



# Performance Measurement Tool User Guide

Victim Assistance  
Grantees



## Overview

- **Grantee:** the primary grant recipient of funds directly from OVC or State Administrative Agency (SAA).
- **Subgrantee:** an entity that has a formal relationship with the grantee or the primary grant recipient that it receives funds from. This relationship may be established through an MOU, a contract, or a competitive grant process.

# Overview

## **Subgrant Award Report (SAR)**

- SARs need to be completed for each subaward a subgrantee receives. The grantee must complete a portion of the SAR. The SAR may be completed by either the subgrantee or grantee. If the subgrantee completes the SAR, the grantee must approve it.

## **Performance Measurement Data Report**

- Performance measures reporting needs to be completed for each subgrantee every 3 months. Reporting performance data may be completed by either the subgrantee or grantee. If the subgrantee completes the performance measures, the grantee must approve it.

# Login



U.S. DEPARTMENT OF JUSTICE

## Office of Justice Programs

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### Performance Measurement Platform



**User Name**

**Password**

Login

[Forgot Password](#)

*Please note: JavaScript must be enabled to use this site. If not, site navigation will not work properly. If you need to enable JavaScript, click [here](#) to find out how.*



Privacy | FOIA

<https://www.ovcpmt.org>

# User Account

**General Profile**

**Last Name:**   
**First Name:**   
**Email Address:**   
*Also used as a User Name for sign*  
**Phone Number:**

**Security Profile**

**Security Challenge:**   
*A word, phrase, statement, or question (up to 75 characters in length) the answer to which may aid in verifying your identity. Used for resetting password.*  
**Security Response:**   
*Response to Challenge recorded above. If you have already set your response, leaving this field blank will preserve your previous setting.*  
**Verify Security Response:**   
  
**Create Password:**   
**Verify Password:**

**Required Entry**

**Passwords must conform to the following requirements:**

At least 12 characters in length  
 Contains alpha characters of both upper and lower case -- at least one of each  
 Contains at least one number  
 Contains at least one special character, as follows:  
 ~ ! @ # \$ % ^ & \* ( ) - \_ + ` { } | : < > ? [ ] \ ; " , . /

- The primary grantee or grant Point of Contact (POC) listed in GMS will receive an email from OVC PMT with instructions on how to create a new user account. The Grantee POC may then add additional users.
- Enter information in all required fields and click **Update** to continue.

# Unique User Account



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## Performance Measurement Platform

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[Logout](#)

[Home](#)

[Update My Account](#)

[Change Password](#)

[OVC PMT](#)

- Here you can update or change your account and password information.
- Click on **OVC PMT** to continue.

# Profile

## VICTIM ASSISTANCE

- AK - Alaska Department of Public Safety Council On Domestic Violence And Sexual Assault

Select your state.

# Profile

OVC PMT Home Administration Profile SAR Enter Data Reports Need Help? Logout

CSR TA is visiting Grantee's page. Subgrantee List

### GENERAL INFORMATION

Legal Name:	Arkansas Department of Finance and Administration
DUNSNumber:	113402692
OJPVendorNumber:	636002619
Address	P. O. Box 3278 1509 West 7th Street
City	Little Rock
State	AR
ZipCode	72203

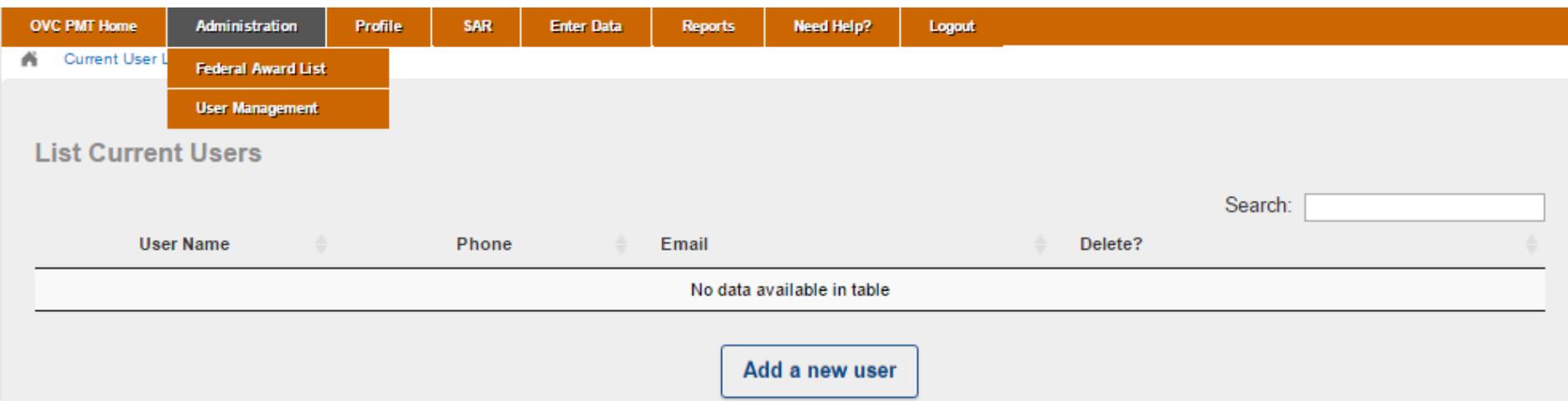
CONTACT INFORMATION - 2013-VA-GX-0041 +

CONTACT INFORMATION - 2012-VA-GX-0026 +

Continue

- Here you can view Grantee organization and grant(s) information.
- Click **SAR** and **Subgrantee List** from the toolbar at the top of the page or **Continue** to proceed with the SAR.
- ❖ Subgrantees will not see a Profile page.

# Administration



The screenshot displays the OVC PMT Administration interface. At the top, there is a navigation bar with the following tabs: OVC PMT Home, Administration (selected), Profile, SAR, Enter Data, Reports, Need Help?, and Logout. Below the navigation bar, there is a dropdown menu for 'Current User' with two options: 'Federal Award List' and 'User Management' (selected). The main content area is titled 'List Current Users' and features a search bar on the right. Below the search bar is a table with the following columns: User Name, Phone, Email, and Delete?. The table is currently empty, displaying the message 'No data available in table'. At the bottom of the page, there is a button labeled 'Add a new user'.

- Click **Administration** and **User Management** to manage the users associated with your grantee or subgrantee organization.
- To add a new user, click **Add a new user**.

# Administration

*Create New User Form*

First Name:

Last Name:

Email:  (format: joe@smith.com)

Phone:  (format: (999)999-9999x999)

- After entering new user information, click **Save** to create a new user.
- All new users will automatically receive an e-mail asking them to set up their own unique password and security information. All individual users must have their own unique log-in to access the PMT.

# Federal Award List

OVC PMT Home	Administration	Profile	SAR	Enter Data	Reports	Need Help?	Logout
	Federal Award List						
	User Management						
Federal Award		Subgrantee		StartDate	EndDate	Description	Search: <input type="text"/>
2012-VA-GX-0041	\$5,863,660.00			2011-10-01	2015-09-30	This grant award provides funds ..	
<a href="#">Add New Subaward</a>							
2013-VA-GX-0026	\$6,537,080.00			2012-10-01	2016-09-30	This grant award provides funds ..	
<a href="#">Add New Subaward</a>							
2014-VA-GX-0027	\$6,972,582.00			2013-10-01	2017-09-30	FY 14 VOCA Victim Assistance ..	
<a href="#">Add New Subaward</a>							
2015-VA-GX-0046	\$29,522,268.00			2014-10-01	2018-09-30	FY 15 VOCA Victim Assistance ..	
<a href="#">Add New Subaward</a>							

- From the **Federal Award List** under the **Administration** tab, you can search for subawards.
- For subawards to show up on the list, you must complete a portion of the SAR that asks for the subaward amount.

# Subgrantee List

SUBGRANTEE LIST						
Name	Address	POC	Subaward Count	SAR Finished	SAR Approved	Allow DataEntry
MANU'A ISLANDS CRIME VICTIMS PROGRAMS	ASG EOB-3RD FLOOR PAGO PAGO AS 00799-9999	6846335221	<u>1</u>	0	0	Missing POC
TUTUILA/AUNU'U ISLANDS VICTIMS OF CRIME PROGRAMS	ASG EOB-3RD FLOOR PAGO PAGO AS 00799-9999	(884) 633-5221	<u>1</u>	0	0	Missing POC
VICTIMS RIGHTS/WITNESS ASSISTANCE PROGRAMS	ASG EOB-3RD FLOOR PAGO PAGO AS 00799-9999	(884) 633-5221	<u>1</u>	0	0	Missing POC

Showing 1 to 4 of 4 entries

- Click the subgrantee name to edit the organization information.
- The number under the **Subaward Count** column goes directly to the Subaward List.
- If you see **Missing POC** in **the Allow Data Entry** column, the subgrantee organization is missing contact information.
- ❖ This is for grantees only. Subgrantees will not see a list of subgrantees.

# Subgrantee Contact Information

Organization: **AA girls club 2** **Allow Data Entry:**  Allow  Deny

**SUBGRANTEE CONTACT INFORMATION**

Agency Name:	AA girls club 2	POC Name:	tester <small>(format: First Name Last Name)</small>
Address Line one:	66 hanger road	POC Email:	test@csrincorporated.com <small>(format: jne@smith.com)</small>
Address Line Two:	level 3	POC Phone:	(571) 555-5555 <small>(format: 2029391234)</small>
City:	Herndon		
State:	AK		
Zip Code:	20170		

**Note that this information is for system access. The contact information of the Subgrantee user should be entered here.**

Subgrantee Organization  
Type: **Government Agencies Only**

- Courts
- Juvenile Justice
- Law Enforcement
- Prosecutor
- Other

[Go Back](#) [Save & Continue](#)

- Here you can update subgrantee organization and POC information.
- If the subgrantee is allowed to enter data, the POC listed will receive an e-mail to create a user account for access to the system.

# Subaward List

[OVC PMT Home](#)
[Administration](#)
[Profile](#)
[SAR](#)
[Enter Data](#)
[Reports](#)
[Need Help?](#)
[Logout](#)

[Subgrantee List](#)
[Subgrantee Contact](#)
[Subaward List](#)

Organization: Alpine County

SUBAWARDS

Search:

SubAward Number	Subaward Amount	Federal Award	SARS	Remove
TBD	\$0.00	2013-VA-GX-0004	In Progress Review	<a href="#">Enter/Edit Data</a> <input type="checkbox"/>

[Go Back](#)
[Add Subaward](#)
[Update](#)

- Select **Enter/Edit Data** to enter SAR data, and **Review** to approve the SAR.
- As the grantee, you must certify all subawards.
- Click **Add Subaward** to add a new subaward.

# Subaward Information

Organization: **CRIME VICTIMS EMERGENCY TRASPORTATION PROGRAMS**

**SUBAWARD INFORMATION**

State-assigned award number:

Victim Assistance Funds award:

Select Federal Award:

*INSTRUCTION: Provide the Federal grant award number from which this subgrant is made. This number can be found in "item 4" of the OJP "award" document, Form 40002. Note: If funds are awarded from more than one Federal VOCA grant award to this victim agency, a Subgrant Award Report must be completed and submitted for each award.*

Project Start Date:

Project End Date:

Subaward Purpose:

A. Continue a VOCA-funded victim project funded in a previous year

B. Expand or enhance an existing project not funded by VOCA in the previous year

C. Start up a new victim services project

D. Start up a new Native American victim services project

E. Expand or enhance an existing Native American project

- As the grantee, you must complete all fields in the **Subaward Information** section.
- A SAR must be completed and submitted for each Federal award.
- Click **Save & Continue**.

# SAR

Organization: **2nd Chance, Inc.**

SAR - PART1

SAR - PART2

**7. SERVICE AREA (S):**

All Counties ✕

Other:

**8. SUBGRANT MATCH (FINANCIAL SUPPORT FROM OTHER SOURCES)**

A. Value of in-kind match: 0.00

B. Cash match: 0.00

C. Total match: 0.00 (auto-calculated)

D. Match waiver (full or partial):

**9. USE OF VOCA AND MATCH FUNDS:**

Go Back

Save & Continue

This is the SAR page that both grantees and subgrantees have access to (if subgrantees are allowed to enter data).

# SAR Review

[Home](#) [Subgrantee List](#) [Subgrantee Contact](#) [Subaward List](#) > [Subaward Dets](#) > [SAR](#) [Review](#) [Collapse All](#) [Expand All](#)

[Print](#)

Office for Victims of Crime  
Victim Assistance Formula Grants Program  
SUBGRANTEE AWARD REPORT (SAR)

FEDERAL AWARD NUMBER: 2013-VA-GX-0051

1. SUBGRANTEE AGENCY NAME:

- A. Agency Name : CRIME VICTIMS EMERGENCY TRASPORTATION PROGRAMS
- B. Agency Address : ASG EOB-3RD FLOOR
- C. City : PAGO PAGO
- D. State : AS
- E. Zip Code : 96799-9999

2. SUBGRANTEE AGENCY POINT OF CONTACT :

- A. POC Name : Tester
- B. Phone Number : (684) 633-5221
- C. E-mail : Test@csrincorporated.com

3. SUBGRANTEE AGENCY TYPE :

Government Agencies Only - Courts

Once the SAR is complete, you are brought to the Review page.

# SAR Review

C. ANNUAL funding amounts allocated to victim assistance projects for the current fiscal year:

State: (Required)  
Local: (Required)  
Other Federal: (Required)  
Other non-federal: (Required)

D. Total organization/agency staff for all victimization programs/services: (Required)

E. Number of FTE staff funded through this VOCA award: (Required)

F. Number of volunteer hours supporting the work of this VOCA award: (Required)

Mark SAR as complete and approve it for data entry.

SAVE

Additional Comments

You have 500 characters left. (Maximum characters: 500)

If any fields say **Required**, you will not be able to save and complete the report.

# SAR Review

D. Total organization/agency staff for all victimization programs/services:1000

E. Number of FTE staff funded through this VOCA award:1000

F. Number of volunteer hours supporting the work of this VOCA award: 1000

Mark SAR as complete and approve it for data entry.

SAVE

Additional Comments

You have 500 characters left. (Maximum characters: 500)

- After completing all missing or required fields, mark the SAR as complete and select **Save** to approve it for data entry.
- If a subgrantee completed the SAR, you have to approve it before entering performance measurement data for the subgrantee.

# SAR Review



OVC PMT Home Administration Profile Enter Data Reports Need Help? Logout

Subgrantee List Subgrantee Contact Subaward List Subaward Data SAR Review Collapse All Expand All

Sar data has been certified by grantee. [Print](#)

Office for Victims of Crime  
Victim Assistance Formula Grants Program  
SUBGRANTEE AWARD REPORT (SAR)

FEDERAL AWARD NUMBER: 2013-VA-GX-0051

1. SUBGRANTEE AGENCY NAME:

A. Agency Name : CRIME VICTIMS EMERGENCY TRASPORTATION PROGRAMS  
B. Agency Address : ASG EOB-3RD FLOOR  
C. City : PAGO PAGO  
D. State : AS  
E. Zip Code : 96799-9999

- Once you click **Save**, a message says that SAR data has been certified.
- Click **Subgrantee List** from the red links at the top to choose another subgrantee to enter data for, or click **Subaward List** to enter data for another subaward.

# SAR Data Export

DVC PMT Home	Administration	Profile	SAR	Enter Data	Reports
CSR TA is visiting Grantee's page.			Add New Subgrantee		
GENERAL INFORMATION			Subgrantee List		
			SAR Data Export		
Legal Name	Criminal Justice Planning Agency				
DUNSNumber	854993235				
OJPVendorNumber:	636002619				
Address	Executive Office Building Third Floor				
City	Utulei				
State	AS				
ZipCode	96799				

- Under the **SAR** tab, if you click **SAR Data Export**, you can download an Excel file of the SAR data.
- For a SAR to show up in the Excel file, data must be entered in the system for it.

# Performance Measures

SUBGRANTEE LIST

Filter Records:  [Excel](#)

Name	Address	POC	Subaward Count	SAR Finished	SAR Approved	Allow Data Entry
Adoption Rhode Island	2 Bradford Street Providence RI 02903-0000	test test@csrincorporated.com 4018658000	1	1	1	<input type="checkbox"/>

[Profile](#)
[SAR](#)
[Enter Data](#)
[Reports](#)
[Need Help?](#)
[Logout](#)

Select Reporting Period: 10/01/2014 - 12/31/2014 ▼

Select Activity Level \*  
 - Select One -  
 - Select One -  
 Rhode Island Public Safety Grant Administration Office  
 -- Adoption Rhode Island

[Continue](#)

- Once subawards for a specific subgrantee are approved (or the number in the **SAR Approved** column equals the number in the **Subaward Count** column on the **Subgrantee List** page), the subgrantee will be listed under the **Select Activity Level** tab on the **Enter Data** page.
- Select the subgrantee marked by two dashes (**Adoption Rhode Island** in this screen shot), and click **Continue**.

# Reporting Schedule

Reporting Period	Type of Data Required	PMT Due Date	Upload to GMS? When?
October 1–December 31	Program Performance Measures	February 15	No
January 1–March 31	Program Performance Measures	May 15	No
April 1–June 30	Program Performance Measures	August 15	No
July 1–September 30	Program Performance Measures & Annual Questions	November 15	Yes (December 30)

# Population Demographics

POPULATION DEMOGRAPHICS   DIRECT SERVICES   SUBGRANTEE ANNUALLY REPORTED QUESTIONS   REVIEW

The purpose of the demographic data is to provide OVC with a description of the crime victim population that is the basis for compensation benefits in your state.

**Application:** A form received by the program from or on behalf of a victim or a family member. The definition does not include requests for benefits but only the initial application filed.

**Crime Victim or Victim of Crime:** A person who has suffered physical, sexual, financial or emotional harm as the result of a crime.

1. TOTAL number of individuals who received services during the reporting period.
2. Is your agency able to track individuals on an annual basis by federal fiscal year?
3. Is your agency able to identify "new" individuals who did not receive services from your agency during the previous reporting period?
4. Number of NEW individuals who received services from your agency for the first time during the reporting period.
5. Victim Demographics

- Complete all data fields under the **Population Demographics** section. All fields that say **Number** will only accept numeric values. Enter whole values. Do not enter commas or other special characters. Press **Save & Continue** at the bottom of the page.

- ❖ Subgrantees will be able to enter this information if they've been allowed to enter data.

# Direct Services

Reporting Period: 10/01/2014 - 12/31/2014

POPULATION DEMOGRAPHICS    **DIRECT SERVICES**    SUBGRANTEE ANNUALLY REPORTED QUESTIONS    REVIEW

8. Number of individuals assisted with a victim compensation application during the reporting period.

9. Select the types of services provided by your organization during the reporting period:

- A. Information & Referral
- B. Personal Advocacy/ Accompaniment
- C. Emotional Support or Safety Services
- D. Shelter/ Housing Services
- E. Criminal/ Civil Justice System Assistance

10. Information & Referral

A1. Information about the criminal justice process

A2. Inform

A3. Refer

A4. Referral to other services, supports, and resources (includes legal, medical, faith-based organizations, address

**Instruction**

Enter the number of times a service was provided in each subcategory listed.

- Answer all fields under the **Direct Services** section. Underlined text in the system is a hyperlink to a definition you can click on to read. The specific services listed in A-E are as defined by your state.
- ❖ Subgrantees will be able to enter this information if they've been allowed to enter data.

# Subgrantee Annually Reported Questions

Reporting Period:10/01/2014 - 12/31/2014

POPULATION DEMOGRAPHICS    DIRECT SERVICES    **SUBGRANTEE ANNUALLY REPORTED QUESTIONS**    REVIEW

15. Number of requests for services that were unmet because of organizational capacity issues.  Number

- The **Subgrantee Annually Reported Questions** will appear once a year during the July-September reporting period. Click **Save & Continue** at the bottom of the page once you are finished.
- ❖ Subgrantees will be able to enter this information if they've been allowed to enter data.

# Performance Measures Review

OVC PMT Home Administration SAR Enter Data Reports Need Help? Logout

[Go Back to Data Entry Form](#)

REVIEW

Search:  [Print](#)

Category	Question	Option	Response	Alert
POPULATION DEMOGRAPHICS	1.TOTAL number of individuals who received services during the reporting period.			<a href="#">Required</a>
	2.Is your agency able to track individuals on an annual basis by federal fiscal year?			<a href="#">Required</a>

- Once you are finished with Performance Measures data entry, you will be prompted to go to the **Review** page. If any fields are missing information, they will say **Required**. Click **Required** to go to the missing or incorrect field.
- Subgrantees will be able to see this information if they've been allowed to enter data.

# Performance Measures Review

**REVIEW**

Mark data entry as complete. The record will be locked for further data entry.

**SAVE**

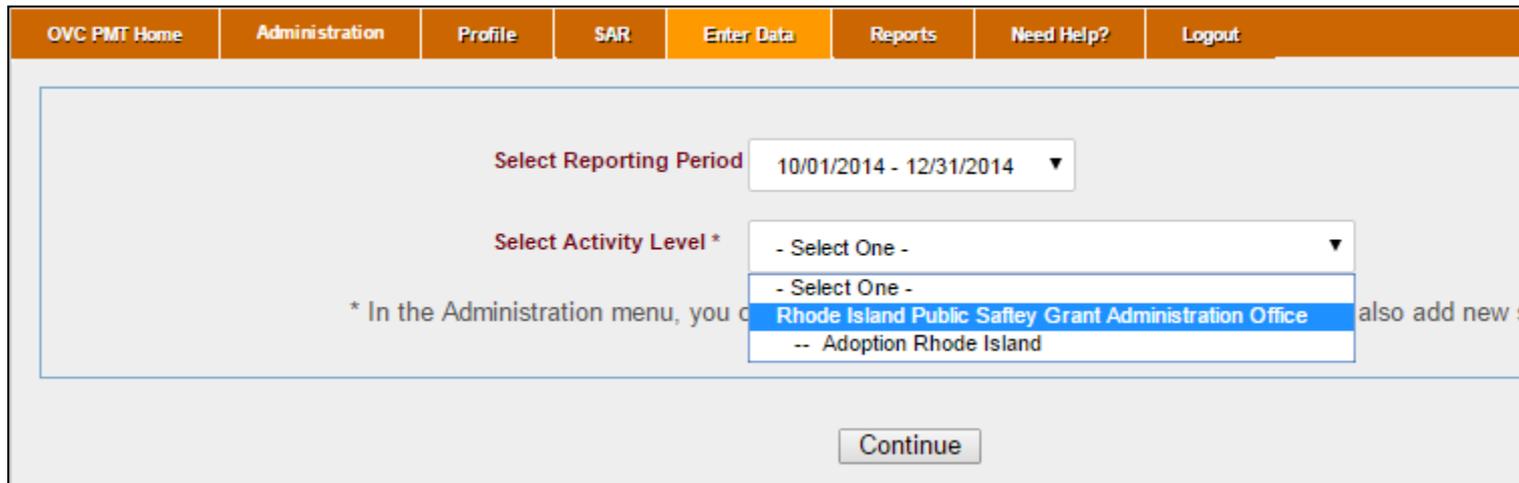
Additional Comments

You have 500 characters left. (Maximum characters: 500)

*\*Once data entry is complete for a reporting period, you can view performance data reports here.*

- If all fields are complete, mark the data as complete by clicking the checkbox and clicking **Save**.

# Grantee Annually Reported Questions



OVC PMT Home Administration Profile SAR Enter Data Reports Need Help? Logout

Select Reporting Period 10/01/2014 - 12/31/2014 ▼

Select Activity Level \*  
- Select One -  
- Select One -  
Rhode Island Public Safety Grant Administration Office  
-- Adoption Rhode Island

\* In the Administration menu, you can also add new s

Continue

- During the July-September reporting period, on the **Enter Data** page, select the Grantee Organization.

❖ Subgrantees will not see these questions.

# Grantee Annually Reported Questions

Reporting Period:10/01/2014 - 12/31/2014

GRANTEE ANNUALLY REPORTED QUESTIONS REVIEW

1. Were any administrative and training funds used during the reporting period?

Yes

You have 5000 characters left. (Maximum characters: 5000) If Yes, please briefly describe what those funds were used for (up to 500 words).

No

2. Did the administrative funds support any education activities during the reporting period?

Yes

No (If No, go to question #8)

- The **Grantee Annually Reported Questions** will appear during the July-September reporting period. Answer all the questions.

❖ Subgrantees will not see these questions.

# Grantee Annually Reported Questions – Review

[Go Back to Data Entry Form](#)

## REVIEW

Search: [Print](#)

Category	Question	Option	Response	Alert
GRANTEE ANNUALLY REPORTED QUESTIONS	1.Were any administrative and training funds used during the reporting period?	Yes		
			If Yes, please briefly describe what those funds were used for (up to 500 words).	<a href="#">Required</a>
		No		
	2.Did the administrative funds support any education activities during the reporting period?	Yes		

- If there are any items in the **Grantee Annually Reported Questions** missing, click **Required** to go back to complete them.

❖ Subgrantees will not see these questions.

# Grantee Annually Reported Questions – Review

**REVIEW**

Mark data entry as complete. The record will be locked for further data entry.

**SAVE**

Additional Comments

You have 500 characters left. (Maximum characters: 500)

\*Once data entry is complete for a reporting period, you can view performance data reports here.

- If all fields are complete for the **Grantee Annually Reported Questions**, mark the data as complete by clicking the checkbox and clicking **Save**.

❖ Subgrantees will not see these questions.

# Reports

OVC PMT Home Administration Profile SAR Enter Data **Reports** Need Help? Logout

**Rhode Island Public Safety Grant Administration Office**

After marking your data entry as complete for the reporting period, your ability to enter data will be locked. The PMT will create automatically, a PDF-formatted Performance Data Report for the current period. You may also create a PDF data report of previous periods.

- If changes are needed and it's during a data submission period, select "unlock" to return the data entry status back to 'In Progress'.
- If changes are needed and the data submission period has ended, please contact the OVC PMT help desk (844-884-2503) to request that the report is unlocked.

To comply with annual reporting requirements due in the Grants Management System (GMS), by December 30, you must save a PDF copy of the 'ANNUAL Performance Data Report' from OVC PMT to your computer and upload it as an attachment to the GMS.

After submitting your Performance Data Report to OVC through GMS, OVC will review the information. If any changes are requested by your OVC Victim Justice Program Specialist, please contact the OVC PMT help desk to request that the report is unlocked in the PMT for you to make any necessary changes.

If any changes are made to the data, please remember to again mark data entry as complete to recreate the PDF. Replace the previous version in your files.

Report Period	Data Entry Status	Last Modified	View Reports	
			Quarterly	Accumulated
10/01/2014 - 12/31/2014	Complete <a href="#">Unlock</a>	10/26/2015 Melvin Dunn	<a href="#">PDF</a>	

- After completing Subgrantee Performance Measures data entry every 3-month reporting period, create and save a PDF of the information from the **Reports** page. After you complete all 4 quarters of data entry for the Federal fiscal year (October–September), the system will generate an annual report. You must save a copy of the Annual Performance Measures Report from the PMT and attach it to your annual progress report in GMS by December 30.
- ❖ Reporting in GMS does not apply to subgrantees. However, subgrantees will also be able to create a report of their data.

# Help

<a href="#">OVC PMT Home</a>	<a href="#">Administration</a>	<a href="#">Profile</a>	<a href="#">SAR</a>	<a href="#">Enter Data</a>	<a href="#">Reports</a>	<a href="#">Need Help?</a>	<a href="#">Logout</a>
							<a href="#">FAQs</a>
							<a href="#">Feedback</a>

[Victim Assistance – Subgrant Award Report \(SAR\)](#)

[Victim Assistance – Subgrantee Performance Measures Report](#)

[Victim Assistance – Grantee Report](#)

[Victim Assistance – FAQs](#)

[Victim Assistance – Subgrantee Data Tracking Template \(Excel\)](#)

**Recorded Webinar Training(s)**

[September 2015 – OVC Victim Assistance – Performance Measures Training](#)

For any issues or questions, please contact the OVC PMT Help Desk at (844) [ovcpmt@csrincorporated.com](mailto:ovcpmt@csrincorporated.com).

- Documents needed for data collection and reporting are available on the **Need Help?** page.
- Click on **Feedback** to provide comments about your experience with the PMT.

# Questions?

## OVC PMT Help Desk

- Monday-Friday, 8:30 a.m. to 5:30 p.m., EST
- E-mail: [ovcpmt@csrincorporated.com](mailto:ovcpmt@csrincorporated.com)
- Toll-Free: 1 (844) 884-2503