2023 ORR Reporting Guidance for the Survivors of Torture Program

Reporting Requirements

Please refer to *Section VI.3 Federal Award Administration Information, Reporting* in the Direct Services for Survivors of Torture funding opportunity HHS-2022-ACF-ORR-ZT-0051 for performance progress and financial reporting requirements.

The ACF Performance Progress Report (PPR) narrative and metric forms can be found on healtorture.org. The Federal Financial Report (FFR) SF-425 and other reporting forms can be found on the General Services Administration (GSA) GSA Forms Library.

Narrative and Metric Report Instructions

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 the three program assessment areas: core service provision, organizational development, and community engagement. 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. **The length of the narrative report should be single-spaced and between 5-7 pages, plus appendices.**
4. The PPR Metrics must list the proposed outputs and outcomes from your program logic model and the actual goals met during the reporting period. The metrics submission for the second semi-annual report should include outputs/outcomes from the first and second reporting period. The End of Project Report tab is to be completed for the final report at the end of 2027.

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@grantssolution.gov.

Electronic Submission of PPR

Upload a completed and signed SF-PPR Cover Page, Performance Narrative A, and Program Metrics-B to GrantSolutions under Grant Notes.
1. The Narrative must be in a **Microsoft Word** format (see note below).
2. Upload to GrantSolutions under "Grant Notes" (see step *1.a* above)

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3. Subject: "PPR" and reporting period (e.g., "PPR MM/DD/YY to MM/DD/YY")
4. Category Type: Programmatic Report
5. Notes: "Please see attached PPR" and time period
6. Upload the PPR documents under Source Attachments.
7. Verify that the documents have been uploaded and click the "Submit" button.

***Please email a copy of the semi-annual PPR Narrative and Metrics to Sabrina Torres, SOT Program Officer, at [Sabrina.Torres@acf.hhs.gov.](mailto:Sabrina.Torres@acf.hhs.gov)**

Reporting Program and Outcome Data Points

SOT recipients are required to submit **annual** demographic and outcome data from 9/30/22 to 9/29/23 using the SOT Program Data Points (PDP) Database located on the ORR [Refugee Arrivals Data System](#) (RADS). Recipients 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.

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.

Federal Financial Reports

The SF-425 FFR must be submitted to the Payment Management System (PMS) semi-annually and annually. If you have any questions regarding the submission of this form, please contact your [PMS Liaison Accountant](#).

Report Due Dates

The first FY2023 Performance Progress Report and Federal Financial Report for the 9/30/22 to 3/31/23 period are due on **4/30/23 at 11:59 pm EST**.

The second FY2023 Performance Progress Report for the 4/1/23 to 9/29/23 period is due on **10/31/23 at 11:59 pm EST,** and the Federal Financial Report is due on **10/29/23**.

The FY2023 SOT Program Data Points report is due on **10/31/23 at 11:59 pm EST** in RADS.

The annual Federal Financial Report is due on **12/28/23**.

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