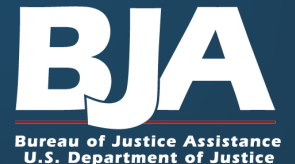


BUREAU OF JUSTICE ASSISTANCE

Project Safe Neighborhoods Training

Part 2 of 2: How and When to Complete Subrecipient Reporting

May 2023



Agenda



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- Project Safe Neighborhood (PSN) Reporting In the Performance Measurement Tool (PMT)
 - Managing Subrecipient Reporting in the PMT
 - PMT Report Submission in the Justice Grants system (JustGrants)
- Contact Information and Resources



PSN Reporting



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- BJA PMT is the online system required for grantee performance measurement reporting.
 - PSN grantees report data into the online questionnaire quarterly (January/April/July/October).
 - Access the PMT: <https://ojpsso.ojp.gov>.
 - Additional training on reporting within the PMT can be found on BJA's Performance Management website: <https://bja.ojp.gov/funding/performance-measures/overview>.



User Name **Password**

[Forgot Password](#)

Please note:

1. The PMT system will remain open for reporting until further notice. The Grants Management System (GMS) closed on September 22. Beginning October 15, primary grantees or direct recipients of OJP grant funds should upload PMT reports in PDF format to JustGrants (<https://justicegrants.usdoj.gov>) instead of the GMS. Primary grantees should upload PMT reports in JustGrants semi-annually or annually (in accordance with the award solicitation) and at closeout.
2. The PMT System works best in Google Chrome (version 4.1.0 and above) and Internet Explorer (version 11 and above).
3. In order for PMT system features to properly function, users must enable JavaScript. For instructions on how to enable JavaScript, click [here](#).


PSN Reporting



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- The report generated by the PMT is then uploaded into the [JustGrants](#) twice a year (January/July).
 - Guidance for uploading and completing a report in JustGrants:
<https://justicegrants.usdoj.gov/training/training-performance-reporting>.
 - For JustGrants-related questions, contact the JustGrants Support Team:
JustGrants.Support@usdoj.gov or 833-872-5175.



	User Name Email Address <input type="text"/>	Password Maximum of 3 attempts <input type="password"/>	<input type="button" value="Login"/>
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[Forgot Password](#)

Please note:

1. The PMT system will remain open for reporting until further notice. The Grants Management System (GMS) closed on September 22. Beginning October 15, primary grantees or direct recipients of OJP grant funds should upload PMT reports in PDF format to JustGrants (<https://justicegrants.usdoj.gov>) instead of the GMS. Primary grantees should upload PMT reports in JustGrants semi-annually or annually (in accordance with the award solicitation) and at closeout.
2. The PMT System works best in Google Chrome (version 4.1.0 and above) and Internet Explorer (version 11 and above).
3. In order for PMT system features to properly function, users must enable JavaScript. For instructions on how to enable JavaScript, click [here](#).

When Do I Report?



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Reporting Period	Data Required	PMT Deadline	Upload to JustGrants?
October 1–December 31	Performance Measures and Narrative Questions	January 30	Yes January 30
January 1–March 31	Performance Measures	April 30	No
April 1–June 30	Performance Measures and Narrative Questions	July 30	Yes July 30
July 1–September 30	Performance Measures	October 30	No
Last Reporting Period of Award	Performance Measures and Narrative Questions	120 Days After Award End Date	Yes 120 Days After Award End Date

Prime Grantee and Subrecipient Roles and Responsibilities



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Grantees are responsible for:

- Issuing subawards and reporting subrecipient and subaward data to the Office of Justice Programs (OJP).
- Monitoring subrecipients to ensure appropriate use of federal funds and implementation of program activities.
- Following—and monitoring that subrecipients are following—applicable federal rules regarding financial management, internal controls, cost principles, and audit requirements.
- Collecting, reviewing, and submitting performance data for activities implemented by the subrecipient.



<https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/Subaward-Procure-Toolkit-D.pdf>

Adding a Subrecipient: Grantee Federal Awards Page



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Click to view: [All Grants](#) [BWC](#) [Byrne SCIP](#) [COSSAP \(formerly COAP\)](#) [HT ECM](#) [JAG](#) [1M1CP Expansion](#) [1M1CP Planning](#) [1M1CP Planning & Implementation](#) [PSN](#) [SAKI](#) [SPI](#)

Click to view: [All PSN Awards](#) [2019-TE-ST-0018](#) [2017-TE-ST-0008](#)

Grantee Federal Awards

This screen provides a summary of your data entry and report status by Federal award. This list includes only those reporting periods for Violent Gang and Gun Crime Reduction—Project Safe Neighborhoods that require reporting at this time.

[View All Reporting Periods](#)

PSN

Federal Award Number	Award Amount	Reporting Period	Data Entry Status	Report Status
		January to March 2019	In Progress Begin Reporting Process	Not Created Create JustGrants Report
		April to June 2019 REMINDER: Upload this JustGrants report into JustGrants by 7/30	Not Started Begin Reporting Process	Not Created Create JustGrants Report

DO
Select the
Federal Awards tab

DO NOT
Select the
Manage Subrecipients tab

Find the Grant Award you
want to add subrecipients
under.

Select "Begin Reporting
Process."

Adding a Subrecipient: Award Administration Page



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Award Administration

For the federal award noted below, please select the button that best describes use of the federal award for activities outlined in your grant application.

PSN

Federal Award Number	Award Amount
2019-TE-ST-0018	
Start Date: Jan 01, 2019 End Date: Sep 30, 2019	\$ 298,517

All grant funds are sub-awarded to subrecipients (Grantee does not implement any programs, services or activities)

All grant funds are used by grantee only

All grant funds are used by grantee and subrecipients (includes disparate jurisdictions)

If this is your first-time entering data for your federal award—and if your award allows subrecipients—you will see this page, which provides three subrecipient options.

The purpose of this page is to tell the system how funds are administered.

Note: PSN Fiscal Agents may choose to enter data on behalf of their subrecipients OR set up subrecipients to enter their own data.

- All grant funds are sub-awarded to subrecipients (Grantee does not implement any programs, services or activities)
- All grant funds are used by grantee only
- All grant funds are used by grantee and subrecipients (includes disparate jurisdictions)

Award Administration Tab



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Award Administration

For the federal award noted below, please select the button that best describes use of the federal award for activities outlined in your grant application.

PSN

Federal Award Number	Award Amount
2019-TE-ST-0018	\$ 298,517
Start Date: Jan 01, 2019 End Date: Sep 30, 2019 Closed Date: Mar 31, 2019	

Reporting Period: 01/01/2019 - 03/31/2019
FY 19 PSN 2

Award #: 2019-TE-ST-0018

Project Amount: \$298,517

Solicitation: BJA

- All grant funds are sub-awarded to subrecipients (Grantee does not implement any program)
- All grant funds are used by grantee only
- All grant funds are used by grantee and subrecipients (includes disparate jurisdictions)

Award Administration | Grant Activity | Site/Project Information | Planning and Understanding the Problem

Data Tracking and Data Analysis | Training and Technical Assistance | Task Force Partnerships | Response to Problem

Prevention and Community Empowerment | Program Impact | Forensic Genealogy Testing | Goals and Objectives Module

Review

Is January to March 2019 the last reporting period for which this award will have data to report expended and the award is in the process of closing out in JustGrants.

- Yes, create a final report.
- No

Continue

Cancel

Is this the last reporting period for which the award will have data to report?

- A. Yes If Yes, answer the **Closeout** question, and create a final report.
- B. No

For more information contact bjagmt@ojp.usdoj.gov
Toll-free Technical Assistance Helpdesk Number: 1-888-252-6867

Save

Save & Continue

Selecting "Yes, create a final report" on the Award page will Auto-populate "Yes" on the Award Administration page of the questionnaire.

Grant Activity Tab



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Reporting Period: 01/01/2019 - 03/31/2019
FY 19 PSN 2

Award #: 2019-TE-ST-0018

Project Amount: \$298,507

Solicitation: BJA

Award Administration **Grant Activity** Site/Project Information Planning and Understanding the Problem

Data Tracking and Data Analysis Training and Technical Assistance Task Force Partnerships Response to Problem

Prevention and Community Empowerment Program Impact Forensic Genealogy Testing Review

1. Was there grant activity during the reporting period?

A. Yes

B. If No, please select from the following responses:

Reason(s) for no grant activity during the reporting period.	Select all that apply
In procurement	<input type="checkbox"/>
Project or budget not approved by agency, county, city, or state governing agency	<input type="checkbox"/>
Seeking subcontractors (Request for Proposal stage only)	<input type="checkbox"/>
Waiting to hire project manager, additional staff, or coordinating staff	<input type="checkbox"/>
Paying for the program using prior federal funds	<input type="checkbox"/>
Administrative hold (e.g., court case pending)	<input type="checkbox"/>
Still seeking budget BJA approval	<input type="checkbox"/>
Waiting for partners or collaborators to complete the application	<input type="checkbox"/>
Other	<input type="checkbox"/>
If Other, please describe	<div style="border: 1px solid gray; height: 40px; width: 100%;"></div> <p>You have 5000 characters left. (Maximum characters: 5000)</p>

If there was No grant activity, select “No” and select from the following reasons for no grant activity during the reporting period.

Note: Once you select “Yes” to “Was there grant activity during the reporting period” the program becomes operational and should remain so until the grant closes out.

Adding an Individual Subrecipient



[Info & Resources](#) [Profile](#) [Federal Awards](#) [Home Out](#) [Manage Subrecipients](#) [Reports](#) [Help](#) [Log](#)

Program: PSN Reporting Period: Jan - Mar 18 Federal Award Number: 2017-TE-ST-0008 \$298,517

Grantee Status Summary for Federal Award Number 2017-TE-ST-0008

Grantee Activity

Grantee	Amount Allocated for Grantee-level Activity and Administration	Actions	Data Entry Status	Report Status
CSRA Smoke Test	\$ 298,517	Save	Enter Edit View	Not Created Create JustGrants Report

Subrecipient Activity

You have not assigned any subrecipients to award 2017-TE-ST-0008.

[Add a Subrecipient](#) [Add Subrecipients Bulk Upload](#)

Select "Add a subrecipient."

Select "Add subrecipients Bulk Upload" to download the XLS template and upload several subrecipients.

Adding an Individual Subrecipient



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Info & Resources	Profile	Federal Awards	Home Out	Manage Subrecipients	Reports	Help	Log
Program: PSN Reporting Period: Jan - Mar 22 Federal Award Number: 2017-TE-ST-0008 \$298,517							

Add a Subrecipient to Federal Award Number 2017-TE-ST-0008

The following is a list of all subrecipients created for all federal awards received by your organization.

Before creating a new subrecipient, please check the list below to determine if the subrecipient already exists. You may need to select "Show All" to view a complete list. If a subrecipient already exists and received additional funding, select 'Add a Subaward' to add another subaward to their existing profile or PMT ID. Do not create multiple accounts for the same subrecipient organization.

Subrecipient	PMT ID	Users	Subrecipient Actions
test BWC subrecipient [More...] COSSAP (formerly COAP) subrecipient [More...] JAG subrecipient [More...]	VA0540G	test@test.com	Add a Subaward Edit Subrecipient Manage Users

Select "Create a New Subrecipient."

Primary Contact:	<input type="text"/>	(Name)	Create New Subrecipient Add Subrecipients Bulk Upload
	<input type="text"/>	(Phone)	
	<input type="text"/>	(Email)	
Secondary Contact:	<input type="text"/>	(Name)	
	<input type="text"/>	(Phone)	
	<input type="text"/>	(Email)	

Enter organization name, primary contact name, e-mail, and phone number.

Subrecipient Information



Info & Resources	Profile	Federal Awards	Home Out	Manage Subrecipients	Reports	Help	Log
Program: PSN Reporting Period: Jan - Mar 19 Federal Award Number: 2019-TE-ST-0018 \$298,517							

Pay close attention to the Project Period dates. The system defaults to the period of the Federal Award, but often the subaward may not be active during the entire life of the Federal Award.

Any funds reported only represent an estimate of dollars allocated or used for activities covered by this grant award.

Subrecipient	User ID	Subaward Number	Project Period	Amount of Subaward	Actions
test	VA0540G	<input type="text"/>	Start: Jan 1 2019 End: Mar 31 2023 <input type="checkbox"/> Use as default dates for #2019-TE-ST-0018 projects	\$ <input type="text"/>	<input type="button" value="Save"/> <input type="button" value="Cancel"/>

Enter the subaward number, project period dates, and amount of subaward.

Select "Save" to continue.

Entering and Editing Subrecipient Data



Grantee Activity

Grantee	Amount Allocated for Grantee-level Activity	Data Entry Status	Report Status
State	\$0	Complete Enter/Edit Data	Not Created Create GMS Report

Subrecipient Activity - 2 subawards Active

[Edit All Checked](#)
[Add a Subrecipient](#)
[Add Subrecipients Bulk Upload](#)
[Find Subrecipients](#)

Check All <input type="checkbox"/>	Subrecipient	User ID	Subaward Number	Project Period	Amount of Subaward	Activity Type	Data Entry Status
<input type="checkbox"/>	Sheriff's Office		9R02	Jan 1, 09 - Sep 30, 12	\$34,641		Not Started Data must be entered by subrecipient Remove
<input type="checkbox"/>	Department of Corrections		9R01	Jan 1, 09 - Sep 30, 12	\$39,063		Not Started Enter/Edit Data Edit Remove

To enter data on behalf of the subrecipient under your Prime Grantee/Grantor account, select the subrecipient, and click "Enter/Edit Data."

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[BWC](#)
[Crime STOP](#)
[CROSSBAR \(Domestic COMP\)](#)
[LIT ECR](#)
[JAG](#)
[SABER Expansion](#)
[SABER Planning](#)
[SABER Planning & Implementation](#)
[PSN](#)
[S&I](#)
[SPI](#)

[Click to view: All PSN Awards](#)
[2019-TE-ST-0018](#)
[2017-TE-ST-0008](#)

Grantee Federal Awards

This screen provides a summary of your data entry and report status by Federal award this list includes only those reporting periods for Violent Gang and Gun Crime Reduction—Project Safe Neighborhoods that require reporting at this time.

[View All Reporting Periods](#)

Federal Award Number	Award Amount	Reporting Period	Data Entry Status	Report Status
		January to March 2019	In Progress Begin Reporting Process	Not Created Create JustGrants Report
		April to June 2019 REMINDER: Upload this JustGrants report into JustGrants by 7/30	Not Started Begin Reporting Process	Not Created Create JustGrants Report

Adding Users to Subrecipient Awards



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[Info & Resources](#) [Profile](#) [Federal Awards](#) **[Manage Subrecipients](#)** [Reports](#) [Help](#) [Log Out](#)

Manage Subrecipients

The following is a list of all subrecipients created for all federal awards received by your organization.

Before creating a new subrecipient, please check the list below to determine if the subrecipient already exists. You may need to select "Show All" to view a complete list. If a subrecipient already exists and received additional funding, select 'Add a Subaward' to add another subaward to their existing profile or PMT ID. Do not create multiple accounts for the same subrecipient organization.

<u>Subrecipient</u>	<u>PMT ID</u>	<u>Users</u>	<u>Subrecipient Actions</u>
Test TCCLA subrecipient [More...]	TEST0127G		Edit Subrecipient Manage Users

To create subrecipient users, follow these steps:

- Go to the "Manage Subrecipients" page on the navigation toolbar.
- Select "Manage Users" to add new subrecipients users to their account.
- The "Users" column shows a list of all users with access to the subrecipients accounts.

New User Form



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Create New User Form

First Name:

Last Name:

Email: (format: joe@smith.com)

Phone: (format: (999)999-9999x999)

Save

Cancel

Checking Subrecipient Data Entry



The subrecipient's data entry status will change once they have completed their reporting.

Not Started: The subrecipient has not entered any data.

In Progress: The subrecipient has begun entering data but has not completed data entry.

Complete: Project period was operational, and all data have been reported.

Check project period end date: The subrecipient is not required to report during this reporting period.

Grantee Activity

Grantee	Amount Allocated for Grantee-level Activity	Data Entry Status	Report Status
State	\$0	Complete Enter/Edit Data	Not Created Create GMS Report

Subrecipient Activity - 2 subawards Active

[Edit All Checked](#) [Add a Subrecipient](#) [Add Subrecipients Bulk Upload](#) [Find Subrecipients](#)

Check All	Subrecipient	User ID	Subaward Number	Project Period	Amount of Subaward	Activity Type	Data Entry Status	Subaward Actions
<input type="checkbox"/>	Sheriff's Office						Not Started Data must be entered by subrecipient	Edit Remove
<input type="checkbox"/>	Department of Corrections		9R01	Jan 1, 09 - Sep 30, 12	\$39,063		Complete Review Data	Edit Remove

Select "Review Data" to view subrecipient data.

Sending Report Back for Revisions



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The “Send for Revisions” button will not appear if the subrecipient’s data entry status is **Not Started** or **In Progress**.

The Data Entry has been Certified.

***This Data Entry has been completed and certified by Katie Rossomondo on 04/12/2016.

Send For Revisions

Review the subrecipient’s data. If changes need to be made, you can:

- Send the record back to the subrecipient for revisions.
- or-
- Edit data as the grantor.

Sending Report Back for Revisions



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The Data Entry has been Certified.

***This Data Entry has been completed and certified by _____ on 04/12/2016.

Please explain why you are sending this back for revisions:

Type in your message and select "Send."

You can return the data to the subrecipient with a message explaining the changes that are needed to correct the data and when they need to have the report returned.

Message displays to subrecipient as follows:

Your questionnaire has been unlocked in the BJA PMT.

Please log in to the BJA PMT at <https://ojpsso.ojp.gov> to revise and resubmit your data. See message below from your grantee state.

Grantee's message inserted here.

Subrecipient Data Entry Status



Info & Resources	Profile	Federal Awards	Home Out	Manage Subrecipients	Reports	Help	Log
Program: PSN Reporting Period: Jan - Mar 19 Federal Award Number: 2019-TE-ST-0018 \$298,517							

Grantee Status Summary for Federal Award Number 2019-TE-ST-0018

Grantee Activity

Grantee	Amount Allocated for Grantee-level Activity and Administration	Actions	Data Entry Status	Report Status
CSRA Smoke Test	\$298,507	Save	In Progress Enter/Edit Data	Not Created Create JustGrants Report

Subrecipient Activity - 1 subaward Active for 2019-TE-ST-0018

[Add a Subrecipient](#) [Add Subrecipients Bulk Upload](#) [Find Subrecipients](#)

Subrecipient	User ID	Subaward Number	Project Period	Amount of Subaward	Data Entry Status	Actions
test	VA0540G	gbj	Jan 1, 19 - Mar 31, 23	\$10	Not Started Enter/Edit Data	Edit Remove

On the Grantee Status Summary page, the subrecipient's data entry status now reads **In Progress**.

The status will remain **In Progress** until the subrecipient makes the necessary revisions and marks its data as complete.

Mark Data Entry As Complete



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Once all data entry for the subrecipient is complete, select "Mark data entry as complete" on the bottom of the review page.

A screenshot of a web form for marking data entry as complete. At the top, there is a checkbox labeled "Mark data entry as complete. The record will be locked for further data entry." which is circled in red. To the right of this checkbox is a "SAVE" button. Below the checkbox is a text area labeled "Additional Comments". At the bottom of the text area, it says "You have 500 characters left. (Maximum characters: 500)". Three blue callout boxes with arrows point to the checkbox, the "SAVE" button, and the "Additional Comments" text area respectively.

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)

Confirm that data entry is complete by selecting "Save."

Add any additional comments in this box to further explain the information reported.

PMT Report Submission in JustGrants



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January to March 2019	Complete Begin Reporting Process	Ready to Create Create JustGrants Report
April to June 2019 REMINDER: Upload this <i>JustGrants</i> report into JustGrants by 7/30	Not Started Begin Reporting Process	Not Created Create JustGrants Report
July to September 2019	Complete Begin Reporting Process	Ready to Create Create JustGrants Report
October to December 2019 REMINDER: Upload this <i>JustGrants</i> report into JustGrants by 1/30	Not Started Begin Reporting Process	Not Created Create JustGrants Report
January to March 2020	Complete Begin Reporting Process	Ready to Create Create JustGrants Report

On the Grantee Federal Awards page, select “Create JustGrants Report” in the reporting period that states: “REMINDER: Upload this *JustGrants* report into *JustGrants*” (for April–June and October–December reporting periods).

The semiannual report will automatically populate the previous quarter’s data.

PMT Report Submission in JustGrants



JustGrants Report PROJECT SAFE NEIGHBORHOODS (PSN) 2017-TE-ST-0008 Jan 2018 - Jun 2018

Export to PDF

Click "Export to PDF" and
save to your files for
upload into JustGrants.

The following report covers grantee reported activity for grant number 2017-TE-ST-0008 awarded to CSRA Smoke Test for the period Jan 2018 - Jun 2018. The award, in the amount of \$208,517.00, was issued as part of the BJA FY 17 PSN 2 solicitation. Any funds reported only represent an estimate of dollars allocated or used for activities covered by this award.

This report covers 2 reporting period(s) of data, represented as follows:

- Jan - Mar 2018
- Apr - Jun 2018

PMT Report Submission in JustGrants



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Type any relevant comments in the Comments field.

JustGrants
JGII Test Org26 (FAWA307046)
Performance Report (PR:361950)
(15PJIA-22-GG-01883-MUMU) [New](#)
Legal Entity Name: (JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As)
3 months from now

Complete Performance Measure Question Set

Question Set	Status	Last Updated	Last updated by	
BJA Ops Relentless Pursuit	New	7/6/22 2:12 PM	Queue processor(FAVPRCreation)	Re-Open

Comments

Comments History

Comment Date Time	Commented By	Comments
No items		

Attachments

[Upload](#)
The recommended files to upload are PDF, Microsoft Word and Excel.

[Save](#) [Submit](#)

Information **Audit**

PerformanceReportDueDate	1/30/2023 10:59 PM
PerformanceReportEndDate	12/31/2022 10:59 PM
PerformanceReportStartDate	7/1/2022 1:00 AM
Report Number	

In the Attachments section, select "Upload" to upload the PDF of the PMT.

Select "Submit" to complete the report or select "Save" and return later.

Resources



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- Link to PSN Performance Measures Questionnaire
 - <https://bja.ojp.gov/performance-measures/PSN-Measures.pdf>
- Best Practices in Managing Subgrantee Reporting in the Performance Measurement Tool (PMT)
 - <https://www.youtube.com/watch?v=Fp2Q3Rf755Y>
- Step by step instructions to complete and submit a PR using a Performance Measurement Tool (PMT) or other provided attachment
 - <https://justicegrants.usdoj.gov/sites/g/files/xyckuh296/files/media/document/performance-rpt-jarg2.pdf>

JustGrants Contact Information



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JustGrants Support Team

To access JustGrants, grantees must log into JustGrants or contact Justice.Grants@usdoj.gov.

For inquiries related to JustGrants, contact the JustGrants Support Team at JustGrants.Support@usdoj.gov or **833-872-5175** between 5:00 a.m. and 9:00 p.m. ET; and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 p.m. ET.



Contact Information and Resources



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BJA PMT HELPDESK

Monday–Friday
8:30 a.m.–5:00 p.m. Eastern Time
Closed on federal holidays
bjapmt@usdoj.gov

WEBSITES

- [Office of Justice Programs](#)
- [BJA Performance Measures](#)
- [OJP Grant Performance Measurement and Progress Reporting Information Portal](#)
- [Performance Measurement Tool](#)
- [BJA YouTube Channel](#)

Thank you for your hard work and dedication!