Victims of Crime Act (VOCA) Victim Assistance Grantees Performance Reporting Training
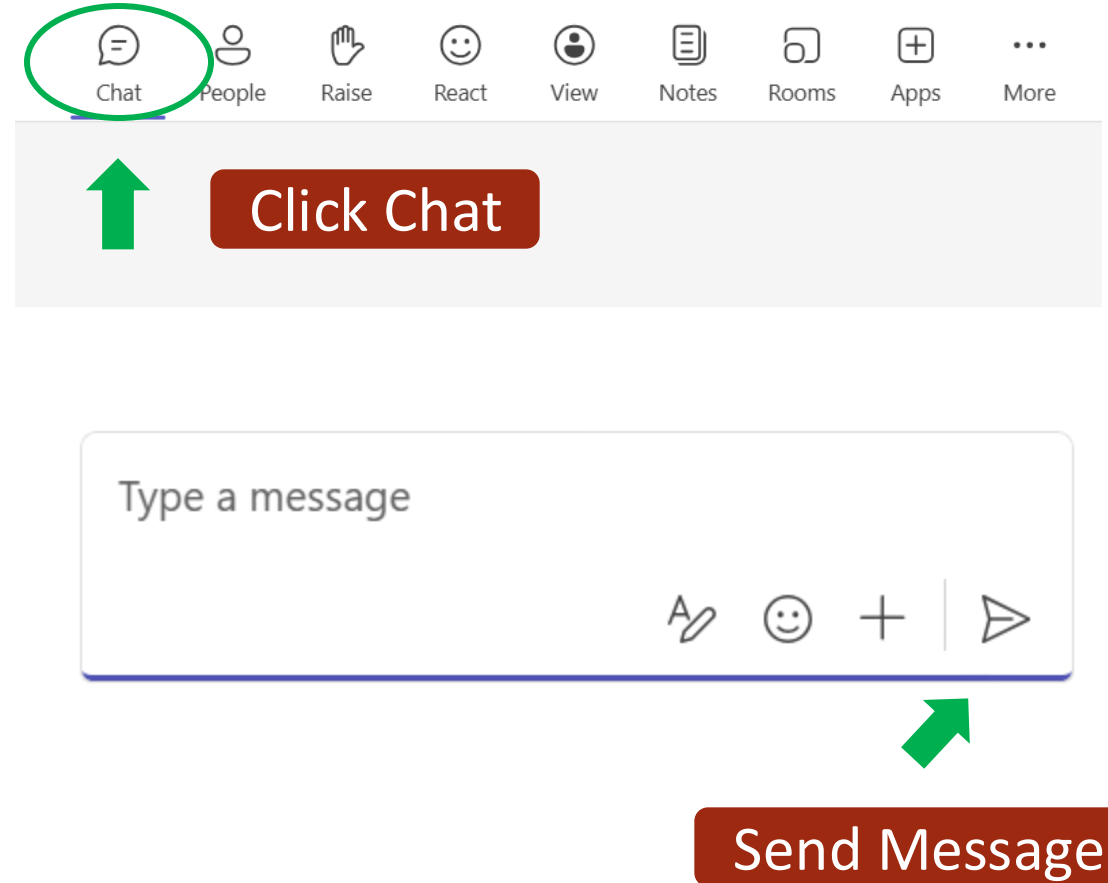
January 2026

Announcements

Take note of the following:

- All participants are automatically muted upon entering the session.
- A copy of the slides will be sent to all participants after the presentation.
- Type your questions in the Chat box and our team will respond.
- View active links in the Chat.
- If you experience technical difficulties during this session, send a private chat message requesting assistance to Daniel Pavlik.

OVC Office for Victims of Crime

Teams Overview

- For this session, ask questions to our team and view live links in the Chat.

- Select the "Chat" button from the top of your screen, type your question in the box that pops up and hit the arrow. Our team will respond directly.

- To view resource links, scroll up or down within the Chat box.

- Check the Chat now for our contact information.

Chat | People | Raise | React | View | Notes | Rooms | Apps | More

Click Chat

Type a message

Send Message

OVC
Office for Victims of Crime

Overview

Performance Management Team

Performance Management

Report Types and Due Dates

Performance Measurement Tool (PMT)
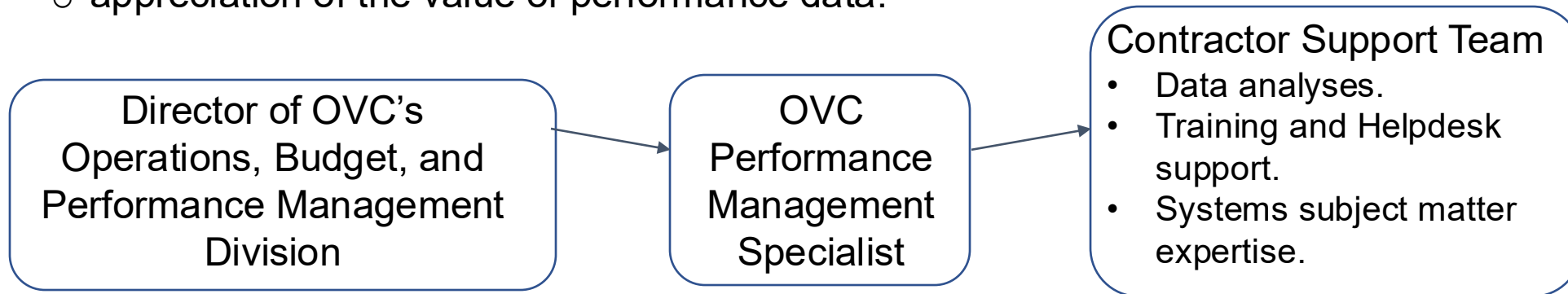
Resources

Performance Management

OVC Performance Management Team Overview

The Office for Victims of Crime (OVC) Performance Management Team provides performance measure (PM) expertise to OVC and Office of Justice Programs (OJP) leadership, grant managers, and other stakeholders to promote–

- o thoughtful PM development,
- o strong grantee performance,
- o clear understanding of program results and grantee accomplishments, and
- o appreciation of the value of performance data.

Director of OVC's Operations, Budget, and Performance Management Division → OVC Performance Management Specialist →

Contractor Support Team
- Data analyses.
- Training and Helpdesk support.
- Systems subject matter expertise.

What is Performance Management?

Process by which programs regularly collect, use, and report data.

- Determine whether a program is implementing activities as intended and achieving the desired goals and objectives.

- Capture data on an ongoing basis to understand how a program changes over time.

- Use data to inform program decisions and improvements.

- Share data for funding or other compliance requirements.

For more information, visit the OJP Grant Performance Measurement and Progress Reporting Information Portal at ojp.gov/performance and the OVC PM site at PMs | Funding & Awards | OVC.

Why Does OVC Use PMs?

Understand how funds are being distributed.
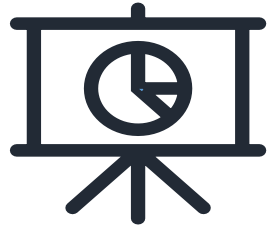
Track grant activity and progress towards program goals.

Identify areas of success and potential areas of improvement.
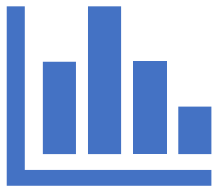
Comply with the law and complete OVC's required reporting.

OVC
Office for Victims of Crime

How OVC Uses Data

Performance Reports (PRs)

Using reported data, OVC develops reports highlighting program accomplishments and success stories.

Data Requests

OVC responds to varying requests for data. These may come from OVC, congressional inquiries, or Freedom of Information Act requests.
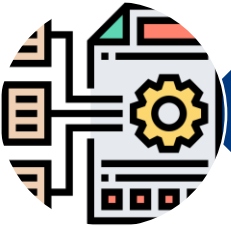
Inform Program Funding and TTA

Performance data informs OVC's priorities, Notices of Funding Opportunities, and resources for the field such as informational guides or grantee TTA.

Benefits to Grantees

Provides data for decisionmaking and identifying areas for improvement.

Informs TTA through performance data.

Generates evidence of program progress and success.

OVC
Office for Victims of Crime

Reporting: Reports and Due Dates

Performance Measurement Reporting Systems

- **PMT:** A web-based reporting system in which grantees can electronically submit qualitative and quantitative program performance data.

- **Justice Grants System (JustGrants):** A grants management system that provides applicants and grantees with an end-to-end experience throughout key parts of the grants management lifecycle.
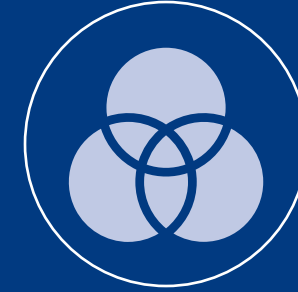

Office for Victims of Crime

Performance Measurement Reports

Quarterly PM Report: This report collects quantitative information on compensation applications received and payments made; submitted by grantees into the PMT on a quarterly basis.

Annual Narrative Report: This report collects qualitative information on activities and/or factors that impact program delivery such as emerging trends, policy changes, and outreach efforts; submitted by grantees into the PMT on an annual basis.

Annual Grantee Report: This report contains aggregated quarterly data from the fiscal year in addition to the annual narrative responses; automatically generated in the PMT.

OVC
Office for Victims of Crime

Report Types

Report Type	Definition	Program	Step
Quarterly PM Report	This report collects information quarterly on subgrantee activities in the PMT system.	VOCA State Administering Agencies (SAAs).	One: Start in the PMT.
Annual Report	This report includes quarterly data and narrative questions related to SAA and subgrantee activities. Uploaded into JustGrants by December 30.	VOCA SAAs.	Two: Move over to JustGrants.

OVC
Office for Victims of Crime

Reporting Schedule: Federal Fiscal Year

Performance data is due in the PMT on a quarterly basis **even if there was no activity.**

Reporting Period (Federal Fiscal Year)	Data Required in the PMT	Upload to JustGrants
October 1–December 31	Due February 15: PMs.	No.
January 1–March 31	Due May 15: PMs.	No.
April 1–June 30	Due August 15: PMs.	No.
July 1–September 30	Due November 15: PMs and narrative responses.	No.
Annual	PM PDF report with narrative responses.	Yes (Due December 30).

OVC
Office for Victims of Crime

Performance Measurement Tool (PMT)

Subgrant Award Report (SAR)

What is the SAR?
- The SAR captures critical information and is required for each subgrant.

SAR Requirements
- Part 1 (questions 1–6): SAA.
- Part 2 (questions 7–11): SAA/Subgrantee.
- SARs must be–
  - Completed within 90 days.
  - Updated within 30 days.

How is the SAR Used?
- OVC uses this data from VA subgrantees to respond to data requests from other government offices, the legislature, media groups, and other stakeholders.

OVC
Office for Victims of Crime

Quarterly PMs

VA PMs collect data on:

- Number of victims served.

- Victim demographics.

- Types of victimization.

- Services provided.

VA SAAs and/or subgrantees report this data on activities supported with VOCA grants.

Grantees with Multiple Awards

If you have multiple grant awards, the grant-funded activities and services provided are **reported under the respective award**. Information should not be duplicated across multiple awards.

- Here are two approaches to keep reporting separate:

Follow the Funding

The best approach for reporting on activities and services provided by a given grant award.

Prorate Your Data

This is an alternate approach, if you are unable to follow the funding.

Grantees with Multiple Awards

- Grantees should be able to track victim services and activities for each award separately to clearly show who and what are being supported by each award (i.e., "follow the funding").
  - o Grant-funded activities should be aligned with award objectives accordingly.
- If multiple awards fund the same goals and activities, grantees can work with their grant manager as well as OVC technical assistance providers to determine a prorating strategy.

⚠️ Most importantly, please be consistent. Track and report activities using the same strategy and document the process for future staff members.

OVC
Office for Victims of Crime

Data Prorating

OVC's three suggested prorating strategies are—

- Option 1: Proration based on staff salary.

- Option 2: Proration based on direct victim services budget.

- Option 3: Proration based on total victim services program budget.

VA Prorating Strategy for Subgrantees (ojp.gov).

Data Review Process

Subgrantee
- Subgrantee checks data before submitting it to the SAA.

SAA
- SAA reviews what the subgrantee has submitted.

PMT Analyst
- Analysts apply statistical techniques to identify potential errors and request clarification.

OVC Staff
- OVC staff members review annual progress reports.

OVC Office for Victims of Crime

Data Cleaning

What is Data Cleaning?

Data cleaning is the process of identifying and correcting (or removing) errors, inconsistencies, and inaccuracies within a dataset.

Data Cleaning

Most Common Findings:

- The number of individuals who received services in a category does not align with the total number of individuals served.

- The number of times that services were provided does not align with the number of individuals reported in that service category.

- The subrecipient does not select any service categories or selects service categories based on the totality of what their organization can provide, rather than just the services that were provided during the reporting period.

OVC
Office for Victims of Crime

PMT Tips

- PMT system works best in Google Chrome 4.1.0 and above, or Microsoft Edge.

- Hover over <u>underlined</u> text and an explanation appears.

- Enter a numeric value in all fields marked "Number;" no other value will be accepted.
  - o Exceptions are "Not Reported and "Not "Tracked," as instructed.

- Look for your agency's name in the subgrantee list.

- Answer all questions on the page, then select "Save and Continue."

- **Avoid the "Back" button.** Before going back to another page, select "Save and Continue" or click another tab.

- PMT cannot update SAR with new end dates.

PMT

- PMT website: https://ojpsso.ojp.gov/.

- Your email is your username.

- Each person MUST have their own account for security purposes. **Do not share accounts**.

- Forgot your password?
    1. Enter your username and leave the password field blank.
    2. Select "**Forgot Password**."
    3. Answer challenge questions.

Main Navigation Menu

OVC PMT Home: General information and reporting schedule.

Administration: Details of federal awards and where to add new user information.

Profile: Contact information for your organization, organization point of contact, and awards.

Enter Data: Data entry pages for PMs.

Reports: Reporting statuses, current and past reports, and annual PDF reports.

Need Help?: Links to resources for using the PMT.

Federal Award List

- SAAs should enter data to report the amount of "Admin" and "Training" funds allocated for each award.

Federal Awards & Subawards Table

Save

Search: [_____]

Federal Award	Admin Funding	Training Funding	Total Federal Award Amount	Subaward Number (State Assigned)	Distributed Amount	Total Sub Award Amount	Subgrantee
2018-V2-AA-0000				023402	3,445.00	3,445.00	Pro32948723
2018-V2-AA-0000				12345	10,000.00	10,000.00	Test 2021
2018-V2-AA-0000				testingNCAI	30,000.00	30,000.00	Domestic Violence Shelter
2018-V2-AA-0000				1234NY	100.00	100.00	test name
2018-V2-AA-0000				123444	30,000.00	30,000.00	Subgrantee Organization 2
2018-V2-AA-0000				751923	150,000.00	150,000.00	Victim Assistance Subgrantee Test Account
2018-V2-AA-0000	[____]	[____]	5,000,000.00		223,545.00		

Department of Justice • Office of Justice Programs

OVC
Office for Victims of Crime

Subgrantee List (SAA-View Only)

- Click the subgrantee name to edit their name, address, and point of contact information.

- Find active subawards in the "Subaward Count" column.

- Expand "Subgrantee" or "Inactive Subgrantee Lists" by selecting the "+" sign.

The OVC PMT Helpdesk **cannot add organizations.** Only SAAs can add subgrantees as users.

Subgrantee List (SAA-View Only)

- Identify each organization and key information such as dates which trigger PRs.

- Select the "Allow Data Entry" box if you would like the subgrantee to complete PMT reporting data.

Subgrantee SAR

- **Subgrantee** view of the SAR is same as SAA view.

- Subgrantee only <u>locates</u> the SAR in a different way.

- Whoever enters SAR Part Two is responsible for entering quarterly data. **Please note**, this is regardless of whether the SAA checks the "Allow Data Entry" box when creating the subgrantee profile.
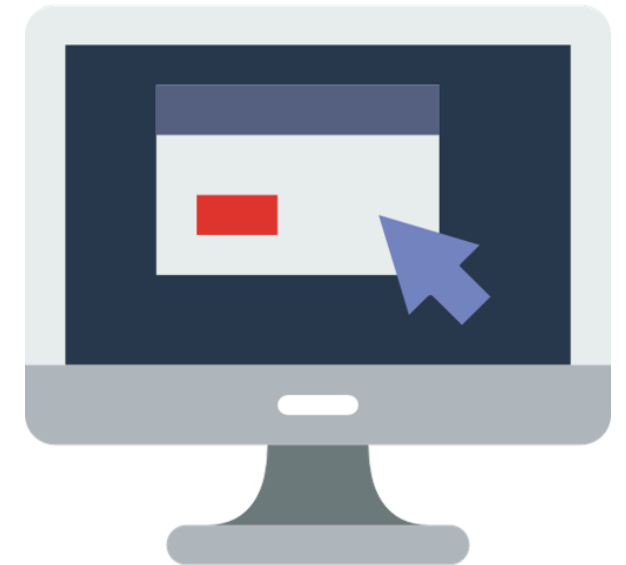
SAR: Match Calculations

Completed SAR provides similar views for both SAA and subgrantee users.

- o <u>Subgrantee cannot complete a SAR? Start with the subgrant match calculations.</u>

  - o Calculate the subgrant match amount by first dividing the subaward amount by 0.80 to find the total value of the organization's VOCA project budget.

    - o For example, $30,000 subaward amount / 0.80 = $37,500.

  - o Subtract the subaward amount from the total project budget to determine the required match amount.

    - o For example, $37,500 total project budget - $30,000 subaward = $7,500 match requirement.

Office for Victims of Crime

Subgrantee View: No Award Available

- If subgrantees see a "No Award Available" message and are unable to access the profile, this indicates that the SAA entered data on their behalf OR that a subaward has not yet been created.

- SAAs now have full read-write privileges to the subgrantees record.

- Only the SAA can enter data for the subgrantee now.

OFFICE FOR VICTIMS OF CRIME

Select a profile:

VICTIM ASSISTANCE

- CA - AT15 Bill Wilson Center
- CA - AT17 Bill Wilson (No Award available)
- CA - AT18 Bill Wilson Center (No Award available)
- CA - AT19 Bill Wilson (No Award available)

OVC
Office for Victims of Crime

SAA View: No Award Available

- Only SAAs can enter data for the subgrantee now.

- SAAs coordinate getting subgrantees' data.

- Complete data entry and reporting on behalf of the subgrantee.

SUBGRANTEE COMPLETED OR IN PROGRESS

Filter Records: in progress

Subgrantee Name	Reporting Period	Data Entry Status	Last Modified	Quarterly Reports
Bright Tomorrows	04/01/2021 - 06/30/2021	In Progress		
Family Crisis Center	04/01/2021 - 06/30/2021	In Progress		
Idaho Legal Aid	04/01/2021 - 06/30/2021	In Progress	08/03/2021	
Lemhi County Crisis Intervention	04/01/2021 - 06/30/2021	In Progress		
Mothers Against Drunk Driving	04/01/2021 - 06/30/2021	In Progress		
Oneida Crisis Center	04/01/2021 - 06/30/2021	In Progress		
Sixth Judicial District CASA Program, Inc.	04/01/2021 - 06/30/2021	In Progress		
St. Luke's CARES Magic Valley RMC	04/01/2021 - 06/30/2021	In Progress		
Upper Valley Child Advocacy Center	04/01/2021 - 06/30/2021	In Progress		
Upper Valley Mobile CAC	04/01/2021 - 06/30/2021	In Progress		
Voices Against Violence	04/01/2021 - 06/30/2021	In Progress		

Showing 1 to 11 of 11 entries (filtered from 48 total entries)

Office for Victims of Crime - Google Chrome

System Validations

1. **TOTAL** number of individuals who received services during the reporting period. `10`

2. **TOTAL** number of anonymous contacts received during the reporting period. `0`

3. Of the number of individuals entered in question 1, how many were **NEW** individuals who received services from your agency **for the first time** during the reporting period. `4`

☑ We cannot track new individuals

- System validations (i.e., checks) are in place for questions 3, 4, 5, and 8.

- Questions 1, 2, and 3 are used for PMT and analyst validation checks.

- Question 1 – Total individuals served, which includes new and returning victims served. Include primary and secondary victims receiving services.

- Question 3 – New individuals served are those receiving services for the first time and funded by a particular award.

System Validation: New Individuals

- Total new individuals in question 3 should **be less than or equal to** the number of total individuals entered in question 1.

ovcpmt.ojp.gov says

WARNING: Question 1 should be greater than or equal to Question 3.

OK

1. **TOTAL** number of individuals who received services during the reporting period. `10`

2. **TOTAL** number of anonymous contacts received during the reporting period. `0`

3. Of the number of individuals entered in question 1, how many were **NEW** individuals who received services from your agency **for the first time** during the reporting period. `14`

☑ We cannot track new individuals

System Validation: Victimizations (5A)

- Total victimizations (question 5A) must be **greater than or equal to** the sum of individuals served plus total number of anonymous contacts received.

- Question 5A is more than just new individuals served, the question asks for everyone (new plus returning clients).

  - Question 5 ≥ question 1 + question 2.

5. TYPES OF VICTIMIZATIONS (for ALL individuals identified in Question 1 and 2)

If no data is collected for a category, enter "NT" in that field to represent **Not Tracked**. This means that the subgrantee is not yet able to submit data in this category due to the need to update its data collection system, but that efforts are underway to track data as requested.

A. Number of individuals who received services based on a presenting victimization during the reporting period.

Victimization Type	Number of Individuals

System Validation: Victimizations (5A) (cont'd)

- Total victimizations (question 5A) Anonymous – if you do not know the victimization type, report it as "Other" and include an **explanation**. Analysts review to ensure "Other" is used correctly.

System Validation: Main Service Categories

- Total individuals served in **each** of the five main service categories is less than or equal to the totals served (question 1) plus anonymous contacts (question 2).

1. TOTAL number of individuals who received services during the reporting period.. `5`

Total of Q1 + Q2 = 7

2. TOTAL number of anonymous contacts received during the reporting period.. `2`

8. Total number of individuals who received services by service type AND number of times each service was provided during the reporting period

A. INFORMATION AND REFERRAL

Enter the **number of individuals** who received services in this category:
Q8A must be less than or equal to Question 1 + Question 2. `12`

Total is greater than Q1 + Q2

Office for Victims of Crime

System Validation: Direct Service Subcategories

- **Number of individuals** who receive each category of service (item 1).

- **Number of times** each service is provided (item 2). Add the subcategory services (A1 + A2 + A3 + A4). The total should be equal to or greater than the number of people who received services for that quarter.

Resources

Resources

Resources in the PMT and on the OVC website:

- Updated PM questionnaires.
- User guides for accessing the PMT system.
- Recorded trainings and webinars on the PMT and performance management topics.
- Updated *PM Dictionary and Terminology Resource*.

https://ovc.ojp.gov/program/victims-crime-act-voca-administrators/victim-assistance/performance-measures.

Performance Management Team: How Can We Help?

- Contact us with questions about a specific PM.

- Schedule a "Welcome to OVC Performance Management" session for new staff or for staff turnover.

- Consider a short 30-minute session via Teams to screen share and review your reports.

- Send questions, comments, and suggestions for technical assistance to the Helpdesk.

Which Helpdesk to Call?

OVC PMT Helpdesk

- Accessing new user accounts in the PMT.
- Receiving error messages in the PMT.
- Responding to program-specific PMs in the PMT or JustGrants.

JustGrants Helpdesk

- Providing support (e.g., account creation, forgot password, roles, onboarding).
- Receiving error messages in JustGrants (e.g., how to find PRs).
- Uploading attachments.

OVC
Office for Victims of Crime

Helpdesk Contact Information

OVC PMT Helpdesk

Monday–Friday, 8:30 a.m.–5:00 p.m. e.t.
(Closed on federal holidays).

Toll free number: 1–844–884–2503.*

Email:
ovcpmt@usdoj.gov.

Website:
https://ovc.ojp.gov/funding/performance-measures.

Appointments are available outside of normal business hours by request.

JustGrants Helpdesk

Monday–Friday, 7:00 a.m.–9:00 p.m. e.t.
Saturdays, Sunday, and federal holidays,
9:00 a.m.–5:00 p.m. e.t.

Toll free number: 1–833–872–5175.

Email:
justicegrants.support@usdoj.gov.

Website:
https://justicegrants.usdoj.gov/.

OVC
Office for Victims of Crime

Thank You!

OVC
Office for Victims of Crime