



HELP SHEET #1

Required TVA Performance Measures

REQUIREMENTS:

Progress Reports are due twice per year on January 30 and July 30. On each progress report, Grantee Programs are required to provide Performance Measure information, including the following data:

- (1) the percent increase in victim services provided during the reporting period
- (2) the percent increase in victim services training workshops provided during the reporting period

DEFINITIONS:

Victim Services Provided: Every occasion of program service within the approved scope of work that is delivered by paid TVA program staff or volunteers.

Explanation: The scope of work and type of services provided by the TVA program is defined in the grant proposal that was approved by OVC. Only those services delivered by TVA-funded personnel or TVA-program volunteers are counted. All types of approved program services and every occurrence of service are counted in the data collection. See Unified Solutions' Excel Spreadsheet for a list of possible program services for this grant (attached).

Victim Services Training Workshops: Every occasion in which TVA program personnel, including volunteers, deliver an educational event or resource sharing presentation relating to the needs of community crime victims and/or the services available through the TVA program. The event or presentation may or may not be sponsored by the TVA program; include in data collection all occasions where TVA program personnel deliver verbal or written resource information to increase awareness of the needs of crime victims and/or the services available through their program.

TABULATING PERCENTAGES:

It is a requirement that the data from the beginning and the end of the report period is compared and a percentage increase or decrease is tabulated. The data from the beginning of the report period is the same as the number reported at the end of the last reporting period. To calculate the percentage increase or decrease in TVA service data, please enter the data in Unified Solutions' Excel Spreadsheet. The formula inside the spreadsheet automatically tabulates the data into a percentage. Save the Spreadsheet and upload it as one of your attachments with the progress report.

Additional information:

For instructions about writing the Required TVA Program Narrative, see Help Sheet #2.

For instructions how to File Progress Reports on GMS, see Help Sheet #3.

Unified Solutions is available to provide free training for all TVA program requirements. We are here to assist you during normal business hours Monday through Friday.



Call Toll-Free 1-877-438-4400 to speak with any member of our professional staff.

HELP SHEET #2

Required TVA Program Narrative

REQUIREMENTS:

Progress Reports are due twice per year on January 30 and July 30. On each progress report, Grantee Programs are required to provide a written program narrative. The narrative should include:

- (1) progress on each goal and objective of the program
- (2) program accomplishments achieved during the reporting period
- (3) program challenges encountered during the reporting period
- (4) changes in timeline, personnel changes or other program changes requested or approved

PROCEDURES:

(1) Create a new document in the word processing program on your computer, such as Microsoft Word.

(2) Write the narrative according to the following guidelines:

Progress on Each Goal and Objective: List each goal and objective from the grant proposal that was approved by OVC, including the timeline for its completion. Detail the activity that occurred during the reporting period for each goal, and indicate whether the program is on-timeline. If the timeline has been delayed or progress has not been made, explain the circumstances and state the new timeline and/or performance objective. If objectives have been completed, state the new objectives.

Program Accomplishments: Describe the success stories and proud moments for the program during this report period. This includes any activity that allows for improved services to crime victims in the tribal community. List the products that were produced with TVA funds during the report period.

Program Challenges: Describe any difficulties or obstacles that hindered service delivery during the reporting period or that hindered the ability of the program to meet the needs the crime victims in the community. Describe what the program is doing to respond to these challenges and if help is needed.

Program Changes: List any changes that affect service delivery or meeting the needs of crime victims in the community. List updates made to the program, its staff, or volunteers.

(3) When finished writing the program narrative, SAVE the document.

(4) Go to GMS to file the progress report and UPLOAD the document as an attachment to the report.

Additional information:

For instructions how to File Progress Reports on GMS, see Help Sheet #3.

For instructions how to collect Required TVA Performance Measures, see Help Sheet #1.

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HELP SHEET #3

Filing Progress Reports on GMS

REQUIREMENTS:

- (1) **OVC Progress Reports are due twice per year on January 30 and July 30.**
- (2) **The January report covers the period of July 1 – December 30.
The July report covers the period of January 1 – June 30.**
- (3) **On each progress report, Grantee Programs are required to provide**
 - (a) **performance measures (statistical data), and**
 - (b) **a program narrative.**

Please see Unified Solutions' Help Sheets for additional information on these requirements.

PROCEDURES for GMS:

- (1) **Go to <https://grants.ojp.usdoj.gov/index.html>**
- (2) **Sign in to GMS using your User ID and password.**
- (3) **Click "Awards" button on the left side of the screen.**
- (4) **Locate the correct grant award for this report.**
- (5) **Click "Progress Reporting" under the "Action" box at the far right of the screen.**
- (6) **Follow the prompts and fill out each page in its entirety. Click "Save & Continue".**
- (7) **Type in the required data on the performance measures page even if you are uploading the Unified Solutions' Excel Worksheet.**
- (8) **Type a communication on the program narrative page even if you are uploading a separate Word document for the progress report (ie, the program narrative box may read, "see attached progress report").**
- (9) **Be sure to scroll all the way down to the bottom of each page to put a check mark in each "I Accept" button for the OVC compliance pages.**

If you need any assistance during the filing of your report, contact Unified Solutions staff. We are happy to walk you through the process step by step.

Additional information:

*For instructions how to collect Required TVA Performance Measures, see Help Sheet #1.
For instructions how to write Required TVA Program Narrative, see Help Sheet #2.*



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