



**Overview:** The OVC PMT is a Web-based reporting system where grantees administering Victims of Crime Act (VOCA) Formula funded programs (i.e., Victim Compensation and Victim Assistance) can electronically submit quantitative and qualitative program performance data. Performance measures are developed to collect meaningful data so that grantees can show the progress they have made toward meeting OVC program goals and objectives. Grantees report quantitative data quarterly or every 3 months following the Federal fiscal year and report qualitative (narrative) data annually. After completing data entry in the PMT for all four quarters, **grantees must create an annual performance report in the PMT and upload it as an attachment for all open awards as a progress report in GMS.**

*A grantee is the State Administrative Agency (SAA), the direct recipient of funds from OVC. For the Assistance program, a subgrantee receives subgrant-award funds from the SAA. If you are a subgrantee, please contact your SAA for reporting requirements.*

## Data Entry Steps

1. Log in, and select OVC PMT. *If you do not have an assigned PMT login, contact the OVC PMT Help Desk. If you are a subgrantee, contact your SAA.*  
[https://www.ojpssso.org/support/OJP\\_PMP\\_SSO\\_Login\\_Instructions.pdf](https://www.ojpssso.org/support/OJP_PMP_SSO_Login_Instructions.pdf)
2. Refer to the **Performance Measures** and other training materials on the *Need Help* page.
3. Go to the *Enter Data* page, and select a reporting period.
4. Enter data, and **Save**  
*Please be aware that your session will time out after 30 minutes of inactivity. To avoid losing or having to reenter data, click **Save** before leaving the system unattended or when finished entering data.*
5. Review data:
  - a. Review and address any errors.
  - b. **Mark Data as Complete** or approve the report for submission.
6. Create a Report:
  - a. **Add Comments** to further explain the information in your report.
  - b. **Export as a PDF file**
  - c. Save the report to your computer.
7. Upload or attach the *Annual Performance Report* to all open federal awards in GMS to meet progress report requirements in the GMS (when it's due in December).

*SAs with subgrantees are responsible for subgrantee reporting and data review/verification. SAs have the option to allow subgrantees access to PMT to enter their own data.*

Reporting period	Type of data	PMT due date	If/when to upload to GMS?
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 and Narrative	November 15	Yes (December 30)

## Need help with GMS?

After entering data in the PMT and completing quarterly data reports, log in to the GMS Web site to submit a progress report (when it's due).

<https://grants.ojp.usdoj.gov/gmsexternal>

**An Annual Performance Report from PMT must be submitted as an attachment for all open awards as a progress report in GMS.**

For help accessing and navigating the GMS system, please call 1 (888) 549-9901 option 3.

## Information and Resources

Helpful information and user materials are available on the PMT's *Need Help* page, including the following:

- [User Guides](#) for navigation
- [Performance Measures](#) for data entry
- [Frequently Asked Questions \(FAQs\)](#)
- [Recorded Webinar Trainings](#)

Training is scheduled throughout the year to help familiarize users with the performance measures and PMT system's data collection process. State/territory grantees receive e-mail notifications about training, measures and system updates, and reporting reminders.

