2019 ORR Semi-Annual Report 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

All report documents 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@grantssolution.gov.

Due Dates

The first FY2019 semi-annual report for reporting period 9/30/18 to 3/31/19 is due on **4/30/19 at 11:59pm EST**.

The second FY2019 semi-annual report for reporting period 4/1/19 to 9/29/19 is due on **10/30/19 at 11:59pm 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.

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Reporting Program and Outcome Data Points

Starting in FY2019, SOT grantees are required to submit **annual** demographic and outcome data using the new SOT Program Data Points (PDP) Database located on the ORR Refugee Arrivals Data System (RADS). See Grantee User Access information for login and data entry instructions. Please submit the PDP in RADS by October 30, 2019. Please include an unduplicated count of new and continuing clients served in the last fiscal year.

Electronic Submission

1. Upload a completed and signed SF-425 FFR to GrantSolutions under Grant Notes:
   a. Click on the "Grant Notes" icon and then click "Add"
   b. Subject: "FFR" and time period (e.g., "FFR 9/30/18 to 3/31/19 or 4/1/9 to 9/29/19")
   c. Category type: FFR
   d. Notes: "Please see attached FFR" and time period
   e. Upload FFR and any related documents under Source Attachments.
   f. Verify the document(s) have been uploaded and click the "Submit" button.

2. 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 time period (e.g., "PPR 9/30/18 to 3/31/19 or 4/1/19 to 9/29/19")
   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**.

Email Copies and Questions:

Please email a copy of the semi-annual SF-PPR Narrative and any questions to Tim Kelly, ORR Program Officer, at tim.kelly@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 "screen shot" 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.

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