



# VOCA Victim Compensation Grant Progress Reporting

## OVERVIEW

Victims of Crime Act (VOCA) Victim Compensation grants allow states to provide financial assistance and reimbursement to victims for certain crime-related expenses. Data reported by grantees allow the Office for Victims of Crime (OVC) to demonstrate the value and specific benefits the program provides to government agencies, the victim services field, the general public, and other stakeholders. OVC uses the data to generate an annual report on the program, as well as to respond to specific inquiries, such as the number of applications paid related to elder abuse or neglect.

***“ In Fiscal Year 2023, fifty-four VOCA Victim Compensation grantees (states and territories) provided over \$359 million in compensatory funds to 202,830 claims. ”***

### DATA COLLECTED

Victim Compensation grantees report data on the victim population that applies for compensation, the demographics of those individuals, the types of victimization they present, the number of applications received, the crime types, the state’s payment statistics, and the expense types that were paid by the grant. Once a year, grantees summarize trends, challenges, priority areas, and any notable activities or issues that occurred.

### REPORTING REQUIREMENTS

As a VOCA Victim Compensation grantee, you are required to report on the progress of your activities every three months in the OVC Performance Measurement Tool (PMT), an online data collection system. In addition, you are required to submit an annual report in the Justice Grants System (JustGrants), which is a separate reporting system from the PMT. Your annual report will include four quarters worth of program performance measurement data and one set of narrative question responses. You are required to upload this annual report into JustGrants by December 30.

## REPORTING SCHEDULE

Quarterly Reporting in PMT				Annual Reporting in JustGrants			
Reporting Period*	Submission Period	Content	Deadline	Reporting Period	Submission Period	Content	Deadline
October 1– December 31	January 1– February 15	Performance Measures	February 15	October 1– September 30	October 1– December 30	Annual PMT Report: Performance Measures & Narrative Questions	December 30
January 1– March 31	April 1– May 15	Performance Measures	May 15				
April 1– June 30	July 1– August 15	Performance Measures	August 15				
July 1– September 30	October 1– November 15	Performance Measures & Narrative Questions	November 15				

\*Remember to only report activities that occurred during the reporting period.

## HOW DO I ENTER MY DATA IN THE PMT SYSTEM?

1. Assemble your data from your agency's tracking system to ensure you are prepared to respond to each question
2. Log in to the OVC PMT at <https://ojpsso.ojp.gov> using your email and password
  - *If you do not have an assigned PMT login, please call the OVC PMT Helpdesk at 1-844-884-2503 or email the OVC Helpdesk at [ovcpmt@usdoj.gov](mailto:ovcpmt@usdoj.gov)*
3. Navigate to the Enter Data page and select the appropriate reporting period from the dropdown menu
4. Enter all required performance measures for your program
  - *Consult the Information and Resources section of this document for guidance on reporting data*
5. Review your data and address any errors that you encounter
6. Mark your data as complete and approve the report for submission



## HOW DO I CREATE A REPORT FOR THE JUSTICE GRANTS SYSTEM (JUSTGRANTS)?



1. Navigate to the Reports page of the PMT. Generate a PDF of the Annual Report. Save the PDF to your computer.
2. Log in to JustGrants at <https://justicegrants.usdoj.gov>, a separate reporting website
3. Upload your Annual Report PDF in JustGrants before the reporting deadline
  - *A PMT report must be submitted as an attachment to all open federal awards in JustGrants by December 30 of each year of the award*
  - *For help accessing and navigating the JustGrants system, please call the JustGrants Helpdesk at 1-833-872-5175 or email the JustGrants Helpdesk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov)*

## INFORMATION AND RESOURCES

The following resources are available on the Need Help page in the OVC PMT: <https://ojpsso.ojp.gov>. For additional resources and trainings, visit <https://ovc.ojp.gov/funding/performance-measures>.

### Frequently Asked Questions (FAQs)

Provides insight into the meaning of the performance measures

### User Guide for Grantees

Explains how to navigate through the PMT

### Recorded Webinar Trainings

Allows you to watch recent webinar trainings

### Compensation Performance Measures

Includes a PDF document of performance measures shown in the Reports tab

Contact the OVC PMT Helpdesk for help locating the latest resources.

## OVC PMT HELPDESK

You can contact the OVC PMT Helpdesk Monday–Friday, 8:30 a.m. to 5:00 p.m. EST via email at [ovcpmt@usdoj.gov](mailto:ovcpmt@usdoj.gov) or call the toll-free number: 1-844-884-2503.

## JUSTGRANTS HELPDESK

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