



VOCA Victim Compensation Grant Progress Reporting

OVERVIEW

Victims of Crime Act (VOCA) Victim Compensation grants allow states to provide financial assistance and reimbursement to victims for certain crime-related expenses. Data reported by grantees allow the Office for Victims of Crime (OVC) to demonstrate the value and specific benefits 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 applications paid related to elder abuse/neglect.

“ In Fiscal Year 2017, 52 VOCA Victim Compensation grantees (states and territories) provided over \$367 million of 250,000 claims to over 258,000 individuals who applied for compensation funds. ”

DATA COLLECTED

Victim Compensation grantees report data on the victim population that applies for compensation, the demographics of those individuals, the types of victimization they present, the number of applications received, the crime types, the state’s payment statistics, and the expense types that were paid by the grant. Once a year, grantees summarize trends, challenges, and priorities observed.

REPORTING REQUIREMENTS

As a VOCA Victim Compensation grantee, you are required to report on the progress of your activities every three 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 reporting system from the PMT. Your annual report will include four quarters worth of program performance measurement data and one set of narrative question responses. You are required to upload this annual report into the 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.

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 from the dropdown menu
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 of the PMT. 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*

INFORMATION AND RESOURCES

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

Frequently Asked Questions (FAQ)

Provides insight into the meaning of the performance measures

Recorded Webinar Trainings

Allows you to watch recent webinar trainings

User Guide for Grantees

Explains how to navigate through the PMT

Compensation Performance Measures

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

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. EST via email at ovcpmt@ojp.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.