



ADMINISTRATION FOR
CHILDREN & FAMILIES

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

Semi-Annual Report Guidance for the Survivors of Torture Grant Program

Reporting Requirements

Please refer to *Section VI.3 Award Administration Information, Reporting* in the Direct Services for Survivors of Torture funding opportunity HHS-2015-ACF-ORR-ZT-0980 for performance progress and financial reporting requirements.

The ACF Performance Progress Report (PPR) can be found on the ACF [Grant Forms](#) web page. The SF-425 Federal Financial Report (FFR) and other reporting forms can be found on the Office of Management and Budget (OMB) [Grants Management Forms](#) web page.

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 FY2016 semi-annual report for reporting period 9/30/15 to 3/31/16 is due on **4/30/16 at 11:59pm EST**.

The second FY2016 semi-annual report for reporting period 4/1/16 to 9/29/16 is due on **10/30/16 at 11:59pm EST**.

Narrative Report Tips

1. The SF-PPR Cover Page must be signed by the authorized official or program director.
2. The narrative report consists of responses to SF-PPR-B, Items B-01 to B-06, and must be submitted in a **Microsoft Word** document. Include 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. Tables can be used to provide updates on activities, outputs, and outcomes during the reporting period. These updates should be linked to the project’s goals and objectives.
4. The suggested length for the narrative report is 10 pages, single-spaced plus appendices.

Reporting Data Points

ORR is interested in receiving program data that is being collected using the 17 data points in form ORR-ZT-SF-PPR-B which can be found on the [ORR web page](#) of healtorture.org. This program data

should include an unduplicated count of new and continuing clients served in FY2016. Please submit this annual data along with the second semi-annual PPR.

Electronic Submission

1. Upload a completed and signed **electronic 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 4/1/16 to 9/29/16”)
 - c. Category type: FFR
 - d. Notes: “Please see attached FFR” and time period
 - e. Upload document under Note Attachments.

2. Upload a completed and signed SF-Program Performance Report (PPR) Cover Page and narrative report (responses to SF-PPR-B, Items B-01 to B-06) to GrantSolutions under Grant Notes.
 - a. The narrative report must be submitted in a **Microsoft Word** document (see note below).
 - b. Upload to GrantSolutions under “Grant Notes” (see step 1.a above)
 - c. Subject: “PPR” and time period (e.g., “PPR 4/1/16 to 9/29/16”)
 - d. Category Type: Programmatic Report
 - e. Notes: “Please see attached PPR” and time period
 - f. Upload document under Note Attachments.

Email Copies and Questions:

Please email a copy of the semi-annual SF-PPR narrative report and data points (with the second semi-annual PPR) along with any questions about reporting to Tim Kelly, ORR Program Officer, at tim.kelly@acf.hhs.gov.

Note: If the electronic PPR-B is submitted without an accompanying Word document, the Explanation section will not be readable. The electronic version of PPR-B only provides a “screen shot” of this section, as shown below.

(1) Item	(2) Activity Description	(3) Indicator	(4) Explanation
B-01	Major activities and accomplishments during this period		Please see pages 1-XX in the attached "FY16-2 SOT Semi-Annual PPR"
B-02	Problems		Please see page X in the attached "FY16-2 SOT Semi-Annual PPR"