

So You Have an OVC PA 6 Grant— Now What?

OVC CTAS Purpose Area 6

Children's Justice Act (CJA) Partnerships for Indian
Communities Program

Orientation Breakout Session

December 9, 2020





Office for Victims of Crime

OVC Supports:

- State victim compensation and assistance programs
- Assisting victims in tribal communities
- Responding to terrorism and mass violence at home and abroad
- Provision of victim services by other federal agencies
- National scope demonstration projects
- Training and technical assistance and information resources



Purpose of CJA/ Purpose Area 6

- Improve the investigation, prosecution, and handling of child abuse and neglect cases, particularly child sexual abuse cases, in a manner which lessens trauma for child victims.
- In FY 2020, 11 CJA applicants were awarded.



Poll Question

Has your tribe received CTAS PA 6 grant funding before?

- A. Yes, my tribe has received CTAS PA 6 funding before
- B. No, my tribe has not received CTAS PA 6 funding, but we have received other OVC grant funding
- C. No, my tribe has not received CTAS PA 6 or other OVC funding, but we have received other DOJ grants
- D. My tribe has never received DOJ funding before this grant
- E. Don't know/not sure





Meet the OVC Tribal Team



Katherine Darke Schmitt



Kimberly Woodard



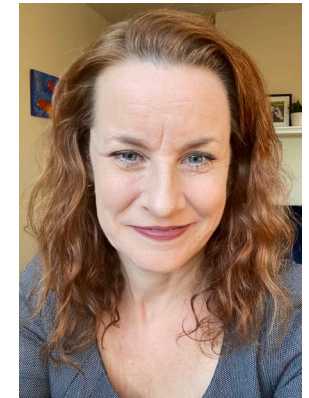
Jessica Andrew



Mary Atlas-Terry



Bethany Case



Lori Gardner



Yolanda Curtis Gibson



Deserea Jackson



Tanya Miller



Carmen Santiago Roberts



Barbara "Bonnie" Robertson



Role of the OVC Grant Managers

- Contact the grantee to discuss requirements of the grant
- Monitor grantee compliance with programmatic, administrative, and fiscal requirements of relevant statutes, regulations, policies, and guidelines, and with grantee-stated objectives and implementation plan
- Perform desk reviews/enhanced desk reviews or site visits
- Approve progress reports
- Approve modifications to awards
- * For high-risk status grantees, grant managers may provide additional direction and oversight



Role of the Grantee

- Access and sign the award package in JustGrants
- Review the special conditions on the award document
- Manage the project according to requirements, standards, and guidance contained in the grant terms and conditions
- Submit all required reports
- Complete all deliverables as stated in your application, the solicitation, and in your award special conditions
- **Do not obligate or expend funds beyond the dollar amount noted in the special condition until you receive final budget clearance.**



Budget Approval Process

1. Many of your budgets are still under review by OCFO.
 - During this time, you cannot obligate, expend, or draw-down funds.
2. You may be contacted by your Grant Manager to make revisions to your budget or to clarify expenses.
3. Upon request, email the revised budget to your Grant Manager and make sure to:
 - Address all issues identified by OVC/ OCFO;
 - Ensure the budget is free of mathematical errors & totals the ***exact amount*** of your award.



Before You Spend...

Before obligating, expending, or attempting to draw-down award funds:

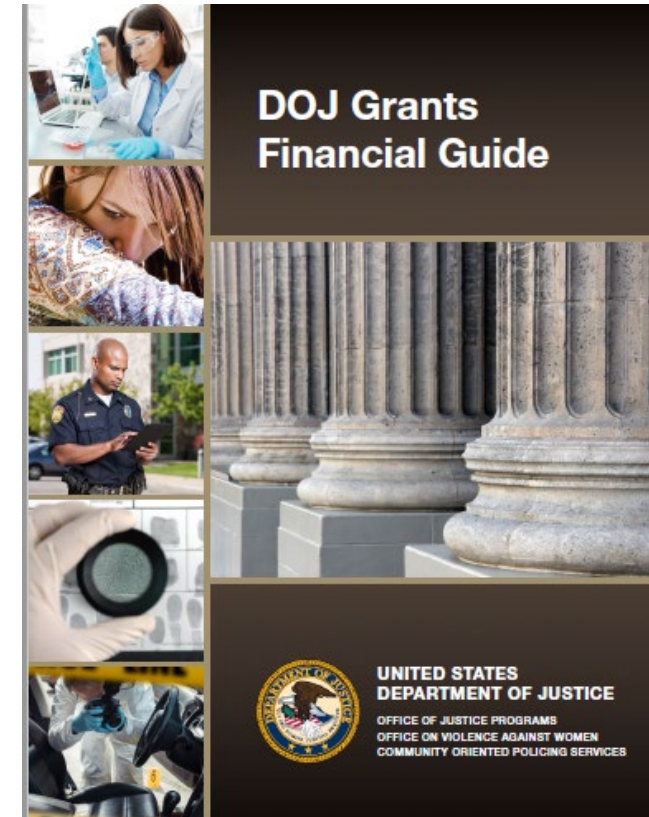
- ***Wait*** for OCFO to issue a GAM to release the conditional budget clearance withholding special condition.
- Make sure you have satisfied all other withholding special conditions on your award.



DOJ Financial Guide



- Reference for all grant financial concerns
- 2 C.F.R. Part 200—
“Uniform Administrative Requirements”
- Available online at:
<http://ojp.gov/financialguide/DOJ/index.htm>





Understanding Your Award Special Conditions



Special Condition: Mandatory Financial Training

- The online training can be found at: <https://onlinegfmt.training.ojp.gov/>
- Both the Grant Award Administrator (Program POC) and ALL Financial Managers (Financial POCs) must complete the training within 120 days of accepting the award.
- Upon completion, certificates must be submitted to your assigned grant manager.
- If you have any questions, please contact the OCFO Customer Service Center at 1-800-458-0786 (option 2) or ask.ocfo@usdoj.gov

Special Conditions: Grant Reporting Responsibilities



Performance Measures Reporting	Progress Report	Financial Status Report	Final Report
• Quarterly reporting in the PMT • Due within 30 days of each quarter	• Semiannual reporting in JustGrants (discretionary awards) • Due January 30 and July 30	• Quarterly reporting • Due within 30 days of each quarter	• Due no later than 90 days after the award end date

Funds will be automatically frozen if you fail to submit your report by the deadline



Special Condition: Confidentiality Policies and Procedures



- Must be submitted within 90 days of award
- Policies and procedures must include:
 - How you will maintain confidentiality of victim names, addresses, telephone numbers, and other identifying information
 - Procedures for information sharing among partners
- Signed written certification must accompany the policies and procedures

Special Condition: Community Needs Assessment



- Purpose is to identify gaps and other issues in the community's current response to incidents of child abuse and neglect
- Must be submitted within the first 18 months of the grant period
- Can be waived if completed prior to grant application submission and within the past 3 years.



Useful Contact Information

OVC Mainline:	202-307-5983
JustGrants Help Desk:	833-872-5175 or JustGrants.Support@usdoj.gov
OVC PMT Help Desk:	844-884-2503 or ovcpmt@usdoj.gov
OCFO Customer Service Center:	800-458-0786 or ask.ocfo@usdoj.gov



Questions?



PA 6 Orientation

National Criminal Justice Training Center of
Fox Valley Technical College

Presenters



Roicia Banks

Program Coordinator
Oklahoma, Nebraska Grantees



Kevin Brennenstuhl

Program Coordinator
Michigan, Minnesota, Wisconsin Grantees

Your Provider

Grantee	OVC Grant Manager	Programmatic TTA Provider
Absentee Shawnee Tribe of Indians of Oklahoma	Carmen Santiago Roberts	NCJTC
Alaska Native Justice Center Inc.	Mary Atlas-Terry	NCJTC
Cherokee Nation	Carmen Santiago Roberts	NCJTC
Choctaw Nation of Oklahoma	Carmen Santiago Roberts	NCJTC
Grand Traverse Band of Ottawa and Chippewa Indians	Carmen Santiago Roberts	NCJTC
Menominee Indian Tribe of Wisconsin	Lori Gardner	NCJTC
Mille Lacs Band of Ojibwe	Tanya Miller	NCJTC
Nez Perce Tribe	Mary Atlas-Terry	Unified Solutions
Omaha Tribe of Nebraska	Mary Atlas-Terry	NCJTC
Santee Sioux Nation of Nebraska	Mary Atlas-Terry	NCJTC
Shoshone-Bannock Tribes	Katherine Darke Schmitt	Unified Solutions

Mission

Our mission is to provide tribal communities with training and technical assistance to enhance public safety, improve quality of life, and affect lasting change within your organization or jurisdiction.



www.NCJTC.org



Project Staff



Angel Cruz
Program Coordinator



Kevin Poleyumptewa
Program Coordinator
Alaska Grantees



Jen Jansen
Program Specialist

Additional Project Staff



Joell Schigur
Program Administrator



Devin Rieckmann-Sell
Program Manager



Justine Souto
Program Manager

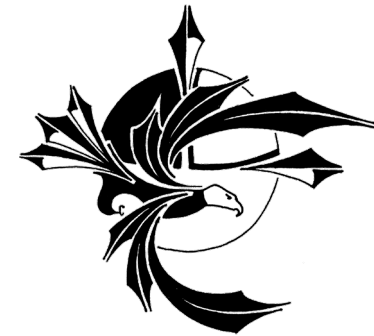
Project Partners

Child Welfare Academy at the University of Alaska,
Anchorage

National Alliance for Drug Endangered Children

Tribal Law and Policy Institute

Tribal Judicial Institute, University of North Dakota



Next Steps

- Training and technical assistance (TTA) intake assessment
- Review upcoming trainings calendar
- Deliverables
 - Community Needs Assessments
 - Strategic Plans
 - Logic Models
- Specialized TTA scheduling

Questions?

Contact Us

- Roicia Banks, Project Coordinator
Phone: 920-735-2536
• Email: banksr@fvtc.edu
- Kevin Brennenstuhl, Project Coordinator
Phone: 920-735-2431
• Email: brennens@fvtc.edu

Thank you!

This presentation was produced by the National Criminal Justice Training Center of Fox Valley Technical College under cooperative agreement number 2018-MU-GX-K064 awarded by the Office for Victims of Crime, Office of Justice Programs, U.S. Department of Justice. The opinions, findings, and conclusions, or recommendations expressed in this presentation are those of the contributors and do not necessarily represent the official position or policies of the U.S. Department of Justice.



Unified Solutions Tribal Community Development Group, Inc.

Coordinated Tribal Assistance Solicitation New Grantee Orientation

**Purpose Area 6 Breakout
December 9, 2020**



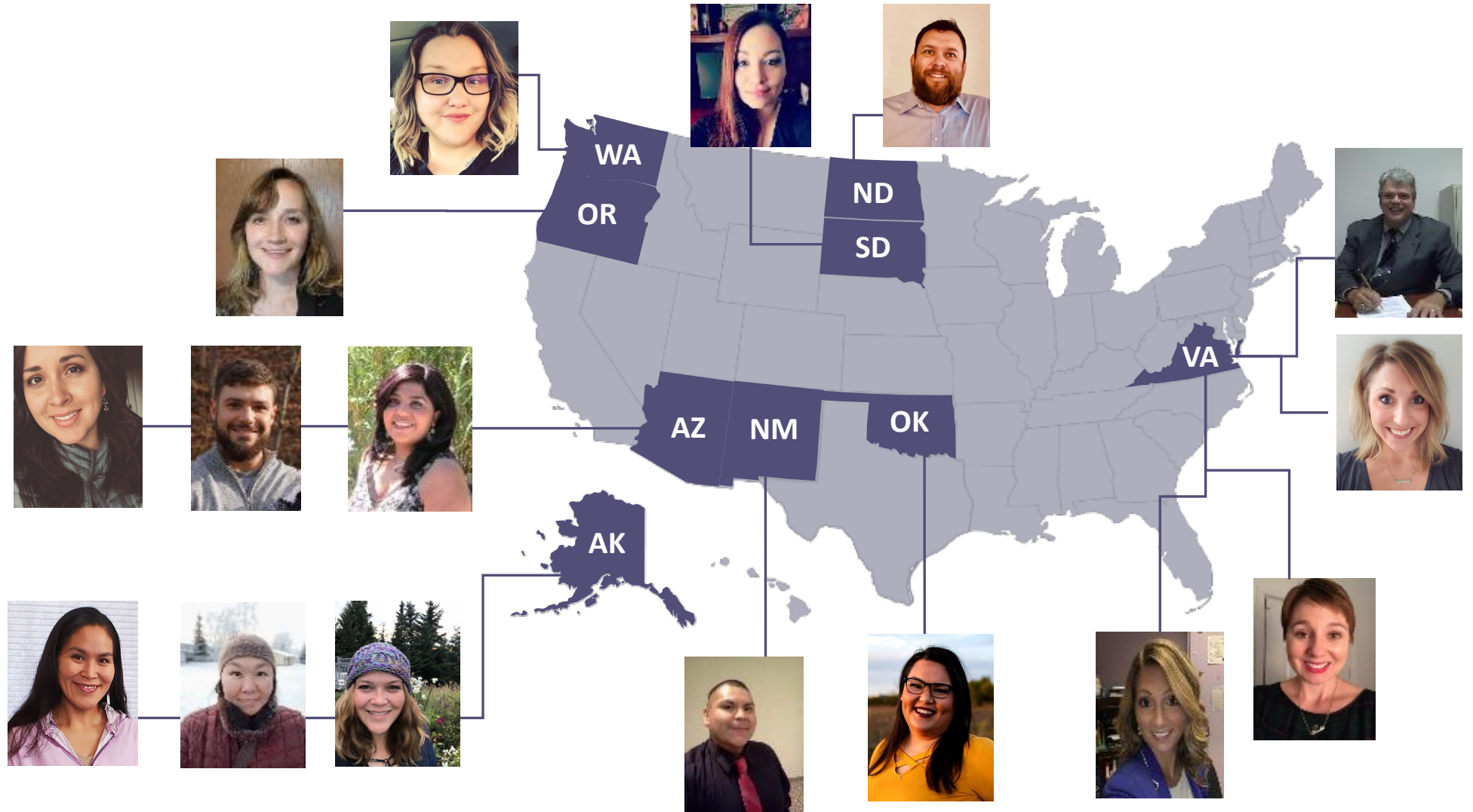
UNIFIED SOLUTIONS: WHO WE ARE

Unified is a national 501(c)(3) not-profit organization that has been designing and delivering Training and Technical Assistance (TTA) for American Indian and Alaska Native (AI/AN) communities since 2002 with funding from the Office for Victims of Crime (OVC). Unified currently serves 260 Tribal grantees across four OVC grant award programs.

Unified prides itself on working with Tribal victim service programs, OVC Program Managers, and partner TTA organizations to ensure victims' needs are met as OVC grantees navigate the unique challenges of developing, enhancing, and sustaining comprehensive, trauma-informed victim services for AI/AN victims of crime.



UNIFIED SOLUTIONS: OUR STAFF



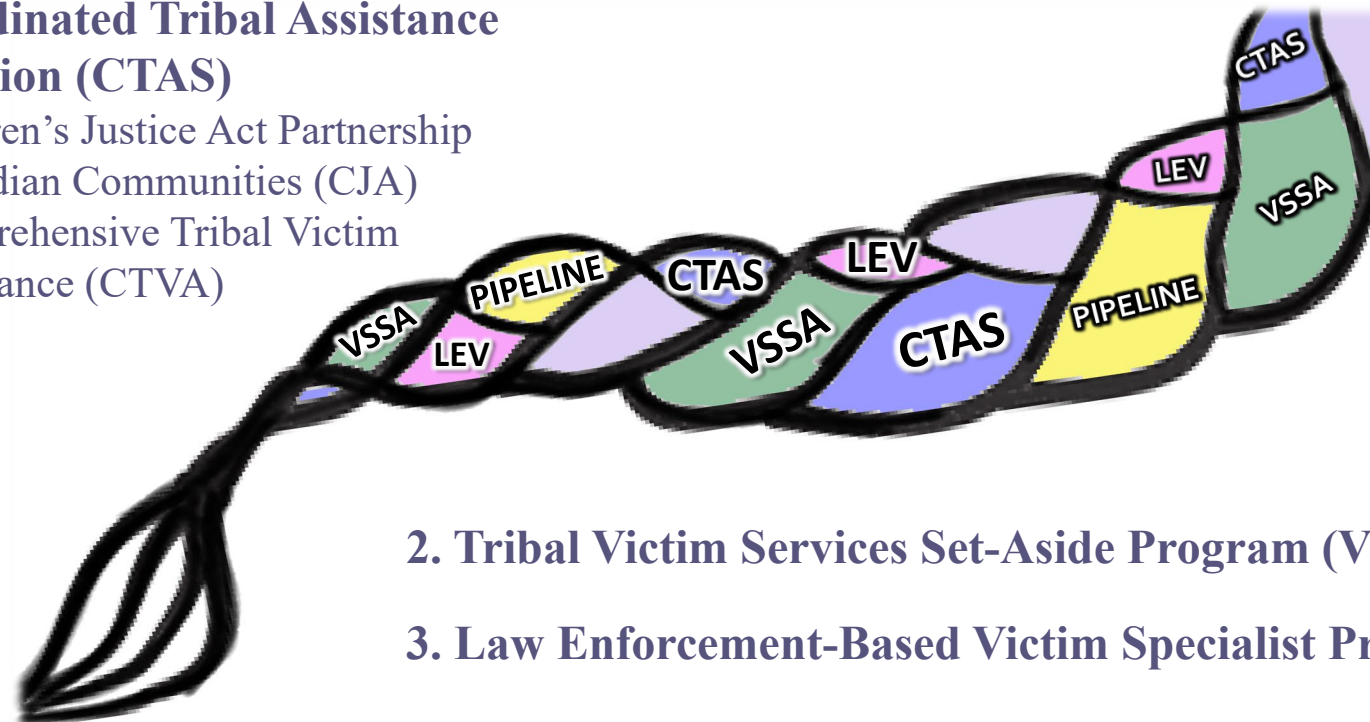


SERVICES: BRAIDED SERVICES FOR PROGRAM SUSTAINABILITY

Unified provides tailored and braided support for four Cooperative Agreements funded by OVC. All initiatives share the common goal to provide comprehensive support for victims of crime.

1. Coordinated Tribal Assistance Solicitation (CTAS)

- Children's Justice Act Partnership for Indian Communities (CJA)
- Comprehensive Tribal Victim Assistance (CTVA)



2. Tribal Victim Services Set-Aside Program (VSSA)

3. Law Enforcement-Based Victim Specialist Program (LEV)

4. Developing Future Victim Specialists for Indian Country (Pipeline)



SERVICES: TRAINING AND TECHNICAL ASSISTANCE

Unified's TTA services are victim-centered, trauma-informed, and support the preservation of Tribal sovereignty. The following are some of the areas in which Unified provides TTA:

Skills Training

Sustainability Development

Needs Assessments

Program Evaluation

Capacity Building

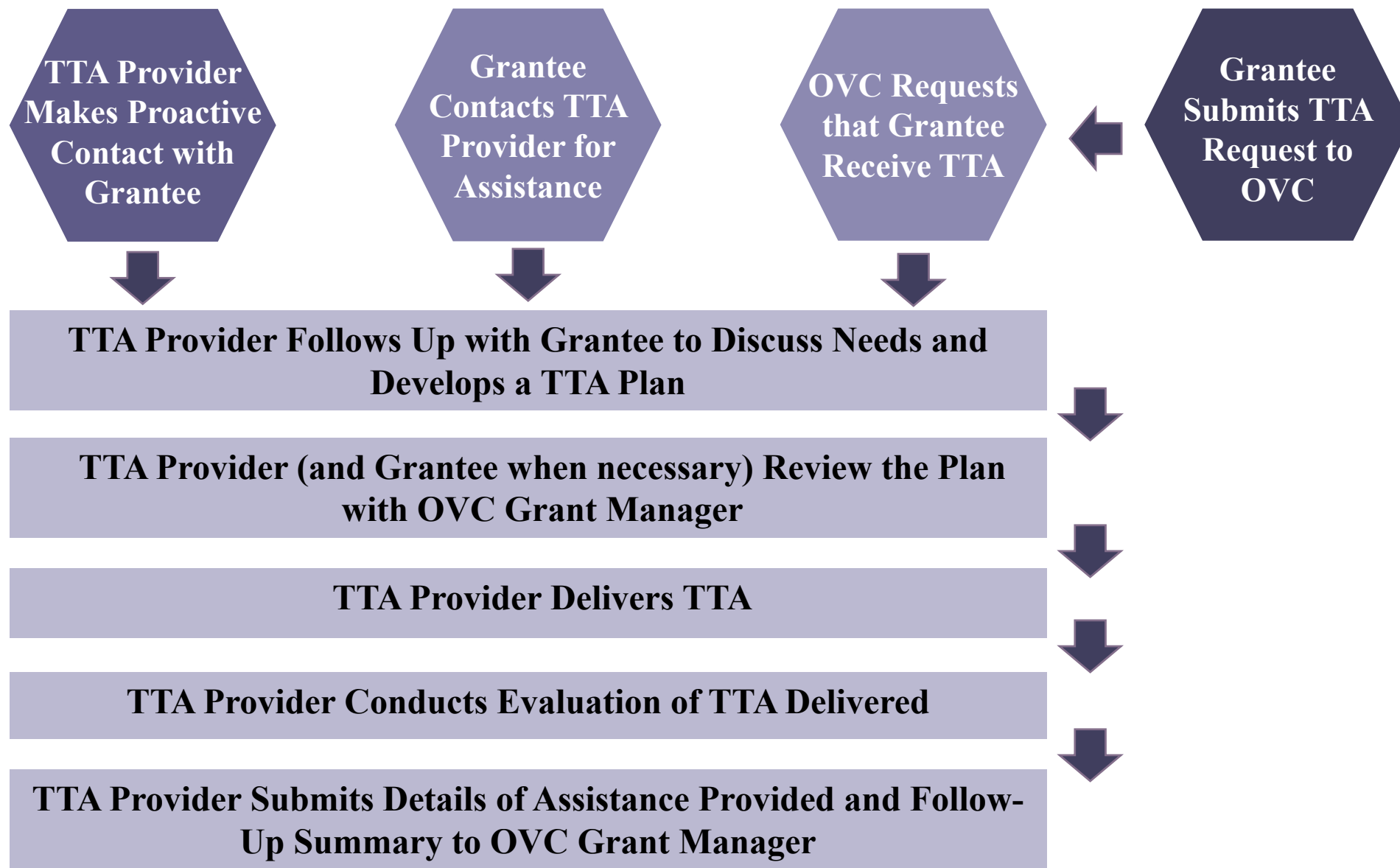
Coaching and Consulting

Strategic Planning

Community of Practice



TRAINING AND TECHNICAL ASSISTANCE: PROCESS





TRAINING AND TECHNICAL ASSISTANCE: FREQUENTLY ASKED QUESTIONS

Is There a Cost to Grantees for TTA from Unified?

No. Unified is a recipient of an OVC award to provide TTA to assigned OVC Tribal grantees. Unified offers TTA services free of charge to these programs.

How Do I Request TTA from Unified?

Contact your OVC Program Manager or Unified directly to request TTA. You may reach Unified in the following ways:

Phone

(877) 216-9914

Website

www.unified-solutions.org

Email

jesucita@unified-solutions.org

OVC CTAS Orientation

December 9, 2020

The Tribal Financial Management Center is operated by ICF under the Office of Justice Programs, Office for Victims of Crime contract number GS-00F-010CA.



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TFMC Project Director

Tasneem Tripathi
TFMC Research Manager

Jennifer Shewmake
TFMC Assistant Project Director

Brandy Brush
TFMC Financial Specialist Lead

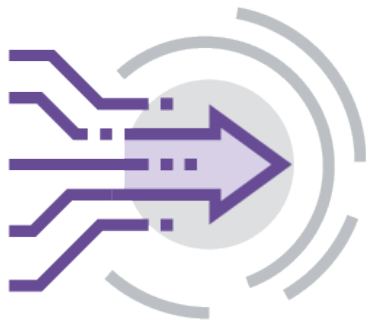
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TFMC Communications Lead

Adriene Active
TFMC Technical Assistance
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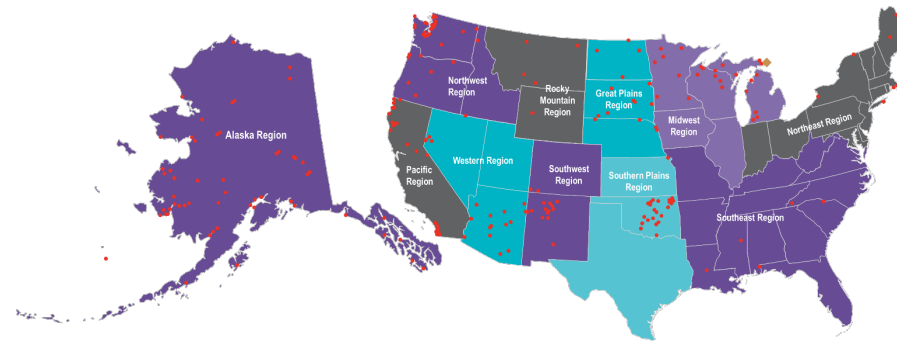
Sheree L. Hukill
TFMC Senior Tribal Liaison /
Training and Curriculum Director
Lead



Office for Victims of Crime Tribal Financial Management Center (OVC TFMC)



Launched in fall 2018



Provides training and technical assistance (TTA) and resources for OVC to support AI/AN communities



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

OVC CTAS Grantees

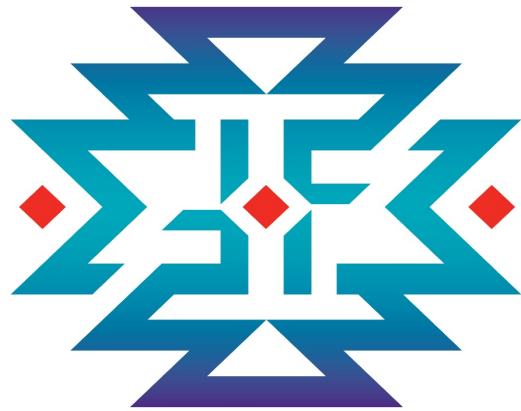
FY 18 CTAS Purpose Area 6: Children's Justice Act Partnerships for Indian Communities Program	14
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FY 20 CTAS 6 CJA	11



Our Promise: Cultural Humility

We begin with a commitment to developing an understanding of each tribal entity's community cultures, practices, traditions, and respect for their stories.





Our Team

TFMC is composed of a skilled team of Financial, Project, Operations, and Evaluation Specialists who provide **individualized, intensive financial management technical assistance** to tribal grantees and support to OVC Grant Managers.





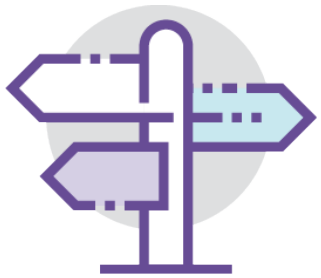
Building Capacity and Sustainability





TFMC's Expertise

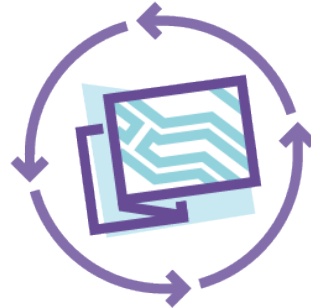
TFMC supports OVC by providing intensive, individualized financial management TTA to tribal awardees *in coordination with OVC Grant Managers* by:



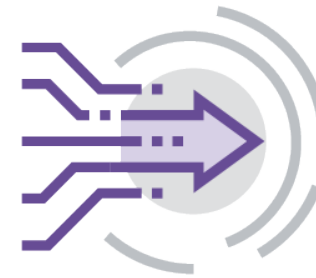
Providing Risk Mitigation



Enhancing and Strengthening Policies and Procedures



Walking Through Budget Modifications and Grant Award Notifications (GAN)



Supporting New Solicitations/ Submission Process



Addressing Audit Findings



TFMC Services and Resources



Individualized Training and Technical Assistance Overview

Purpose: to provide AI/AN communities with customized financial assistance to support grant compliance and optimal grant management

- ◆ AI/AN communities can participate in **virtual, onsite, or hybrid TA** based on need and/or convenience for the grantee
- ◆ TFMC specialists build relationships with OVC Tribal Grantees throughout the life cycle of their grant



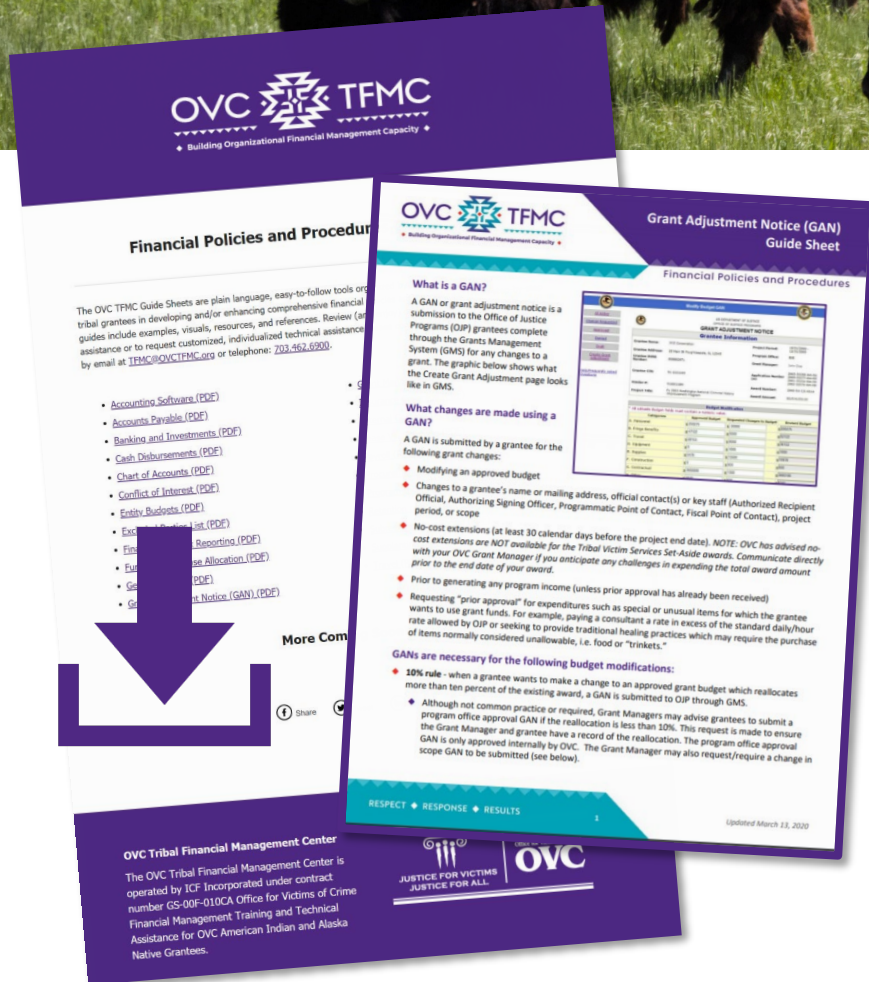
More than half of participants **surveyed prefer** in-person training or webinars. Other frequently requested TTA modalities include **onsite and virtual TA sessions.**



Typical TFMC Approach to Grantee TTA:

- ◆ In coordination with the OVC Grant Manager and the grantee, TFMC TA Specialists develop a customized TA plan
- ◆ On a regular basis, the customized plans are refined and updated with input from the grantees and their grant managers
- ◆ A TA plan is developed around a framework which includes scope, approach, meeting modality, timeline, evaluation, etc.
- ◆ TFMC training resources are shared with the grantee; i.e. access to the TFMC Learning Portal, Guide Sheets, financial management curriculum, job aids, microlearnings, and recorded webinars





Financial Policies and Procedures

Purpose: to provide AI/AN communities with plain language tools (downloads) for developing and/or enhancing their financial policies and procedures

- ◆ TFMC offers **38** Guide Sheets published on OVCTFMC.org with additional topic areas in development
- ◆ Job aides, microlearnings, and recorded webinars are also easily accessible for grantees



Webinars

Purpose: to provide AI/AN communities with requested focus TA area support materials

Current Topics:

- ◆ Post-Award Grant Management (November '19)
- ◆ Financial Management System (January '20)
- ◆ Direct and Indirect Costs (March '20)
- ◆ Budget Modifications/Reforecasting: Knowing Your Numbers (May '20)
- ◆ Procurement: Purchasing Procedures (July '20)
- ◆ Single Audit and Corrective Action Plan Guide (September '20)
- ◆ Core Competencies of Grants Management (November '20)
- ◆ The Federal Financial Report Form (January '21)
- ◆ Reviewing, Evaluating, and Planning: Financial Management Foundations (March '21)



“I really appreciate all of what you offer, and we are going to make better use of your resources.”

Webinar Participant

TFMC Learning Portal



- ◆ Accessible (mobile and desktop)
- ◆ Shareable files
- ◆ Learning levels
 - ◆ Basic – Introduction to Concepts
 - ◆ Intermediate – Skills Development
 - ◆ Advanced – Skills Application



Courses are available online and resources are distributed through various platforms

Current Grantee Outreach Efforts



OVCTFMC
Building Organizational Financial Management Capacity

HOME TECHNICAL ASSISTANCE ABOUT RESOURCES TRAINING

The Office of Victims of Crime Tribal Financial Management Center (OVCTFMC) provides **training, technical assistance, and resources** to support American Indian and Alaska Native communities as they successfully manage the financial aspects of their federal awards. Financial specialists are available to provide services (at no cost) to tribal grantees including onsite and offsite requests for technical assistance and general questions through the Virtual Support Center.

Announcements

Webinar: Direct and Indirect Costs (Cost Allocation Plan) - Wednesday, March 25 at 2:00 p.m. eastern (11 a.m. pacific).

Reporting Deadlines: The next SF-425 or the Federal Financial Report (FFR) for Tribal Victim Services Set-Aside grantees is due April 30, 2020.

Latest Publication: January 2020 TFMC Newsletter.

Technical Assistance

Financial specialists are available to provide services (at no cost) to tribal grantees including onsite and general questions through the Virtual Support Center. Email TFMC@ovctfmc.org or respond within two hours during hours of operation.

[Request Assistance](#) 703.462.6900

OVCTFMC.org



Subscribe Past Issues

Home 103 March 2020

OVCTFMC
Building Organizational Financial Management Capacity
TRUST • RESPECT • RESULTS

Message from the Project Director

I have found myself taking a lot of deep breaths recently as I know you have as well. In light of the OVCTFMC team, our thoughts and hearts are with all of you, especially those most impacted by the coronavirus. I know many of you are in the front lines protecting and supporting your community through these challenging times. Thank you for your dedication. The reality and confusion I have witnessed provide hope and confidence as well as through this together. OVCTFMC is here to assist you through this critical period and will be pleased to share our Tribal Financial Policy and Procedures Guide with you. Please do not hesitate to call or email with questions and we will respond to your questions as quickly as possible. We are operating virtually for the time being and will be glad to get back to our usual mode of operation as soon as we are able to meet with you and have about the virtual mode you are doing in your communities.

Virtual TTA Sessions

TFMC is available to provide virtual financial management training and technical assistance (TTA) support to OVC grantees and applicants. Virtual TTA offers a valuable learning opportunity for you and the opportunity to receive individualized support at your convenience. Virtual TTA is tailored to specifically assist you with all of your financial and questions you have related to the financial aspects of your OVC award. TFMC will collaborate with you to develop a strategy and determine the best time and place for you and your team. We look forward to continuing to work with you throughout the lifetime of your OVC-funded victim services project.

If you are interested in scheduling a virtual TTA session at no cost, please contact the Virtual Support Center at 703.462.6900 or via the button below to email us.

Email us at TFMC@OVCTFMC.org

[Review the Tribal Communications Policy \(TCP\) and OVC TFMC](#)

[Training Webinars of OVCTFMC Tribal Financial Management Center \(TFMC\) will continue to offer virtual training and technical assistance support through: Financial Policy & Reporting and the Support & Guidance to grantees and applicants. To request a training session, please contact us.](#)

[Click to Request Support from our Virtual Support Center](#)

Bimonthly Newsletter



TFMC serves **305 distinct grantees** who have **586 OVC awards**. TFMC has over **1,000 individual subscribers** who receive our webinar invites, bi-monthly newsletters, etc.



Virtual Support Center (VSC)



Purpose: to provide OVC Tribal Grantees with financial grant management support

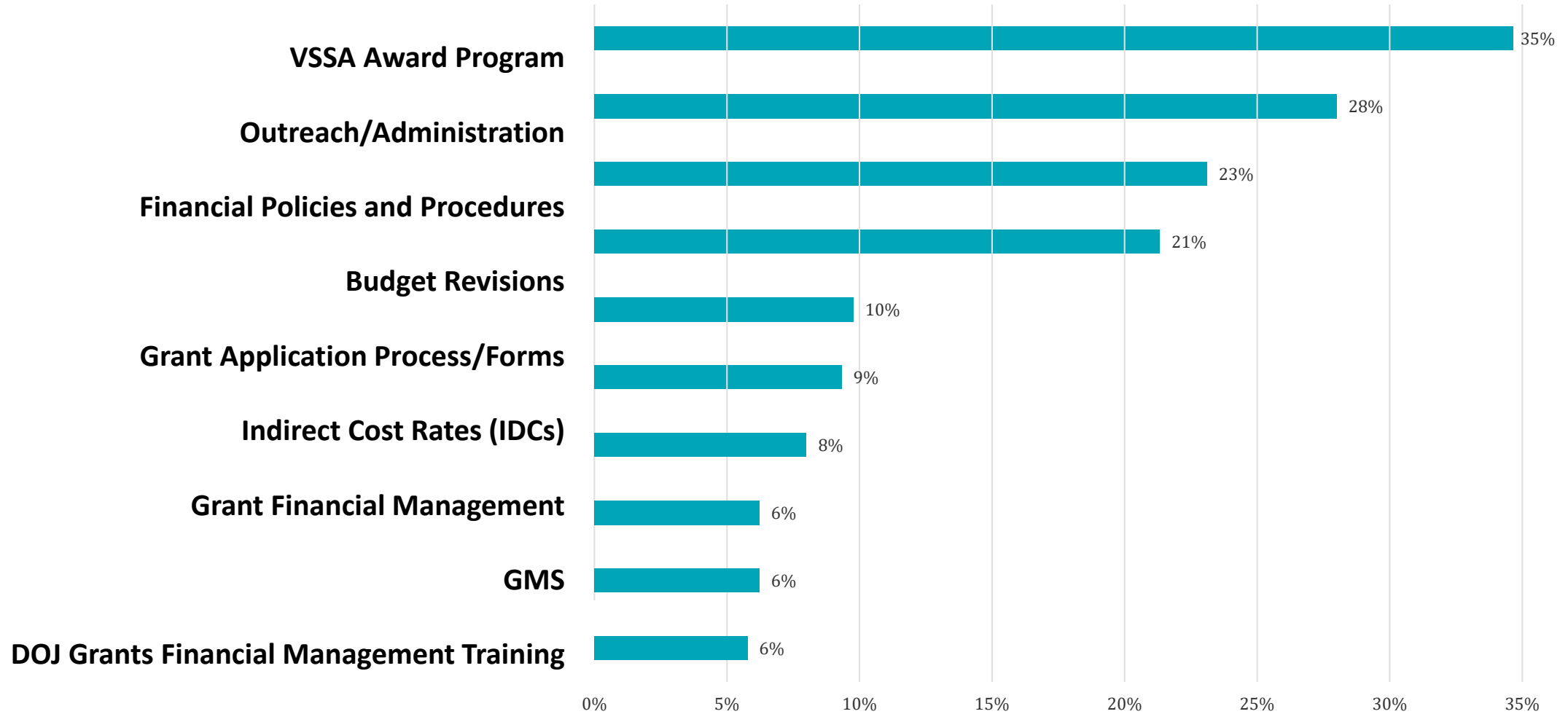
- ◆ AI/AN communities can submit questions and/or requests for technical assistance to the VSC



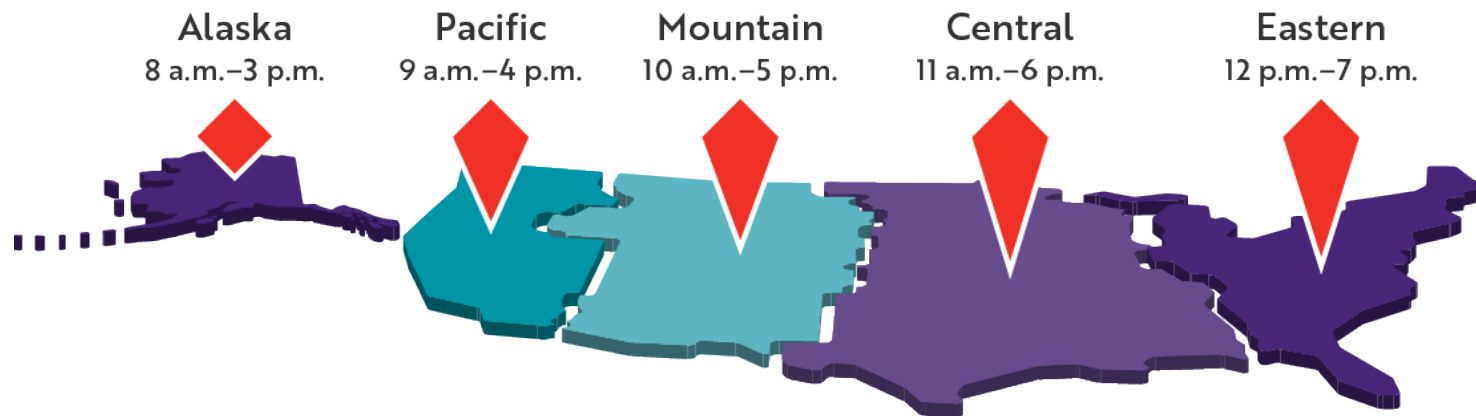


TTA Request Focus Areas

OVC TFMC Data Driven/Informed Approach



Virtual Support Center (VSC)



Hours of Operation: Monday – Friday
Closed on Federal holidays



Contact Us

Email: TFMC@OVCTFMC.org

Phone: 703.462.6900





Questions?





Thank You!

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Sheree L. Hukill

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Welcome to Performance Measurement Training

Coordinated Tribal Assistance Solicitation

December 2020



Objectives



- Overview of the importance of performance measurement at the Office for Victims of Crime (OVC).
- Review performance measure report types.
- Introduce reporting in the Performance Measurement Tool (PMT) system.
- Describe performance measures that Coordinated Tribal Assistance Solicitation (CTAS) grantees must collect.
- List resources and tools available for additional support.



Performance Measurement Overview



Importance of Grant Performance Data



President's Management Agenda: Results-Oriented Accountability for Grants (2018)

Foundations for Evidence-based Policymaking Act (2018)

Grant Reporting Efficiency and Agreements Transparency (GREAT) Act (2019)

Revisions to the Uniform Grants Guidance (Revisions effective November 12, 2020)

Grant Performance and Results Act—Modernization Act (GPRA-MA) (2010)

Across the federal government, focus is shifting to **grantee performance** over basic compliance with regulations



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.

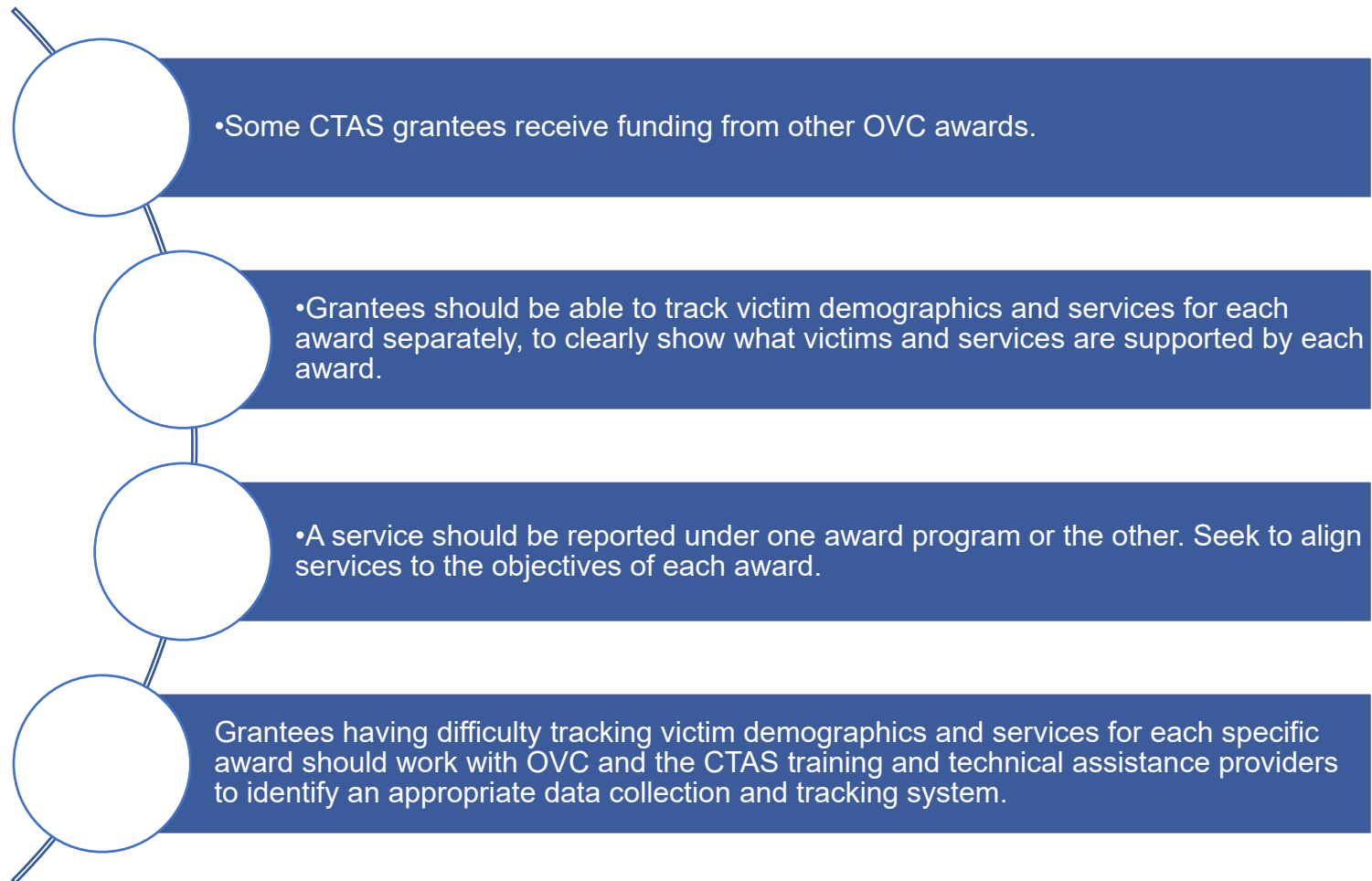


Report – Establish a reporting point of contact (POC) and a backup who know reporting due dates and OVC reporting platforms.



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



Performance Measure Reports



Report Types



Report Type	Definition	Program	Due Dates
Quarterly Performance Measure Report	This report collects information quarterly on grantee activities.	Victim Assistance, Victim Compensation and Transforming Victim Services (TVS)	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.	TVS	January and July
Closeout Report	This report is submitted after all grant funds are expended and aggregates quantitative and qualitative data over the life of the award.	TVS	Quarter after the award ends

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



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

Performance Measurement Tool Introduction





Performance Measurement Tool

- Go to the PMT website, <https://ojpsso.ojp.gov/>.
- If you have an account, enter your email username and password.
- Each person **MUST** have their own account for security purposes. **Do not share accounts.**
- Forgot your password?
 1. Enter username and leave the password field blank.
 2. Select **Forgot Password**.
 3. Answer challenge questions.

U.S. DEPARTMENT OF JUSTICE
Office of Justice Programs
Innovation • Partnerships • Safer Neighborhoods

Performance Measurement Platform

User Name Password
Email Address Maximum of 3 attempts

Login [Forgot Password](#)

Please note: JavaScript must be enabled to use this site. If not, site navigation will not work properly. If you need to enable JavaScript, click [here](#) to find out how.

BJA OVC OJJDP NIJ

Privacy | FOIA

U.S. DEPARTMENT OF JUSTICE
Office of Justice Programs
Building Solutions • Supporting Communities • Advancing Justice

Performance Measurement Platform

Note: The PMT system works best and supports Google Chrome 4.1.0 and above and Internet Explorer (IE) 11 and above.

OVC PMT

**** Staying Logged-In ***
Keep this window open for navigation to all of your assigned OJP applications!*

BJA OVC OJJDP NIJ

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

A screenshot of the OVC PMT Helpdesk account management interface. At the top, there are navigation tabs: "Home", "Update My Account", "Change Password", "Manage User Account", "Add Admin User", "Reset Password", "Force Reset Password", and "Impersonate". Below these tabs, there are input fields for "First Name" (Jane), "Last Name" (Doe), "Email Address" (jane@doe.com), and "Phone Number" (123-456-7890). There is also a "Security Challenge" field with the text "what is my mother's maiden name?" and a "Security Response" field with the text "Leave blank if no change". Below these fields is a "Verify Security Response" field with the text "Leave blank if no change". A red box highlights the "Update" button, and a green box below it says "Required Entry".

Main Navigation Menu



OVC PMT Home	Administration	Profile	Enter Data	Reports	Need Help?	Logout
INFORMATION AND RESOURCES						
REPORTING SCHEDULE						

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

A screenshot of the OVC PMT Home Administration page. The top navigation bar is orange with tabs for "OVC PMT Home", "Administration" (highlighted with a green box), "Profile", "Enter Data", "Reports", "Need Help?", and "Logout". Below the navigation bar, the page title is "Current User List". The main content area is light gray and contains a table titled "List Current Users". The table has four columns: "User Name", "Phone", "Email", and "Delete?". The first row shows "Matthew Kenyon", "8448842503", "OVCPMTTier4@ojp.usdoj.gov", and a "Delete?" link. Below the table, there is a green button labeled "Add 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

OVC PMT Home Administration Profile **Enter Data** Reports Need Help? Logout

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 “Closeout 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 complete a semiannual report.



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**.

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.

CURRENT QUARTER REPORTING

1. TOTAL number of individuals who received services during the reporting period.

2. TOTAL number

3. Of the number

Did you track new individuals who came to your agency for the first time during the reporting period?

☒ Yes

☐ No

Please enter the number of new individuals who came to your agency for the first time during the reporting period.

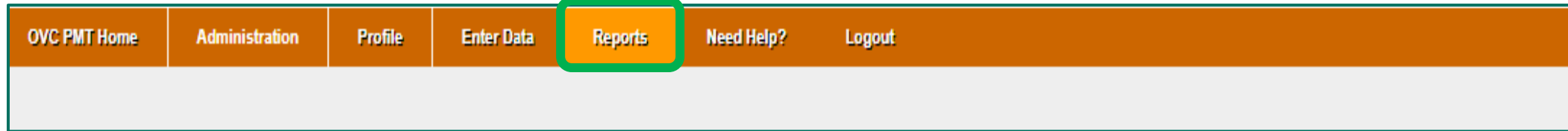
4. Demographics (for new individuals identified in question 3):

A. RACE/ETHNICITY (self-reported)

Instruction
Count all individuals served by your organization with the grant funds during the reporting period. This number should be an unduplicated count of people served during a single reporting period, regardless of the number of services they received or victimization types with which they presented. DO NOT count anonymous contacts here. They should be reported in question 2. If your organization only had anonymous contacts, please enter zero (0).



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.

Reporting Period	Data Entry Status	Last Modified Initial Completion Date	PDF Reports
10/01/2018 - 12/31/2018	Complete Unlock	09/05/2019 Nora Frame	Excel Semi-Annual
01/01/2019 - 03/31/2019	Complete Unlock	09/06/2019 Nora Frame	Excel

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

Performance Measures for Quarterly Reporting



How Does OVC Choose Performance Measures?



Standard question sets:

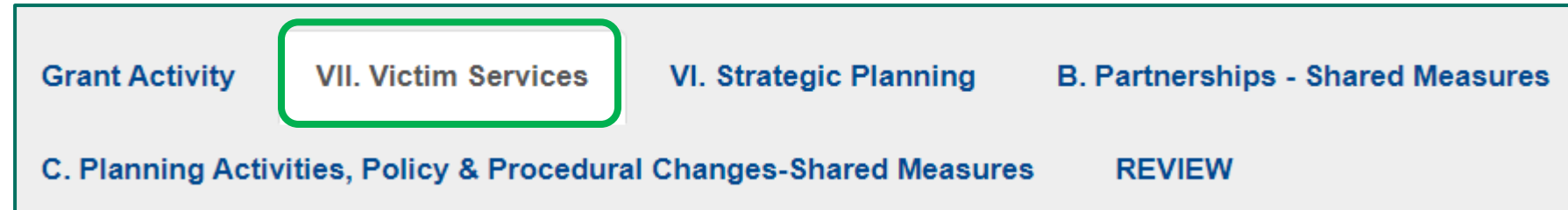
1. Training
2. Technical Assistance (TA)
3. Technology Development
4. Data Gathering
5. Collaborative Partnerships
6. Strategic Planning Activities, Policies, and Procedures
7. Victim Services

Question sets include:

- **Baseline Questions:** Gather information about activities that occurred prior to the award becoming operational.
- **Current Quarter Questions:** Standard performance measure data collected from a variety of grantees.



Victim Services (Collect and Track)



Provision of direct services to crime victims. Report all victims served through your OVC-funded program.

Baseline Measures: None

Summary of Current Quarter Measures:

- Number of victims served and the portion of victims who are new
- Types of victimization experienced
- Number and types of services provided

Individuals Served during the Quarter



1. **TOTAL** number of individuals who received services during the reporting period.

2. **TOTAL** number of anonymous contacts received during the reporting period.

3. Of the number of individuals entered in question 1, how many were **NEW** individuals who received services from your agency **for the first time** during the reporting period.

☐ We cannot track new individuals

- **Question 1:** Enter the total number of individuals served.
- **Question 2:** Enter the number of anonymous contacts served.
- **Question 3:** Enter the number of individuals served for the first time during the reporting period. All individuals are counted as new during the **first quarter of the award**.



TIP: If you “cannot track new individuals,” then the number of new individuals and demographic information should be zero (0).



Demographics (Collect and Track)

- **Demographic data is self-reported by the person receiving services.**
 - Race/Ethnicity
 - Gender Identity
 - Age
- Gender options in PMT are female, male, and other (system shows a “please explain” box when a number is entered as other gender identities).
- Individuals self-reporting in more than one race category should be counted in the “multiple races” category.
- If no data was collected by your agency, enter a number for “Not Tracked.”
- If no data was given by an individual, enter a number in “Not Reported.”



Review and Verify: Demographics

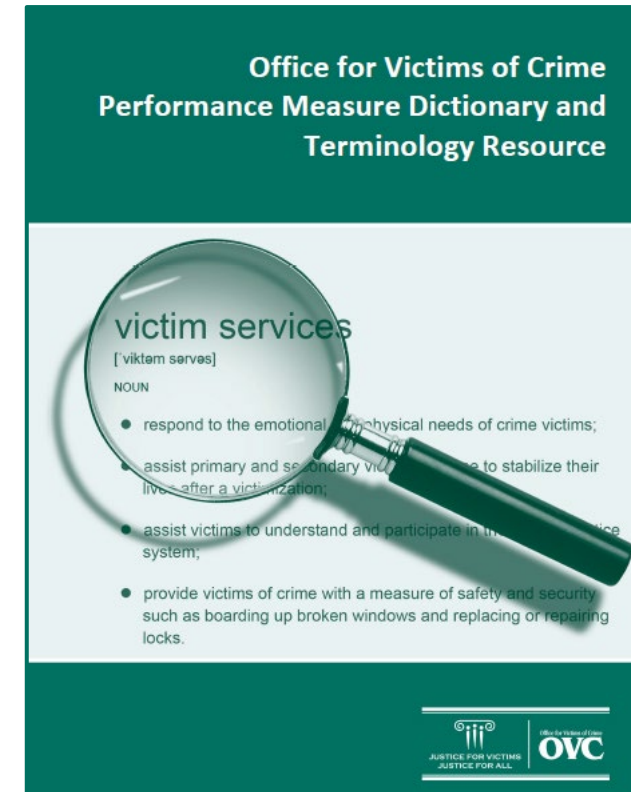
- Total number entered in each demographic category (Race/Ethnicity, Gender Identity, and Age) must be equal to the total number of new individuals and definitions must align with Victims of Crime Act (VOCA).
- Review what is in the “please explain” text box?

Stating “other” under victim gender, because the victim is a business. The 1984 VOCA final rule states that the victim would be reported as the actual individual they assisted. For example, while the victim may be the owner of the business or the manager of the store, VOCA defines a victim as an individual. (<https://ovc.ojp.gov/program/victims-crime-act-voca-administrators/laws-policies>)



Victimization Types

- There are **25 victimizations types** for reporting.
- All victimization types are listed and defined in the Dictionary and Terminology Resources.
- An individual **MAY** be counted in more than one victimization type.





Victimization Types (Special Classifications)

B. Of the individuals who received services, how many presented with more than one type of victimization during the reporting period?

Enter Number:

Number

Question 5B: Report the number of individuals who presented with more than one type of victimization in the quarter.

C. Special classification of individuals (Self-reported)

Victimization Type

Number of Individuals

Deaf/Hard of Hearing

Number

Homeless

Number

Immigrants/Refugees/Asylum Seekers

Number

LGBTQ

Number

Veterans

Number

Victims with Disabilities: Cognitive/ Physical /Mental

Number

Victims with Limited English Proficiency

Number

Other

Number

Total

0 (auto-calculated)

Question 5C:

Enter the number of individuals who self identify in one or more of each special classification category.



Review and Verify: Victimization Types

Total number of victimizations must be **greater than or equal ALL individuals served plus the total number of anonymous contacts.**

Example

- Agency served 10 total individuals and one person presented with more than one victimization type, but total victimization types only equals 10. In this case, the total victimizations must be at least 11.

Tip

- Collecting data on BOTH new and returning individuals receiving services during the reporting period.

Anonymous Victimization Type

- If the victimization type is unknown, report it as **Other** and indicate how many anonymous contacts are included in **Other** Explanation text box.

Services Provided (Main Categories)



- Enter number of individuals assisted with a victim compensation application during the reporting period, even if they did not submit the application.
- Choose categories of services provided for this award.

7. Select the types of services provided by your organization during the reporting period.

- ☒ A. Information and Referral
- ☐ B. Personal Advocacy/Accompaniment
- ☐ C. Emotional Support/Safety Services
- ☐ D. Shelter/Housing Services
- ☐ E. Criminal/Civil Justice System Assistance

The PMT system should display Question 8 for each selected category. **This feature works best with Google Chrome 4.1.0 and above or Internet Explorer 11 and above.**

Direct Services



8. Total **number of individuals who received services** by service type AND **number of times each service was provided** during the reporting period

A. Information & Referral

Enter the number of individuals who received services in this category

125

1

Enter the number of times services were provided in each subcategory.

A1. Information about the criminal justice process

60

A2. Information about victim rights, how to obtain notifications, etc.

125

A3. Referral to other victim service programs

25

A4. Referral to other services, supports, and resources (includes legal, medical, faith-based organizations, address confidentiality programs, etc.)

10

2

Total
services:
220

- **Number of individuals** who receive each category of service (Item 1).
- **Number of times** each subcategory of service is provided (Item 2). Add the subcategory occurrences (A1 + A2 + A3 + A4), the total should be equal to or greater than the number of people who received services.



Victim Services Data Tracking Template

OVC PMT Home Administration Profile Enter Data Reports **Need Help?** Logout

Performance Measures

[TVS - Performance Measures](#) (December 2018)

[TVS - Solicitation Map FY 2015–FY 2018](#) (Fall 2018)

PMT User Materials

[TVS - FAQs for Grantees](#) (Fall 2018)

[TVS - FAQs on the PMT System](#) (Fall 2017)

[TVS - Progress Reporting Fact Sheet](#) (Fall 2018)

[TVS Subgrantee Only Performance Measures Fillable PDF](#)

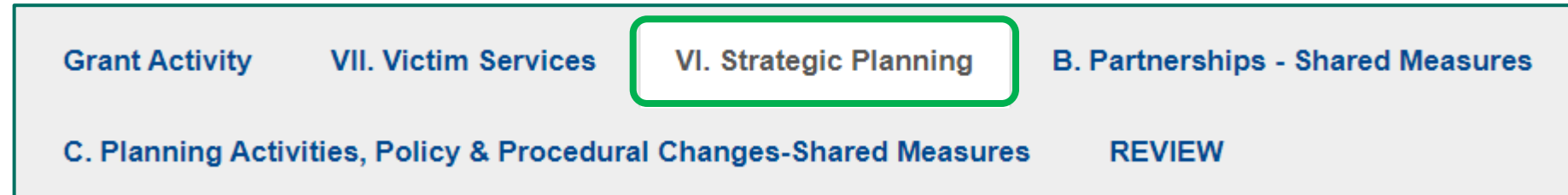
[TVS - Victim Services Question Bank Data Template](#)

Example – Victim Services Question Bank Template you may modify as needed for your own data collection

A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	TVS Victim Services Question Bank Data Tracking QUARTER 1	I. Population Demographics			5. Demographics (for NEW individuals identified in Question 3)								
2	Complete each reporting period.			A. Race/Ethnicity: Enter data for NEW individuals only. Enter a value of 1 in the race/ethnicity category that best describes each client. If the individual does not self-report, mark as Not Reported . If the agency does not collect this data, mark as Not Tracked .									
3	Individual ID	New Individual? If NEW INDIVIDUAL, enter a value of 1 below. Do not include anonymous contacts here.	Anonymous Contact? If ANONYMOUS, enter a value of 1 below.	Continuing Individual? If CONTINUING, enter a value of 1 below. If your organization cannot track new individuals, please indicate the individual as a "continuing individual."	American Indian/Alaska Native	Asian	Black/African-American	Hispanic/Latino	Native Hawaiian/Other Pacific Islander	White Non-Latino/Caucasian	Some Other Race		
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16	Add New Row												
17	SUM (auto-calculated)	0	0	0	0	0	0	0	0	0	0	0	0
18	1. TOTAL number of individuals who received services during the reporting period: (auto-calculated)				0	This number should be an UNDUPLICATED count of people served during a single reporting period, regardless of the number of services they received or victimization types with which they presented.							
19													
20													
21													
22													



Strategic Planning (Collect and Track)



Baseline measures:

- Number of improvement initiatives and project deliverables planned
- Underserved populations targeted for services

Current quarter measures:

- Number of planning efforts implemented, and type(s) of planning documents completed

Sample grantee activities: Needs assessments or tribal code updates

Planning Activities, Policy, and Procedural Changes



CURRENT QUARTER REPORTING

1. Number of **planning activities** undertaken during the reporting period.
2. Count the number of agency **policies or procedures created, amended or rescinded** during the reporting period.

Question 1: Number of Planning Activities – Planning activities include meetings and alike for the creation of task forces or interagency committees. The preferred data source is program records.

Question 2: Policy or Procedure Documents Created, Amended, or Rescinded – Include policies and procedures relevant to the topic area of the program or that affect program operations.

Review and Verify: Planning Activities



Performance Measures Purpose:

- Planning activities help to create outputs or deliverables.
- Program staff and meetings are inputs for strategic planning.

Grantees Verify:

- Clearly document meetings and other initiatives in agency program records.
- Ensure initiatives reported on are described in the semiannual narrative.
- Verify with OVC grant manager that initiatives are clearly defined. Redefine them if necessary. Poorly defined initiatives will compromise activities.



Partnerships (Collect and Track)

Grant Activity	VII. Victim Services	VI. Strategic Planning	B. Partnerships - Shared Measures
C. Planning Activities, Policy & Procedural Changes-Shared Measures			REVIEW

Grantees who respond to the **strategic planning** performance measures **ALSO** respond to **partnerships – shared measures**.

Baseline Measure: None

Current Quarter Measures:

- Number of new formalized collaboration agreements developed, and letters of support received.
- Level of engagement of working group partners.



Partnerships (Collect and Track)

- What strategies can enhance relationships with your partners?
- Respond to the statement: “This partner is actively involved in the program.”

3. Rate the following group partners based on the statement “This partner is actively involved in the program.”

INSTRUCTION: Please rate your active working group partners on a scale of 1–5 as indicated below. Actual criteria used to determine how “actively involved” a partner is, are at the discretion of the grantee. Suggestions may include things such as attends and participates in meetings, carries out assigned tasks and deliverables thoroughly and on time, contributes meaningfully to accomplishing team goals, provides leadership in key areas, demonstrates dedication to serving victims of crime, etc., with the idea that the more criteria a partner meets, the higher the rating they might receive from the grantee.

Working Group Partner		Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree
This partner is actively involved in the program	N/A	1	2	3	4	5
Community-based service providers (e.g., housing, employment)	☐	☐	☐	☐	☐	☐
Local leadership (e.g., mayor's office)	☐	☐	☐	☐	☐	☐
Local community group (e.g., neighborhood watch, community center)	☐	☐	☐	☐	☐	☐
Other Local Community Partner	☐	☐	☐	☐	☐	☐
Corrections	☐	☐	☐	☐	☐	☐
Pretrial service organizations	☐	☐	☐	☐	☐	☐
Law enforcement agencies (including detectives/ investigators)	☐	☐	☐	☐	☐	☐

Mental health care providers	☒	☐	☐	☐	☐	☐
Sexual assault nurse examiners/forensic nurses	☒	☐	☐	☐	☐	☐
Substance abuse treatment providers	☒	☐	☐	☐	☐	☐
Other health care providers	☒	☐	☐	☐	☐	☐
Foundations/philanthropic/faith-based organizations	☒	☐	☐	☐	☐	☐
Training and technical assistance providers	☒	☐	☐	☐	☐	☐

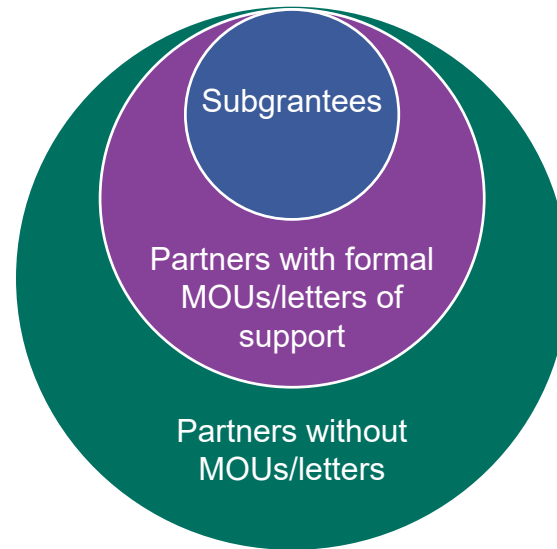
Review and Verify: Partnerships



Grantee Verifies:

- Review the prior reports rating of each agency in the partnership.
- Did a letter of support change or collaboration agreement end?
- Ensure the semiannual narrative explains any increases or decreases in the number of partnerships.

Formality of Partnerships



Performance Management Semiannual Narratives:

- Connect this to planning activities and goals for partnerships.
- Highlight in a narrative how a new partnership developed.
- Opportunity to explain the activities and accomplishments of partnerships.

Performance Measurement Training

Semiannual Reporting





Semiannual Narrative Report

Grant Activity	VII. Victim Services	VI. Strategic Planning	B. Partnerships - Shared Measures
C. Planning Activities, Policy & Procedural Changes-Shared Measures			Semiannual Reporting Questions (All Grantees) REVIEW

- Semiannual responses reflect the previous 6-month reporting period: January–June or July–December.
- Reports lock after submission. Consider a draft response in **plain text** in Word and copy and paste.
- PMT narrative questions captures up to 5,000 characters for each response.
- Summarize subgrantee activities in narrative Question 8 and upload a copy of the subgrantees PDF report into JustGrants.
- The Semiannual Report is a great opportunity to expand or further explain the activities and accomplishments for your program's funded activities.



Review and Verify: Semiannual Reports

Story Points to Consider:

- What were some challenges?
- What were some successes?
- What were the program goals in the last 6 months?
- What pieces of data should be a focus?

Suggested Questions to Review Data:

- What is reasonable?
- What makes sense in relation to the narrative?
- How far along is the project timeline and how does that relate to the goals set in the proposal?





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

Resources and Support





How Can We Help

Need a quick answer? Start with PMT resources in the “Need Help?” tab:

- 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 resources and recorded training

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

Email: askjusticegrants@usdoj.gov

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

Questions?

