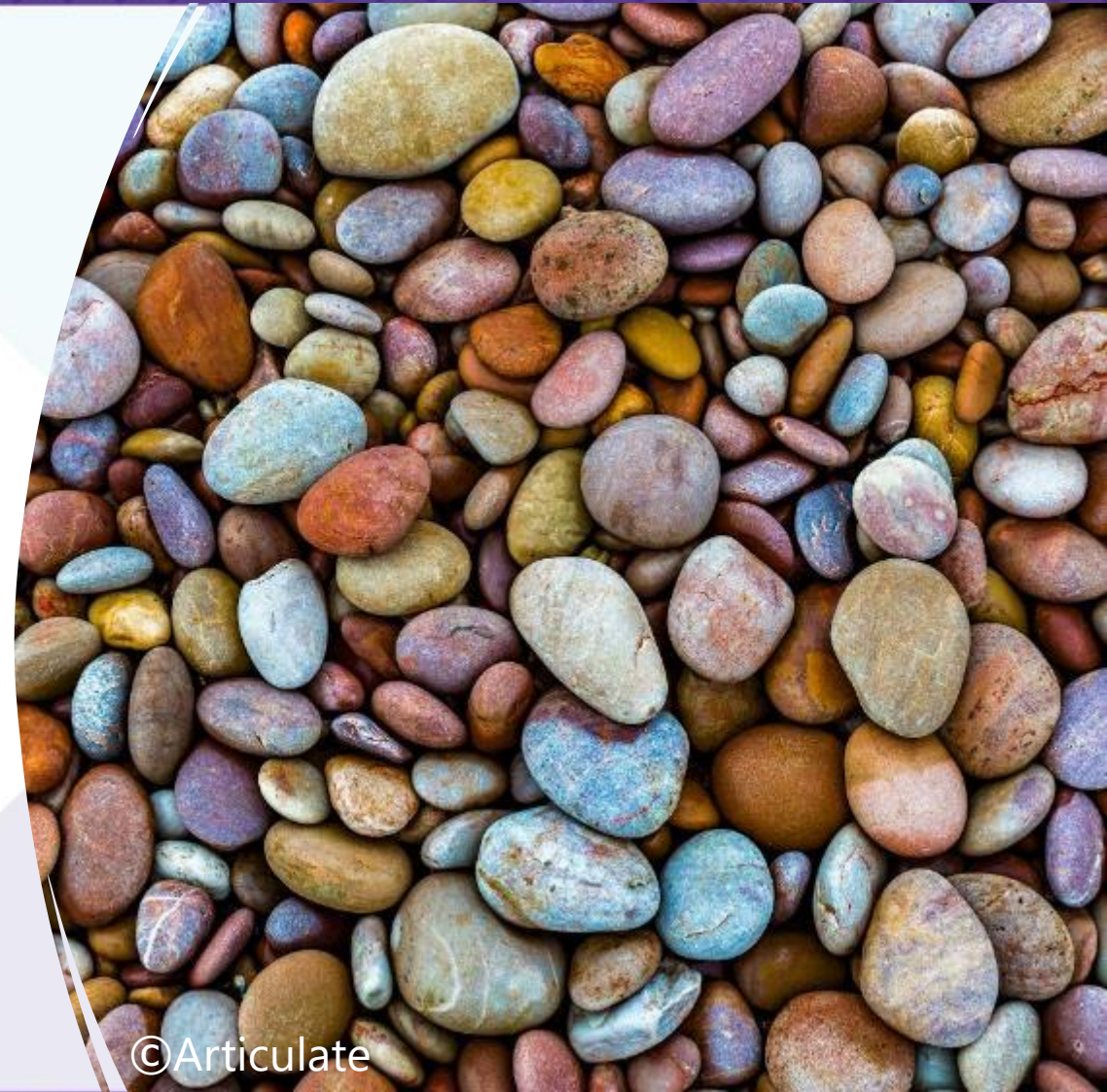
## Federal Financial Reports - Due Quarterly

Reporting Period	Due Date	Delinquent After
October 1–December 31	January 30	January 30
January 1–March 31	April 30	April 30
April 1–June 30	July 30	July 30
July 1–September 30	October 30	October 30



# Why Should FFRs be Filed Timely?

- ◆ ***Mandatory requirement for payment***
  - All required FFRs must be submitted before the grantee can request funds.



©Articulate

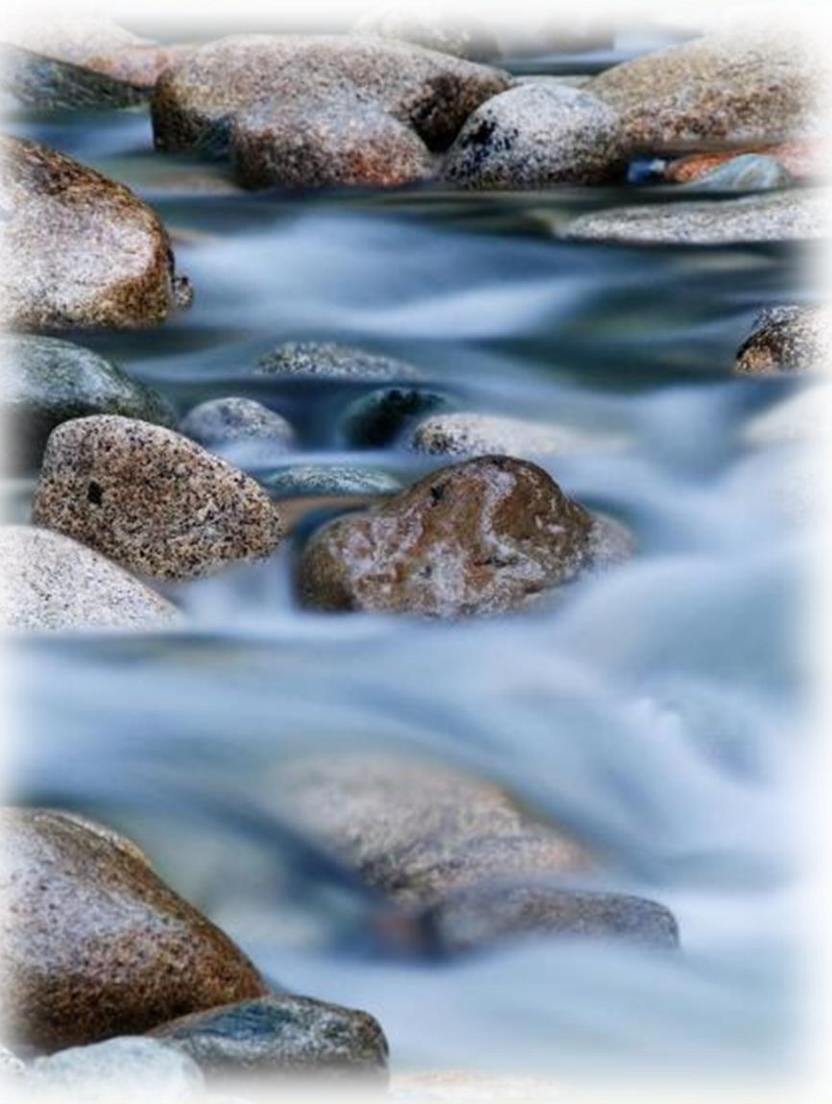


## Poll Question #2—When Is Your Next FFR due?

- ◆ January 30
- ◆ April 30
- ◆ July 30
- ◆ October 30







## Why is Accurate Filing of FFRs Important?

- ◆ Keeps funds flowing to support your project
- ◆ Maintains current accurate financial information for the project
- ◆ Reports are a focus of monitoring visit and annual audit





# Are You and Your Entity Report-Ready in JustGrants?





# How to Submit an FFR in JustGrants





# Completing the FFR: Steps 1-3

1. **Navigate** to the Home link on the left-hand side of your JustGrants account.

2. Go to your **Work List**.

3. **Open the FFR** you want to edit/submit.

The screenshot shows the JustGrants application interface. On the left-hand side, there is a navigation menu with several links. The 'Home' link is highlighted with a green box and a circled '1'. Below it, the 'My Worklist' section is highlighted with a green box and a circled '2'. The main content area displays a table with 219 results. The table has the following columns: Case ID, Date Due, Case Type, Case Status, and Last Updated. The table contains three rows of data, all representing Federal Financial Reports (FFR) for case ID FFR-051027, with a due date of 04/30/2021 and a status of 'Open'. The last updated date for all three rows is 08/11/2021 12:29 AM.

Case ID	Date Due	Case Type	Case Status	Last Updated
FFR-051027	04/30/2021	Federal Financial Report	Open	08/11/2021 12:29 AM
FFR-051027	04/30/2021	Federal Financial Report	Open	08/11/2021 12:29 AM
FFR-051027	04/30/2021	Federal Financial Report	Open	08/11/2021 12:29 AM



Welcome justgrants025.financialmanager jgitext

1

2

Alerts (0)  
No data to display

My Worklist  
219 results

Case ID	Date Due ↑	Case Type	Case Status	Last Updated
FFR-851027	04/30/2021	Federal Financial Report	Open	08/11/2021 12:29 AM
FFR-851027	04/30/2021	Federal Financial Report	Open	08/11/2021 12:29 AM
FFR-851027	04/30/2021	Federal Financial Report	Open	08/11/2021 12:29 AM



# Completing the FFR: Steps 4 and 5

4. Once the FFR opens, the recipient information appears.

5. Select **Continue** to move to the next screen.

Active Funded Award (FAIN-300348)  
**Federal Financial Report** (FFR-692948)  
(15PBJA-22-RR-00719-SCAA) [OPEN](#)  
Legal Entity Name (JGII Test Org25) Doing Business As: (JGII Test Org25 Doing Business As)

4

1. Recipient Info 2. Report Information 3. Remarks & Certification

1. Federal Agency and Organizational Element to Which Report is Submitted: U.S. Department of Justice  
Federal Agency and Organizational Element to Which Report is Submitted

2. Federal Grant Or Other identifying number: 15PBJA-22-RR-00719-SCAA  
This is the grant number assigned to the award for this program.

3. Recipient Organization (Name and complete address including Zip code)  
This is the organization name and complete address of the recipient organization.

Recipient Organization Name: JGII Test Org25  
Street 1: 111 Street Rd  
Street 2: ---  
City: Washington County: ---  
State: WA Zip: ---

[Cancel](#)



## Federal Financial Report (FFR-692948)

(15PBJA-22-RR-00719-SCAA) OPEN

Legal Entity Name: (JGII Test Org25) Doing Business As: (JGII Test Org25 Doing Business As)

Actions

4

1. Recipient Info

2. Report Information

3. Remarks & Certification

1. Federal Agency and Organizational Element to Which Report is Submitted: U.S. Department of Justice

Federal Agency and Organizational Element to Which Report is Submitted

2. Federal Grant Or Other identifying number: 15PBJA-22-RR-00719-SCAA

This is the grant number assigned to the award for this program.

3. Recipient Organization (Name and complete address including Zip code)

This is the organization name and complete address of the recipient organization.

Recipient Organization Name: JGII Test Org25

Street 1: 111 Street Rd

Street 2: —

City: Washington County: —

State: WA Zip: —

Cancel

Save

Continue

5





# Completing the FFR: Steps 6 and 7

6. Enter the Recipient Account Number → Select the Report Type → Select the Basis of Accounting.

7. Scroll down to the Transaction section to the next screen.

Active Funded Award (FAW-300348)  
**Federal Financial Report** (FFR-692948)  
(15PBJA-22-RR-00719-SCAA) **OPEN**  
Legal Entity Name (JGII Test Org25) Doing Business As: (JGII Test Org25 Doing Business As)

6

1. Recipient Info 2. Report Information 3. Remarks & Certification

5. Recipient Account Number  
Enter the account number or any other identifying number assigned by the recipient to the award. This number is for the recipient's use only and is not required.

6. Report Type  
A final report shall be submitted within 120 days after the grant period end date.  
According to your current project period end date this must remain a final FFR ⓘ  
 Final  Quarterly  
 Cash  Accrual

7. Basis Of Accounting  
Specify whether a cash or accrual basis was used for recording transactions related to the award and for preparing this report. Accrual basis of accounting refers to the accounting method in which expenses are recorded when incurred. For cash basis accounting, expenses are recorded when they are paid.

8. Project/Grant Period  
Enter the project/grant period (start and end date). This should encompass the beginning date of the original award and the latest ending date under the award number  
From 12/21/2021 To 12/31/2022

9. Reporting Period  
Enter the start and end date of the reporting period. Federal Financial Reports will be submitted on a quarterly basis. A final FFR shall be submitted at the completion of the award agreement. The following reporting periods shall be used for quarterly reports: •  
From 10/01/2022 To 12/31/2022



# Completing the FFR: Step 8

8. You can not edit fields 10a, 10b, and 10c. *They are not required by DOJ.*

Active Funded Award (FAW-309348)  
**Federal Financial Report** (FFR-692948)  
(15PBJA-22-RR-00719-SCAA) [OPEN](#)  
Legal Entity Name (JGII Test Org25) Doing Business As: (JGII Test Org25 Doing Business As)

Cummulative

**Federal Cash:**

10a. Cash Receipts  
Do not enter any information in this field. COPS, OJP, and OVW do not require a Grantee to report this information.

10b. Cash Disbursements  
Do not enter any information in this field. COPS, OJP, and OVW do not require a Grantee to report this information.

10c. Cash on Hand (line a minus b)  
Do not enter any information in this field. COPS, OJP, and OVW do not require a Grantee to report this information.

Federal Expenditures and Unobligated Balance:





# Completing the FFR: Step 9

9. Enter information in the form's Section 10 fields as appropriate for lines 10d, 10f, 10g, 10h, and 10i.

9

10b. Cash Disbursements  
Do not enter any information in this field. COPS, OJP, and OWW do not require a Grantee to report this information.

10c. Cash on Hand (line a minus b)  
Do not enter any information in this field. COPS, OJP, and OWW do not require a Grantee to report this information.

**Federal Expenditures and Unobligated Balance:**

10d. Total Federal funds authorized  
The total Federal funds authorized as of the reporting period end date. \$10.00

10e. Federal share of expenditures  
Enter the cumulative amount of federal fund expenditures. \$10.00

10f. Federal Share of Unliquidated Obligations  
Enter the cumulative amount for the federal share of unliquidated obligations. On a cash basis, unliquidated obligations are obligations incurred, but not yet paid. They include direct and indirect expenses incurred but not yet paid or charged to the award, including amounts due to subcontractors or contractors. On an accrual basis, the obligations are incurred, but the expenditures have not yet been recorded. On the final report, for either cash or accrual basis, this Line should be zero (0). Do not include any amount in Line 10f that have been reported in Line 10e. Include the unliquidated obligations that will be expensed by the end of the next quarter. Do not include any amount in Line 10f for a future commitment of funds (such as a long-term contract) for which an obligation or expense will not be incurred by the end of the next quarter. \$0.00

10g. Total Federal share (sum of lines e and f)  
The sum of Lines 10e and 10f. \$10.00

10h. Unobligated balance of Federal Funds (line d minus g)  
The amount of Line 10d minus Line 10g. \$0.00

**Recipient Share:**

10i. Total recipient share required. \$50.00

Many fields in the FFR have validations.



9

9. 10b. Cash Disbursements

Do not enter any information in this field. COPS, OJP, and OVW do not require a Grantee to report this information.

10c. Cash on Hand (line a minus b)

Do not enter any information in this field. COPS, OJP, and OVW do not require a Grantee to report this information.

**Federal Expenditures and Unobligated Balance:**

10d. Total Federal funds authorized

The total Federal funds authorized as of the reporting period end date.

\$10.00

10e. Federal share of expenditures

Enter the cumulative amount of federal fund expenditures.

\$10.00

10f. Federal Share of Unliquidated Obligations

Enter the cumulative amount for the federal share of unliquidated obligations. On a cash basis, unliquidated obligations are obligations incurred, but not yet paid. They include direct and indirect expenses incurred but not yet paid or charged to the award, including amounts due to subrecipients or contractors. On an accrual basis, the obligations are incurred, but the expenditures have not yet been recorded. On the final report, for either cash or accrual basis, this Line should be zero (0). Do not include any amount in Line 10f that have been reported in Line 10E. Include the unliquidated obligations that will be expensed by the end of the next quarter. Do not include any amount in Line 10f for a future commitment of funds (such as a long-term contract) for which an obligation or expense will not be incurred by the end of the next quarter.

\$0.00

10g. Total Federal share (sum of lines e and f)

The sum of Lines 10e and 10f.

\$10.00

10h. Unobligated balance of Federal Funds (line d minus g)

The amount of Line 10d minus Line 10g.

\$0.00

**Recipient Share:**

10i. Total recipient share required

\$50.00

Back

[http://fp.usdoj.gov/prweb/mfuC\\_9N128xxUM5KzQNeqC5x1bApc0P74KpsrQw%28\\*/STANDARD?ppPostData=-1089580917#](http://fp.usdoj.gov/prweb/mfuC_9N128xxUM5KzQNeqC5x1bApc0P74KpsrQw%28*/STANDARD?ppPostData=-1089580917#)

*Many fields in the FFR have validations.*



- Home
- Entity Profile
- Entity Users
- Entity Documents
- Applications
- Awards
- Monitoring
- Federal Forms
- Training Resources

Active Funded Award (FAW-307914)

### Federal Financial Report (FFR-692530)

(15JCOPS-22-GG-01931-METH) **OPEN**

Legal Entity Name: (JGII Test Org25) Doing Business As: (JGII Test Org25 Doing Business As)

10c. Cash on Hand (line a minus b)  
Do not enter any information in this field. COPS, OJP, and OVW do not require a Grantee to report this information.

Federal Expenditures and Unobligated Balance:

10d. Total Federal funds authorized  
The total Federal funds authorized as of the reporting period end date.

10e. Federal share of expenditures  
Enter the cumulative amount of federal fund expenditures. Cumulative means from the beginning of the project period to the end date of this SF-425 reporting period.

10f. Federal Share of Unliquidated Obligations  
Enter the amount for the federal share of unliquidated obligations. On a cash basis, include the amount of obligations incurred, but not yet paid. They include direct and indirect expenses of the award, including amounts due to subrecipients or contractors. On an accrual basis, include the expenditures that have not yet been recorded. On the final report, for either cash or accrual basis, include the amount of obligations that have been reported in Line 10e. Include the unliquidated obligations that will be expensed by the end of the next quarter. Do not include any amount in Line 10f for a future commitment of funds (such as a long-term contract) for which an obligation or expense will not be incurred by the end of the next quarter.

10g. Total Federal share (sum of lines e and f)  
The sum of Lines 10e and 10f. \$98.00

10h. Unobligated balance of Federal Funds (line d minus g)  
The amount of Line 10d minus Line 10g. \$2.00

Back Save Continue

**Confirm 10e. Federal share of expenditures**

Does the amount entered into 10e (98) reflect the cumulative expenditures amount from the beginning of the project period to the end date of this SF-425 reporting period? **Cumulative means from award inception through the end of this reporting period.**

Yes No



# Completing the FFR: Steps 10 and 11

10. Enter information in the fields as appropriate.

11. Scroll to the bottom of the page.

Active Funded Award (FAW-307914)  
**Federal Financial Report (FFR-692530)**  
(15JCOPS-22-GG-01931-METH) [OPEN](#)  
Legal Entity Name: (LIGB Test Org25) Doing Business As: (LIGB Test Org25 Doing Business As)

10i. Total recipient share required   
Enter the total required recipient share for grant period specified in Line 8. The required recipient share should include all matching and cost sharing provided by recipients and third-party providers to meet the level required by the program. This amount should not include cost sharing and match amounts in excess of the amount required by the program (for example, cost overruns for which the recipient incurs additional expenses and, therefore, contributes a greater level of cost sharing or match than the level required by the program).

10j. Recipient share of expenditures   
Enter the cumulative recipient share of actual cash disbursements or outlays (less any rebates, refunds, or other credits) including payments to subrecipients and contractors. This amount may include the value of allowable third party in-kind contributions and recipient share of program income used to finance the non-Federal share of the project or program. Note: On the final report this line should be equal to or greater than the amount of Line 10i. Cumulative means from award inception through the end of this reporting period.

10k. Remaining recipient share to be provided (line i minus j)   
The amount of Line 10i minus 10j.

Program Income:

10l. Total Federal program income earned   
Enter the amount of federal program income earned. Do not report any program income here that is being allocated as part of the recipient's cost sharing amount included in Line 10j. If this is a final report, this field is required and may not be left blank, but a zero (0) may be entered. Cumulative means from award inception through the end of this reporting period.

10m. Program income expended in accordance with the deduction alternative   
Enter the cumulative amount of program income that was used to reduce the Federal share of the total project costs. Cumulative means from award inception through the end of this reporting period.

10n. Program income expended in accordance with the addition alternative   
Enter the cumulative amount of program income that was added to funds committed to the total project costs and

[Back](#)





# Completing the FFR: Steps 12-14

12. Enter **Indirect Expenses**. Depending on the Type of Rate, the user will be presented with different fields to complete.

13. Select **+ Add Item** to add as many indirect expenses as needed.

14. Select the **Continue** button to open the last page of the FFR.

10m. Unexpended program income (line 10 minus line m and line n) \$0.00  
a. Amount of Line 10l from 10m and 10n.

**11. Indirect Expense:**

- 1. Select either Not Applicable or the appropriate indirect cost rate(s).
- 2. Enter the indirect cost rate(s) in effect during the reporting period
- 3. Enter the beginning and ending effective dates for the rate(s).
- 4. Enter the amount of the base against which the rate(s) was applied
- 5. The amount of indirect costs charged during the time period specified. (11b x 11d)
- 6. Enter the Federal share of the amount in 11e, using a dollar amount, not a percentage.

Type of Rate(s)	11b. Rate	11c. Period From	11c. Period To	11d. Base	11e. Amount Charged	11f. Federal Share
Pre-determined	75%	12/1/2022	12/30/2022	\$ 12	\$0.00	\$

[Add item](#) [Delete](#)

11g. Totals    Base Total    Amount Charged Total    Federal Share Total  
                  \$12.00                    \$0.00                    \$0.00

14



# Completing the FFR: Step 15

15. In the **Remarks and Certification** screen, enter text in box 12: **Additional Information**.

Active Funded Award (FFR-693752)

**Federal Financial Report** (FFR-693752)  
(15PSMA-22-RR-03035-JAGX) [OPEN](#)

Legal Entity Name (JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As)

✓ 1. Recipient Info ✓ 2. Report Information **3. Remarks & Certification**

15

▼ **12. Additional Information**  
Enter any remarks, explanations or additional information required. Supporting documents may be added by clicking the "Upload Supporting Documents" button.

Remarks

Uploaded Documents

File Name
No Items

[Upload Supporting Documents](#)

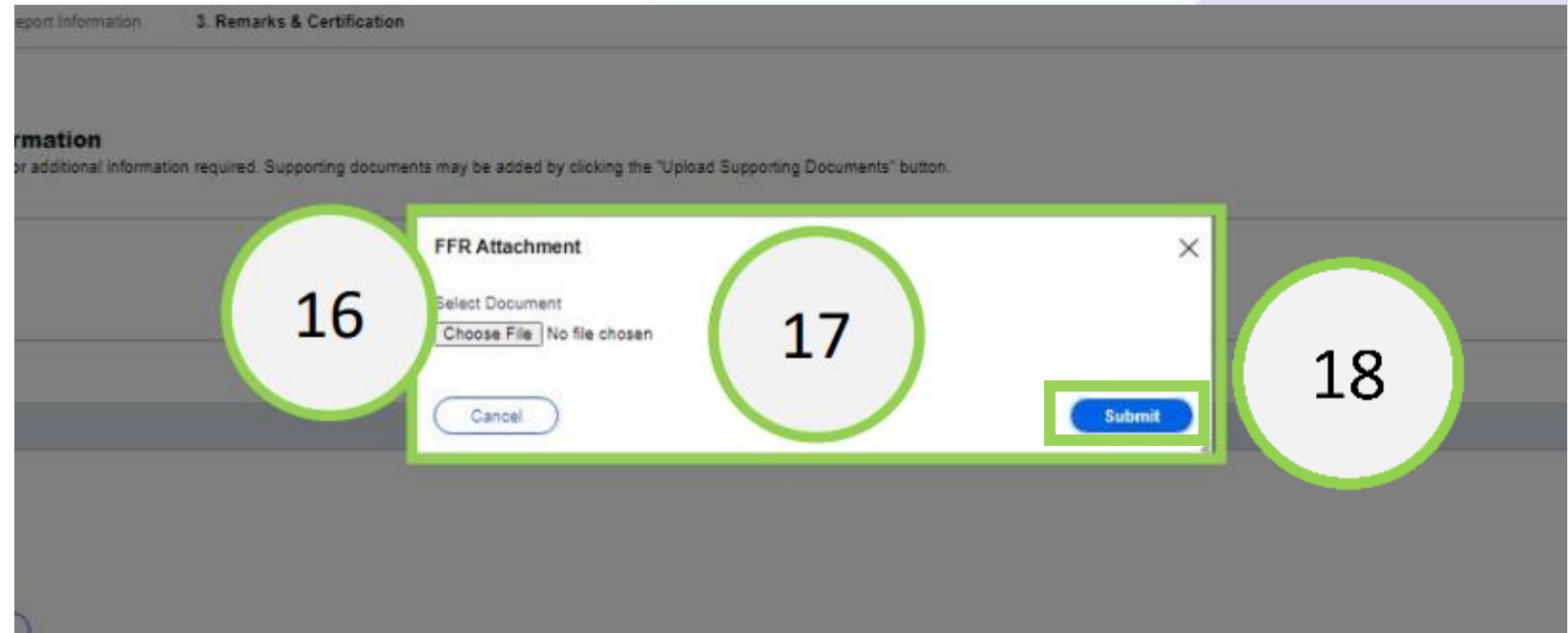


## Completing the FFR: Steps 16-18

16. Select **Upload Supporting Documents** to attach a document.

17. Use the **Choose File** button to locate the document to upload.

18. Select the **Submit** button.





# Completing the FFR: Steps 19 and 20

19. Review the Certification section.

20. Select the Finish button.

The screenshot displays the JUSTgrants system interface for completing a Federal Financial Report (FFR). The page title is "Federal Financial Report (FFR-693752)" under the "Active Funded Award (FAW-311840)". The legal entity name is "(JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As)".

The "Uploaded Documents" section shows a table with one entry: "Supporting Documentation.docx".

The "13. Certification" section contains the following text:

By submitting this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Prefix: —

First Name: justgrants026.financialmanager Middle Name: Last Name: jgtsent

Suffix: Title: —

Full Name: justgrants026.financialmanager.jgtsent

Email Address: justgrants026.financialmanager@gmail.com

Telephone: 202-222-3333

The sidebar on the left includes navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, and Training Resources. A green circle highlights the number "19" next to the "Federal Forms" option.

At the bottom right, a green box highlights the "Finish" button, and a green circle highlights the number "20" next to it.





## Poll Question #3 - Who submits your FFR?

- ◆ Grant Award Administrator
- ◆ Financial Manager
- ◆ Alternate Grant Manger
- ◆ Other





# Resubmissions: Editing Reports





# To Edit and Resubmit the FFR: Steps 1-3

1. From the JustGrants Home Page, select **Awards**.
2. Select the Award ID associated with the FFR to edit and resubmit.
3. Select **View Case** to edit and resubmit the FFR.

**Active Funded Award**  
(15PSMA-22-GG-02109-AWAX) **PENDING-ACTIVE**  
Entry Legal Name: (JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As)

**ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.**

Task	Assigned to	
Fix Correspondence	Administrator	Begin
Audit And Assessment (Active)	Funded Award	Begin
Financial (Active)	Funded Awards SMART	Begin
Leadership (Active)	Click to sort	Begin
Legal (Active)	Funded Award	Begin
Programmatic (Active)	Funded Awards	Begin
Performance Report (PR-374533)		
Complete Performance Measure Survey	justgrants026.grantawardadmin@jgtsent	Begin
BJA_FY18STOPTech_Final (C-301474)		
Question page	justgrants026.grantawardadmin@jgtsent	Begin
Federal Financial Report (FFR-691625)		
CreateFFR	justgrants026.financialmanager@jgtsent	Begin
Fix Correspondence	Administrator	Begin

**Case details**  
Last updated by: Queue processor(GenerateQuarterlyFFRProcessor) (2mo ago)  
Created by: Vera Chimbova (4mo ago)

**DOJ Grant Manager**  
GrantManReSMART@jgtsent

**Phone**  
123-123-1231

**Email**  
islamm@p-10-15-05-10.ejpsc.gov

**Participants (6)**

- justgrants026.grantawardadmin@jgtsent  
Grant Award Administrator
- JohnElectronicBusinessPoc Doe  
Entity Administrator
- justgrants026.financialmanager@jgtsent





# To Edit and Resubmit the FFR: Steps 4 and 5

4. Open the **Actions** menu.
5. Select **Reopen**.

The screenshot displays the Grants System interface for a Federal Financial Report (FFR) with ID F-34010. The report is currently in a 'NOT SUBMITTED' state. The main content area shows a table with the following details:

Solicitation Title	---	Federal Award Amount	---
Project Title	---	Unpaid Balance	\$0.00
Project Period	2020 - 9/30	CLINC	---
Managing Office	OVC	TIN	---
Grant Award Administrator/EXT Grant Award Administrator	---		
FAW Case ID	FAW-30029		

On the right side of the interface, an 'Actions' dropdown menu is open, showing options: Refresh, Reopen, Follow, Tags, Notifications, Pin to space, and Print. The 'Reopen' option is highlighted with a green box, indicating the next step in the process.

At the bottom of the page, there is a breadcrumb trail: '1. Federal Agency and Organizational' followed by 'U.S. Department of Justice' and 'Case details'.



# To Edit and Resubmit the FFR: Steps 6 and 7

- 6. Make edits as needed. Include a comment in **Box 12: Additional Information** to explain the reason for reopening and editing an FFR.
- 7. Select **Submit**

The screenshot shows the JUSTgrants interface for editing a Federal Financial Report (FFR). The form is titled "Federal Financial Report (FFR-693752)" and is for "Active Funded Award (FAW-211840)". The form is divided into three sections: 1. Recipient Info, 2. Report Information, and 3. Remarks & Certification. The "12. Additional Information" section is highlighted with a green box and a circled "6". The "13. Certification" section is highlighted with a green box and a circled "7". The "Submit" button is also highlighted with a green box and a circled "7".



# To View/Print the FFR: Steps 1-4

1. Select the **Awards** menu from the JustGrants Home Page.
2. Select the **Case ID** for the award with the FFR to view.
4. Scroll down to the Award sections. Select **Federal Financial Reports**.

The screenshot shows the JUSTgrants Justice Grants System interface. The main content area is titled "Active Funded Award" and displays details for award (15)JCOP5-22-GK-03027-METH, which is in a "PENDING-ACTIVE" status. The entity is identified as "JGII Test Org26 Doing Business As". A list of award sections is visible, including "Legal (Active)", "11me Programmatic (Active)", "8mo Await Date/Time (Active)", "Performance Report (PR-377755)", "Complete Performance Measure Survey", "BJA\_AdvJust\_FY22v1 (JC-302190)", "Question page", "Federal Financial Report (FFR-693720)", and "CreateFFR". On the right side, there are links for "Funded Award", "Funded Awards", and "Work queue record for deferred tasks", along with user avatars for "David Gaetani". A "View Case" link is also present. At the bottom, a navigation bar shows the current status as "ACTIVE" and the next step as "FINANCIAL CLOSEOUT", which is highlighted with a green circle containing the number "4". Below the navigation bar, a menu of award sections is displayed, with "Federal Financial Report (FFR)" highlighted by a green box.



# To View/Print the FFR: Step 5

5. Select the FFR to view.

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

**Active Funded Award**  
(15JCOPS-22-GK-03027-METH) **PENDING-ACTIVE**  
Entity Legal Name: (JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As)

- Complete Performance Measure Survey (DG David Gastani)
- BJA\_AdvJust\_FY22v1 (C-302190)
- Question page (DG David Gastani)
- Federal Financial Report (FFR-693720)** (View Case)
- CreateFFR (DG David Gastani)

Progress Bar: **FUNDED AWARD INITIAL SETUP** > **ACTIVE** > INITIATE CLOSEOUT > PROGRAMMATIC CLOSEOUT > FINANCIAL CLOSEOUT > UFMS HANDOFF

**Funded Award Information**

Award Package	Award Conditions	Award Details	Award Attachments	Performance Management	Funding Balance and Availability	<b>Federal Financial Report (FFR)</b>	Grant Award Modification (GAM)	Closeout
Report Number	Type of FFR	Reporting Period	Due Date of Report	Status				
FFR-693720	Quarterly	Dec 7, 2022 to Dec 31, 2022	Jan 30, 2023	Open				



# To View/Print the FFR: Steps 6 and 7

6. The FFR is displayed in View-Only mode and can be viewed in its entirety.

7. Select the “X” in the upper right corner of the screen to close the FFR.

The screenshot displays the FFR interface with the following information:

- 1. Federal Agency and Organizational Element to Which Report is Submitted:** Federal Agency and Organizational Element to Which Report is Submitted
- 2. Federal Grant Or Other Identifying number:** 15JCOPS-22-0K-03027-METH  
This is the grant number assigned to the award for this program.
- 3. Recipient Organization (Name and complete address including Zip code)**  
This is the organization name and complete address of the recipient organization.  
Recipient Organization Name: JGII Test Org20  
Street 1: 111 Street Rd  
Street 2: —  
City: Washington County: —  
State: DC Province: —  
Country: USA ZIP / Postal Code: 802
- 4a. UEI**  
This is the recipient organization's Unique Entity Identifier (UEI) or Central Contract Registry UEI. RKVZV7M0FJ03
- 4b. EIN**  
This is the Employer Identification Number (EIN) of the recipient organization. 260000000
- 5. Recipient Account Number**  
Enter the account number or any other identifying number assigned by the recipient to the award. This number is for the recipient's use only and is not required. —
- 6. Report Type**  
Report shall be submitted within 120 days after the grant period end date. Quarterly

At the bottom left, there is a button labeled "Live UI".





# To View/Print the FFR: Steps 8 and 9

8. From the Federal Financial Report, **open the Actions menu.**

9. Select the **Print** option.

**unded Award**  
PS-22-GK-03027-METH) **PENDING-ACTIVE**  
Name: (JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As)

Location Title:	COPS Office Tribal Resources Grant Program - Hiring	Solicitation Category:	CTAS bug FIX.200984
Activity Title:	testing	Federal Award Amount:	\$1,000.00
Activity Period:	12/7/22 - 12/7/23	UEI:	RKV2V7M8FJ03
Reporting Office:	COPS	COPS ORI:	---
Grant Manager:	GrantManaReBJA.jgtsint	TIN:	280000000
Award Administrator:	David Gaetani		
Case ID:	FAW-311584		

**9**

Actions

- Refresh
- Programmatic: >
- Wait: >
- Print**
- Close

View Application

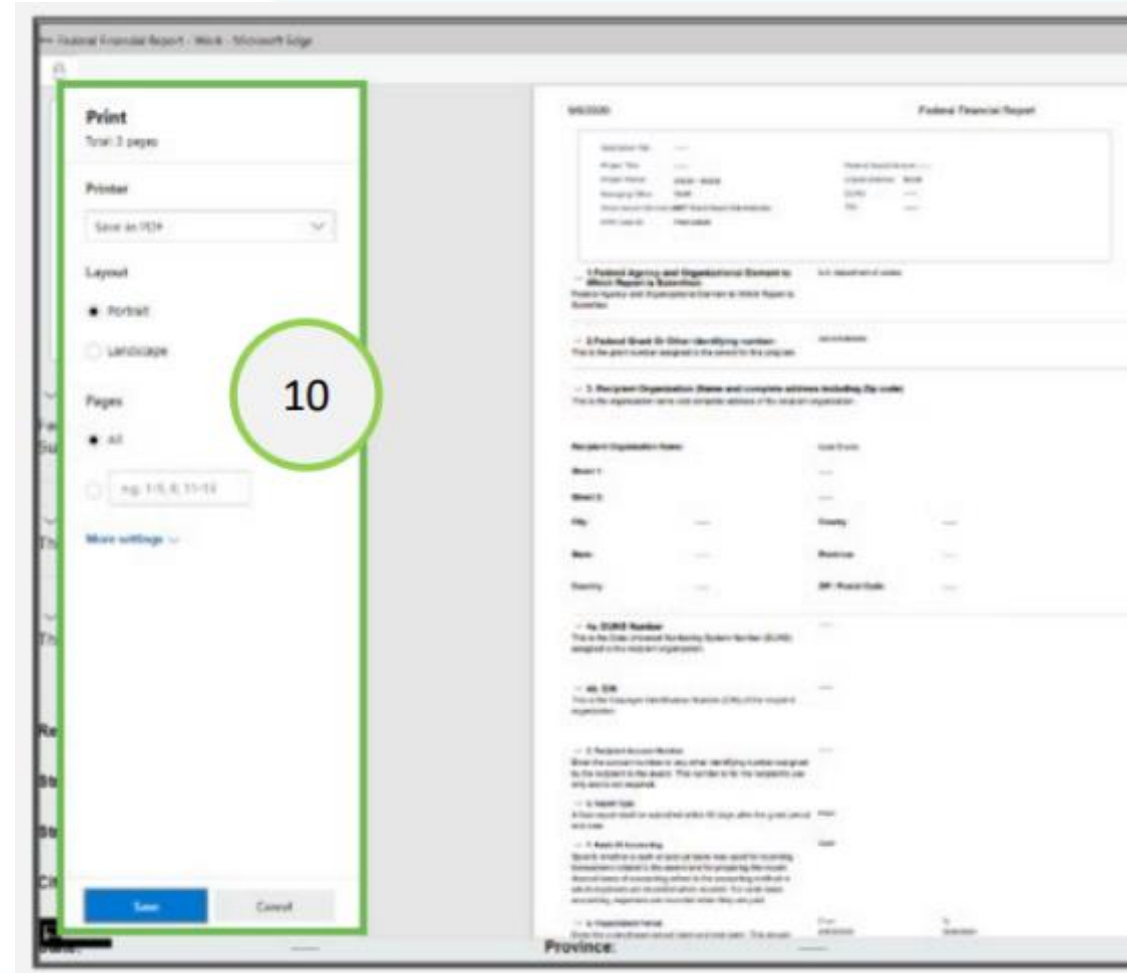
Case details

Task	Assigned to
------	-------------



# To View/Print the FFR: Step 10

10. Use the options in your printer to print the FFR.





## Poll Question #4

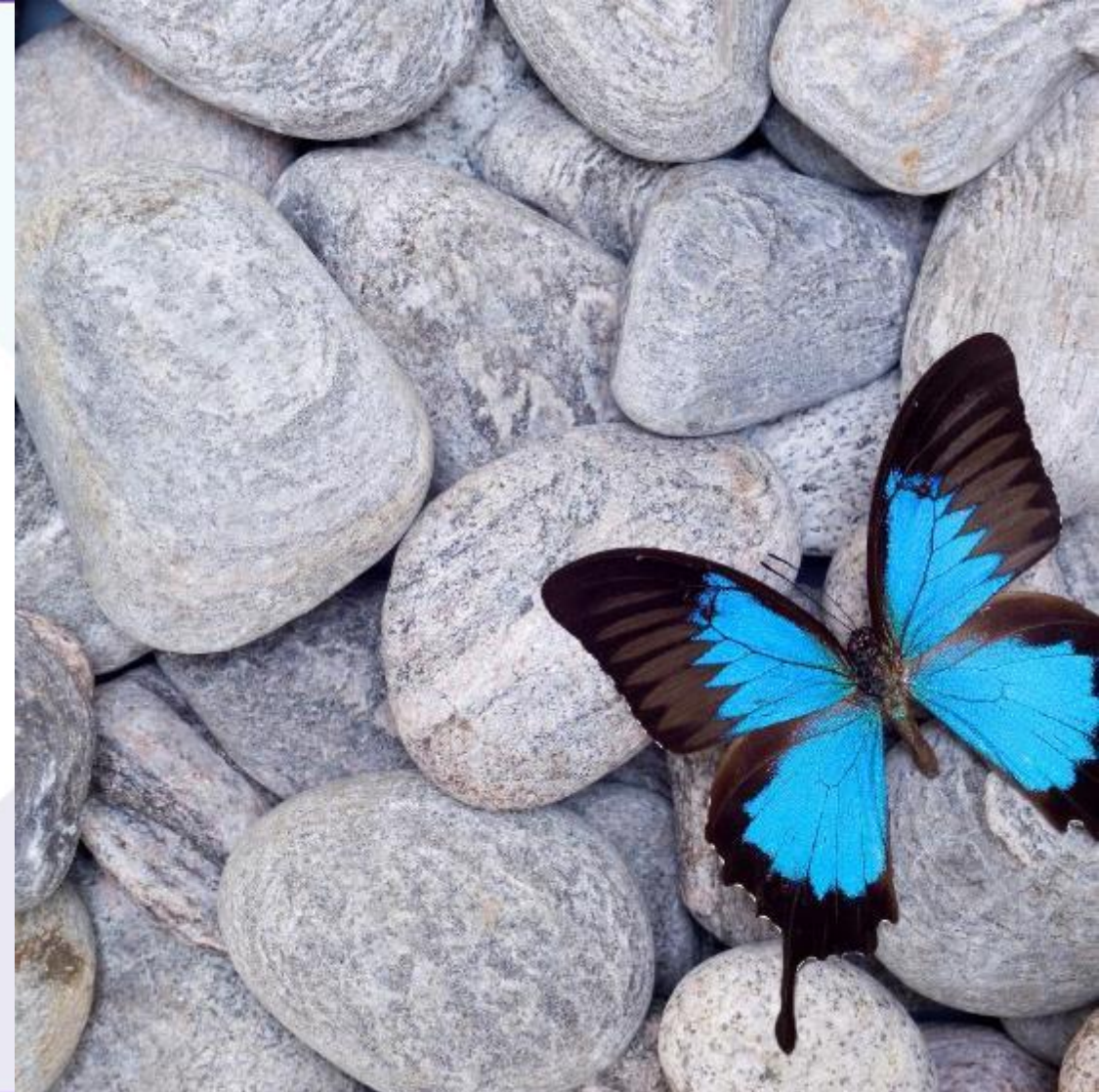
Do you print a copy of the FFR for your paper grant file or place a PDF in your electronic grant file?





## What Actions Are Taken During Closeout?

- ◆ During the grant award closeout, grantees submit a final FFR.
- ◆ The final FFR is due at the end of the 120-day period following the last day of the grant award period.







## Learning Objectives

Now that you have completed this webinar, you should be able to:

- ◆ Explain the purpose of the FFR form.
- ◆ Describe why the accurate and timely filing of FFRs is critical.
- ◆ Recall the filing due dates for FFRs.
- ◆ Explain the steps for completing FFRs.
- ◆ Describe the actions taken during closeout.





## Questions and Answers

Submit your questions via the Q&A section.





# Thank you!

**Please reach out. We look forward to working with you.**

**Email: [TFMC@OVCTFMC.org](mailto:TFMC@OVCTFMC.org) | Call: 703-462-6900 | Visit: [OJP.gov/TFMC](http://OJP.gov/TFMC)**

# Polling Question

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OVC provides training and technical assistance (TTA) to grantees. What type of TTA would your program benefit from?

- Financial
- Programmatic
- Expanding knowledge on victim services
- Program and staff sustainability
- Grant compliance



# TVSSA Grantee Orientation Webinar Series

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Each webinar will be held from 2:00 p.m. – 4:00 p.m. eastern time.

The next two webinars and their dates are—

- Tuesday, June 20<sup>th</sup> – Compliance and Allowables, [Register here](#)
- Tuesday, June 27<sup>th</sup> – Finances, [Register here](#)

**SHARE YOUR**

**THOUGHTS**



