OFFICE FOR VICTIMS OF CRIME

https://www.ovcpmt.org

Overview: The OVC PMT is a Web-based reporting system where Vision 21 grantees 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 semiannually. After completing data entry in the PMT for two quarters, grantees must create a semiannual performance report in the PMT and upload it as an attachment to their annual progress reports in the Grants Management System (GMS) in January and July of each year.

A grantee is the direct recipient of funds from OVC. A subgrantee receives federal award funds from the grantee. All subgrantee data should be reported in the narrative questions.

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.*
   https://www.ojpsso.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.
   a. 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.

5. 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 Semi-Annual Performance Report to your progress report in the GMS (when it's due in January and July).

Reporting Period	Type of Data	PMT Due Date	If/When to Upload to GMS
October 1–December 30	Program Performance Measures and Narrative	January 30	Yes (January 30)
January 1–March 30	Program Performance Measures	April 30	No
April 1–June 30	Program Performance Measures and Narrative	July 30	Yes (July 30)
July 1–Sept 30	Program Performance Measures	November 15	No

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 open federal awards in GMS in January and July of each year of the award.

- 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. Those indicated as the grantee points-of-contact (POCs) receive e-mail notifications about training, measures and system updates, and reporting reminders.

CSR®