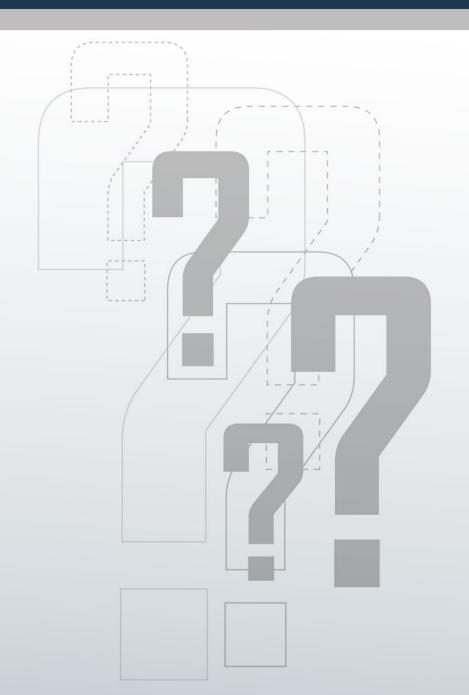# GRANTEE REPORTING
FREQUENTLY ASKED QUESTIONS

The purpose of this document is to assist grantees in fulfilling their grant reporting requirements. Grantees are encouraged to review this document upon acceptance of grant awards to understand reporting requirements, gain access reporting systems, and report accurate performance data on time. Performance data collected from grantees has several important purposes and allows the Bureau of Justice Assistance (BJA) to demonstrate the value of grant programs and related activities.

I. GENERAL INFORMATION

For questions related to the Performance Measurement Tool (PMT), performance measures (regardless of which system your award reports in), data collection, or other reporting issues, contact the PMT Helpdesk at bjapmt@ojp.usdoj.gov or by phone at 1−888−252−6867.

For grant-specific questions regarding timelines, allowable costs, and budget, contact your BJA Grant Manager, whose contact information can be found at: https://bja.ojp.gov/contact-us.

For assistance with the Justice Grants system (JustGrants), contact the JustGrants Service Desk via email at JustGrants.Support@usdoj.gov, by phone at 1-833-872-5175, or by visiting the JustGrants Support website: https://justicegrants.usdoj.gov/user-support.

II. REPORTING REQUIREMENTS

1. **What system do I report in?**

   JustGrants will eventually replace the PMT entirely; however, we are still in a period of transition. Depending on your award, you may report in either the PMT or JustGrants system. Refer to the Grantee Reporting Graphic to determine which system your program reports in. You can also check for a **Case ID number** in your Worklist in JustGrants. If a Case ID number is present, then the award reports directly to JustGrants. If you believe you have an award, but do not see a Case ID number in JustGrants or your grant program listed on the grantee reporting graphic, contact your State Policy Advisor/Grant Manager for guidance.

2. **When should I report?**

   Grantees enter BJA performance measure data quarterly, semiannually, or annually, depending on the requirements of their grant program and the reporting system:

   - Grantees reporting in the PMT are required to report performance measures data quarterly and respond to narrative questions semiannually. These grantees should upload their performance reports into JustGrants semiannually[1].
   - Grantees who do not report in the PMT, report directly into JustGrants on a semiannual or annual basis.

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[1] Please note that the DNA Capacity Enhancement for Backlog Reduction and the Post-Conviction Testing of DNA Evidence grants are exceptions as those programs report semiannually in the PMT.

The chart below provides the general reporting period timelines.

	Reporting Period	Deadline	System	System
Quarter 1	October–December	January	January 30	PMT & JustGrants
Quarter 2	January–March	April	April 30	PMT
Quarter 3	April–June	July	July 30	PMT & JustGrants
Quarter 4	July–September	October	October 30	PMT

3. What data am I required to report?

BJA has established performance measures for each individual program. These measures are defined in the grant solicitation you responded to and may be updated or revised during the life of the program. Past training on performance measure reporting requirements and an overview of BJA reporting is available on the BJA Multimedia website and the BJA YouTube channel.

4. Where can I find a list of the measures I will collect and enter data for my program?

BJA performance measures are listed on the BJA Program Performance Measures webpage. Here, you can access your program's performance measures, factsheets, and FAQs. If you have trouble locating the specific performance measures for your program, contact the BJA PMT Helpdesk.

5. Are grantees required to provide data for all performance measures or only for the measures they can, and are able to, provide data for? What if data is not available?

Grantees are required to enter data for all performance measures that are applicable to activities proposed in the approved grant application. If data is not available for the reporting period, enter 0 (zero) to indicate there is no data to enter, and add a comment to the *Performance Data Report* to indicate what the 0 (zero) represents.

6. Am I required to report if we have not yet expended any grant funds?

Yes, reporting requirements begin on the grant award start date. If no grant funding has been expended, answer No to the question, "Was there grant activity during the reporting period?" This will allow you to provide an explanation and skip the measures; if it's a period during which a semiannual report is due, you will have the opportunity, and are required, to answer a set of narrative questions, where you can explain progress on initial planning activities.

7. When I begin entering data, can I log out and finish it later?

Yes. Once you click **Save** at the bottom of the page, the data entered in the PMT is saved. When you log in again, you will be able to proceed where you left off with your data entry.

8. What is a subgrantee?

A subgrantee is another organization that the primary grantee pays with funds from its federal award. The subgrantee does not receive a direct award from BJA. The subgrantee carries out activities included in the grant application submitted by the primary grantee. If the program allows for subgrantee data entry, you are able to add the subgrantee as a user from the **Manage Subrecipients** tab in the PMT.

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III. PERFORMANCE MEASUREMENT TOOL

1. **How do I get access to or log in to the PMT?**

   Grantees can access the PMT at: https://ojpsso.ojp.gov/. All individual users must have their own unique login to access the PMT. The Grant Award Administrator in JustGrants is the person listed as the primary grant point of contact (POC) in the PMT. The POC must request access to the PMT and will then be given instructions for creating a new user account. The POC may add additional users to facilitate data entry and performance reporting. Multiple users may be added to multiple grant account profiles in PMT and usernames are unique to the person's individual email address. Please note that the system will only allow one user to enter data at a time.

2. **How do I add new users in the PMT?**

   To add new users, select the **Profile** tab from the toolbar at the top of the screen, then **Manage Users** from the list of options on the left of the page. All new users added will receive an email to create their own unique login.

3. **Are login credentials for the PMT and JustGrants the same?**

   No, the PMT (https://ojpsso.ojp.gov/) and JustGrants (https://diamd-auth.usdoj.gov/) are two separate systems with unique login credentials. Each system has its own separate helpdesk to support grantees.

4. **How do I update my profile information in the PMT?**

   Verify your information in the PMT by accessing the **Profile** page. First, click the **Profile** tab on the yellow toolbar. Your profile information is prepopulated and periodically updated using data from JustGrants.

   If you need to change the primary POC or organization information, you <u>must</u> initiate a grants adjustment notice (GAN) through JustGrants. If you have questions about this process, contact your State Policy Advisor/Grant Manager.

5. **What happens after I submit my PMT report?**

   BJA assesses data consistency and accuracy and reaches out to grantees with potential issues. BJA State Policy Advisors/Grant Managers also play a role in enhancing performance data quality through site visits, where they identify documentation to verify data entries for major activities.

   Grantee data submitted to BJA is analyzed and used for many different purposes, including:

   - To identify opportunities to improve grantees' work through training and technical assistance
   - To improve a program's goals and objectives
   - To develop annual reports, program snapshots, tailored analysis products, and presentations for various audiences (the field, policy makers, the public)

6. **When is my data entry status considered complete?**

   Once you have entered all your performance measures data into the PMT and you have verified that all information is correct, click **Mark Your Data as Complete**. This is a necessary step to confirm that your data entry status is complete.

   Once you have marked data as complete, your data entry status on the Grantee Status Summary page in the PMT will change to **Complete**, and you will see a prompt button to **Create a Report**. You can check PMT's home page to confirm that the report has been marked **Complete** by clicking the **Home** tab on the yellow toolbar to check the status for data entry

7. **How do I unlock an old report in the PMT?**

If you need to edit submitted data and your report is locked, contact the BJA PMT Helpdesk. You will need to provide the federal award number and the reporting period for the report you want to unlock.

8. **How do you view past reports in the PMT?**

Once you log in to the PMT, go to the **Federal Awards** tab, or depending on the module, the **Home** button. Once there, you will find a link that lists out the programs and fiscal year labeled **View All Reporting Periods**. Click that link to view all federal awards associated with your profile.

IV. JUSTICE GRANTS SYSTEM

1. **How do I upload a report into JustGrants?**

When all required quarterly or semiannual data is entered into the PMT, the system generates an aggregate 6-month or semiannual report as a PDF. This occurs in January, July, and at the close of your award. You must then upload this report as an attachment to the coinciding reporting period performance report that is due in JustGrants. Reference the Performance Reporting eLearning Video for a demo on uploading the PMT report into JustGrants. Please note that quarterly reports <u>do not</u> need to be uploaded to JustGrants.

2. **How do I find outstanding reports in JustGrants?**

To view all delinquent reports, log in to the JustGrants system and click on the **Work List** link located on the homepage. Grant funds for any BJA awards with delinquent progress reports will display as suspended on this page.

3. **How do I submit a report in JustGrants?**

Once a performance report has been completed, scroll down to the bottom of the performance report page, and click **Submit** to complete the performance submission process.