

# Performance Measurement Tool User Training

Victims of Crime Act  
Victim Assistance Grantee User Training

Updated October 2019



Hello. Thank you so much for joining us for this Performance Measurement Tool User Training for Victims of Crime Act Victim Assistance grantee users. My name is Tina Wenzlaff and I provide contractor support to the Office for Victims of Crime's (OVC) Performance Management Team.



# Performance Measurement Tool: Overview, Access, Managing Users and Your Profile Page

We have a lot to cover on this webinar and may not have time at the end to answer questions. Please continue to use the chat box to share your questions, comments, and feedback with the Performance Management Team and we will respond after the webinar. This webinar is being recorded and will be available for future playback.



## Performance Measurement Tool Definitions

<b>Performance Management</b>	The systematic use of strategic planning, goals, performance indicators, evaluation, analysis, and data-driven reviews, evaluations, and reporting to improve the results of programs and the effectiveness and efficiency of agency operations.
<b>Performance Measurement Tool (PMT)</b>	The online system maintained by the Office for Victims of Crime (OVC) for collecting performance measure data from grantees and subgrantees.
<b>Grants Management System (GMS)</b>	The online data collection system maintained by the Office of Justice Programs (OJP) for all grants administered through OJP. GMS is the priority system of record for information about grants.
<b>Grantee</b>	The primary grant recipient of funds directly from OVC.
<b>State Administering Agency (SAA)</b>	The grantee; the state office responsible for receiving Victims of Crime Act (VOCA) Victim Assistance and Victim Compensation funds and reporting data.
<b>Subgrantee</b>	An entity that receives a portion of grant funding through a formal agreement with the grantee. Grantees are required to monitor subgrantees to ensure subgrant funds are appropriately spent.



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As a new grantee, you will become very familiar with PMT definitions including the Performance Measurement Tool, also known as the PMT, which is our focus in this training, and the Grants Management System, which is the official system of record for Office of Justice Programs grants. One key term I want to highlight is “performance management,” because that is our ultimate goal in collecting data from grantees. Performance management is the systematic use of strategic planning, goals, performance indicators, evaluation, analysis, and data driven reviews, evaluations, and reporting to improve the results of programs and the effectiveness and efficiency of agency operations.

You will also notice in our communication, webinars and resources, we use the term subgrantee and subrecipient interchangeably.



## Performance Measurement Tool Definitions

<b>Subgrant Award Report (SAR)</b>	This report collects information about the subgrantee organization, the length of the subawards and activities to be implemented by the subgrantee, and the allocation of grant funds.
<b>Subgrantee Data Report</b>	This report collects information quarterly on victims served with VOCA plus match funding, including victim demographics, types of victimization, and services provided.
<b>Annual Grantee Report</b>	This report allows grantees to report on activities and/or factors that impact program delivery such as emerging trends, policy changes, and outreach efforts.

There are three different reports that you, as the grantee, are responsible for:

- The first being the Subgrant Award Report (SAR) which is used to collect information about the subgrantee organization, length of the subaward, activities to be implemented by the subgrantee and allocation of grant funds. A SAR is required for each subgrant, however only one subgrantee performance report is required for each subgrantee organization.
- Second is the Subgrantee Data Report which collects information quarterly on victims served with VOCA plus match funding.
- Finally, you will respond to additional narrative questions annually as part of the Annual Grantee Report. The report is a PDF document that the PMT automatically generates after four quarters of data entry are complete.

We'll go over each of these during this presentation.



## Role of Grantees

As a grantee, your role in performance measurement reporting includes—

- identifying individuals in your organization who will have access to the PMT and maintaining your organization's profile page,
- collecting data required in the PMT and ensuring its accuracy,
- entering SARs for any subawards made,
- communicating with subgrantees about reporting, monitoring subgrantee reporting, and reviewing subgrantee data in the PMT,
- submitting quarterly data reports and an Annual Grantee Report in the GMS by the established deadlines, and
- clarifying and updating data in response to any inquiries from OVC.

As a grantee, your role in performance measurement includes:

- Identifying who needs to have access for entering and reviewing data in the PMT system, and for maintaining your organization's profile page.
- Collecting data, ensuring accuracy, entering Subgrant Award Reports (SAR) for subawards made, and determining whether you will allow your subgrantees to enter data into the PMT system directly, or if you will enter data on their behalf.
- Submitting quarterly data reports and an Annual Grantee Report.
- And finally, if OVC has any questions about data reported, you play a role in helping to clarify or update that data.

One of the important roles the grantee plays in performance measurement is reviewing subgrantee data for the Victim Assistance grant program.

Many stakeholders besides the grantees are involved in this process.

1. Subgrantees need to set up internal systems to collect data accurately, and they should be reviewing their own data before passing it on to you.
2. Once the data is received, you should review subgrantee data for accuracy before submitting into the PMT system.
3. Once the data entry is complete in PMT, then PMT Team analysts—my teammates and I—work under the direction of OVC's Performance Measurement Manager to take a look at the data reported in. If we notice data that seems contradictory or really beyond the norm, we come back to you to ask for clarification. Sometimes

there is a very reasonable explanation for why the data is the way it is. Sometimes there may be a typo. Sometimes there is confusion about what the performance measure was and how the data was supposed to look. If you have questions about particular performance measures and how they should be accurately reported, please reach out to your grant managers or the OVC PMT Helpdesk for assistance.

4. Finally, OVC staff—your grant managers—review data, and in particular, review your annual progress reports. They can also look at quarterly data to see how it fits in with everything else that they know about your project, like things that they have learned from site visits, desk reviews, financial reports, and so on. The PMT is one way to see the bigger picture and show how your program is impacting your community with your Victim Assistance funds. Each of these actors plays a role in helping to make sure Victim Assistance program data is as accurate and complete as possible.



## Role of the State Administering Agency, Subgrantee and Office for Victims of Crime

OVC program specialists and members of OVC's Performance Management Team perform the following activities related to performance measure data—

- identify appropriate performance measures for grantees to report based on program goals and anticipated outputs/outcomes,
- provide training and technical assistance, including helpdesk support, on using the PMT system and entering performance measures,
- review data entered by grantees and subgrantees to promote consistency and accuracy, and
- analyze data to develop grant program reports and respond to data inquiries.

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- identify appropriate performance measures for grantees to report based on program goals and anticipated outputs/outcomes,
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- review data entered by grantees and subgrantees to promote consistency and accuracy, and
- analyze data to develop grant program reports and respond to data inquiries.



## Gaining Access to the Performance Measurement Tool for the First Time

- As a new grantee point of contact (POC), the OVC PMT Helpdesk or the existing grantee POC for your organization can add you to the PMT.
- After your account is created, you will receive an email from the OJP PMT Administrator ([ojpsso@usdoj.gov](mailto:ojpsso@usdoj.gov)) indicating you now have access to the OVC PMT.
- Emails are sent by the system within 10 minutes after the request is made. Please follow the instructions in the email.



If you do not receive an account creation email, contact the **OVC PMT Helpdesk**.

As a new grantee point of contact (POC), the **OVC PMT Helpdesk** or the existing grantee POC for your organization can add you to the PMT. After your account is created, you will receive an email from the OJP PMT Administrator ([ojpsso@usdoj.gov](mailto:ojpsso@usdoj.gov)) indicating you now have access to the OVC PMT.

Emails are sent by the system within 10 minutes after the request is sent. Please follow the instructions in the email.



## Updating Your User Account

Each individual using the PMT should have their own user account. For security purposes users should not share accounts.

- **Full Name**—Include your first and last name.
- **Email Address**—Enter your work email address. User registration confirmation, and any communications sent from the system, will go to this email.
- **Phone Number**—Enter your work phone number or the best daytime number.
- **Security Challenge and Response**—A word, phrase, statement, or question (up to 75 characters in length) which may aid in verifying your identity in case you forget your password



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Each individual using the PMT should have their own user account. For security purposes users should not share accounts.

**Full Name**—Include your first and last name.

**Email Address**—Enter your work email address. User registration confirmation, and any communications sent from the system will go to this email.

**Phone Number**—Enter your work phone number or the best daytime number.

**Security Challenge and Response**—A word, phrase, statement, or question (up to 75 characters in length) which may aid in verifying your identity in case you forget your password



## Logging into the Performance Measurement Tool Site

- Visit the PMT website, <https://ojpsso.ojp.gov/>, and enter your user name and password.
- If you forget your password:
  1. Enter your user name and leave the password field blank.
  2. Select **Forgot Password**.
  3. Enter and submit the answer to your challenge question.
  4. On the following page, click on the **OVC PMT** button to sign in to the PMT.

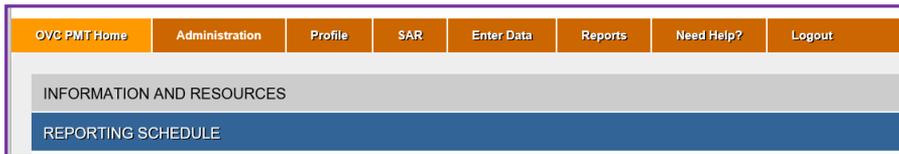


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To log into the PMT site, go to <https://ojpsso.ojp.gov/> and enter your user name and password. For the best quality experience, it is recommended to use Google Chrome 4.1.0 and above or Internet Explorer 11 to support our new validations and system updates.



## Main Menu Bar



- **OVC PMT Home:** General information about your award(s) and reporting schedule
- **Administration:** Details of federal awards and user information associated with your organization
- **Profile:** Contact information for your organization and organization POC
- **SAR:** Data entry pages for all SARs associated with your award
- **Enter Data:** Data entry pages for the quarterly Subgrantee Data Report and Annual Grantee Narrative
- **Reports:** List of current and past reports and their status
- **Need Help?:** Resources for using the PMT as well as submitting feedback and questions
- **Logout:** Logs you out of the PMT system

Once you log in, you will see the top menu bar which can be used to navigate between the different sections of the site.

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**SAR:** Data entry pages for all Subgrant Award Reports associated with your award

**Enter Data:** Data entry pages for the quarterly Subgrantee Data Report and Annual Grantee Narrative

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**Need Help?:** Resources for using the PMT as well as submitting feedback and questions

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## Administration: Federal Award List

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				12456	150,000.00	150,000.00	Testing for SCAD Demo
2018-V2-AA-0000			5,000,000.00		150,000.00		

1. Hover your mouse over the **Administration** tab to view the Federal Award List.
2. The Federal Awards and Subawards Table displays a list of your state's federal awards and all subawards made under those awards.
3. Allocate a total of **5 percent** of each active federal award to administrative and/or training activities. This information should be reported and **updated every year in the last quarter of the federal fiscal year**. If state did not set aside administrative and/or training funds, please enter zero dollars (\$0).

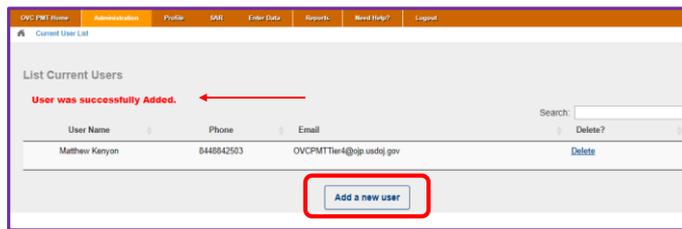
Moving down the menu bar, the Administration tab contains information about the Federal Award List and User Management.

The Federal Award List displays all of the awards your organization has access to. You may use the search fields to filter by selected parameters. Rows highlighted in white above each gray federal award row reflect the individual subawards aligned to that federal award. Rows highlighted in gray represent the federal award, along with the administrative and training funding allocated from that award and subaward funds assigned.

Please remember to allocate a total of 5 percent of each active federal award to the administrative and/or training activities. This information should be reported and updated every year in the last quarter of the federal fiscal year. If your state did not set aside admin/training funds, please enter zero dollars.



## Administration: User Management Adding a New User



1. Determine the individuals in your organization who need access to the system.
2. Hover your mouse over **Administration** from the top navigation bar and then click **User Management** to manage the user accounts associated with your state.
3. To add a new user, select the **Add a New User** button.
4. After entering the new user information in all fields, click **Save** to create a new user.

The next subheader under the Administration tab is for User Management. Here you can add and delete users from the system.

1. Determine the individuals in your organization who need access to the system.
2. Hover your mouse over **Administration** from the top navigation bar and then click **User Management** to manage the user accounts associated with your state.
3. To add a new user, select the **Add a New User** button.
4. After entering the new user information in all fields, click **Save** to create a new user.



## Administration: User Management Deleting a User

OVC encourages grantees to review their users each year and take ownership to remove individuals who are no longer working with OVC grants.



1. Hover your mouse over **Administration** from the top navigation bar and then click **User Management** to manage the user accounts associated with your state.
2. Select the **Delete** button to remove the user.
3. Confirm the user's profile was successfully deleted.

OVC encourages grantees to review their users each year and take ownership to remove individuals who are no longer working with OVC grants. The OVC PMT Helpdesk uses your user management list to determine who needs to receive important information about reporting deadlines, system updates, trainings, and so forth. A best practice is to review your user management list before the start of each submission period and remove users who are no longer with your organization.

**Step 1:** Hover your mouse over **Administration** from the top navigation bar and then click **User Management** to manage the user accounts associated with your state.

**Step 2:** Select the **Delete** button to remove the user.



## Profile Tab

- Here you can view grantee organization and grant(s) information. This information is pulled from GMS and is not editable within the PMT.
- View the contact information for each award by selecting the “+” symbol sign.
- If any information on the Profile page is incorrect, you must submit a Grant Adjustment Notice (GAN) in GMS to correct it.

The screenshot displays the PMT interface for viewing grantee information. At the top, there is a navigation bar with options: 'CVC PMT Home', 'Administrator', 'PDOC', 'Edit', 'Enter Data', 'Reports', 'Need Help?', and 'Logout'. Below this, a breadcrumb trail reads 'CVC PMT Home > Grantee's page'. The main content area is divided into two sections: 'GENERAL INFORMATION' and 'CONTACT INFORMATION - 2018-VQ-AA-0000'. The 'GENERAL INFORMATION' section includes fields for Legal Name (TEST - Victim Assistance), DUNS Number (2), CUP/Vendor Number (11110000), Address (811 Seventh Street NW), City (Washington), State (AA), and Zip Code (20001). The 'CONTACT INFORMATION' section includes Award Amount (\$ 3,000,000.00), Project Start Date (2017-10-01), Project End Date (2021-09-30), Grant Manager (Matthew Kanyon), POC Name (PMT Helpdesk), POC Address (810 Seventh Street NW), POC Phone (844-484-2503), POC Email (CVC@PMTTeam@ojcp.ovc.org), Fiscal Year (2018), Solicitation (CVC FY18 VOCA VA), Program Title (FY18 VOCA Victim Assistance), and Project Description (This grant award provides funds from the Crime Victims Fund to enhance crime victim services in the State. Victims of Crime Act (VOCA) assistance funds are typically competitively awarded by the State to local community-based organizations that provide direct services to crime victims. NCNCF). A 'Continue' button is located at the bottom right of the contact information section.



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On the Profile tab, you can view grantee organization, grant(s) information such as the project start/end date and the project award amount. The Profile tab is updated with information from GMS prior to the start of each data submission period. After pulling this information from GMS, it is not editable within the PMT. If any information on the Profile page is incorrect, you must submit a Grant Adjustment Notice, or GAN, in GMS to correct it.



# Entering Subgrant Award Reports

A Subgrant Award Report is a requirement for grantees that receive VOCA funding from OVC.

**OVC** uses the SAR to collect subgrantee organization type, subgrantee service capacity, subaward amounts, and subgrantee service areas to respond to different types of data requests.

**Grantees** use the SAR to share with OVC basic information on subgrantee recipients and the program activities that will be implemented with VOCA plus match funds. Because the PMT is a secondary data system, the grantee should establish its own primary system for documenting and monitoring its subgrants. Grantees should update the PMT to reflect the data in its own primary subgrant monitoring system.



## Entering Subgrant Award Reports

- A SAR is required for each subgrant that implements programming with VOCA plus match funding.
- SAR Part 1 (Questions 1–6):
  - Subaward information
  - **Must be completed by the grantee**
- SAR Part 2 (Questions 7–11):
  - Information about the subgrantee
  - **May be completed by the grantee or subgrantee**
- SARs should be entered into the PMT system within 90 days of awarding funds to the subgrantee.
- SARs should be updated within 30 days of information changes (e.g., award amounts, project start and end dates).

A SAR is required for each subgrant that implements programming with VOCA plus match funding. There may be situations where the subgrantee is just a pass-through entity, such as a regional coalition, who then makes a second layer of subawards to local providers who implement programming and provide services. SARs are not required for pass-through entities who do not actually implement programming or implement and provide victim services.

The SAR is divided into two parts. Questions 1–6 focus on basic subaward information and must be completed by the grantee. Questions 7–11, focus on information about the subgrantee and this may be completed by either the grantee or subgrantee. Note: The user who enters SAR Part 2 will be responsible for entering quarterly data for the subgrantee, regardless of whether the grantee checks the “allow data entry” box when creating the subgrantee profile.

SARs should be entered into the PMT system within 90 days of awarding funds to the subgrantee. If changes need to be made to the award amount, project start or end dates, the SAR should be updated within 30 days of the information change.



## SAR: Adding a New Subgrantee

1. Hover over the SAR tab and click the **Add New Subgrantee** option.
2. Add subgrantee organization and POC information.
3. Select the **Allow Data Entry?** option if you would like the subgrantee to complete PMT reporting data.



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If you will be funding an organization that does not have a profile in the PMT, you will need to create a subgrantee profile for the organization before creating a SAR for that organization. OVC recommends that each subgrantee have a single subgrantee profile within the PMT system, and all subawards to that agency are aligned to that one subgrantee profile. OVC relies on this information to respond to requests from Congress, the media, FOIA inquiries, and other sources for the number of subgrantees in a particular geography or with a particular characteristic. If a subgrantee is listed with multiple names or has multiple profiles in the PMT system, this subgrantee could be double counted, leading to a misrepresentation of the number of unique subgrantee organizations receiving funds and available to support victims

To add a new subgrantee, hover over the SAR tab and click the Add New Subgrantee option. That will bring you to this page where you can enter information and the POC. A key decision to make is whether you will allow the subgrantee to enter data directly into the PMT or not. If you want them to enter data, you must select the Allow Data Entry radio button at the top of the subgrantee profile page. If you do allow your subgrantees to enter data, the PMT system will generate an email to the subgrantee POC that will invite them to complete their user account and gain access to the PMT system.



## SAR: Adding a New Subgrantee

4. Enter the subgrantee's contact information.
5. Create one subgrantee profile for each organization and align all of the organization's subawards to the profile.
  - Enter the subgrantee's legal name.
  - Avoid acronyms.
  - Avoid internal references that would not be understood by the general public.

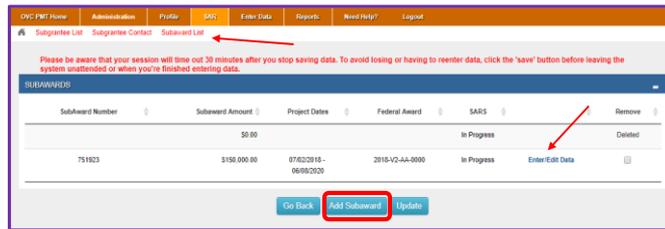
If grantees allow subgrantees to enter quarterly data in the PMT, then states have a responsibility to train subgrantees on PMT system navigation and forward OVC correspondence about the PMT system to subgrantees so they can effectively and accurately enter their quarterly data.

If a grantee is aware that a subgrantee serves multiple states AND receives VOCA VA subgrants from each state, then when creating the subgrantee's profile, add your state abbreviation to the end of the subgrantee organization name. This will help the system link the subgrantee to your state. For example, if Victim Assistance Agency serves both Alabama and Tennessee, then Alabama may name this subgrantee: "Victim Assistance Agency (AL)."

Remember, the subgrantee should separate the services provided with each state's subaward for reporting. Victim Assistance Agency would report on services supported by its Alabama subaward separately from the services supported by its Tennessee subaward.



## Adding or Editing a Subgrant Award



1. Navigate to the **Subgrantee List**.
2. Click on the number in the **Subaward Count** column.
3. Click **Enter/Edit** data to update an existing SAR.
4. Click **Add Subaward** to add a new SAR for this subgrantee.

To add or edit a Subgrant Award, navigate to the **Subgrantee List**, click on the number in the **Subaward Count** column, click **Enter/Edit** data to update an existing SAR. Click **Add Subaward** to add a new SAR for this subgrantee.

The **Subaward Count** column corresponds to the number of active subawards.

The **SAR Finished** column represents the number of completed subawards, where all data fields have been entered.

The **SAR Approved** column represents the number of approved subawards, where the Mark SAR as Approved box has been checked.

A missing POC message in the **Allow Data Entry** column means subgrantee contact information is missing.

If your subgrantee is not on the list, check the inactive list in case the SAR period of performance is passed. SAR data is not deleted, but it may not be visible. The PMT Helpdesk can make that data visible again. Please do not recreate a new profile or SAR because then there will be duplicates in the system.

## Subgrant Award Report – Part 1: Subaward Information (Questions 1–6)



1. Check the box for the award number that funds the subaward.
2. Enter the total subaward amount and the amounts allocated toward each of the priority areas, including—
  - A. Child Abuse
  - B. Domestic & Family Violence
  - C. Sexual Assault
  - D. Underserved

**Subaward Information**

State-assigned Subaward Number: 791923

Subaward Amount: 150,000  
*(Enter Federal Funds ONLY. NO MATCH)*

Select Federal Award:

Award Number	\$\$\$ from this award	A. Child abuse	B. Domestic and Family Violence	C. Sexual assault	D. Underserved
<input checked="" type="checkbox"/> 2018-V2-AA-4000	150,000	50,000	50,000	0	50,000

**INSTRUCTIONS:** Select the federal grant from which this subaward is funded and enter the amount(s) related to that grant. When more than one OVC VOCA federal grant is used to fund the subaward, for the same start and end date, select each federal grant and enter the associated amount.

Secondly, enter the portion of the subaward amount that is intended for use for each priority or underserved category. If this amount is zero (0), please enter 0. The total for each category will auto-populate the applicable category in the section for **Priority and Underserved Requirements**.

Project Start Date: 2018 Jul 2 (The date the VOCA-funded project begins.)

Project End Date: 2020 Jun 8 (The date the VOCA-funded project ends.)

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

**Note:** Enter the portion of the subaward amount that is intended for use for each priority or underserved category (A – D). If this amount is zero (0), please enter 0. The total for each category will auto-populate the applicable category in the section for Priority and Underserved Requirements.



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Once the SAR is created, you can begin to enter the subaward information. You will check the box for the award number that funds the subaward. And then enter the total subaward amount and what is allocated to each priority area.

We appreciate your efforts to report this funding breakdown in key areas. Earlier this year, an OVC staff member was drafting a report for Congress and wanted to include data on VOCA funds supporting sexual assault services, and the types of subgrantees providing these services. We were able to look at the funding allocations and subgrantee organization types in the SARs to provide an estimate of VOCA Victim Assistance funds being allocated to this issue.

## Subgrant Award Report – Part 1: Subaward Information (Questions 1–6)



**PRIORITY AND UNDERSERVED REQUIREMENTS:**  
**INSTRUCTIONS:** This is determined by the state for each SAR. Indicate the amount of VOCA funds ONLY (federal award share, not matching funds). Match funds are reported in item 8.

*For allocation of funds, reporting, and compliance purposes, States must identify services that assist "previously underserved populations of victims of violent crime," per VOCA Victim Assistance Program Final Rule, Section 94.104(g). States may still fund services for victims of non-violent crimes and can report them separately below. However, services funded for victims of non-violent crimes cannot count towards meeting the required allocation or the underserved victim category.*

*See Appendix for child sexual victimization definitions. Child sexual abuse or assault should be reported EITHER in category 6A, CHILD ABUSE, or in category 6C, SEXUAL ASSAULT, depending on how the state or territory tracks and reports this data. SELECT ONLY one.*

A. Child abuse:	50000
A1. Child physical abuse/neglect:	\$ Amount (Optional)

- The subaward amounts entered in categories A–C will auto-populate to the corresponding fields, as shown above.
- For each category, you have the option of entering what portion of the funds will be used for various subcategories. If a field has red text that says “required,” and no funds are allocated to this, then simply put zero dollars (\$0).

Data in the SAR reflects this allocation of funding. States should monitor how subgrantees implement VOCA-funded activities in alignment with their subaward budget. Even though the SAR collects financial data, this is not the primary system of record. OVC expects financial management to happen with the grantee’s own system. If you have questions about how to collect financial data, please contact your **OVC program specialist**.

The funding breakdown you indicate in categories A–C will auto-populate into Question 6, you will have an option of further breaking down how those funding categories are allocated.



## SAR – Part 1: Subaward Information (Questions 1–6) Underserved (D)

- For each underserved category, you have the option of entering what portion of the funds will be used for various subcategories.
- The sum of the subcategories for underserved (D) must equal the category total (D1–D9).



<b>D. Underserved:</b>	50000
D1. Underserved (DUI/DWI crashes)	25000
D2. Underserved (assault):	0
D3. Underserved (adults molested as children):	0
D4. Underserved (elder abuse):	0
D5. Underserved (robbery):	25000
D6. Underserved (survivors of homicide victims):	0
D7. Other Underserved (other violent crimes):	0
D8. Please briefly describe "Other Underserved (other violent crimes)":	<input type="text"/>
	<small>You have 2000 characters left. (Maximum characters: 2000)</small>
D9. Other Underserved (non-violent crimes):	0
D10. Please briefly describe Other Underserved (non-violent crimes):	<input type="text"/>
	<small>You have 2000 characters left. (Maximum characters: 2000)</small>
<b>Total Underserved:</b>	<b>50000 (Auto calculated)</b>
D11. Please briefly explain how your state or territory defines "underserved" if other than what is listed above. <small>This is determined by the state for all SARs. It will auto-populate all active SARs during the same federal fiscal year.</small>	<input type="text"/>
	<small>You have 2000 characters left. (Maximum characters: 2000)</small>

States are required by the VOCA Final Rule to allocate 10 percent of their funding to certain priority and underserved areas in Question 6D. Priority and underserved allocations must be entered in the PMT and updated within 30 days if there are changes to funding allocations. You have the option of entering what portion of the funds will be used for various subcategories.



## SAR – Part 2: Subgrantee Information (Questions 7–11)

**SAR - PART 2**

**7. Service Area (s):**

Select counties (by state)

Other counties served outside of the State

N/A

**8. Subgrant match (financial support from other sources)**

A. Value of in-kind match:

B. Cash match:

C. Total match:  (auto-calculated)

D. Match waiver:

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

INSTRUCTION: For this subaward, check the category of service and subcategory that best identifies the types of services or activities that will be provided by the VOCA-funded project, as described below. Note: Report only those services actually provided by the VOCA-funded project. Do not report services offered by another agency. Check all that apply.

**A. INFORMATION & REFERRAL:**

- Information about the criminal justice process
- Information about victim rights, how to obtain notifications, etc
- Referral to other victim service programs
- Referral to other services, supports, and resources (includes legal, medical, faith-based organizations, address confidentiality programs, etc.)



The user who enters SAR Part 2 will be responsible for entering quarterly data for the subgrantee, regardless of whether the grantee checks the “allow data entry” box when creating the subgrantee profile.

SAR Part 2 features information about the subgrantee, and it can be completed by either you or the subgrantee. As a reminder, the user who enters SAR Part 2 will be responsible for entering quarterly data for the subgrantee, regardless of whether the grantee checks the Allow Data Entry box when creating the subgrantee profile. The service area category is a valuable field. We’ve responded to several data requests this past year on which VOCA subgrantees serve particular cities or counties. We’re able to use the service area to identify subgrantees that serve an area, even if the subgrantee is physically based in another city or town.

Please reference the Subgrant Award Report for more specific details about how this information should be completed.



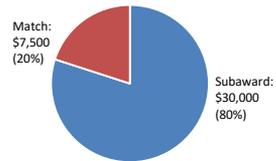
## SAR – Part 2: Subgrantee Match

All VOCA awards must be matched (20 percent) either with an in-kind or cash match, except for subgrants made in—

- the Virgin Islands,
- Puerto Rico,
- American Samoa,
- Guam,
- Northern Marianas, or
- Palau.
- tribal organizations, and
- organizations with approved match waivers.

The match must be 20 percent of the total project budget.  
For example, see the pie chart to the right: If a subgrant award is **\$30,000**, then the match requirement is **\$7,500**.

Sample Project Budget:  
**\$37,500**



For the Subgrantee Match question, you will enter values of in-kind, cash, and total match funding provided.

As a reminder, the match must be 20 percent of the total project budget, not 20 percent of the subgrant award amount. If any subgrantees have concerns about providing that match, they can contact their SAAs regarding match waivers.



## SAR – Part 2: Budget and Staffing

**11. BUDGET AND STAFFING:**  
**INSTRUCTION:** Indicate below the requested information based on the subgrantee's current fiscal year. Report the total budget available to the victim services program, by source of funding. Do not report the entire agency budget, unless the entire budget is devoted to victim services. For example, if VOCA funds are awarded to support a victim advocate unit in a prosecutor's office, then only report the budget for the victim advocate unit. **NOTE:** Do not include in-kind match; do not report sums less than one dollar.

Information Requested	Response										
A. Total budget for all victimization programs/services for this agency (The amount reported is for the current fiscal year. Include the subaward amount reported in Question 4.)	20000										
B. Annual funding amounts allocated to all victimization programs and/or services for the current fiscal year (Identify by source the amount of funds allocated to the victimization programs/services budget of the subgrantee agency. Do not count funds in more than one category. OTHER FEDERAL includes all federal funding except the subaward amount reported in Question 4.)	<table border="1"> <tbody> <tr> <td>B1. Subaward Amount</td> <td>10000</td> </tr> <tr> <td>B2. OTHER STATE/TERRITORY:</td> <td>5000</td> </tr> <tr> <td>B3. OTHER LOCAL:</td> <td>1000</td> </tr> <tr> <td>B4. OTHER FEDERAL:</td> <td>3000</td> </tr> <tr> <td>B5. OTHER NON-FEDERAL:</td> <td>1000</td> </tr> </tbody> </table>	B1. Subaward Amount	10000	B2. OTHER STATE/TERRITORY:	5000	B3. OTHER LOCAL:	1000	B4. OTHER FEDERAL:	3000	B5. OTHER NON-FEDERAL:	1000
B1. Subaward Amount	10000										
B2. OTHER STATE/TERRITORY:	5000										
B3. OTHER LOCAL:	1000										
B4. OTHER FEDERAL:	3000										
B5. OTHER NON-FEDERAL:	1000										

- Question 11A, report the **total budget** for all victimization programs/services for this subgrantee. Include the subaward amount reported in Question 4.
- Question 11B, report **annual funding amounts allocated** to all victimization programs and/or services. Identify by source the amount of funds allocated to the victimization programs/services budget of the subgrantee agency.

Moving on to the Budget and Staffing section. Grantees report the total budget available to the victim services program, by source of funding. Do not report the entire agency budget, unless the entire budget is devoted to victim services. For example, if VOCA funds are awarded to support a victim advocate unit in a prosecutor's office, then only report the budget for the victim advocate unit. Do not include in-kind matches.

In Questions 11A and 11B, you'll indicate the total budget and sources for **all** of the subgrantee's victim service programs for the **subgrantee's current fiscal year**. If the subaward is for one year, then you will report on one year of the subgrantee organization's budget. We understand that some states give multi-year subawards. If the subaward is for two years, then you will report here on two years of the subgrantee organization's budget. Please see the Subgrant Award FAQ on the Need Help? page in the PMT for more details on the other local, other federal, and other non-federal categories.



## SAR – Part 2: Staffing and Hours

- Question 11C, report the total **number of paid staff** for your program, regardless of funding source. You should include both VOCA-funded and non-VOCA funded positions.
  - Count each staff member once
  - Do not prorate
  - Only enter whole numbers
- Question 11D, report the **number of hours** funded with VOCA or match funds. Do not include non-VOCA funded hours here.
  - This question is not a percentage of staff member time (e.g., 50 percent)
  - This question is not a full-time equivalent of staff member time (e.g., 0.50)

Questions 11C and 11D pertain to Staffing and Hours.

**Question 11C** – Report the total **number of paid staff** for your program, regardless of funding source. You should include **both** VOCA-funded and non-VOCA funded positions. Any staff member that supports a subgrantee victimization program and/or service counts as one position, regardless of the percentage of time they devote. If two staff members each spend 50 percent of their time on victimization programs, then the SAR would reflect two positions in Question 11C.

**Question 11D** – Report the **number of hours** funded with VOCA or match funds for subgrantee’s victimization programs and/or services. Do not include non-VOCA funded hours here. Staff hours should reflect only the number of VOCA-funded hours. If one staff member only spends 1,000 hours a year on VOCA-funded activities, then the SAR would reflect 1,000 hours in Question 11D (number of hours funded through VOCA plus match funds).



## SAR – Part 2: Volunteers

- Question 11E, report the **number of volunteers** supporting the work of this award with VOCA plus match funds.
  - Count each volunteer once
  - Do not prorate
  - Only enter whole numbers
- Question 11F, report the **total number of volunteer hours** funded with VOCA or match funds for subgrantee’s victimization program and or/services.
  - Do not include non-VOCA funded hours here.
  - Count all volunteer hours that support the activities of your VOCA Assistance program, even if they are not used as match.



Questions 11 E and 11F ask for information about volunteers.

**Question 11E** – Report the number of **volunteers** supporting the work of this award with VOCA plus match funds.

Count each volunteer once. Do not prorate and only enter whole numbers

**Question 11F** – Report the total number of **volunteer hours** funded with VOCA plus match funds for subgrantee’s victimization programs and/or services. Count all volunteer hours that support the activities of your VOCA Assistance program, even if they are not used as match.

**Example:** You may have 100 volunteers who contribute time valued at \$10,000 to your VOCA Victim Assistance program. However, you may only need to provide a match of \$8,000 for your project. Even though you don’t need to count all of the volunteer hours as part of your match, it remains important to reflect all of the volunteer hours in this question. OVC wants to know the total count of hours worked by ALL volunteers for the activities counted as part of your VOCA Victim Assistance program.



## Subgrant Award Report: Review and Approval

1. Navigate to the **Review** page to review all SAR data. You may also print a copy.
2. Check the box to approve the SAR and click **Save**.

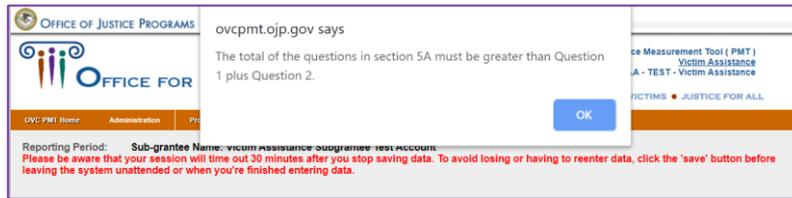
Once you have completed and saved your data for **SAR Part 2**, you will be brought to the SAR Review page. Within this page, you can review all SAR data entered by both the grantee and subgrantee to confirm their accuracy. You may also print a copy of your data to take a close look before marking the SAR as Complete.



# Preparing the Subgrantee Data Report



## 2019 Updates



### Data Validations

OVC added new validations to the PMT system to help with data reporting and verification process. These validations help to increase data accuracy and reduce the need for grantees to go back and clarify inconsistencies with subgrantees.



OVC added new validations to the PMT system to help with data reporting and verification process. Some of our grantees who have been reporting for quite some time now may have recognized this new addition into the system. These validations help to increase data accuracy and reduce the need for grantees to go back and clarify inconsistencies with subgrantees.



## How to Use Victim Assistance Data

### How OVC Uses Victim Assistance Data

- Demonstrate the value and specific benefits of the program to government agencies, the victim services field, the general public, and other stakeholders.
- Generate an annual report on the program and respond to specific inquiries.



### How Grantees Can Use Victim Assistance Data

- Monitor progress and determine whether the organization is on track to meet the project goals and objectives.
- Evaluate past performance and set reasonable goals, objectives, and targets for future awards.



I think it's important to reiterate how OVC uses data and how you as grantees can do the same.

OVC uses data on Victim Assistance program activities to communicate the impact of the program, particularly around the number of victims served, types of victimizations experienced, and services provided. OVC uses Victim Assistance program data for data reports, and to demonstrate the impact of federal funding to Congress, the White House, and the American people. One of the great things about the PMT is it allows us to drill down to specific inquiries. Because you enter this data in the PMT, we can access the data we need and respond to these requests quickly. Sometimes we only have a few hours, so it is very important to provide thorough and complete data, so when OVC does get called upon to respond to these inquiries, it can get the best result possible.

So, I'm sure you're wondering—how can we use all of this data?

Data can be used to monitor your ongoing progress, and determine if you and your subgrantees are on track to meet projected goals and objectives. It can be used to obtain a general picture of the population of victims served over time, and if that population aligned with initial expectations. Taking a look the previous victims served may identify a change in a type of victimization, direct service, or expense type that you hadn't expected. Trend analyses on these data may also be useful in helping you plan

for the future. If you look at how the data are trending over a period of time (such as the past 5, 7, or 10 years), it may emphasize areas of increase or decrease within your state, and help guide your focus in the future.



## Prorating Strategies

- OVC expects all grantees and their subgrantees to collect and report performance measure data for activities supported by the Victim Assistance program.
- OVC recognizes that in some situations, tracking VOCA-funded activities separately from other activities may not be possible.
- In these circumstances, the grantee should work with the subgrantee to apply an appropriate strategy for prorating subgrantee activity so that a reasonable portion is allocated to the VA subgrant(s) and reported in the PMT.
- OVC is developing a prorating strategies resource to support VA grantees and subgrantees with prorating.

OVC expects all grantees and their subgrantees to collect and report performance measure data for activities supported by the Victim Assistance program. This includes funding that is part of a federal award plus any match contributed per program guidelines. Grantees and subgrantees, therefore, should plan to collect data on victims served and services supported through their Victim Assistance subgrant(s) separately from victims served and services provided via other funding sources, such as grants from another federal agencies, foundations, or donations.

OVC recognizes that in some situations, tracking VOCA-funded activities separately from other activities may not be possible. In these circumstances, the grantee should work with the subgrantee to apply an appropriate strategy for prorating subgrantee activity so that a reasonable portion is allocated to the Victim Assistance subgrant(s) and reported in the Performance Measurement Tool.

OVC is developing a prorating strategies resource to support VA grantees and subgrantees with prorating.



## Reporting Schedule: OVC Deadlines



Performance data is due in the PMT on a quarterly basis. Grantees that do not submit data in the PMT by the due date may receive a notice from their OVC Program Specialist to ensure compliance with the quarterly grant reporting requirements.

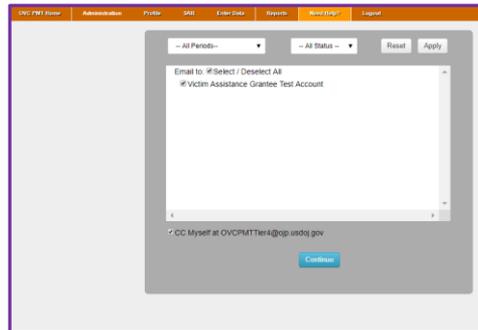
Quarterly Reporting in PMT				Annual Reporting in GMS			
Reporting Period	Submission Period	Content	Deadline	Reporting Period	Submission Period	Annual PMT Report	Deadline
October 1– December 31	January 1– February 15	Performance Measures	February 15	October 1– September 30	October 1– December 30	Performance 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				

Grantees are responsible for submitting quarterly performance measure data in the PMT. After each quarterly reporting period, there is a 45 day submission period, so reports this submission period are due by November 15. Grantees that do not submit data in the PMT by the due date may receive a notice from their OVC Program Specialist to ensure compliance with the quarterly grant reporting requirements. Subgrantees are expected to contact their State Administering Agency for report due dates because each state’s internal reporting deadlines may be different than OVC’s reporting deadlines.



## Communicating with Subgrantees

- Grantees can use the email feature on the **Need Help? page** to email their subgrantees. Select the reporting period and report status (Complete, In Progress, or Not Started) from the dropdown fields to select the appropriate subgrantee recipients.



Note that the PMT does not have the ability to send attachments with email messages.

Grantees can use the email feature on the Need Help? page to email their subgrantees. To do so, select the reporting period and report status (Complete, In Progress, or Not Started) from the dropdown fields to select the appropriate subgrantee recipients. This is just another way to communicate with your subrecipients beyond email. Please note that the PMT does not have the ability to send attachments with email messages, so if you do need to send resources or PDFs we recommend doing so via email.



## Enter Data Tab

1. Select the desired reporting period and the subgrantee and click **Continue**.
2. Only subgrantees whose SARs are approved and are active during the selected reporting period will be displayed in the dropdown menu.

Before you begin to enter your data into PMT, we recommend that you compile all of your data so that you can quickly enter the final numbers into PMT. One tool to help subgrantees compile their data is the Subgrantee Data Template (available on the Need Help? page). The spreadsheet provides a row for each victim served during the reporting period, and auto-calculates totals. If you need assistance with the template, please contact the OVC PMT Helpdesk.

Once you are ready to enter the data, you will navigate to the Enter Data tab, and you will select the reporting period and the subgrantee you want to enter data for.

One thing I want to note, is if you are not seeing a reporting period as an option, you need to make sure of the following:

1. All previous reporting periods have been marked as Complete. If, for whatever reason, the data was not marked as Complete and saved, the system will not allow you to move forward and report on the current reporting period. The PMT requires grantees to enter data for each quarter before the user has the option of entering data for the following quarter. For example, data for the July– September 2019 reporting period must be entered before the dropdown list displays an option for the October–December 2019 reporting period. If you are unable to select the current reporting period, contact your SAA to make sure all of the conditions have been met.

2. Check to make sure the Subgrant Award Report (SAR) actually includes the reporting period. It's easy to lose track, maybe the SAR ended and the grantee does not need to report this period.
3. Check to make sure the subgrantee has been allowed to enter data. Entering the subgrantee profile page where you marked if they can enter data or not.



## Population Demographics (Questions 1–3)

Reporting Period: Sub-grantee Name: Victim Assistance Grantee Test Account  
 Please be aware that your session will time out 30 minutes after you stop saving data. To avoid losing or having to reenter data, click the 'save' button before leaving the system unattended or when you're finished entering data.

POPULATION DEMOGRAPHICS DIRECT SERVICES REVIEW

This section **should** be completed each reporting period.  
 Source of data: Activities conducted at the subgrantee level.

1. TOTAL number of individuals who received services during the reporting period, 120

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

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, 20

We cannot track new individuals

- Question 1, enter the total number of **individuals served** during the reporting period and the number of **anonymous contacts** in Question 2.
- Question 3, enter the number of **new individuals** served for the first time during the reporting period. All individuals served will be counted as new during the first quarter of the subaward.
- Check the box if you **cannot track** new individuals.

I'm not going to spend much time on these next two slides, but you can see how the subgrantee performance measure questions appear in the PMT.

Question 1: Enter the total number of **individuals served** during the reporting period and the number of **anonymous contacts** in Question 2.

Question 3: Enter the number of **new individuals** served for the first time during the reporting period. All individuals served will be counted as new during the first quarter of the subaward.

Check the box below Question 3 if you **cannot track** new individuals. This will hide the demographics.



## Demographics (Question 4)

- A. Race/Ethnicity**—Count each victim in only one race/ethnicity category as self-reported. Individuals who self-report in more than one race/ethnicity category are counted in the Multiple Races category.



The race/ethnicity total field will auto-calculate after the user clicks the Save button at the bottom of this data entry page. It does not auto-calculate as each data field is entered.

- B. Gender**—Enter the number of victims by population. The total for each gender category should equal the number of victims reported in Question 3. Count each victim once.
- C. Age**—Age should reflect the age at the time of the crime reported on the intake form.

The total number of individuals in each demographic category should equal the number of NEW individuals reported in Question 3.

**A. Race/Ethnicity**—Count each victim in only one race/ethnicity category as self-reported. Individuals who self-report in more than one race/ethnicity category are counted in the Multiple Races category. For example, if an individual self-identifies as only Hispanic or Latino, then count them in the Hispanic or Latino category. If an individual identifies as Black or African American AND Hispanic or Latino, then, this client should be reported in Multiple Races category.

**B. Gender**—Enter the number of victims by population. The total for each gender category should equal the number of victims reported in Question 3. Count each victim once. When completing narrative fields to describe a selection of Other, we encourage you to be as brief and consistent in your terminology as possible—this helps us at OVC to analyze the data. We can calculate how many individuals identify as, for example, transgender using keyword searches in this column.

**C. Age**—Age should reflect the age at the time of the crime reported on the intake form.

Grantees and subgrantee organizations are required to update their data collection processes to track people served through VOCA plus match funding within the demographic categories provided. If subgrantees have not fully updated their processes

yet, states and agencies should report demographic information to the best of their ability.



## Victimization Types (Question 5A)

### Question 5A: Types of Victimization

- Grantees and subgrantees should apply a broad definition to the 25 victimization types listed and use “Other” only when no other type of victimization can apply.

### Question 5A: Hate Crime: Racial/Religious/Gender/Sexual Orientation/Other

#### If no victims served:

- The PMT no longer requires narrative data in the Please Explain field if no victims were served. This field may be left blank.

#### If victims served:

- If a number greater than zero (0) is entered, the system will display a **Please Explain field**. The subgrantee should indicate the hate crime motivation (e.g., race, religion, sexual orientation) if known or indicate if unknown.



JUSTICE FOR VICTIMS • JUSTICE FOR ALL

Grantees and subgrantees should classify experiences using the 25 listed types as frequently as possible—use Other only when no other type of victimization can apply. The victimization types are not meant to reflect formal legal definitions defined by statute in a jurisdiction. They should be viewed more broadly.

OVC understands that in the case of hotline, a subgrantee may not be able to identify the type of victimization experienced by someone they serve. In those instances, the subgrantee should include unknown victimization types into their response for Other Victimization Type. For example, if a subgrantee served eight individuals for Other (violation of a protective order) and eight individuals where the victimization type is unknown, then the subgrantee may report 16 individuals in the Other Victimization Type field.

### Question 5A: Hate Crime: Racial/Religious/Gender/Sexual Orientation/Other

The PMT no longer requires narrative data in the Please Explain field if no victims were served. This field may be left blank.

If a number greater than zero (0) is entered, the system will display a **Please Explain field**. The subgrantee should indicate the hate crime motivation (e.g., race, religion, sexual orientation) if known or indicate if unknown.

## Performance Measure Dictionary and Terminology Resource



- OVC is developing a **Performance Measure Dictionary and Terminology Resource** to be a resource for terms used as part of OVC's performance data collection efforts.
- This resource will create a single location to find definitions and examples of terms used across the modules and will standardize definitions for easier reporting. This resource will be available in the near future.

OVC is developing a **Performance Measure Dictionary and Terminology Resource** to be a resource for terms used as part of OVC's performance data collection efforts. This resource will create a single location to find definitions and examples of terms used across the modules and will standardize definitions for easier reporting. This resource will be available in the near future.

Please see the Subgrantee Data Report FAQ for examples on how to accurately report for the victimization types or hover over the victimization type in the PMT for more examples.



## Victimization Types (Question 5B–C)

### Question 5B: Multiple Victimizations

- Of the total number of individuals who received services, indicate the number who presented with more than one type of victimization during the reporting period.

### Question 5C: Special Classifications of Individuals

- Indicate the number of victims who self-report under the special classification categories.

## Question 5B: Multiple Victimizations

Indicate the number of individuals who presented with more than one type of victimization during the reporting period.

## Question 5C: Special Classifications of Individuals

Indicate the number of victims who self-report under the special classification categories. Capturing these special

classifications of victims is very helpful. Last year, an OVC fellow working on the National Survey of Victim Service Providers inquired about the number of subgrantees serving immigrants/refugees/asylum seekers, and we could provide the number of victims who self-reported as such and the number of providers serving them.



## Direct Services (Questions 6 - 8)

POPULATION DEMOGRAPHICS	DIRECT SERVICES	SUBGRANTEE ANNUALLY REPORTED QUESTIONS	REVIEW
Complete this section each reporting period.			
6. Number of individuals assisted with a victim compensation application during the reporting period. <input type="text"/> Number			

**Question 6:** Count the number of individuals who received any level of assistance with completing a Victim Compensation application during the reporting period, even if they did not submit the application.

The Direct Services module, Questions 6–8, asks that you report on two types of data: the number of individuals who received services in each category (the five main headings), and the number of times each particular service (subcategory) was provided. Because some clients may receive multiple services, or receive the same service multiple times, the total number of times services provided with a category may be greater than the number of clients who received those services.

**Question 6:** Count the number of individuals who received any level of assistance with completing a Victim Compensation application during the reporting period, even if they did not submit the application.



## Direct Services (Questions 7–8)

**Question 7:** Select the types of services your organization provided during the reporting period.

7. 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

**Question 8:** Report on the number of individuals who received services in each category and the number of times each particular service (subcategory) was provided.

- If Question 1 + Question 2 equals 20 individuals, then the number of individuals served per main category of service (A, B, C, D, or E) would be less than or equal to 20.
- If 10 individuals received A. Information and Referrals, the number of times each subcategory of service was provided (A1 + A2 + A3 + A4) should be **greater than or equal to 10**.

Upon selecting each service category in Question 7, the PMT system will then display Question 8 for the selected category. **This feature works best with Google Chrome 4.1.0 and above or Internet Explorer 11 and above.** This feature may not work with older browsers. If a user is unable to use a browser that supports this feature, the user should contact the **OVC PMT Helpdesk** for support.

**Question 7:** Select the types of services your organization provided during the reporting period (Information & Referral, Personal Advocacy & Accompaniment, Emotional Support or Safety Services, Shelter/Housing, Criminal/Civil Justice System Assistance).

**Question 8:** Report on the number of individuals who received services in each category (A–E) and the number of times each particular service (subcategory) was provided.

- If Question 1 (total number of individuals) + Question 2 (anonymous) equals 20 individuals, then the number of individuals served per main category of service (A, B, C, D, or E) would be less than or equal to 20.
- If 10 individuals received A. Information and Referrals, the number of times each subcategory of service was provided (A1 + A2 + A3 + A4) should be **greater than or equal to 10**.



## Reviewing and Completing Data

As grantees review subgrantee data, they should ask:

- Are all questions fully answered? Is anything missing?
- Does this report make sense given the subgrantee's funding, staffing, and objectives?
- Is the subgrantee counting non-VOCA funded activities in their report?
- Is the subgrantee prorating their data? If so, are they using an appropriate method for prorating and calculating the VOCA program portion properly?
- Should any victimization types described as Other be reported in an existing victimization category?
- Are there any illogical responses? (e.g. entering N/A or "0" as a response, then including a narrative response about the related activity)
- If the subgrantee had data that needed clarification last quarter, does that data appear to be accurate this quarter?

Once you or your subgrantees have completed their data entry, you, as the prime grantee, should review it for completeness and reasonableness.

You should have a subgrantee monitoring process in place to ensure subgrantees are accurately collecting data and maintaining supporting documentation. If subgrantees are not currently collecting data to support their reporting in the PMT, they should develop their data collection processes and tools as soon as possible so they can fully and accurately report on all of the required performance measures.



## Reviewing and Completing Data

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

**REVIEW**

Total Alert(s): 57  
 Enter data for any "Required" missing fields identified in the 'Alert' column below and mark your data complete once all required data has been entered.

Search:

Question	Option	Response	Alert
<b>POPULATION DEMOGRAPHICS</b>			
1. TOTAL number of individuals who received services during the reporting period.			<a href="#">Required</a>
2. TOTAL number of anonymous contacts received during the reporting period.			<a href="#">Required</a>

- The **Review page** shows grantees what you have entered into the system under the Response column and provides alerts about any issues found in your data entry (e.g., missing data).
- Use the tabs to navigate to any data entry page where you need to edit data to address alerts.

Navigate to the Review tab to review your data in the PMT or on a printed hard copy. The Review page shows grantees what you have entered into the system and provides you with alerts about any issues found in your data (missing data entry).



## Reviewing and Completing Data

POPULATION DEMOGRAPHICS DIRECT SERVICE **REVIEW**

CLICK HERE TO REVIEW THE DETAILS

CONFIRMATION

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.



After confirming that your data entry is accurate, check the **Mark Data as Complete** box. Click the **Save** button. Saving will lock your report and prevent additional editing. If you need to unlock your report, contact the **OVC PMT Helpdesk**.

After confirming that your data entry is accurate, check the **Mark Data as Complete** box. Click the **Save** button. Saving will lock your report and prevent additional editing. If you need to unlock your report, contact the **OVC PMT Helpdesk**.

# Generating the Annual Grantee Report



## Report Section: Annual Narrative

**GRANTEE ANNUALLY REPORTED QUESTIONS** [REVIEW](#)

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)  
  
Maximum: 5000 characters (includes all HTML tags)

No

2. Did the administrative funds support any education activities during the reporting period?  
 Yes  
 No (If No, go to question #8)

3. Number of requests received for education activities during the reporting period:  Number

4. Number of people trained or attending education events during the reporting period:  Number



- Narrative questions are asked once a year during the July–September reporting period and cover activities and data that occurred during the entire federal fiscal year (October–September).
- You can enter up to 5,000 characters in each text box.
- Reports lock after submission and cannot be edited. Please draft responses in Word and copy and paste to ensure you have a copy.
- Remember to select **Save** periodically as you enter your narrative questions.

Narrative questions are asked once a year during the **July–September reporting period** and cover activities and data that occurred during the entire federal fiscal year (October–September). To respond to the annual narrative questions, navigate to the Enter Data page, and select the July–September reporting period. The annual narratives provide grantees the opportunity to connect with OVC and their grant managers beyond the quantitative data. You can enter up to 5,000 characters in each text box, so please use all of the space to tell your story.

Please note that reports lock after submission and cannot be edited. A best practice is to draft responses in Word and copy and paste to ensure you have a copy. Please only copy text with no special characters, bullet points, or so forth.

Remember to select **Save** periodically as you enter your narrative questions.



## Generating the Annual Grantee Report

The PMT system will aggregate the four quarters of data to generate the annual report. You will not need to enter a separate set of annual numbers.

1. Navigate to the **Reports** page.
2. Identify the Annual Report and generate the PDF.
3. Save the PDF to your local computer and upload a copy of this annual report as an attachment to your annual report in GMS by **December 30**.

Reporting Period	Total Subgrantees	Subgrantee Completed	Subgrantee In Progress	Subgrantee Not Required to Report	Subgrantee Not Started	Quarterly Reports
04/01/2019 - 06/30/2019	20	0	1	16	3	In Progress
01/01/2019 - 03/31/2019	20	0	2	16	2	In Progress
10/01/2018 - 12/31/2018	20	4	1	15	0	Data Export In Progress
Annual Report - 2018						PDF



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The PMT system will aggregate the four quarters of data to generate the annual report. You will not need to enter a separate set of annual numbers. Before submitting your annual report, please review each quarterly report's data in the PMT system to ensure accuracy for each of the reporting periods. You can monitor the completion status of your subgrantees on this page. This table indicates whether your subgrantees have not started, are in progress, or have completed their data entry. You can also see how many are not required to report (perhaps because their award period has not yet begun or they are otherwise inactive.)

After you have generated the Annual Grantee Report by clicking the blue PDF button and saving a copy to your computer, the next step is to upload the annual report to **each** VA award active during the fiscal year. For example, you should upload the annual report for FY 2018 to your state's 2015, 2016, 2017, and 2018 profile in GMS (unless otherwise directed by OVC. Annual reports must be uploaded by **December 30**. Once reports are reviewed and approved by OVC staff, they may be posted on OVC.gov or otherwise shared outside of OVC. All grantee reported data is subject to requests under FOIA and OVC reserves the right to share grantee data and reports as it deems appropriate.

# Troubleshooting Tips and Additional Resources



## General Troubleshooting Tips

 <p>Periodically click the Save and Continue button to ensure the data you entered are saved into the system. The system will time you out after 30 minutes of inactivity and unsaved data will be lost.</p>	<p>Note that simply entering data into a field does not constitute as activity; the system only recognizes saving or the advancement to another page as activities that will keep your session active.</p>
<p>Click the Exit Data Entry button to close and exit the page. Please note that any unsaved data will be lost. The Exit Data Entry button does NOT automatically save your work.</p>	<p>Hover over underlined text to prompt helpful language explaining the question to appear.</p> 
<p>The fields labeled "Number" or "Number Required" will only accept a numeric response. You will not be able to enter text, decimals, or special characters.</p> 	<p>The value of "0" must represent a true value of zero. If data for a field is not available or the field is not applicable, then enter "N/A" if it is a required field or leave the field blank if it is not required.</p>

We wanted to share some best practices and troubleshooting tips with you as it relates to data entry in the PMT.

Save and continue.

The fields labeled Number or Number Required will only accept a numeric response. Do not try to enter text, decimals, or special characters here.

Simply entering data into a field does NOT continue as activity. The system only recognizes the data or advancement to the next page when you click the Save and Continue button.

Not sure about a question? Hover over the underlined text to prompt helpful language explaining the question.



## If You Encounter a System Error

 Log out of your PMT account and login again using the same browser	Try to access your report from a different browser (Internet Explorer, Firefox, or Google Chrome)
Clear the cache and cookies on your browser	Restart your computer 
Access the PMT during non-peak periods such as the early morning or late evening 	Ensure that JavaScript is enabled on your computer.

If you encounter a system error, you may want to try these options, such as logging out and logging back in, accessing the site with a different browser, or clearing the cache and cookies on your browser. You may want to access the PMT during non-peak periods when fewer people are also using the site.



## Recorded Webinar Trainings



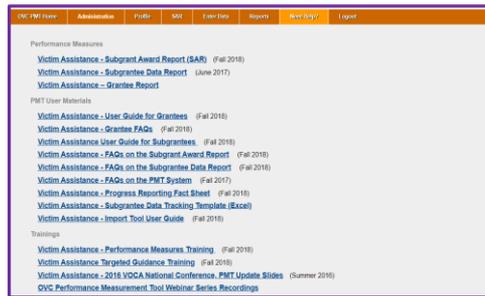
- OVC PMT webinars are available via the PMT's Need Help? page or via OVC's public-facing website on the **Performance Measurement Tool Webinar Series page** (<https://ovc.gov/grants/performance-measurement-tool-webinar-series.html>).



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## Need Help? Page



- **PMT User Guide:** Includes tips for navigating through the PMT system
- **Performance Measures:** A list of all performance measures with explanations
- **Subgrantee Data Tracking Template:** A tool to help subgrantees collect data

The **OVC PMT Helpdesk** communicates with grantees when updated resources are available for download. If a grantee would like to confirm they have the most current resources, they can contact the helpdesk for the latest file.

## Office for Victims of Crime Performance Measurement Tool Helpdesk



If you have any questions about performance measures, system navigation, or the content in this presentation, please contact the **OVC PMT Helpdesk**.

- The OVC PMT Helpdesk is available from 8:30 a.m.–5:00 p.m. ET on weekdays, except federal holidays and via email at [ovcpmt@usdoj.gov](mailto:ovcpmt@usdoj.gov) or toll-free at 1–844–884–2503.
- If you are experiencing a system issue, the helpdesk may escalate your issue to the development team for further investigation. If the issue is widespread amongst grantees and subgrantees, OVC will send an email to all grantees with necessary information and next steps.

### **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](mailto:GMS.Helpdesk@usdoj.gov).