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 2023, over $2.6 billion was allocated for the VOCA Victim Assistance program. Fifty-six grantees funded 9,942 subawards to 6,458 organizations, which provided assistance to 7.9 million victims of crime.* "

DATA COLLECTION 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, priority areas, and any notable activities or issues that occured.

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 Justice Grants System (JustGrants), 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 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*
3. Navigate to the Enter Data page and select the appropriate reporting period
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

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

1. Navigate to the Reports page. 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*

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*.

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 (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

User Guide for Subgrantees
Shows subgrantees how to navigate through the PMT

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. e.t. via email at *ovcpmt@usdoj.gov* or call the toll free number: 1–844–884–2503.

JUSTGRANTS HELPDESK

To contact the JustGrants Helpdesk, please call 1–833–872–5175 or email *JustGrants.Support@usdoj.gov.*