

TVSSA Onboarding Series

Telling Your Story: Performance Reporting in PMT

March 18

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T-VSTTA
OVC TRIBAL VICTIM SERVICES TRAINING
AND TECHNICAL ASSISTANCE

Learning Objectives

01

Understand the Role of TVSSA Funds

02

Discuss how storytelling can be used to report your performance measures

03

Acquire skills to communicate your community's story and track progress in the PMT

04

Identify how to navigate the PMT website, use its features, and submit accurate and timely semiannual reports

Introductions



T-VSTTA
OVC TRIBAL VICTIM SERVICES TRAINING
AND TECHNICAL ASSISTANCE

Tribal Victim Services Training and Technical Assistance (T-VSTTA)

T-VSTTA is a capacity-building program for American Indian and Alaska Native communities. T-VSTTA provides tailored, victim-centered, and trauma-informed assistance to Tribal grant recipients and potential grant recipients.

It supports victim services providers as they develop sustainable programs and walk with victims and survivors of crime on their healing journey. The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office for Victims of Crime (OVC) funds the T-VSTTA program, available at no cost to those who qualify.

Tribal Victim Services Set Aside Overview



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Using TVSSA funds to Address Crime Victim Needs

OVC's Tribal Victim Services Set-Aside (TVSSA) formula grant program supports American Indian and Alaska Native communities as they walk in healing with survivors and victims of crime.

Expand Services, Reach New Populations, Support Advocates

"TVSSA funds not only increased the services we provide but also expanded the populations we serve. We also use TVSSA funding to address some of the departmental needs such as grant management and employee supervision. This has been really helpful to us because it essentially frees up our advocates to focus on advocacy."

- Meredith Jolin, Director of Justice Services at Catawba Nation

TVSSA Funds Can Be Used for a Wide Variety of Activities

OVC grant managers are a partner to you in using TVSSA funding to support your relatives on their healing journey. TVSSA funds can be used for—

- Direct **services to victims** of crime
- Traditional **healing practices**
- Community needs **assessment and strategic planning**
- Victim service **program development and implementation**
- Victim service **program expansion** including expanding populations served and types of crime addressed
- Community **outreach and education** about crime victimization and available services
- Purchasing or procuring **tangible items** related to victim services
- Support for families of **missing or murdered indigenous persons**
- Other **activities needed to address the individualized needs** of victims of any type of crime in Tribal communities

Serving Missing or Murdered Indigenous Persons (MMIP)

OVC TVSSA grant recipients can use funds to help MMIP efforts through activities such as—

- Providing **financial assistance and support** to the families of missing persons.
- Conducting **outreach events** and other activities to **educate the community** about MMIP issues.
- Producing **billboards, flyers, placards, etc. to generate awareness** about individual missing person's cases, and, in limited circumstances, support costs incidental to a private search.
- Working with a multidisciplinary, interjurisdictional group of Tribal, federal, state, and local stakeholders to **create MMIP response protocols**.
 - Providing **services to the family members** of MMIP victims;
 - Generating **awareness of MMIP** among community members in general as well as individual MMIP cases, and
 - Collaborating with Tribal, federal, and state and local officials to **respond to MMIP cases**.

View the [MMIP Fact Sheet](#) for more about TVSSA-funded MMIP projects.

Capturing Your Community's Story



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How Are The Program's Successes Measured?

Performance measurement is the regular collection of data to assess if the program is achieving the goals, objectives, and desired results. It is a way for award recipients and Office of Justice Programs (OJP) to know how an award is progressing quantitatively and whether any additional assistance is indicated.

The plan for collecting the data required for performance measures describes the process for data collection and reporting.

- Identify by **name and position/title** the individuals responsible for collecting, storing, and reporting the performance measurement data.
- Indicate **where and how the data is stored** (e.g., hard copy, electronic, cloud-based software application) and who will have access to it.
- Define **how the data guides and evaluates** the project's impact.
- Describe the **process to accurately report data**.

**New to reporting or have staff turnover?
Start with these resources:**

- [Transforming Victims Services Grantee Performance Measurement Overview](#)
A recorded presentation covering grant recipient roles and responsibilities along with how to get started with performance reports. (Approx. 11 mins)
- [Transforming Victims Services Performance Measurement Introduction](#)
A recorded presentation covering how to get started with performance reports. (Approx. 12 mins)

Focusing on Community Needs

Reporting is an opportunity to share how TVSSA-funded victim services are supporting healing in your community.

Sharing your program successes and challenges with OVC is one way to communicate your community's needs and story.



Roadmap For Sharing Program Progress

- **Analyze:** Look at community information to identify your key program milestones.
- **Track:** Capture measurable outcomes to track advancements in services and support provided to victims.
- **Report:** Share your successes and progress along your journey.
- **Collect data:** Explain how the data shows growth, changes, and areas of improvement.

We Are All Storytellers



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Storytelling is a Powerful Tool

Storytelling is part of our Indigenous cultures and has been passed down through generations.

- Stories tell life lessons.
- Just like song, dance, and drumming, storytelling is an essential part of the healing process.
- Storytelling is a powerful tool to talk about challenging situations and how they were handled.
- Share these stories with OVC in the description of need section of the TVSSA proposal narrative questionnaire.

What is the Story of Your Community?

- What are the strengths in your community?
- What are the challenges your community is facing?
- What would you like to do about those challenges?



How Does It All Tie Together?

- Embrace your program strengths and challenges.
- Share that story through the TVSSA project period activities.

What are the TVSSA Project Period Activities?



TVSSA Project Goals and Objectives

Using Your TVSSA Goals and Objectives

- Goals and objectives are shared with OVC in the TVSSA proposal narrative questionnaire.
- Referencing goals and objectives regularly can help to ensure progress is made.
- The project goals and objectives outline steps to address your community's needs.
- Project goals are achievable.
- The objectives are the roadmap to achieving the goals.

Short- and long-term goals guide the work, with objectives marking the route. Objectives are specific, measurable, and clearly outline the steps to achieve the goals.



Telling Your Story: Performance Reporting in PMT

What is Performance Reporting?

Performance reporting: The process in which award recipients provide information on grant-funded activities to OVC on a regular basis.

This is an opportunity to tell your story.

How were grant funds used to provide victim support in your community?

What partnerships were developed to enhance your organization's capacity?

What specific success stories would you like to share with OVC?

Why is Performance Reporting Important?

Performance reporting allows OVC to do the following:

- Track grant progress and outcomes.
- Identify successes and opportunities.
- Understand how funds are being used in a community.
- Ensure legal compliance.

How OVC Uses Performance Data

- OVC uses data reported by grant recipients to—
- Demonstrate **the value and specific benefits of the program** to Congress, federal and state government agencies, the victim services field, the general public, and other stakeholders.
- Emphasize **progress made** toward achievement of OVC's strategic and program goals.
- Respond to **requests for data from a range of audiences** including Congress and the White House, other federal agencies, media, and the general public.

How Grant Recipients Can Use Performance Data

- Grant recipients can use performance data in several ways, including—
- Showcasing organizational capabilities and the ways in which your organization has served victims of crime.
- Demonstrating how your organization is achieving your program goals and objectives.
- Identifying program or organizational gaps or areas of opportunity.



When and Where to Report Performance Data



Reporting Systems

Performance Measurement Tool (PMT): A web-based reporting system in which grant recipients can electronically submit qualitative and quantitative program performance data.

Justice Grants System (JustGrants): A grants management system that provides applicants and grant recipients with an end-to-end experience throughout key parts of the grants management lifecycle.

Report Types in the PMT

Quantitative Performance Measure Report	Standard performance measure data about OVC-funded program activities that were completed each quarter. These data are entered directly into the PMT for each reporting period.
Semiannual Narrative Report	Narrative questions that cover progress toward goals and objectives. This information is entered directly into the PMT every six months.
Semiannual PDF	This report includes quantitative data for two quarters as well as responses to the narrative questions about grant-funded activities.
Final / Close Out	This report is submitted after all grant funds are expended and combines quantitative data over the life of the award.



Report Due Dates

Reporting Period	Data Required	Due Date in PMT	Upload to JustGrants?
October 1–December 31	Quantitative performance measures, narrative responses, and MMIP supplemental measures	January 30	Yes Due January 30
January 1–March 30	Quantitative performance measures only	April 30	No
April 1–June 30	Quantitative performance measures, narrative responses, and MMIP supplemental measures	July 30	Yes Due July 30
July 1–September 30	Quantitative performance measures only	October 30	No



Performance Measurement Tool

- The PMT website address is: <https://ojpsso.ojp.gov/>.
- The PMT team creates an account for each grant recipient.
- Initial access will be granted to the organization point of contact (POC) listed in JustGrants as the “Grant Award Administrator.”
- The POC will receive an auto-generated email from the OVC PMT Helpdesk with login instructions.
- If the organization has other OVC awards under different programs, the profile will include a separate tab for each program. The TVSSA award will be listed under the Transforming Victim Services tab.

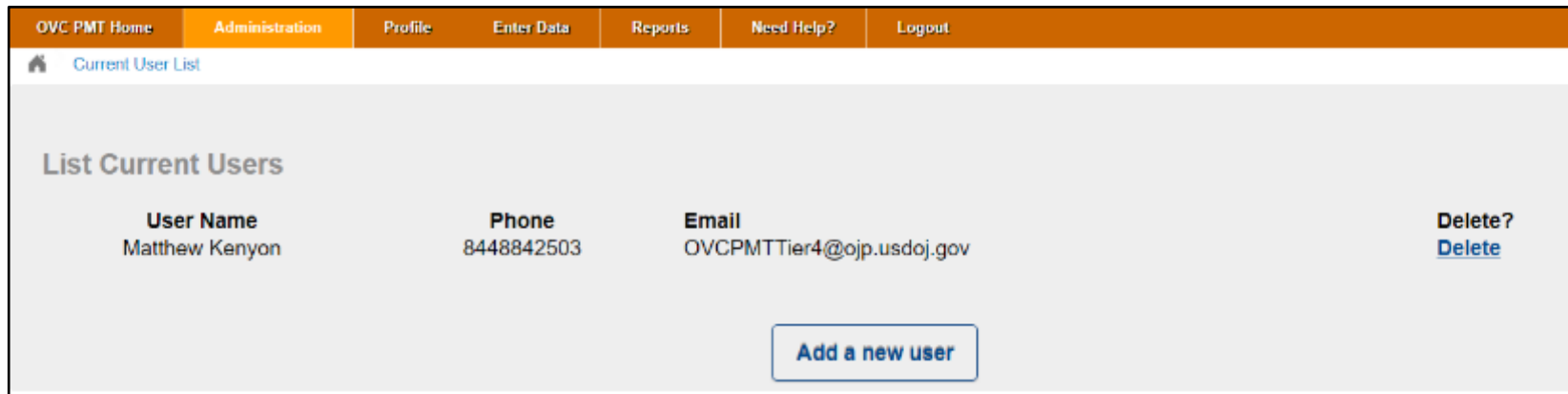
PMT Navigation Menu

OVC PMT Home	Administration	Profile	Enter Data	Reports	Need Help?	Logout	[View Only for Federal User]
OVC PMT Home	General information about your award(s) and reporting schedule.						
Administration	Federal award details and user information associated with your organization.						
Profile	Contact information for your organization and organization POC.						
Enter Data	Data entry pages for performance measures.						
Reports	Lists current and past reports and their status.						
Need Help?	Resources for using the PMT and understanding performance measures.						
Logout	Logs you out of the PMT system.						



Administration: User Management and Adding a New User

- Hover over the “Administration” tab and click “User Management”
- Click the “Add a New User” button.
- Fill in all the required fields (name, email, and phone number).



The screenshot displays the OVC PMT Administration interface. At the top, there is a navigation bar with tabs: OVC PMT Home, Administration (highlighted), Profile, Enter Data, Reports, Need Help?, and Logout. Below the navigation bar, the page title is "Current User List". The main content area is titled "List Current Users" and contains a table with the following data:

User Name	Phone	Email	Delete?
Matthew Kenyon	8448842503	OVCPMTTier4@ojp.usdoj.gov	Delete

Below the table, there is a button labeled "Add a new user".



Two-Step Semiannual Reporting Process



Two-Step Submission Process – JustGrants

Log into JustGrants and locate the Performance Report (PR) for the reporting period

- Upload the PDF document that was downloaded from PMT to the corresponding awards PR in the JustGrants attachment section



Two-Step Submission Process – PMT

1. Log into the PMT
2. Go to the Reports tab
 - Select the award number
 - Scroll down to the latest reporting period
 - Click on the link labeled “Semi-Annual PDF” and a PDF will download
 - Once the PDF is downloaded, be sure to save in a file that can be easily located

OVC PMT Home Administration Profile Enter Data **Reports** Need Help? Logout [View Only for Federal Users]

TEST - Transforming Victim Services

Select Federal Award: 2018-V8-AA-0000

After marking your data entry as complete for the reporting period, your ability to enter data will be locked. The PMT will create automatically, a PDF-formatted Performance Data Report for the current period. You may also create a PDF data report of previous periods.

- If changes are needed and it's during a data submission period, select "unlock" to return the data entry status back to "In Progress".
- If changes are needed and the data submission period has ended, please contact the OVC PMT help desk (844-884-2503) to request that the report is unlocked.

To comply with semi-annual reporting requirements due in JustGrants, by January 30 and July 30, you must save a PDF copy of the **100% SEMI-ANNUAL Performance Data Report** from OVC PMT to your computer and upload it as an attachment to JustGrants.

After submitting your Performance Data Report to OVC through JustGrants, OVC will review the information. If any changes are requested by your OVC Victim Justice Program Specialist, please contact the OVC PMT help desk to request that the report is unlocked in the PMT for you to make any necessary changes.

If any changes are made to the data, please remember to again mark data entry as complete to recreate the PDF. Replace the previous version in your files.

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.

Reporting Period	Data Entry Status	Last Modified Initial Completion Date	Reports
10/01/2018 - 12/31/2018	Complete	11/13/2023 Roya Evans	Excel Semi-Annual PDE
01/01/2019 - 03/31/2019	Complete	11/15/2023 Roya Evans	Excel
04/01/2019 - 03/30/2019	Complete	11/15/2023 Roya Evans	Excel Semi-Annual PDE



Locating Performance Reports in JustGrants

✓ 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
<u>PR-334195</u>	Regular	Jun 30, 2020 to Dec 31, 2020	Jan 30, 2021	PR-Delinquent
<u>PR-334196</u>	Regular	Jan 1, 2021 to Jun 30, 2021	Jul 30, 2021	PR-Delinquent
<u>PR-334202</u>	Final	Jul 1, 2021 to Dec 30, 2021	Apr 29, 2022	New

Award Deliverables

Name	Category	Comment	Uploaded By	Date	Status
No attachments					



Which is 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
TRAINING						
% Planned Trainings Conducted			12	12	92.31%	
% Participants Completed Training			100	100	55.56%	First Quarter: Second Quarter:



Excel = Incorrect



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		Question
13	Grant Activity	
14	CURRENT QUARTER REPORTING	1. Is this the last reporting period during which this award will have data to report? Yes



Semiannual Report in JustGrants

JUSTgrants
JUSTICE GRANTS SYSTEM

LOUISIANA STATE UNIVERSITY SCHOOL OF MEDICINE IN NEW ORLEANS FAC (FAW-36788)

Performance Report (PR-334010)
(15PBJS-21-GG-00153-NARI) [View](#)
Legal Entity Name: Doing Business As:
3 months from now

10

Comments History

Comment Date Time	Commented By	Comments
No items		

Attachments

11

The recommended files to upload are PDF, Microsoft Word and Excel.

12

Users in sidebar:
justgrants04 grantawardsmgmt
Grant Award Administrator
JohnElectronicBusinessPoc
Doe
Entity Administrator
justgrants024 financialmanage
mgmt
Financial Manager
GrantManaRe-BUS jgtsint
Grant Manager
justgrants024 authorizedrep
mgmt
Authorize Representative
[View all](#)

Performance Report Submission

JUSTgrants
JUSTICE GRANTS SYSTEM

Home

Entity Profile

Entity Users

Entity Documents

Applications

Awards

Monitoring

Federal Forms

Training Resources

JGII Test Org26 (FAW307846)

Performance Report (PR: 361950)
(15FPLJA-22-GG-01983-NUUMU) ✔
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
BJA Ops Release/Pursuit	New	7/5/22 2:12 PM	Queue processor(FAWPRCreator)

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	justgrants2020.grantawardadmin.jgibent	6/29/2022 2:30 PM

Cancel

Save Submit

18

Please note, you **must** select “Submit” after you attach your PDF report.



Frequently Asked Questions (FAQ)

- What does a grant manager do with my semiannual PDF report when I submit it to JustGrants in January and July?
 - Grant managers review quantitative and narrative data against project goals and objectives to ensure appropriate use of funds and grant progress.
- Why did my grant manager send my semiannual PDF report back for a “change request?”
 - Your grant manager may “change request” your report if they identified an error or issue that they would like you to address before it is approved in JustGrants.



More FAQs

- How do I make edits to my report to address the “change request?”
 - You will need to unlock your quarterly report to change your data. To unlock your report, contact the PMT Helpdesk and a representative will help you.
- Do I need to complete the PMT report if I did not conduct any grant-funded activities during the quarterly reporting period?
 - Yes, the quarterly PMT report must always be completed. If no grant-funded activity occurred, select “No” for question 2 and the remainder of the questions will automatically be skipped.



Performance Reporting



Question Sets

Grant Activity

Collaborative Partnerships*

Strategic Planning

Victim Services

Partnerships – Shared

Planning Activities, Policy and Procedural
Changes – Shared

Semiannual Narrative Questions

Missing or Murdered Indigenous Persons –
Supplemental Measures*

- Only OVC-funded activities should be reported.
- All OVC grant-funded activity conducted during the quarter should be included.
- The PMT report must be completed every quarter, even if no grant-funded activity occurred.



*Only Tribal Victim Services Set-Aside grant recipients report on collaborative partnerships and MMIP supplemental measures.

Enter Data: Grant Activity

Do I need to complete the PMT report if I did not conduct any grant-funded activities during the quarterly reporting period?

Yes, the quarterly PMT report must always be completed. If no grant-funded activity occurred, select “No” for question 2 and the remainder of the questions will automatically be skipped.

Reporting period: Last reporting period of the grant award period of performance (also known as the “Closeout Report”).

Question 1: “Grant activity” is OVC-approved activities or deliverables implemented with grant funds:

- If there was activity in the reporting period, select “Yes.”
- If there was no activity, select “No” and explain why there was no grant activity.

CURRENT QUARTER REPORTING

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

Yes

No

1. Was there grant activity during the reporting period?

Yes

No



Enter Data: Baseline Questions

BASELINE QUESTIONS -

Baseline questions gather information about activities that occurred prior to the grant becoming operational. They are asked of new grantees during the first reporting period.

19. Total number of partners participating in the initiative prior to grant funding. Number

CURRENT QUARTER REPORTING +

- Some question banks include baseline questions.
- Baseline questions gather information about activities that occurred prior to the grant becoming operational. The data reported should be consistent for all reporting periods.
- Scroll down and click on the plus (+) sign to reveal the current quarter questions.

Enter Data: Current Quarter Reporting

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 REVIEW

This set of questions asks about training activities that occurred during the reporting period that were funded as part of your grant. Training usually differs from technical assistance in that it is usually intended for multiple audience types and is not customized for a single group.

Performance measures calculated from these questions include—

- Percent of scheduled trainings that were conducted
- Percent of registrants who attended or completed training
- Percent of participants satisfied with the training delivered
- Percent of participants planning to implement training knowledge

BASELINE QUESTIONS +

CURRENT QUARTER REPORTING -

2. Number of trainings that were **scheduled** for the reporting period. Number


3. Number of trainings that were **conducted** during the reporting period. Number

4. Number of participants that **registered** for training scheduled during the reporting period. Number

5. Number and types of participants that **attended or completed** training during the reporting period:

A. **Number** of participants. Number

6. **Number of hours** of training delivered to participants during the reporting period. Number



Semiannual Narrative Questions



Describe adverse conditions that affect goals or 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.



Semiannual Narrative Tips

- The semiannual report covers the previous 6 months (completed) and the upcoming 6 months (anticipated or projected)
 - Language: *“In FY 2021 Q3 and Q4, we completed....., in the upcoming reporting period we anticipate...”*
- Answer questions based on what you know today
- Create your responses in a Word document and copy and paste each answer plain text into the PMT
- Be sure to frequently save your responses!
- Every question needs an answer.

Semiannual Narrative Questions – Things to Consider

Consider Asking Your Team:

- What accomplishments were achieved over the past 6-month period?
- What areas of opportunity were identified?
- Are any changes occurring in your organization or on your team that affected your project?
- How do you define “in progress” or “not started?”

Suggested Data Review:

- Are there any performance measures that should be addressed in the narrative responses?
- Were there any increases or decreases in the data reported during the past 6-month period?
- How far along is your project and are you meeting your goals as expected?



Missing or Murdered Indigenous Persons (MMIP) Supplemental Measures



MMIP Grant Activity

Tribes and organizations that receive funding from OVC can use their funds to help MMIP by—

- Providing services to the family members of MMIP victims
- Generating awareness of MMIP among community members in general as well as individual MMIP cases
- Collaborating with Tribal, federal, and state and local officials to respond to MMIP cases

<https://ovc.ojp.gov/funding/performance-measures/transforming-victim-services/mmip-questionnaire.pdf>

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

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Award Deliverables

Name	Category	Comment	Uploaded By	Date	Status
No attachments					

Locating Performance Reports in JustGrants

✓ FUNDED AWARD INITIAL SETUP > ACTIVE > ✓ INITIATE CLOSEOUT > ✓ PROGRAMMATIC CLOSEOUT > FINANCIAL CLOSEOUT > UFMS HANDOFF

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Award Deliverables

Name	Category	Comment	Uploaded By	Date	Status
No attachments					



Accessing Question Sets

Performance Report

Start Date

07/01/2024

End Date

12/31/2024

Due Date

01/30/2025

Type Of Performance Report

Regular

> **Project Description**

Performance Measure Question Set

Question Set	Status	Last Updated	Last updated by
OVC_TVSSA_MMIP	New	7/1/24 3:12 AM	Queue processor(FAWPRCreation)



Entering Data into Question Sets

1. Overview 2. MMP Grant Activity

Overview

The following pages detail the supplemental performance measures related to Missing and Murdered Indigenous Persons (MIMP) for the Office for Victims of Crime's (OVC) Tribal Victim Services Set-Aside (TVSSA) grant program. These supplemental measures will be reported on every semiannual reporting period, in addition to the quarterly performance measures that TVSSA grantees report on every quarterly reporting period.

Goals and Objectives

Tribes and organizations that receive funding from the OVC TVSSA grant program can use their funds to help MIMP by:

- Providing services to the family members of MIMP victims
- Generating awareness of MIMP among community members in general as well as individual MIMP cases
- Collaborating with Tribal, federal, and state and local officials to respond to MIMP cases

TVSSA grantees may use their funding to support the following activities related to missing persons:

- Provide financial assistance and support to the families of missing persons.
- Conduct outreach events and other activities to educate the community about MIMP issues.
- Produce billboards, flyers, placards, etc. to generate awareness about individual missing person's cases, and, in limited circumstances, support costs incidental to a private search.
- Work with a multidisciplinary, interjurisdictional group of Tribal, federal, and state and local stakeholders to create MIMP response protocols.

TVSSA funds can be used to aid families when the remains of a missing person have been recovered and have been determined to be a victim of homicide. In these circumstances, TVSSA funds can support:

- Reunification costs, including exhumation (if needed), repatriation, and burial of the remains.
- Assistance for survivors of homicide, including financial and civil legal help, as well as family and individual counseling.

Structure of the Questionnaire

This questionnaire includes supplemental performance measures that are asked of TVSSA grantees during each semiannual reporting period.

Reporting Period

Grantees must report on these supplemental performance measures in the Justice Grants System (JustGrants) on a semiannual basis, until further notice. TVSSA grantees will continue to report on the quarterly performance measures in the Performance Management Tool (PMT) as previously instructed, in addition to reporting on these new, supplemental measures. Below is a table detailing the submission deadlines for the supplemental measures:

Semiannual Reporting in JustGrants		
Reporting Period	Submission Period	Deadline
January 1 – June 30	July 1–30	July 30
July 1 – December 31	January 1–30	January 30

If you have any questions about the performance measures, please email the OVC Performance Management Helpdesk at pmhelpdesk@ovc.gov, or call toll free at 844-684-2909. If you have any questions about JustGrants, please visit <http://www.justgrants.usdoj.gov> for resources.

Reactive Survey

Save Continue



Entering Data into Question Sets

✓ 1. Overview 2. MMIP Grant Activity

MMIP Grant Activity

Did you provide any grant-funded services to family members of Missing Indigenous Persons during the reporting period?

Yes

No

[Clear Selection](#)



Tracking Grant-Funded Activities

Only OVC grant-funded activities should be reported into the PMT.

- If you have multiple OVC awards, the grant-funded activities conducted, or services provided should be reported under their respective award. Information should not be duplicated across multiple awards.
- The best approach is to follow the funding. Any activities or services provided by a given award, should be reported in the PMT under that award.
- Most importantly, please **be consistent**. Select the approach that works best for your organization and data collection abilities and document the process for future staff members.

Tracking Grant-Funded Activities

Grant recipients can determine the proration strategy that works for their organization.

Some suggested approaches include—

1. Proration based on staff salary
2. Proration based on the direct victim services budget
3. Proration based on the total victim services budget

You can contact the OVC Performance Management Team for one-on-one support with developing and understanding data proration.

Resources



PMT Resources

These resources (and others) are available on the “[Performance Measures](#)” section of the OVC webpage—

- Performance measures webpage: [Transforming Victim Services Discretionary Grantee Performance Measures | Office for Victims of Crime \(ojp.gov\)](#)
- Overview of Tribal-specific performance reporting: [PMT reporting webinar](#)
- How to navigate multiple reporting systems: [PMT and JustGrants webinar](#)
- How performance data can help tell your story: [Writing your narrative webinar](#)
- Performance measure questionnaire to support data collection (optional): [Fillable PDF](#)
- TVS Victim Services performance measure data template (optional): [Excel Sheet](#)
- Missing or Murdered Indigenous Persons performance measures in JustGrants: [Questionnaire](#)

JustGrants Resources

- JustGrants performance reporting training webpage: [Training: Performance Reporting | JustGrants Resources \(usdoj.gov\)](#)
- [Performance Reporting Job Aid Reference Guide \(usdoj.gov\)](#)
- [Completing a Question Set and Submitting the Performance Report \(usdoj.gov\)](#)
- [Troubleshooting Performance Reports Using Question Sets](#)
- [Entity User Management](#)
- Infographic: [Submit Performance Report](#)

Support Information

Thank you for joining us today.

If you have additional questions or need further support, please reach out to your grant manager or the OVC Tribal Division at:
OVCTribalSetAside@ojp.usdoj.gov

Agency Contact Information

For assistance with the requirements of this funding opportunity contact your assigned OVC grant manager. If you do not have an assigned OVC grant manager, contact OVC at OVCTribalSetAside@ojp.usdoj.gov.

For assistance with **SAM.gov** (registration/renewal):

SAM.gov Help Desk

Phone: 866-606-8220

Web: [SAM.gov Help Desk \(Federal Service Desk\)](#)

Hours of operation: 8:00 a.m. to 8:00 p.m. ET Monday–Friday

For assistance with **Grants.gov** (registration, submission of the Application for Federal Assistance SF-424):

Grants.gov Customer Support Hotline

Phone: 800-518-4726, 606-545-5035

Email: support@grants.gov

Web: [Grants.gov Customer Support](#)

Hours of operation: 24 hours a day, 7 days a week, except on federal holidays

For assistance with **JustGrants** (registration, submission of full application):

JustGrants Service Desk

Phone: 833-872-5175

Email: JustGrants.Support@usdoj.gov

Hours of operation: 7:00 a.m. to 9:00 p.m. ET Monday–Friday and 9:00 a.m. to 5:00 p.m. ET on Saturday, Sunday, and federal holidays.

For procedures related to unforeseen technical issues beyond the control of the applicant that impact submission by the deadlines, see the [Application Resource Guide](#) section on "[Experiencing Unforeseen Technical Issues](#)."



Support Information

OVC PMT Helpdesk

Monday–Friday, 8:30 a.m.–5:00 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

Monday–Friday, 7:00 a.m.–9:00 p.m., Saturday, Sunday,
and federal holidays from 9:00 a.m.–5:00 p.m. Eastern
Time

Toll free number: 1–833–872–5175

Email:

justicegrants.support@usdoj.gov

Website:

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

