



**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. Report data quarterly or every 3 months following the Federal fiscal year and narrative data annually. After completing data entry in the PMT for all four quarters, grantees must create an annual report in the PMT and upload it as an attachment to their state's annual progress reports in the Grants Management System (GMS).

*A grantee is the direct recipient of funds from OVC. A subgrantee receives subgrant-award funds from the grantee or State Administrative Agency (SAA). If you are a subgrantee, please contact your SAA for reporting requirements. Subgrantees do not report in GMS.*

### 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.ojpsso.org/support/OJP\\_PMP\\_SSO\\_Login\\_Instructions.pdf](https://www.ojpsso.org/support/OJP_PMP_SSO_Login_Instructions.pdf)
1. Refer to the **Performance Measures** and other training materials on the *Help* page.
2. Go to the *Enter Data* page, and select a reporting period.
3. 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.*
4. Review data:
  - a. Review and address any errors.
  - b. **Mark Data as Complete** or approve the report for submission.
5. 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.
6. Upload or attach the Annual Performance Report to your State's progress report in the GMS (when it's due in December).

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

### Information and Resources

Helpful information and user materials are available on the PMT's *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 users receive e-mail notifications about training, measures and system updates, and reporting reminders.

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

### 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>

A PMT Report must be submitted as an attachment to all progress reports in GMS.

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

