



Helping Crime Survivors Find Their Justice

Office for Victims of Crime Developing Future Victim Specialists for American Indian/Alaska Native Victims of Crime Performance Measurement Training

OVC Performance Management Team

Office for Victims of Crime Performance Measure Reporting



Helping Crime Survivors Find Their Justice

Developing Future Victims Specialists Reporting System, Reports, and Deadlines

Report Due Dates

Reporting Period	Submission Period	Deadline	What is Due?
January 1–June 30	July 1–30	July 30	Quantitative Data Report and Semiannual Narrative Questions
July 1–December 30	January 1–30	January 30	Quantitative Data Report and Semiannual Narrative Questions

Locating Progress Reports

[✓ 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](#)
 [Federal Financial Report \(FFR\)](#)
 [Grant Award Modification \(GAM\)](#)
 [Closeout](#)

Performance Reporting

Report Number	Type of Report	Reporting Period	Due Date of Report	Status
PR-334195	Regular	Jun 30, 2020 to Dec 31, 2020	Jan 30, 2021	PR-Delinquent
PR-334196	Regular	Jan 1, 2021 to Jun 30, 2021	Jul 30, 2021	PR-Delinquent
PR-334202	Final	Jul 1, 2021 to Dec 30, 2021	Apr 29, 2022	New

Award Deliverables

Name	Category	Comment	Uploaded By	Date	Status
No attachments					


Accessing Question Sets

Type Of Performance Report
Regular


> Project Description

Performance Measure Question Set

Question Set	Status	Last Updated	Last updated by
OVC HT Narrative v1	New	7/1/23 3:40 AM	Queue processor(FAWPRCreation)

 Comments History

Comment Date Time	Commented By	Comments
No items		

 Attachments

No items

Entering Data into Question Sets

✓ 1. Overview
2. GRANT ACTIVITY
3. TRAINING
4. COLLABORATIVE PARTNERSHIPS
5. STRATEGIC PLANNING
6. PARTNERSHIPS-SHARED
7. APPLICANT MEASURES

GRANT ACTIVITY

The following questions ask if this is the last reporting period the award will have grant funded activities and if there was grant funded activities that occurred during the reporting period. Your response is important and impacts reporting during the reporting period and award closeout.

Is this the last reporting period during which the award will have data to report?
*Instruction: For example, the award end date has passed, or no additional grant project activity will take place. **

Yes
 No

[Clear Selection](#)

Was there grant activity during the reporting period?
Instruction: Grant activity occurs when the grantee has obligated, expended, or drawn down grant funds to implement objectives proposed in the OVC-approved grant application. An answer of "yes" indicates that the program is operational and should remain so until the grant closes out.

Yes No

[Clear Selection](#)

Back
Save
Continue

Question Sets Validations – Show and Hide

✓ 1. Overview ✓ 2. GRANT ACTIVITY **3. TRAINING** 4. COLLABORATIVE PARTNERSHIPS 5. STRATEGIC PLANNING 6. PARTNERSHIPS-SHARED 7. APPLICANT MEA

TRAINING

Number of trainings that were conducted during the reporting period.
*Instruction: Please report the number of training opportunities that were conducted by the grantee organization for interns under this program. **

Number of interns who attended or completed internal training during the reporting period. *Instruction: Please only report the number of interns under this program who attended training.*

Number of hours of internal training delivered to interns during the reporting period. *Instruction: Please only report the number of hours of training delivered to interns under this program.*

Did program interns attend any external trainings during the reporting period? *Instructions: External trainings refer to any training opportunities that were conducted by an organization other than the grantee or subgrantee.*

Yes
 No

[Clear Selection](#)

Number of interns who completed external trainings during the reporting period. *Instruction: Please only report the number of interns under this program who attended training.*

Were feedback surveys distributed to, and collected from, interns at the end of trainings delivered? *Instruction: Please include feedback received from interns on both internal (conducted by the grantee or subgrantee organization) and external trainings delivered. may have been administered by the organization that conducted the training.*

Yes
 No

[Clear Selection](#)

Question Sets Validations – Show and Hide

TRAINING

Number of trainings that were conducted during the reporting period.
*Instruction: Please report the number of training opportunities that were conducted by the grantee organization for interns under this program. **

Number of interns who attended or completed internal training during the reporting period. *Instruction: Please only report the number of interns under this program who attended training.*

Number of hours of internal training delivered to interns during the reporting period. *Instruction: Please only report the number of hours of training delivered to interns under this program.*

Did program interns attend any external trainings during the reporting period? *Instructions: External trainings refer to any training opportunities that were conducted by an organization other than the grantee or subgrantee organization.*

Yes

No

[Clear Selection](#)

Number of interns who completed external trainings during the reporting period. *Instruction: Please only report the number of interns under this program who attended training.*

Were feedback surveys distributed to, and collected from, interns at the end of trainings delivered? *Instruction: Please include feedback received from interns on both internal (conducted by the grantee or subgrantee organization) and external trainings delivered. External trainings may have been administered by the organization that conducted the training.*

Yes

No

[Clear Selection](#)

Number of interns who completed a post-training feedback survey.


Attaching Narrative Document to a Progress Report

Type Of Performance Report
Regular


> Project Description

Performance Measure Question Set

Question Set	Status	Last Updated	Last updated by
OVC HT Narrative v1	New	7/1/23 3:40 AM	Queue processor(FAWPRCreation)

 Comments History

Comment Date Time	Commented By	Comments
No items		

 Attachments

No items

Progress Report Submission

Performance Report [15PBJA-22-GG-01883-MUMU] NEW
Legal Entity Name: (JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As)
3 months from now

Complete Performance Measure Question Set

Question Set	Status	Last Updated	Last updated by	
SA Ops Relentless Pursuit	New	7/6/22 2:12 PM	Queue processor(FAIRPRCreator)	Re-Open

Comments

Comments History

Comment Date Time	Commented By	Comments
No items		

Attachments

[Upload](#)
The recommended files to upload are PDF, Microsoft Word and Excel.

Name	Category	Created by	Date Added
PRCR_Test.docx	Performance Report	justgrans028.giantawardadmin.jgibest	8/29/2022 2:30 PM

[Cancel](#) [Save](#) [Submit](#)

18

JustGrants Resources

Reporting Resources:

- JustGrants Performance Reporting Training webpage: [Training: Performance Reporting | JustGrants Resources \(usdoj.gov\)](#)
- Reporting Guide: [Performance Reporting Job Aid Reference Guide \(usdoj.gov\)](#)
- Completing a question set: [Completing a Question Set and Submitting the Performance Report \(usdoj.gov\)](#)
- Steps to trouble shoot: [Troubleshooting Performance Reports Using Question Sets](#)
- Uploading additional documents: [Managing Deliverables in JustGrants](#)
- Infographic: [Submit Performance Report](#)

Developing Future Victim Specialists Performance Measures

Question Sets

Grant Activity

Training

Collaborative Partnerships

Strategic Planning

Partnerships – Shared

Applicant Measures

Semiannual Narrative Questions

Only OVC-funded activities should be reported. Grantees only need to respond to question sets and specific measures with data that applies to their OVC funded work. Any activity completed from other funding sources should not be included in the collected data.

Types of Questions

Baseline Questions

Some question banks include baseline questions. Baseline questions gather information about activities that occurred prior to the grant becoming operational. Baseline data for performance metrics is established at the beginning of the data collection process to support an assessment of the initiative. Grantees should enter the same baseline data for each Performance Report.

Current Reporting Questions

Quantitative and qualitative information about grant activity that takes place during the reporting period.

Grant Activity

1. Is this the **last reporting period** during which the award will have data to report?
2. Was there **grant activity** during the reporting period?*

**Grant activity occurs when the grantee has obligated, expended, or drawn down grant funds to implement objectives proposed in the OVC-approved grant application. An answer of “Yes” indicates that the program is operational and should remain so until the grant closes out.*

Training

Report data on [training opportunities](#) that were conducted by the grantee organization for interns under this program.

Provide data, including:

- Number of hours of internal and external training delivered to or completed by interns.
- Number of interns who attended or completed training.
- Information on credentials for training completion.
- Results of feedback surveys (if feedback surveys were distributed and collected).

Collaborative Partnerships

Report information on partner organizations participating in the initiative as a result of grant funding.

Provide data on:

- New groups/organizations/agencies participating during the reporting period.
- Total number of groups/organizations/agencies participating during the reporting period.

* *Baseline question included in this question set.*



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Strategic Planning

Provide information on planning documents that were completed during the reporting period.

Types of planning documents listed:

- Mission and/or Vision Statement
- Advisory Board Charter
- Community Partnership Memoranda of Understanding or Memoranda of Agreement
- Internal Needs or Strengths Assessment
- Community Needs or Strengths Assessment
- Program Logic Model
- Action Plan
- Evaluation Plan
- Sustainability Plan
- Data Collection Plan
- Standard Operating Procedures

Partnerships – Shared

Report information on **formalized collaboration agreements developed and letters of support received** that were funded as part of the agreement. Formalized agreements must be signed by heads of organization with authority to commit resources such as time, dollars, staff, and facilities. Letters of support lend organizational support but do not commit resources.

Provide data on:

- Formalized agreements developed.
- Letters of support secured.
- Level of involvement of partners.

* *Baseline question included in this question set.*



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Applicant Measures

Report information on [application process and outcomes](#) for DFVS internships during the reporting period.

Provide data on:

- Number of applications received and those received from qualified applicants.
- Number of applicant interviews conducted, and applicants accepted or hired.
- Number of entrance and exit interviews or surveys conducted and outcomes.
- Number of interns who started and who completed an internship.
- Number of interns who indicated that they plan to pursue career in victim services.
- Number of victims served at host site and those served by interns.

* *Baseline question included in this question set.*



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Validations List

Grant Activity

Question 2 (Grant Activity) – If “No,” all subsequent questions are not required

Strategic Planning

Question 2 (Planning Documents) – Not required IF previous question = zero (0)

Applicant Measures

Question 3 (Qualified Applicants) – Not required IF previous question = zero (0)

Question 7 (Interviews Conducted) – Not required IF previous question = zero (0)

Question 8 (Prepared on Entrance) – Not required IF previous question = zero (0)

Question 10 (Exit Interviews) – Not required IF previous question = zero (0)

Question 11 (Prepared on Exit) – Not required IF previous question (10) = zero (0)

Question 12 (Career Plan) – Not required IF previous question (10) = zero (0)

Question 13 (Career Plan by Type) – Not required IF previous question (10) = zero (0)

Validations List (Continued)

Training

Question 2 (Types of Internal Training) – Not required IF previous question = zero (0)

Question 5 (Internal Credential) – Not required IF previous question = zero (0)

Question 6 (Attend External Trainings) – Not required IF previous question = No

Question 7 (Types of External Training) – Not required IF previous question = No

Question 9 (External Training Hours) – Not required IF previous question = zero (0)

Question 10 (External Credential) – Not required IF previous question = zero (0)

Question 11 (Feedback) – Not required IF previous question = No

Question 12 (Complete Feedback) – Not required IF previous question (Question 11) = No

Question 13 (Post Feedback) – Not required IF previous question (Question 11) = No

Question 14 (Complete Post Feedback) – Not required IF previous question (Question 11) = No

Question 15 (Prepared to Implement) – Not required IF previous question (Question 11) = No

Question 16 (Planning to Implement) – Not required IF previous question (Question 11) = No

Semiannual Narrative Report

Share information with OVC on:

- Status of, activities completed under, and barriers to obtaining each goal and objective.
- Overview of the program.
- Performance measure analysis.
- Publications.
- Program accomplishments.
- Program changes.
- Other activities.
- Program impact.
- Attachments (photos, news articles, and referenced documents).

Contact Information



Helping Crime Survivors Find Their Justice

Contact Information

OVC PMT Helpdesk

Monday–Friday, 8:30 a.m.–5 p.m. Eastern Time
Toll free number: 1–844–884–2503*

Email:

ovcpmt@usdoj.gov

Website:

<https://ovc.ojp.gov/funding/performance-measures>

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

JustGrants

Available Daily, 5 a.m.–9 p.m. Eastern Time
Toll free number: 1–833–872–5175

Email:

justicegrants.support@usdoj.gov

Website:

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



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Discussion and Q&A



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