**File 3 Statement Regarding Collecting Data Required**

DCJS will comply with all OVC data collection, reporting and analysis requirements. Relevant staff have current and appropriate expertise and capacity to coordinate and collect all grant-required data, including all performance measures required through OVC’s online Performance Measurement Tool (PMT). DCJS staff have examined the complete list of performance measures related to Subgrant Award Reports (SARs), Subgrantee Performance Measures, and the Victim Assistance Grantee Report. In addition, staff have reviewed in detail OJP’s performance measurement page and the sections of this solicitation that pertain to data collection and performance reporting.

DCJS will collect and maintain data that measure the performance and effectiveness of subgrantees under this award. The data will be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. The data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

The Financial Point of Contact will work with programmatic staff to submit quarterly Federal Financial Reports (SF-425) and semi-annual performance reports through OJP's Grants Management System (GMS) using the Performance Measurement Tool (PMT) and additional narrative to supplement the reports. Consistent with the Department's responsibilities under the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, DCJS will provide data that measure the results of our work. Staff will submit quarterly performance metrics reports through OVC’s PMT website.

Since PMT implementation, DCJS has worked to meet all reporting requirements. Multiple VOCA project reporting forms have been modified in order to support subgrantee efforts to capture PMT required data elements. Staff have also modified existing software and databases to capture required data. VOCA-funded Victim Witness program grantees enter data through a Microsoft Access data base which was developed in-house. This software allows sub-grantees to enter their quarterly data; generate reports, and upload reports to the online Grants Management Information System (GMIS). All other VOCA funded sub-grantees enter their data directly into PMT. Documentation of this submission is uploaded to GMIS with subgrantees’ quarterly progress reports. All sub-grantees are notified of the performance measures and reporting procedures at the start of each project period. Training and technical assistance are provided throughout the year to ensure that subgrantees understand and are able to comply with the collection of performance measurement data and reporting procedures.

Victim Services staff complete Subgrantee Award Report (SAR) entry for Victim Witness programs in PMT. In prior years, other VOCA-funded subgrantees completed SARs for their respective programs. This year, an Excel-based SAR template has been developed that subgrantees will complete and submit to DCJS as a condition of funding. Victim Services staff will then input data contained in the SAR template into PMT. This new process will help to ensure accuracy and efficiency in SAR completion.

In order to continuously improve data collection efforts, DCJS developed and released a Request for Proposals to design and support a grants administration software platform. The software will provide subgrantees with a streamlined mechanism through which to submit grant applications, itemized budgets and narratives, and all related grant documentation. DCJS grant monitors will also be able to use the system for enhanced monitoring capabilities and the documentation of such efforts. In addition, the software will enable funded projects to collect and report DCJS required performance data, including PMT required data.

Through the RFP process, a vendor has been selected and work has begun to design a software system tailored to the needs of DCJS and specific grant programs. Upon completion, training will be developed and technical assistance will be provided to ensure that subgrantees are able to effectively use the new data system for data collection and reporting activities. Once the new software has been deployed and adequate training has been provided, it is anticipated that all subgrantees will enter SAR and/or performance data into PMT directly. The expected timeline for this project is 12 months. In the interim, Victims Services staff work to ensure that SAR entry and ongoing quarterly performance data entry activities are completed.