



ADMINISTRATION FOR
CHILDREN & FAMILIES

330 C Street, S.W., Washington, DC 20201 | www.acf.hhs.gov

2021 ORR Reporting Guidance for the Survivors of Torture Program

Reporting Requirements

Please refer to *Section VI.3 Award Administration Information, Reporting* in the Direct Services for Survivors of Torture funding opportunity HHS-2018-ACF-ORR-ZT-1356 for performance progress and financial reporting requirements.

The ACF Performance Progress Report (PPR) can be found on the ACF [Grant Forms](#) web page. The Federal Financial Report (FFR) SF-425 and other reporting forms can be found on the General Services Administration (GSA) [GSA Forms Library](#).

Grant Solutions

The PPR must be uploaded to Grant Notes in [GrantSolutions](#). The Office of Refugee Resettlement (ORR) will NOT accept mailed paper copies of the report. To add a user to a grantee account, go to GrantSolutions [Getting Started](#) web page and complete a Grantee User Account Request form. For assistance, contact the help desk at 866-577-0771 or help@grantsolution.gov.

Due Dates

The first FY2021 semi-annual report for the 9/30/20 to 3/31/21 period is due on 4/30/21 at 11:59 pm EST.

The second FY2021 semi-annual report for the 4/1/21 to 9/29/21 period is due on 10/30/21 at 11:59 pm EST.

Narrative Report Tips

1. The ACF-OGM-SF-PPR Cover Page must be signed by the authorized official or program director.
2. The PPR Narrative consists of responses to SF-PPR-B Items B-01 to B-06. Submit the narrative in a **Microsoft Word** document with the reporting period and make sure the responses are:
 - Complete*- include all aspects of the project that were to be covered in the reporting period.
 - Concrete*- offer evidence and data about clients, services, impact, and outcomes.
 - Concise*- describe activities and outcomes using simple and direct language.
 - Clear*- address the questions “who,” “what,” “where,” “when,” “why,” and “how”.
3. Whenever possible, use tables to provide updates on program objectives, activities, outputs, and outcomes for the reporting period. These updates should be linked to the project’s annual goals.
4. The suggested length for the narrative report is 5-7 pages, single-spaced plus appendices.

Reporting Program and Outcome Data Points

SOT grantees are required to submit annual demographic and outcome data from 9/30/20 to 9/29/21 using the SOT Program Data Points (PDP) Database located on the ORR [Refugee Arrivals Data System](#) (RADS). Grantees must submit data for **all clients** who received services during the fiscal year. Please refer to the [SOT PDP Form](#) and [User Guide](#) for aggregating data, and the [SOT PDP Database Training](#) for access and data entry instructions.

Please submit the SOT PDP in RADS by October 30, 2021. If you are a NEW user and need access to the RADS SOT Database please complete the [New User Request Form](#) and email it to the SOT Program Officer. If you have a RADS account and are locked out, please use the link at the bottom of the RADS login page to contact an administrator.

Electronic Submission

1. Upload a completed and signed SF-PPR Cover Page, SF-PPR-B, and Narrative (responses to SF-PPR-B, Items B-01 to B-06) to GrantSolutions under Grant Notes.
 - a. The Narrative must be in a **Microsoft Word** format (see note below).
 - b. Upload to GrantSolutions under “Grant Notes” (see step 1.a above)
 - c. Subject: “PPR” and reporting period (e.g., “PPR MM/DD/YY to MM/DD/YY”)
 - d. Category Type: Programmatic Report
 - e. Notes: “Please see attached PPR” and time period
 - f. Upload the PPR documents under Source Attachments.
 - G. Verify that the documents have been uploaded and click the “Submit” button.
2. The SF-425 FFR must be submitted to the Payment Management System (PMS). If you have any questions regarding the submission of this form, please contact your [PMS Liaison Accountant](#).

Email Copies and Questions:

Please email a copy of the semi-annual SF-PPR Narrative and any questions to Sabrina Torres, SOT Program Officer, at Sabrina.Torres@acf.hhs.gov.

Note: If the PPR-B responses are submitted in the PDF format, they will not be readable. The electronic PDF format only provides a “screenshot” of the Explanation section, as shown below.

| (1) Item | (2) Activity Description | (3) Indicator | (4) Explanation |
|-------------|---|------------------|--|
| B-01 | Major activities and accomplishments during this period | | See pages 1 to XX in the attached PPR Word document. |
| B-02 | Problems | | See page X in the attached PPR Word document. |