

## Responding to Change Requests from Your Program Manager: A Guide to Editing Your OVW Performance Report

### What is a change request?

- A **change request** is a formal communication from your Program Manager asking you to revise or update your submitted performance report to ensure it meets specific expectations or requirements. Your Program Manager may directly communicate with you about this, and generally the request will also be recorded in JustGrants.
- A Program Manager may issue a change request for various reasons, including but not limited to:
  - Missing data or incomplete sections in the report
  - Inconsistent or inaccurate information
  - Unallowable activities reported
  - Formatting issues in the uploaded PDF report

### What is the timeframe for responding to a change request?

- As an OVW grantee, you are expected to revise and resubmit your performance report as soon as possible, and by the deadline specified to you by your Program Manager. If you are unable to do so, contact your Program Manager as soon as possible to discuss the situation and to plan for submitting the necessary changes.

### What to Do When You Receive a Change Request:

- If your Program Manager requests changes to your performance report, you are required to access your original submission in the IMPACT Tool, apply the necessary revisions, generate a new PDF, and upload the updated report to JustGrants. Please follow the detailed steps below to complete this process.

#### Step 1: Access Your Completed Report

Navigate to the unique URL generated by the IMPACT Tool that you originally used to complete your performance report. This link will take you directly to your completed report page. If you no longer have the URL saved, search your records for the confirmation email sent by the IMPACT Tool upon report submission—it contains the link to your completed report.

If you are unable to locate the link, or need additional assistance with your change request, reach out to VAWA MEI for assistance.

Email: [vawamei@maine.edu](mailto:vawamei@maine.edu)

Phone: 1-800-VAWA (8292)

**Remember, VAWA MEI can help you with *how* to complete your performance reports, but not with the content about your specific award. If you have an OVW-specific question, please reach out to your Program Manager.**

## Step 2: Open Your Report for Editing

On the completed report page, locate and click the **"View and Make Edits"** button. This will reopen your report, allowing you to make the necessary changes.

**VAWA IMPACT**

Transitional Housing Performance Report OMB Clearance #: 1122-0016  
Expiration Date: 11/30/2027

**You have now successfully generated the PDF of your performance report!**

**Here's what to do next:**

- To complete the performance reporting process, download a copy of your report and submit it as an attachment to your JustGrants account.
- Keep a copy of this PDF for your records. The link to this PDF will expire before the next reporting period.

[Download Report](#)

**What to do if you get a change request from your Program Specialist?**

- If your Program Specialist requests that you make changes to your performance report, you can do so by clicking the "View and Make Edits" button.
- Once you make a change, you will need to validate, review, and complete your edited report in order to download and submit the new PDF to your JustGrants account.

[View and Make Edits](#) 

If you need assistance, please contact [vawamei@maine.edu](mailto:vawamei@maine.edu).

[Accessibility Statement](#)   [Privacy Statement](#)

## Step 3: Make Required Edits

Victim Services	✓
Legal Services	✓
Housing Units	✓
Narratives	✓
Validate and Complete	

Implement the revisions as directed by your Program Specialist. Once all changes are complete, you must revalidate, review, and finalize the report in order to generate an updated PDF version.



## Step 4: Submit the Updated Report in JustGrants

Upload the updated PDF to your JustGrants account. Your Program Manager will only be able to review your revisions after the new PDF has been submitted through JustGrants. Remember, to hit the "Submit" button!

**You have now successfully generated the PDF of your performance report!**

**Here's what to do next:**

- To complete the performance reporting process, download a copy of your report and submit it as an attachment to your JustGrants account.
- Keep a copy of this PDF for your records. The link to this PDF will expire before the next reporting period.

[Download Report](#) 