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

Performance Measurement Platform

User Name
Email Address

Password
Maximum of 3 attempts

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.

https://www.ovcpmt.org
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.
Here you can update or change your account and password information.

Click on **OVС PMT** to continue.
Profile

VICTIM ASSISTANCE

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

Select your state.
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.
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**.
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.
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.
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

- 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

- 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.
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.
This is the SAR page that both grantees and subgrantees have access to (if subgrantees are allowed to enter data).
Once the SAR is complete, you are brought to the Review page.
If any fields say **Required**, you will not be able to save and complete the report.
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.
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.
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

- 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

<table>
<thead>
<tr>
<th>Reporting Period</th>
<th>Type of Data Required</th>
<th>PMT Due Date</th>
<th>Upload to GMS? When?</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 1–December 31</td>
<td>Program Performance Measures</td>
<td>February 15</td>
<td>No</td>
</tr>
<tr>
<td>January 1–March 31</td>
<td>Program Performance Measures</td>
<td>May 15</td>
<td>No</td>
</tr>
<tr>
<td>April 1–June 30</td>
<td>Program Performance Measures</td>
<td>August 15</td>
<td>No</td>
</tr>
<tr>
<td>July 1–September 30</td>
<td>Program Performance Measures &amp; Annual Questions</td>
<td>November 15</td>
<td>Yes (December 30)</td>
</tr>
</tbody>
</table>
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.
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.
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.
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.
If all fields are complete, mark the data as complete by clicking the checkbox and clicking Save.
During the July-September reporting period, on the **Enter Data** page, select the **Grantee Organization**.

- Subgrantees will not see these questions.
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

<table>
<thead>
<tr>
<th>Category</th>
<th>Question</th>
<th>Option</th>
<th>Response</th>
<th>Alert</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRANTEE ANNUALLY REPORTED QUESTIONS</td>
<td>1. Were any administrative and training funds used during the reporting period?</td>
<td>Yes</td>
<td></td>
<td>Required</td>
</tr>
<tr>
<td></td>
<td>If Yes, please briefly describe what those funds were used for (up to 500 words).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Did the administrative funds support any education activities during the reporting period?</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- 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.
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.
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.
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?

OVCP MT Help Desk

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