

BUREAU OF JUSTICE ASSISTANCE
JOHN R. JUSTICE LOAN REPAYMENT PROGRAM
PERFORMANCE MEASURES

The following pages outline general questions and performance measures for the Bureau of Justice Assistance (BJA) John R. Justice (JRJ) Program. The performance measures for the JRJ program help indicate to what extent qualified individuals are encouraged to become prosecutors and public defenders and to continue in these professions.

Activity conducted with the JRJ grant is reported in two formats—quantitative (numeric data) and qualitative (narrative responses). The numeric data are entered in the BJA Performance Measurement Tool (PMT) every 3 months, referred to as a reporting period. The narrative questions are 7 questions that are required of all BJA grantees. They are answered in January and July of each calendar year (and at the close of your grant) based on activities that occurred during the previous 6-month period.

In January and July of each calendar year (and at the close of your grant), the grantee (or direct recipient of funds from BJA) is responsible for creating the *PMT (or Final) Report* from the PMT to upload into the Justice Grants System (JustGrants). During the nonsubmission periods, you are encouraged to create this report for your records.

If you have questions about your program, please contact your State Policy Advisor (SPA) at <https://www.bja.gov/About/Contacts/ProgramsOffice.html>.

Your response to the questions that follow must be entered in the PMT at <https://bjapmt.ojp.gov>. If you have any questions about the PMT or performance measures, please call the BJA Performance Tools Help Desk at 1-888/252-6867, or send an e-mail to bjapmt@usdoj.gov.

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AWARD ADMINISTRATION

Is this the last reporting period for which the award will have data to report? *For example, all funds have been expended and the award is in the process of closing out in the Justice Grants System (JustGrants).*

- A. Yes, create a final report.
- B. No

GRANT ACTIVITY

1. Was there grant activity during the reporting period? *Grant activity is defined as any proposed activity in the BJA-approved grant application that is implemented or executed with BJA program funds. Examples of activities that would merit a “yes” response to this question include conducting outreach, collecting applications, identifying eligible applicants, selecting applicants, and awarding and/or distributing funds.*
 - A. Yes/No
 - B. If No, please explain _____

GENERAL AWARD INFORMATION

2. Is the JRJ Program the first loan reimbursement program administered by the state-appointed agency? *Other loan repayment programs may include those for teachers, dentists, and rural veterinarians.*
 - A. Yes/No
3. Is the JRJ Program modeled after an existing state or local loan reimbursement program? *Other loan repayment programs may include those for teachers, dentists, or rural veterinarians.*
 - A. Yes/No
 - B. If Yes, please explain _____
4. **Allocated Amount Matrix:** In the table below, enter the monetary amount for each of the following:
Total Grant Amount: *Total amount awarded by BJA for JRJ Program activities*
Administrative Allocated Amount: *This value should be less than or equal to 15% of the Total Grant Amount. These funds will be used for management and administration of the loan repayment program over the life of the award. Among the administrative costs that would be considered are costs incurred in producing outreach materials (e.g., marketing materials, websites, brochures, and briefings).*

Total Grant Amount	\$
Administrative Allocated Amount (to manage the JRJ program)	\$
Amount Eligible for Distribution (life of the award)	\$

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5. Was there any coordination between your office and the Public Service Student Loan Forgiveness (PSLF) Program? *The Public Service Student Loan Forgiveness Program is a loan forgiveness program provided by the Department of Education that gives aid to individuals in public service.*
- A. Yes/No
6. What requirements will be considered when determining the “least ability to repay” calculation? *The question indicates the requirements that are a part of the SAA’s plan to identify eligible applicants for the JRJ Program. Per the solicitation’s “Least Ability to Pay” Formula Requirement, State agencies must give priority to those eligible beneficiaries who have the least ability to repay their loans. Individuals are permitted to apply for the JRJ funding only from the state where they are employed. The items (A–F) selected represent the factors used to determine those eligible for consideration for the “least ability to pay” formula. The “other” item gives the grantee an opportunity to indicate other factors that identify eligible applicants. Select all that apply.*
- A. The beneficiary’s total educational debt
- B. The beneficiary’s gross or net income; or, if married, household gross or net income
- C. An adjustment for cost of living
- D. The ratio of beneficiary’s total educational debt to total assets
- E. Number of dependents claimed by the beneficiary
- F. The beneficiary’s noneducation debt financial obligations
- G. Other
- H. If Other, please explain _____
7. What factors (in addition to “least ability to pay”) will be used for identifying eligible JRJ Program applicants? *The question indicates other factors used to identify eligible applicants in addition to those identified in question 6. The items (A–H) selected represent the factors used to determine those eligible for consideration for the “least ability to pay” formula. The “other” item gives the grantee an opportunity to indicate other factors that identify eligible applicants. Select all that apply.*
- A. Salary cap for initial applicants
- B. Distribution of awards to ensure a range of geographic and demographic representatives (i.e., distribution to quadrants and rural/urban areas)
- C. Critical language needs (i.e., used to maintain critical languages, which may include Spanish and Tribal languages)
- D. Assistance from other sources
- E. Amount of qualifying loan debt (up to \$10,000 per beneficiary)
- F. Amount of repayment benefit
- G. Consideration of academic achievement (i.e., class rank, GPA)
- H. Meritorious service (i.e., high-mark job evaluations)
- I. Other
- J. If Other, please explain _____
8. Please describe any challenges with developing the loan repayment program application.
- A. Explain your response in up to 200 words or less. _____

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9. Please describe any challenges with developing or implementing the outreach plan.
A. Explain your response in up to 200 words or less. _____
10. Please describe any challenges with calculating and/or determining “the least ability to repay.”
A. Explain your response in up to 200 words or less. _____
11. Please describe any challenges with following the 50/50 requirement distribution.
A. Explain your response in up to 200 words or less. _____

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12. Was outreach conducted during the reporting period?
A. Yes/No
B. If no, please explain why there was no outreach conducted. _____
13. What types of outreach were conducted during the reporting period? *Select all that apply.*
A. Website
B. Email
C. Letters
D. Pamphlets/Brochures
E. Fact Sheet
F. Newsletter
G. CD/DVD
H. Conference calls
I. Bulletin
J. Conferences (State Bar Association conference, State Public Defenders)
K. Other
L. If Other, please explain _____
14. Were new applications collected during the reporting period?
A. Yes/No
15. If no new applications were collected during the reporting period, was it because previously funded applicants were selected?
A. Yes/No
B. If no, please explain why there were no applications collected.

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16. Please list the number of **PREVIOUSLY FUNDED** applicants in the table below. *Please separate the values by the number of prosecutors, state or public defenders, and Federal public defenders. The number of previously funded applicants should not include **new** applicants.*

	Prosecutors	State and Local Public Defenders	Federal Public Defenders
Number of Previously Funded Applicants During the Reporting Period			

16a. Please list the number of **NEW** applicants in the table below. *Please separate the values by the number of prosecutors, state or public defenders, and Federal public defenders. The number of **new** applicants should not include previously funded applicants.*

	Prosecutors	State and Local Public Defenders	Federal Public Defenders
Number of NEW (Not Previously Funded) Applicants During the Reporting Period			

17. Were new ELIGIBLE applicants identified during the reporting period? *Eligible applicants are those that meet the requirements to qualify for an award. Not all eligible applicants will necessarily be selected to receive an award. Eligible applicants must be full-time prosecutors or public defenders working for the state/local government or with a nonprofit under contract with a state/local government. For more details on necessary qualifications, please refer to the requirements listed in the Federal solicitation.*

A. Yes/No

18. If yes, how many new applicants were eligible? *Each of the values entered below should be separated by the number of prosecutors, state and local public defenders, and Federal public defenders.*

Number of Eligible Applicants Who Were Prosecutors During the Reporting Period	
Number of Eligible Applicants Who Were State and Local Public Defenders During the Reporting Period	
Number of Eligible Applicants Who Were Federal Public Defenders During the Reporting Period	

19. Were any applicants **SELECTED** to receive loan repayments during the reporting period? *The applicants selected represent the number of attorneys chosen to participate in the program, but who did not necessarily receive funds.*

A. Yes/No

B. If no, please explain why there were no applicants selected. _____

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20. Please list the number of selected applicants in the table below. Please separate the values by the number of prosecutors, state or public defenders, and Federal public defenders. *The number of previously funded applicants should **not** include new applicants.*

	Prosecutors	State and Local Public Defenders	Federal Public Defenders
Number of Previously Funded Applicants Selected During the Reporting Period			
Number of NEW (Not Previously Funded) Applicants that were Selected During the Reporting Period			

21. Were funds awarded during the reporting period? *This question refers to the amount of BJA funding that has been obligated to selected applicants during the reporting period. Please report only amounts awarded during the reporting period. Do not report the same amount awarded in previous periods or an aggregate amount.*

- A. Yes/No
- B. If no, please explain why there were no funds awarded.

22. If yes, please enter the amounts awarded to JRJ program participants during the reporting period in the table below. An amount awarded is one that is budgeted but not necessarily distributed during the reporting period.

Amount Awarded to Prosecutors During the Reporting Period	
Amount Awarded to State and Local Public Defenders During the Reporting Period	
Amount Awarded to Federal Public Defenders During the Reporting Period	

23. Were funds distributed during the reporting period? *This question refers to the amount of BJA funding that has been dispersed to pay the loans of selected applicants during the reporting period. Please report only amounts distributed during the reporting period. Do not report the same amount distributed as in previous periods or an aggregate amount.*

- A. Yes/No
- B. If no, please explain why there were no funds distributed during the reporting period.

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24. If yes, please enter the amounts distributed to JRJ Program participants, as well as the number of attorneys who received JRJ benefits during the reporting period. *An amount distributed is a financial transaction between the awarding agency and the JRJ applicant, and the applicant must accept the JRJ benefit.*

	Amount Distributed to Participants	Number of Attorneys that Received JRJ Benefits
Prosecutors		
State and Local Public Defenders		
Federal Public Defenders		

25. Did you have any problems issuing payments to loan companies?

- A. Yes/no
- B. If yes, please describe any challenges you faced with issuing payments to the loan companies. _____

26. Did any JRJ recipients voluntarily exit the program during the reporting period without satisfying the terms of their agreement? *This measure is used to indicate the number of participants who left the program without completing their service obligation.*

- A. Yes/no
- B. If yes, please explain _____

27. If yes, how many participants exited the program during the reporting period?

Number of Selected Prosecutors Who Voluntarily Exited the Program Without Completion During the Reporting Period	
Number of Selected State and Local Public Defenders Who Voluntarily Exited the Program Without Completion During the Reporting Period	
Number of Selected Federal Public Defenders Who Voluntarily Exited the Program Without Completion During the Reporting Period	

28. Did the application process close during the reporting period?

- A. Yes/No

29. Please describe any challenges you faced with other issues not stated previously. *Please explain your answer in 200 words or less.* _____

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RECRUITMENT AND RETENTION

This next set of questions is about the impact of the JRJ grant on recruitment and retention over the life of the grant. This section is to be completed at the close of the grant during the last reporting period when creating a *Final Report* in the PMT.

30. During the life of the award, how many applicants indicated that the JRJ program impacted their decision to apply for a government position? _____

31. During the life of the award, how many recipients indicated that this program impacted their decision to remain employed with a government entity? _____

32. Please explain the impact of this JRJ grant on recruitment and retention.

33. Did you have a remaining balance that went unobligated when the grant closed?

A. Yes/No

B. If yes, please explain _____

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NARRATIVE QUESTIONS

You will be asked to answer these questions in January and July, and at the end of your grant. Please answer them based on the last 6-month period. You can use up to 5,000 characters for each response.

1. What were your accomplishments during the reporting period?

2. What goals were accomplished, as they relate to your grant application?

3. What problems/barriers did you encounter, if any, during the reporting period that prevented you from reaching your goals or milestones?

4. Is there any assistance that BJA can provide to address any problems/barriers identified in question #3?

- A. Yes (Please explain)
- B. No

5. Are you on track to fiscally and programmatically complete your program as outlined in your grant application?

- A. Yes
- B. No (Please explain)

6. What major activities are planned for the next 6 months?

7. Based on your knowledge of the criminal justice field, are there any innovative programs/accomplishments that you would like to share with BJA?

THANK YOU FOR PARTICIPATING!