



# VOCA Victim Assistance Grant Progress Reporting

## OVERVIEW

Victims of Crime Act (VOCA) Victim Assistance grants provide funds to thousands of organizations that provide vital victim services in their communities. Data reported by grantees allow the Office for Victims of Crime (OVC) to demonstrate the value of the program and the specific benefits that 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 VOCA-funded organizations supporting victims of elder abuse.

***“ In Fiscal Year 2017, over \$2 billion was allocated for the VOCA Victim Assistance program. Fifty-six grantees funded 9,319 subawards to 6,820 organizations, which provided assistance to 5.1 million victims of crime. ”***

### DATA COLLECTON PROCESS

Victim Assistance grantees and subgrantees report data on the allocation of funds, the numbers of victims served, demographics of those individuals, the type of victimization they present, and the types of services provided.

Once a year, grantees summarize trends, challenges, and priorities observed.

### GRANT REPORTING REQUIREMENTS

As a VOCA Victim Assistance grantee, you are required to report on the progress of your activities every 3 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 Grants Management System (GMS), which is a separate system from the PMT. Your annual report will include 4 quarters worth of program performance measurement data and a set of narrative question responses. You are required to upload this annual report into GMS by December 30.

## REPORTING SCHEDULE

Quarterly Reporting in PMT				Annual Reporting in GMS			
Reporting Period	Submission Period	Content	Deadline	Reporting Period	Submission Period	Annual PMT Report	Deadline
October 1– December 31	January 1– February 15	Performance Measures	February 15	October 1– September 30	October 1– December 30	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.<sup>1</sup>

<sup>1</sup> Resource last updated October 2018

## 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://ojpssso.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
4. Enter all required performance measures for your program
  - *Consult the resources on the Need Help page 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 GRANTS MANAGEMENT SYSTEM (GMS)?



1. Navigate to the Reports page. Generate a PDF of the Annual Report. Save the PDF to your computer
2. Log in to GMS at <https://grants.ojp.usdoj.gov/gmsexternal/>, a separate reporting website
3. Upload your Annual Report PDF in GMS before the reporting deadline
  - *A PMT report must be submitted as an attachment to all open federal awards in GMS by December 30 of each year of the award*
  - *For help accessing and navigating the GMS system, please call the GMS Helpdesk at 1-888-549-9901 and dial 3 when prompted or email the GMS Helpdesk at [GMS.Helpdesk@usdoj.gov](mailto:GMS.Helpdesk@usdoj.gov)*

## INFORMATION AND RESOURCES

The following resources are available on the Need Help page in the OVC PMT:  
<https://ojpssso.ojp.gov/>

### Victim Assistance Performance Measures

Subgrant Award Report (SAR)

Subgrantee Performance Measures Report

Grantee Report

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

### Frequently Asked Questions (FAQ)

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

### User Guide for Subgrantees

Shows subgrantees how to navigate through the PMT

Contact the OVC PMT Helpdesk for the latest October 2018 resources

## OVC PMT HELPDESK

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

## GMS HELPDESK

To contact the GMS Helpdesk, please call 1-888-549-9901 and dial 3 when prompted or email the GMS Helpdesk at [GMS.Helpdesk@usdoj.gov](mailto:GMS.Helpdesk@usdoj.gov).