

# Human Trafficking VSP Grantees

Reporting Focus Points for Human Trafficking  
Housing Grantees

June 2024



# Announcements

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- This session is being recorded and will be available on the OVC website.
- A copy of the slides will be sent to all participants after the presentation.
- Type your questions in the Q&A box and the team will respond.
- Type comments to the presenter and participants in the chat box.
- All participants are automatically muted upon entering the session.
- If you experience technical difficulties during this session, send a private chat message requesting assistance to Aubrey Sneesby.

# Webex Chat Practice

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What is your favorite city to visit?

Post your answer in the chat box!

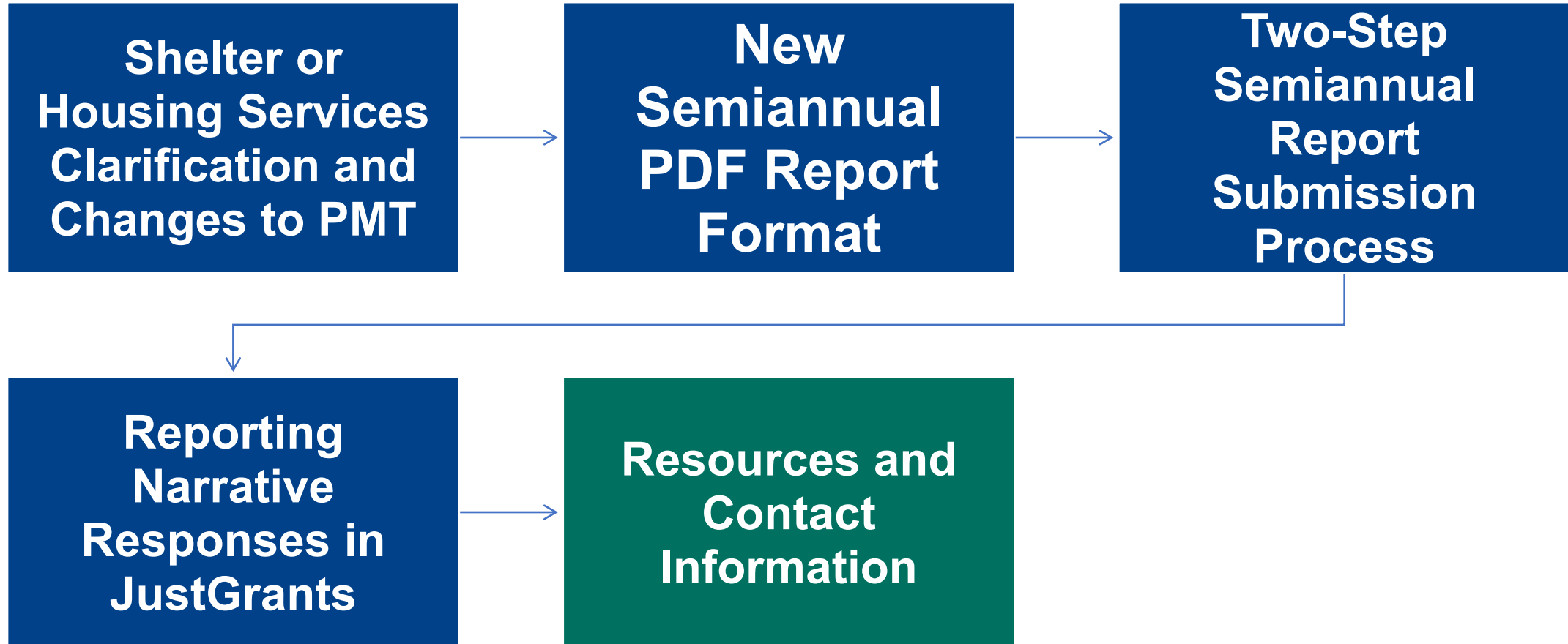


# A Word from OVC

Kristin Weschler, *Victim Justice Program Specialist*  
*Human Trafficking Division*

# Overview

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# How to Report Shelter or Housing Services in the PMT





# Question 18D: Shelter or Housing Services

18D. [Shelter or housing services](#)

18D. Enter the number of trafficking victims who received shelter or housing services.

18D. Enter the number of eligible family members who received shelter or housing services.

Service	Number of Occurrences Trafficking Victims	Number of Occurrences Eligible Family Members
18D-1. Emergency shelter or placement (less than 30 days, includes hotels, motels, shelters)	<input type="text" value="0"/>	<input type="text" value="0"/>
18D-2. Transitional housing (i.e., 6- to 24-month duration)	<input type="text" value="0"/>	<input type="text" value="0"/>
18D-3. Relocation assistance (e.g., assistance with obtaining housing)	<input type="text" value="0"/>	<input type="text" value="0"/>
18D-4. Rapid rehousing	<input type="text" value="0"/>	<input type="text" value="0"/>
18D-5. Rental assistance	<input type="text" value="0"/>	<input type="text" value="0"/>
18D-6. Host homes	<input type="text" value="0"/>	<input type="text" value="0"/>
18D-7. Other shelter/housing	<input type="text" value="0"/>	<input type="text" value="0"/>
18D-8. If Other, describe:		
18D-1 ~ 18D-7. Total	<input type="text" value="0"/> ( Auto calculated )	

### Instruction

Report the total number of trafficking victims and eligible family members who received shelter or housing services during the reporting period. Then report the number of times each service subcategory was provided during the reporting period. Zero (0) is a valid response. Because some clients may receive multiple services, the total number of times that services were provided within a category may be greater than the number of clients who received those services. (Example: 1 victim received information about the "Rental assistance" 4 times, report 4 for Trafficking Victims and/or EFM)

# How to Report Shelter or Housing Services (18D-1–18D-2)



- **18D-1. Emergency shelter or placement:** Providing emergency short-term shelter to individuals and families following victimization.
  - Reported **per night** (e.g., 1 person for 10 nights = 10 occurrences; 2 people for 10 nights = 20 occurrences)
- **18D-2. Transitional housing:** Providing temporary housing for victims who, due to the nature of the victimization, cannot safely return to their former housing and need more time to stabilize themselves before living independently.
  - Reported **per night** (e.g., 30 nights = 30 occurrences)



# How to Report Shelter or Housing Services (18D-3)



- **18D-3. Relocation assistance:** Coordinating assistance with initial rental expenses, utility deposits, security deposits, and/or moving fees. This includes assistance locating long-term housing for the victim, regardless of distance, based on safety needs.
  - Reported **per instance** (e.g., 1 person receives 1 security deposit and 2 moving fees = 3 instances)

# How to Report Shelter or Housing Services (18D-4)



- **18D-4. Rapid rehousing**

- Starting in July 2025, rapid rehousing will be removed from the PMT and will not be an option for grantees.
- Until then, we strongly recommend that this service category no longer be used. Instead, grantees should use the remaining housing categories to report services, as appropriate.

# How to Report Shelter or Housing Services (18D-5)



- **18D-5. Rental assistance:** Providing assistance for a more permanent facility that is not a shelter, nor are its residents in transition. In other words, individuals anticipate living in the same place for a considerable length of time. This includes assistance with ongoing rental expenses, such as utility costs.
  - Reported **per instance** (e.g., 1 person receives 3 utility payments = 3 instances, 2 people receive 3 months of rent = 6 instances)

# How to Report Shelter or Housing Services (18D-6–18D-7)



- **18D-6. Host homes:** Transitional housing that facilitates the movement of individuals and families to permanent housing within a reasonable amount of time.
  - Reported **per night** (e.g., 10 nights = 10 occurrences)
- **18D-7. Other Shelter/Housing:** Any housing or housing-related services provided that are not covered in the previous categories. An explanation must be provided.
  - May be reported **per night or per instance**, depending on the service provided

# **New Semiannual PDF Report Format**

# Semiannual PDF Report



## GRANT ACTIVITY - Current Quarter Reporting

Is this the last reporting period during which this award will have data to report?	Yes		
	No	1st Quarter	2nd Quarter
		√	√
1. Was there grant activity during the reporting period?	Yes	1st Quarter	2nd Quarter
		√	√
	No		
	1A. If <u>No</u> , explain why there was no grant activity during the reporting period.		

## TRAFFICKING POPULATION - Current Quarter Reporting

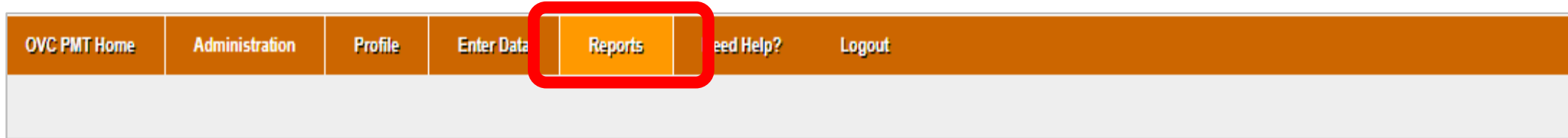
### Current Quarter Reporting - Key Trafficking Population Measures

2. Total number of confirmed and/or potential victims of trafficking who received services during the reporting period.	1st Quarter	2nd Quarter	
	8	10	
3. Total number of anonymous contacts received during the reporting period.	1st Quarter	2nd Quarter	
	0	0	
4. Did you provide services to new victims of trafficking during the reporting period?	Yes	1st Quarter	2nd Quarter
		√	√
	No (If <u>No</u> , skip to Question 10)		
5. Of the total number of victims of trafficking served, how many were new individuals who received services from your organization using grant funds for the first time during the reporting period?	1st Quarter	2nd Quarter	
	6	1	

# Two-Step Semiannual Submission Process



# Generating the Semiannual Report



1. On the Reports tab, select the applicable award number.
2. Select the link labeled "Semi-Annual PDF."
3. Save the generated PDF report to your computer.
4. Upload PDF report into JustGrants by the reporting period due date.

Reporting Period	Data Entry Status	Last Modified Initial Completion Date	Reports
04/01/2020 - 06/30/2020	Complete		<a href="#">Excel Quarterly PDF</a> <a href="#">Semi-Annual PDF</a>
07/01/2020 - 09/30/2020	Complete		<a href="#">Excel Quarterly PDF</a>
10/01/2020 - 12/31/2020	Complete		<a href="#">Excel Quarterly PDF</a> <a href="#">Semi-Annual PDF</a>
01/01/2021 - 03/31/2021	Complete		<a href="#">Excel Quarterly PDF</a>
04/01/2021 - 06/30/2021	Complete		<a href="#">Excel Quarterly PDF</a> <a href="#">Semi-Annual PDF</a>
07/01/2021 - 09/30/2021	Complete		<a href="#">Excel Quarterly PDF</a>



# Which is the Correct Semiannual Report?



Semiannual PDF = **Correct**



Excel = **Incorrect**

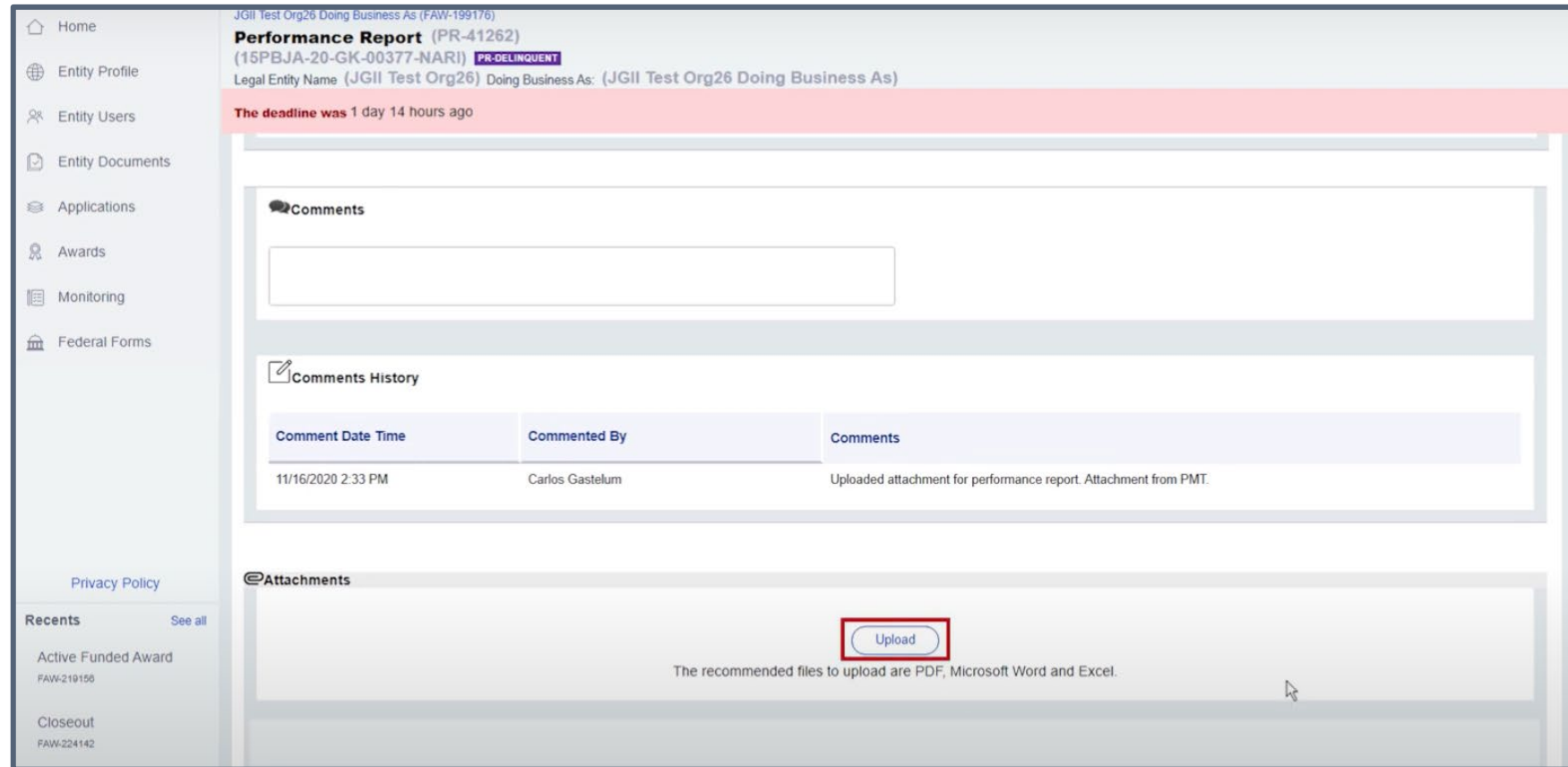


TEST - Human Trafficking Modules Semiannual Performance Report  
 HUMAN TRAFFICKING NON-ECM VICTIM SERVICE PROVIDERS Grant Program  
 Reporting Period:01/01/2023 - 06/30/2023 (Semiannual)

Grant Information	
Grantee Legal name: TEST - Human Trafficking Modules	Project Start Date: 2020-10-01
Award Number: 2020-AA-BX-0122	Project End Date: 2023-09-30
Award Amount: \$ 452,655.00	POC Name: TEST SEWARD
Grant Manager: Maria Anderson	POC PHONE: 999999999
Solicitation Title: OVC FY20 HTSERV	POC EMAIL: TEST@TEST.gov
Project Title: Holistic Safety: Enhanced Access to Trauma Therapy and Intensive Case Management for Victims of Trafficking	
<i>The following represents two quarters of grantee reported data in the Performance Measurement Tool (PMT). Depending on the question, calculated values may be a sum or average. Averages are labeled. The check mark ✓ indicates the option is selected during the quarter.</i>	
Performance Measures	
GRANT ACTIVITY - Current Quarter Reporting	
Is this the last reporting period during which this award will have data to report?	<input checked="" type="checkbox"/> Yes

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

# Semiannual Report in JustGrants: Part One



The screenshot shows the JustGrants interface for a Performance Report. The left sidebar contains navigation options: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. Below these are links for Privacy Policy, Recents (with a "See all" link), and a list of active awards including "Active Funded Award" (FAW-219156) and "Closeout" (FAW-224142).

The main content area displays the report details for "JGII Test Org26 Doing Business As (FAW-199176)". The report title is "Performance Report (PR-41262) (15PBJA-20-GK-00377-NARI)" with a "PR-DELINQUENT" status tag. The legal entity name is "(JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As)". A red banner indicates "The deadline was 1 day 14 hours ago".

Below the banner are sections for "Comments" (with an empty text input field) and "Comments History". The history table is as follows:

Comment Date Time	Commented By	Comments
11/16/2020 2:33 PM	Carlos Gastelum	Uploaded attachment for performance report. Attachment from PMT.

The "Attachments" section features an "Upload" button (highlighted with a red box) and the text: "The recommended files to upload are PDF, Microsoft Word and Excel."

## [Completing a Question Set and Submitting the Performance Report \(usdoj.gov\)](#)

# Reporting Narrative Responses in JustGrants



# Semiannual Report in JustGrants: Part Two



**Performance Report**

Start Date	End Date	Due Date
01/01/2024	06/30/2024	07/30/2024

Type Of Performance Report  
Regular

> **Project Description**

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**Performance Measure Question Set**

Question Set	Status	Last Updated	Last up
<a href="#">OVC_HT_Narrative_v1</a>	New	1/1/24 3:14 AM	Queue p

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Performance Report (PR-334010)  
**Progress reports for BJS NCHIP, NARIP, and SJS awards (C-264044)** NEW

**Assignments**

Task	Assigned to	View
Question page	justgrants024.grantawardadmin.jgitsext	<a href="#">Begin</a>

ADMINISTER SURVEY → COMPLETE

[Questions and Answers](#)   [Audit](#)

[Completing a Question Set and Submitting the Performance Report \(usdoj.gov\)](https://usdoj.gov)

# Resources

# Where to Access OVC PMT Resources



## Resources in PMT or on the OVC website:

- Performance measures questionnaires.
- Recorded trainings and webinars on PMT and performance management topics.
- Updated Performance Measure Dictionary and Terminology Resource.

### **i** Performance Measure Dictionary and Terminology Resource [↗](#)

The [OVC Performance Measure Dictionary and Terminology Resource](#) is designed as a resource for terms used as part of OVC's performance data collection efforts. Check out this resource for standardized definitions and examples for easier reporting.

## Performance Measures

Human Trafficking Grantee Performance Measures

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### Human Trafficking Grantee Performance Measures [↗](#)

OVC strives to uphold the intent of the Trafficking Victims Protection Act of 2000 and its subsequent reauthorizations to ensure that all trafficking victims—regardless of immigration status, gender, or form of trafficking—receive justice and support in accessing the services they need.

OVC manages the largest amount of funding across the Federal Government dedicated to providing services to victims of human trafficking. OVC strengthens the response to human trafficking through grant funding for victim services, multidisciplinary teams, statewide responses to child and youth trafficking, training and technical assistance, and leadership in the field.

In 2020, all performance measures across the OVC human trafficking portfolio were revised to—

- better reflect and report the activities of OVC's human trafficking grantees,
- standardize the questions across OVC's human trafficking portfolio, and
- align the human trafficking performance measures to OVC's other performance measures.

Data from the revised performance measures allow OVC to communicate to its stakeholders the [full picture of the benefits realized with OVC grant funds](#).

Where can I find my program's performance measures?

Victim Assistance and Compensation Grantee Performance Measures

Transforming Victim Services Grantee Performance Measures

Human Trafficking Grantee Performance Measures

How are performance measures reported?

When are performance reports due?

How can grantees find support and resources?

Data Analyses

Contact Us

<https://ovc.ojp.gov/funding/performance-measures/human-trafficking>

# JustGrants System Resources



## JustGrants Training Resources

- Completing a performance report: [Completing a Question Set and Submitting the Performance Report \(usdoj.gov\)](#)
- Steps to trouble shoot: [Troubleshooting Performance Reports Using Question Sets](#)
- Uploading additional documents: [Managing Deliverables in JustGrants](#)
- Infographic: [Submit Performance Report](#)





# How Can We Help?



- Contact us with questions about a specific measure.
- Schedule a “Welcome to OVC Performance Management” session for new staff or for staff turnover.
- Consider a short 30-minute session via Webex to screen share and review your reports.
- Send questions, comments, and suggestions for technical assistance to the helpdesk.





# Which Helpdesk to Call?



## PMT Tier 4 Helpdesk

- New user accounts in PMT
- Navigating or error messages in PMT
- Specific program performance measures in PMT or JustGrants



## JustGrants Helpdesk

- Account creation, forgot password, roles, onboarding
- Navigation or error messages in JustGrants (e.g., how to find performance reports)
- Uploading attachments

# Contact Information



## OVC PMT Helpdesk

Monday–Friday, 8:30 a.m.–5:00 p.m. e.t.  
Toll free number: 1–844–884–2503\*\*

Email:

[ovcpmt@usdoj.gov](mailto:ovcpmt@usdoj.gov)

Website:

<https://ovc.ojp.gov/funding/performance-measures>

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

## JustGrants

5:00 a.m.–9:00 p.m. e.t.  
Toll free number: 1–833–872–5175

Email:

[JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov)

Website:

<https://justicegrants.usdoj.gov>



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