Thank you for joining. We will begin shortly.
Housekeeping Items

• **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
Session Highlights

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

Award Package Acceptance → Accessing Award Funds → Carrying Out Approved Grant Activities

Award Closeout ← Monitoring ← Mandatory Reporting Requirement
Your Support System

- Grant Managers
- T-VSTTA
- TFMC
- PMT Helpdesk
- JustGrants Helpdesk
How OVC Monitors

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

**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

- 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

- 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

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
What Are Performance Measures

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....

- **WHO**: is being served? Who is providing services?
- **WHAT**: type of service is provided? What type of organization is serving them?
- **WHEN**: were services provided? When was the grant funded?
- **WHERE**: are programs located? Which jurisdictions are served?
- **WHY**: are they seeking services (victimization type)?
- **HOW**: is funding allocated? How is it supporting victim services?
What Can We Do With Performance Measures

- 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

Massachusetts Victim Witness Assistance Board

In fiscal year FY 2019, the Massachusetts Victim Witness Assistance Program (VWAP) received $175,018,012 in funding via 77 subgrantees across 23 victim service organizations, which represents a 20.3 percent increase in distribution of funding over FY 2017. VWAP funds from the VWAP, victim service providers, and other federal, state, local, and private resources.

<table>
<thead>
<tr>
<th>FY 2019</th>
<th>FY 2018</th>
<th>Percent Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount of substate funding</td>
<td>$175,018,012</td>
<td>$153,825,013</td>
</tr>
<tr>
<td>Total number of substate</td>
<td>77</td>
<td>101</td>
</tr>
<tr>
<td>Total number of organizations</td>
<td>23</td>
<td>25</td>
</tr>
</tbody>
</table>

Subgrantees Organizations by Organization Type

Massachusetts Victim Witness Assistance Board

Topical Snapshot

OFFICE FOR VICTIMS OF CRIME GRANT PROGRAMS

Tribal-Serving Victim Services

As of the end of the fiscal year 2021, the Tribal-Serving Victim Services (TSVS) program awarded $5,362,000 in grants to 20 tribal organizations for services to American Indian/Alaska Native (AI/AN) survivors of crime. These grants support services such as advocacy, counseling, and legal support.

FY 2021 Topical Snapshot

FY 2021 VCAA and CTAS Grant Awards Serving Tribal Victims

The Tribal-Serving Victim Services program awarded grants to 20 tribal organizations in FY 2021. These grants support services such as advocacy, counseling, and legal support.

Helping Crime Survivors Find Their Justice

Office for Victims of Crime
Performance Measurement

Overview
Performance Measurement

- 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

**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

Some TVSSA grantees receive funding from other OVC awards.

Grantees should be able to track victim demographics and services for each award separately, to clearly show what victims and services are supported by each award.

A service should be reported under one award program or the other. Seek to align services to the objectives of each award.

Grantees having difficulty tracking victim demographics and services for each specific award should work with OVC and the TVSSA training and technical assistance providers to identify an appropriate data collection and tracking system.
Performance Measurement Reports
Performance Measurement Reporting Systems

- **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

<table>
<thead>
<tr>
<th>Report Type</th>
<th>Definition</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarterly Performance Measure Report</td>
<td>This report collects information quarterly on grantee activities.</td>
<td>January, April, July, October</td>
</tr>
<tr>
<td>Semiannual Report</td>
<td>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.</td>
<td>January and July</td>
</tr>
<tr>
<td>Final Report</td>
<td>This report is submitted after all grant funds are expended and aggregates quantitative and qualitative data over the life of the award.</td>
<td>Last quarter of grant activity</td>
</tr>
</tbody>
</table>

*Report on Grant Activity* – Proposed activity implemented or executed with OVC grant funds.
Performance data is due in the PMT on a quarterly basis. In January, grantees report for October–December even if there was no activity.

<table>
<thead>
<tr>
<th>Reporting Period</th>
<th>Due Date</th>
<th>What is Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 1 to December 31</td>
<td>January 30</td>
<td>Quarterly Performance Measures and Semiannual Narratives</td>
</tr>
<tr>
<td>January 1 to March 31</td>
<td>April 30</td>
<td>Quarterly Performance Measures</td>
</tr>
<tr>
<td>April 1 to June 30</td>
<td>July 30</td>
<td>Quarterly Performance Measures and Semiannual Narratives</td>
</tr>
<tr>
<td>July 1 to September 30</td>
<td>October 30</td>
<td>Quarterly Performance Measures</td>
</tr>
</tbody>
</table>
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 ojpssso@usdoj.gov.

3. To aid in password recovery, new accounts require security challenge questions and responses (up to 75 characters).
Main Navigation Menu

- **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

- 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

• 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

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-8999
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.

Helping Crime Survivors Find Their Justice
Office for Victims of Crime
Completing Data Entry

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.
General Performance Measurement Tool
Tips and Tricks

• Use Google Chrome when possible.
• Enter whole numbers in fields labeled “number.”
• Type out narrative responses in plain text if using copy and paste.
• Complete data entry per page and click the Save & Continue button.
• PMT times out after 30 minutes of inactivity.

Hover over the underlined text to prompt helpful language explaining the question.
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.**
Generate the Correct Semiannual Report

PDF = Correct

Excel = Not 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
- **Award Number:** 2015-VA-GX-09999
- **Project Start Date:** 2018-07-01
- **Project End Date:** 2020-12-31
- **Award Amount:** $12,654,957.00
- **Grant Manager:** Takahiro Fujiwarme
- **POC Name:** Test McExample
- **POC Contact:** (803) 734-0791
- **Grantee Contact:** [email](test@test.gov)
- **Project Title:** FY 15 VOCA Victim Assistance Formula

### Performance Measures

<table>
<thead>
<tr>
<th>Performance Measure</th>
<th>Baseline</th>
<th>First Quarter</th>
<th>Second Quarter</th>
<th>Current 6 mo. Total</th>
<th>% change (+/-)</th>
<th>Explanation of data from text boxes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Training</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>% Planned Trainings Conducted</td>
<td>12</td>
<td>12</td>
<td>92.11%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>% Participants Completed Training</td>
<td>100</td>
<td>100</td>
<td>55.50%</td>
<td>Fast Quarter:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

### Grant Activity

1. Is this the last reporting period during which this award will have data to report? **Yes**
PMT Resources and Support
How Can We Help

• 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.
Contact Information

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

JustGrants
Website for reporting, resources, and recorded training
https://justicegrants.usdoj.gov/
Email: 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
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.
When Should the FFR Be Filed?

<table>
<thead>
<tr>
<th>Reporting Period</th>
<th>Due Date</th>
<th>Delinquent After</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 1–December 31</td>
<td>January 30</td>
<td>January 30</td>
</tr>
<tr>
<td>January 1–March 31</td>
<td>April 30</td>
<td>April 30</td>
</tr>
<tr>
<td>April 1–June 30</td>
<td>July 30</td>
<td>July 30</td>
</tr>
<tr>
<td>July 1–September 30</td>
<td>October 30</td>
<td>October 30</td>
</tr>
</tbody>
</table>
Why Should FFRs be Filed Timely?

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

<table>
<thead>
<tr>
<th>Case ID</th>
<th>Date Due</th>
<th>Case Type</th>
<th>Case Status</th>
<th>Last Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>FFR-051027</td>
<td>04/30/21</td>
<td>Federal Financial Report</td>
<td>Open</td>
<td>08/11/2021 12:29 AM</td>
</tr>
<tr>
<td>FFR-051027</td>
<td>04/30/21</td>
<td>Federal Financial Report</td>
<td>Open</td>
<td>08/11/2021 12:29 AM</td>
</tr>
<tr>
<td>FFR-051027</td>
<td>04/30/21</td>
<td>Federal Financial Report</td>
<td>Open</td>
<td>08/11/2021 12:29 AM</td>
</tr>
</tbody>
</table>
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.
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.
8. You can not edit fields 10a, 10b, and 10c. They are not required by DOJ.
9. Enter information in the form’s Section 10 fields as appropriate for lines 10d, 10f, 10g, 10h, and 10i.

Many fields in the FFR have validations.
### Federal Expenditures and Unobligated Balance:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Federal funds authorized</td>
<td>$10.00</td>
</tr>
<tr>
<td>Federal share of expenditures</td>
<td>$10.00</td>
</tr>
<tr>
<td>Federal Share of Unobligated Obligations</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Federal share (sum of lines e and f)</td>
<td>$10.00</td>
</tr>
<tr>
<td>The sum of lines 10a and 10f</td>
<td></td>
</tr>
<tr>
<td>42e- Unobligated Balance of Federal Funds (line 4 minus g)</td>
<td></td>
</tr>
<tr>
<td>The amount of Line 10d minus Line 10g</td>
<td></td>
</tr>
<tr>
<td>Recipient Share:</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

*Many fields in the FFR have validations.*
Confirm 10e. Federal share of expenditures

Does the amount entered into 10e (18) 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.
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.
15. In the Remarks and Certification screen, enter text in box 12: Additional Information.
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.
Poll Question #3 - Who submits your FFR?

- Grant Award Administrator
- Financial Manager
- Alternate Grant Manager
- 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.
To Edit and Resubmit the FFR: Steps 4 and 5

4. Open the **Actions** menu.
5. Select **Reopen**.
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
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**.
To View/Print the FFR: Step 5

5. Select the FFR to view.
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.
To View/Print the FFR: Steps 8 and 9

9. Select the Print option.
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  |  Call: 703–462–6900  |  Visit: OJP.gov/TFMC
Polling Question

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

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\textsuperscript{th} – Compliance and Allowables, Register here
- Tuesday, June 27\textsuperscript{th} – Finances, Register here
SHARE YOUR THOUGHTS
Thank You