

BUREAU OF JUSTICE ASSISTANCE

INTRODUCTION TO BJA PERFORMANCE MEASURES AND REPORTING

December 5, 2024



BJA Grantee Training Series

This training is part of BJA's Grantee Training Series, a resource for grantees to learn more about effective grant management.

Learn more at: <https://bja.ojp.gov/events/grantee-training-series>



Presenters



- **Sara Debus-Sherrill** – Planning, Performance, and Impact (PPI) Manager
- **Eric Smith** – PPI Project Task Lead
- **Angela Beebe** – PPI Training and Technical Assistance Lead
- **Gabriela Castellanos** – PPI Training and Technical Assistance Specialist

Agenda

Performance Management at BJA

Data Reporting Requirements

Common Challenges & Best Practices

Helpful Resources

Question and Answer Portion

PERFORMANCE MANAGEMENT AT BJA



What is Performance Management?

Process by which programs regularly collect, use, and report data.

- Determine whether a program is implementing activities as intended and achieving the desired goals and objectives.

- Capture ongoing data to understand how a program changes over time.

- Use data to inform program decisions and improvements.

- Share data for funding or other compliance requirements.

For more information, visit the OJP Grant Performance Measurement and Progress Reporting Information Portal at ojp.gov/performance and the BJA Performance Measures site at <https://bja.ojp.gov/funding/performance-measures/overview>.

Why Does BJA Use Performance Measures?



Understand how funds are being distributed.



Track grant activity and progress towards program goals.



Identify areas of success and potential areas of improvement.



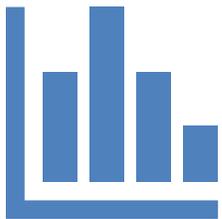
Comply with the law and complete BJA's required reporting.

How BJA Uses Data



Performance Reports

Using reported data, BJA develops reports highlighting program accomplishments and success stories. [Click for recent reports.](#)



Data Request

BJA responds to varying requests for data. These may come from BJA, Congressional inquiries, or FOIA requests.



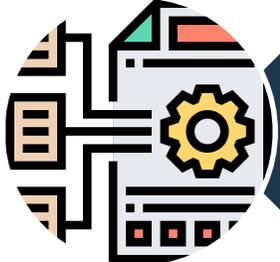
Inform Funding Programs and TTA

Performance data informs BJA's priorities, Notice of Funding Opportunity (NOFO), and resources for the field such as informational guides or grantee TTA. [BJA Solicitation Overview.](#)

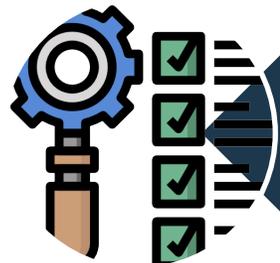
What are the Benefits to Grantees?



Provides data for decision-making and identifying areas for improvement.



Receive training and technical assistance informed by performance data.



Generates evidence of program progress and success.

DATA REPORTING REQUIREMENTS



Reporting Data

What?

What do I report?

Where?

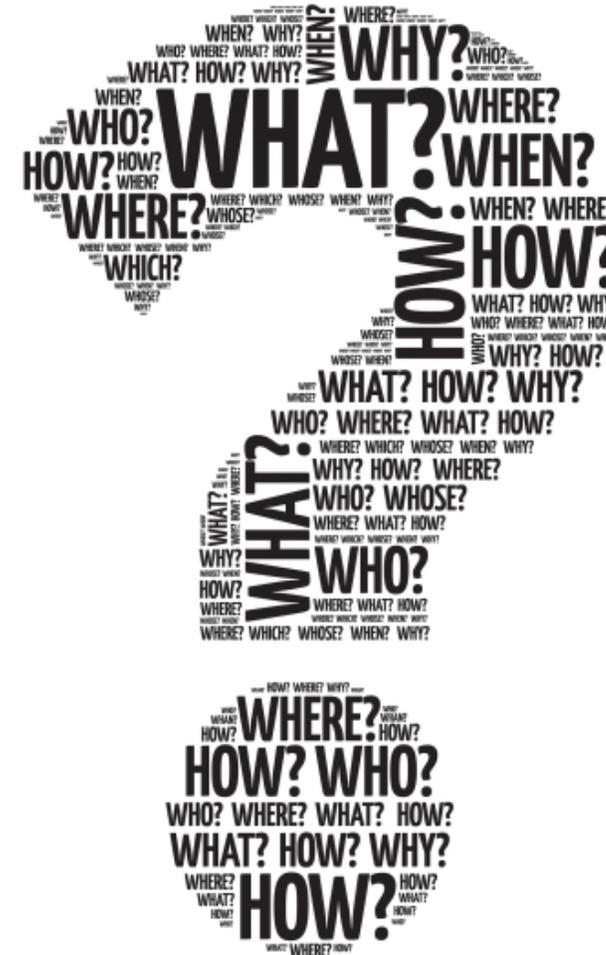
Where do I report?

When?

When do I report?

How?

How do I enter data?



What Data Do I Report?

[Performance Measures Questionnaire Webpage](#)

Performance Measures

© tadamichi/Shutterstock.com ([see reuse policy](#)).

BJA Program Performance Measures [🔗](#)

The performance measures for each Bureau of Justice Assistance (BJA) program are posted on this page, along with additional resources if available. BJA training and technical assistance (TTA) providers can find information on performance measures for TTA programs on the [BJA TTA Providers page](#). If you do not see your grant program listed or cannot find the performance measures for your program, contact the [PMT Helpdesk](#) or your State Policy Advisor/Grant Manager for guidance.

Additional Resource [🔗](#)

- [Semiannual Narrative Questions](#)

Program-Specific Information [🔗](#)

Overview

New Grantees or New to Reporting

Data Collection Methods and Logic Models

Understanding Reporting

BJA Program Performance Measures

Performance Reports

BJA TTA Providers

Reporting Tip:

You can use the questionnaire as a guide to know what data you will need to report and begin tracking relevant data. When it is time to report, you will already have your data ready!

What Data Do I Report?

Every grant program has a structured set of questions they are required to answer. Generally, these questionnaires have three sections:

General Award Administration

- Questions that ask about the grant's activity status.

Project-Specific Questions

- A series of questions about the project's activities, products, and outcomes.

Narrative Questions

- A series of questions related to the grantee's goals, barriers, and successes.

Questionnaire Structure

General Award Administration

- Captures grant activity information during the reporting period.
- If no activity, please input reasons for no activity.

GENERAL AWARD ADMINISTRATION

1. Is this the **last reporting period** for which the award will have data to report? For example, were all funds expended and is the award in the process of closing out in the Justice Grants System (JustGrants)?
 - A. Yes *(If Yes, answer the Semiannual Narrative Questions.)*
 - B. No
2. Was there **grant activity** during the reporting period? *There is grant activity when the grantee has obligated, expended, or drawn down grant funds to implement objectives proposed in the Bureau of Justice Assistance (BJA)-approved grant application. If you select Yes, the program becomes Operational and should remain so until the grant closes out.*
 - A. Yes
 - B. No

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"/>

Questionnaire Structure

Project-Specific Questions

- Questionnaires are customized to each funding program.
- Grantees should refer to their program-specific [questionnaires](#).
- Questions may cover topics such as specific project activities, planning, expenditures, people served, training and technical assistance, partnerships, and/or a range of other program-specific questions.

Snippet of questionnaire

FOCUSED AND STRATEGIC ENFORCEMENT

8. Does your PSN focus on any of the following approaches/models? (*Select all that apply.*)
- A. Community-oriented approach (e.g., community policing, community prosecution)
 - B. Federal-local joint prosecution screening
 - C. Place-based strategy (e.g., hot spots policing)
 - D. High-rate group/gang focus (e.g., pulling levers)
 - E. High-rate persons focus (e.g., focused deterrence)
 - F. Intimate Partner Violence Reduction
 - G. Local prosecutors cross-designated as Special Assistant U.S. Attorneys (SAUSAs)
 - H. Problem-solving approach (e.g., problem-oriented policing, prosecutor as problem solver)
 - I. Procedural justice (ensuring individuals feel law enforcement is fair and just)
 - J. Advanced analytics (e.g., risk assessment, social network analysis, Crime Gun Intelligence Centers (CGICs) and ATF's National Integrated Ballistics Information Network (NIBIN) technology)
 - K. Training of enforcement partners to increase skills and abilities
 - L. Equipment/technology to enhance capabilities
 - M. Other (please describe): _____

ACCOUNTABILITY

9. Are you using PSN grant funding to support a formal research partnership?
- A. Yes/No
10. During this reporting period, did your grant-funded project focus on conducting program analysis? *Program analysis could include a formal outcome evaluation; regular, ongoing monitoring of*

SEMIANNUAL NARRATIVE QUESTIONS

Questionnaire Structure

Semiannual Narrative Questions

- Grantees are required to complete the Narrative Questions in January, July, and at the close of their award.
- In the Narrative section, grantees can highlight their accomplishments and discuss their challenges.

Please answer the following questions every semiannual reporting period (January and July of each year), based on your grant-funded activities. Please ensure your responses are complete, comprehensive, and specific to this award.

In this module, you will consider the goals you hope to achieve with your funding. Your goals should align with your approved application and program budget. Once submitted, these goals should remain unchanged throughout the life of the award, unless discussed with your grant manager.

Set **S·M·A·R·T** goals to clarify the scope of your priorities.

- Specific
- Measurable
- Achievable
- Relevant
- Time-bound

If you have multiple goals, please provide updates on each one separately.

1. What were your accomplishments, including any progress made toward achieving your grant-funded program goals during the reporting period? *Your response should outline any actions executed by your agency in the overall implementation of your award, administrative or programmatic. Please ensure your program goals relate back to your approved application and program budget. Generally, you should describe more than one accomplishment.*

2. What challenges did you encounter, if any, within the reporting period that prevented you from reaching your goals or milestones?

3. Is there any assistance that BJA (or a TTA provider) can provide to address any challenges identified in Question 2?
A. Yes/No
B. If Yes, explain: _____
4. Are you on track to achieve the goals you hope to achieve with your grant funding, both fiscally and programmatically as outlined in your grant application? *(If No, please provide an explanation as to why your agency is not on-track and what your plans are to address the delay.)*
C. Yes/No
D. If No, explain: _____
5. What major activities are planned for the next 6 months? *Your response should address the goals and objectives as outlined in the Program Narrative and provide an update on the planned activities in the next 6 months under each goal.*

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

Responding to Narrative Questions

Goal: Every member of XYZ Department will complete mental health training semi-annually to increase competence and confidence in responding to mental health crises.

Accomplishment: During the reporting period, 50 individuals completed the mental health training. More than 80% of them reported feeling better prepared to respond to individuals experiencing a mental health crisis.

1. What were your accomplishments, including any progress made toward achieving your grant-funded program goals during the reporting period? *Your response should outline any actions executed by your agency in the overall implementation of your award, administrative or programmatic. Please ensure your program goals relate back to your approved application and program budget. Generally, you should describe more than one accomplishment.*

2. What challenges did you encounter, if any, within the reporting period that prevented you from reaching your goals or milestones?

3. Is there any assistance that BJA identified in question 2?

- A. Yes/No
- B. If Yes, explain: _____

4. Are you on track to achieve the goals and programmatic objectives as outlined in the Program Narrative? *to why your agency is not on-track*

- C. Yes/No
- D. If No, explain: _____

Goal: Semi-annual mental health training for all department members.

Challenge: Initially, we had a challenge identifying a vendor to develop and provide an appropriate training for our department members to take. This delay meant that only 50 people have completed the training so far.

5. What major activities are planned for the next 6 months? *Your response should address the goals and objectives as outlined in the Program Narrative and provide an update on the planned activities in the next 6 months under each goal.*

Defining Goals and Objectives

Goal-setting Best Practices:

- Well-defined goals clarify priorities and establish criteria for success.
- Set SMART goals to clarify the scope of your priorities.
- Reevaluate goals semiannually to determine whether changes to program priorities and activities require updates.
- Use data to understand your progress toward your goals and make course corrections as needed.

SMART GOALS	
S	SPECIFIC — State exactly what you want to accomplish.
M	MEASURABLE — Use smaller, mini-goals to measure progress.
A	ACHIEVABLE — Make your goal reasonable.
R	REALISTIC — Set a goal that is relevant to your program.
T	TIMELY — Give yourself time but set a deadline.

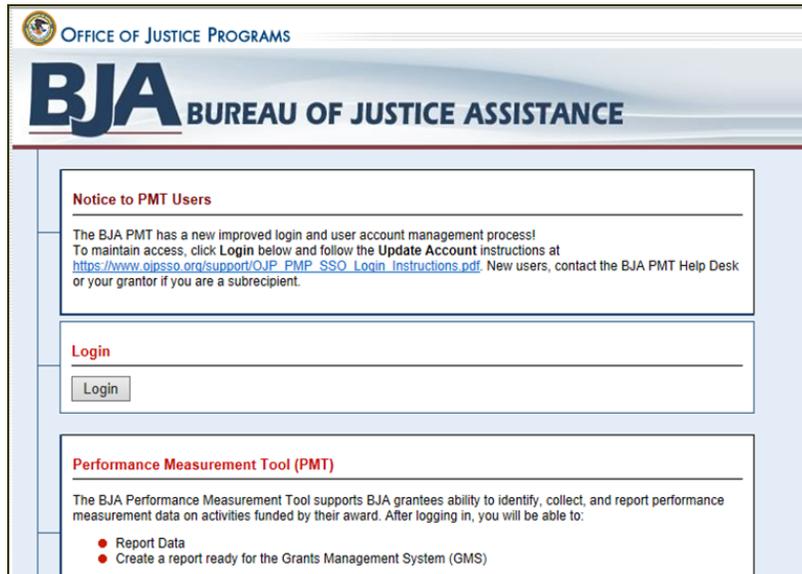
Example SMART Goal

Every member of XYZ Department will complete training on responding to individuals experiencing a mental health crisis semi-annually to increase competence and confidence in responding to mental health crises.

SPECIFIC	<ul style="list-style-type: none"> - What is the specific task or strategy? - Who will be involved? - Concrete, detailed, clearly defined. 	<ul style="list-style-type: none"> - Every member of the department. - Training on specific topic.
MEASURABLE	<ul style="list-style-type: none"> - What are the parameters? - What is the desired change, and can we measure it? 	<ul style="list-style-type: none"> - 100% completion within the department.
ACHIEVABLE	<ul style="list-style-type: none"> - Is this feasible, given the resources, within the specified time-frame? 	<ul style="list-style-type: none"> - To be determined by the department – how large is the department, does the training already exist?
REALISTIC	<ul style="list-style-type: none"> - Does this directly relate to the program? 	<ul style="list-style-type: none"> - It is reasonable to expect that completing training will lead to increased confidence and competence in the subject area?
TIMELY	<ul style="list-style-type: none"> - What is the time-frame? 	<ul style="list-style-type: none"> - Semi-annually.

Where Do I Report Data?

- BJA has two online tools where grantees complete questionnaires: the Performance Measurement Tool (PMT) and JustGrants.
- The reporting process will vary depending on your grant program and the year of your award.
- You can determine which system to use from your NOFO/solicitation or here: <https://bja.ojp.gov/funding/performance-measures/grantee-reporting-guidance.pdf>



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Notice to PMT Users

The BJA PMT has a new improved login and user account management process! To maintain access, click **Login** below and follow the **Update Account** instructions at https://www.ojpsso.org/support/OJP_PMP_SSO_Login_Instructions.pdf. New users, contact the BJA PMT Help Desk or your grantor if you are a subrecipient.

Login

Login

Performance Measurement Tool (PMT)

The BJA Performance Measurement Tool supports BJA grantees ability to identify, collect, and report performance measurement data on activities funded by their award. After logging in, you will be able to:

- Report Data
- Create a report ready for the Grants Management System (GMS)



 JUSTgrants
JUSTICE GRANTS SYSTEM

JustGrants Login | FAQs | COPS Office | OJP | OVW

Search

About ▾ Training ▾ Resources ▾ User Support ▾ Library ▾ News & Updates

Learn About the Department of Justice's Grants and Payment Management Systems

JustGrants Login

Where Do I Report Data?

Report into the PMT and Upload into JustGrants

- | | | | |
|---|---|--|--|
| <ul style="list-style-type: none"> • BYRNE/SCIP • CEBR* • COSSUP • PRE-FY 2020 CTAS PA 2,3,4 • CVIPI • TREATMENT COURT • TREATMENT COURT STATEWIDE | <ul style="list-style-type: none"> • IPEP • PRE-FY 2021 IRI • PRE-FY 2021 ISI • JAG • PRE-FY 2021 JMHCP • PDMP • POST CONVICTION* • PREA • PSN | <ul style="list-style-type: none"> • REIMAGINING JUSTICE • RSAT • SAKI • PRE-FY 2021 SCA EMPLOYMENT • PRE-FY 2021 SCA COMMUNITY-BASED REENTRY/MENTORING | <ul style="list-style-type: none"> • PRE-FY 2021 SCA STATEWIDE • PRE-FY2021 SCA CO-OCCURRING • PRE-FY 2021 SCA TECHNOLOGY • PRE-FY 2021 SCF • PRE-FY 2023 JRJ • SPI • TCCLA |
|---|---|--|--|

** All grants on this list report quarterly into the PMT and upload reports to JustGrants semiannually, except for CEBR and Post Conviction, which report in PMT and JustGrants semiannually.*

PMT Resources:

1. [Access the PMT](#)
2. [PMT training](#)
3. [PMT Helpdesk Email](#)

Where Do I Report Data?

Report into JustGrants Only

- BWC
- CELL
- CESF
- CGIC
- CHILD FRIENDLY VISITING SPACES
- COLD CASE
- COLLABORATIVE APPROACHES TO PREVENT HATE CRIME
- COLLABORATIVE MENTAL HEALTH
- CONNECT AND PROTECT

- CRISIS
- DNA-EICE
- EFLEA
- EMMETT TILL
- FIELD INITIATED
- IDI
- INNOVATIVE PROSECUTION
- FY 2021 ISI/SMART REENTRY
- FY 2021 ISI/SMART SUPERVISION
- FY 2021 JMHCP
- JRI
- JUSTICE COUNTS

- FY 2023 JRJ
- LEGEND (ORP)
- ME-C OFFICE
- MISSING INDIVIDUALS
- MUHR
- NATIONAL INITIATIVES
- NFSIA COVERDELL
- PRESIDENT
- RISS
- RURAL VIOLENT CRIME
- SAFE-ITR
- SCA CAREERS
- FY 2021 SCA COMMUNITY-BASED REENTRY

- SCA IREEO
- FY 2021 SCA SUD
- SCA PAY FOR SUCCESS
- FY 2021 SCF
- SHEPARD/BYRD HATE CRIMES
- SORNA
- SOUTH WEST BORDER
- STOP
- TIPS
- GULF STATES
- V/R TRAINING
- WRONGFUL CONVICTION
- FY 2020 CTAS PA 2,3,4

JustGrants Resources:

1. [Access JustGrants](#)
2. [JustGrants training](#)
3. [JustGrants Helpdesk](#)

When Do I Report? (PMT)

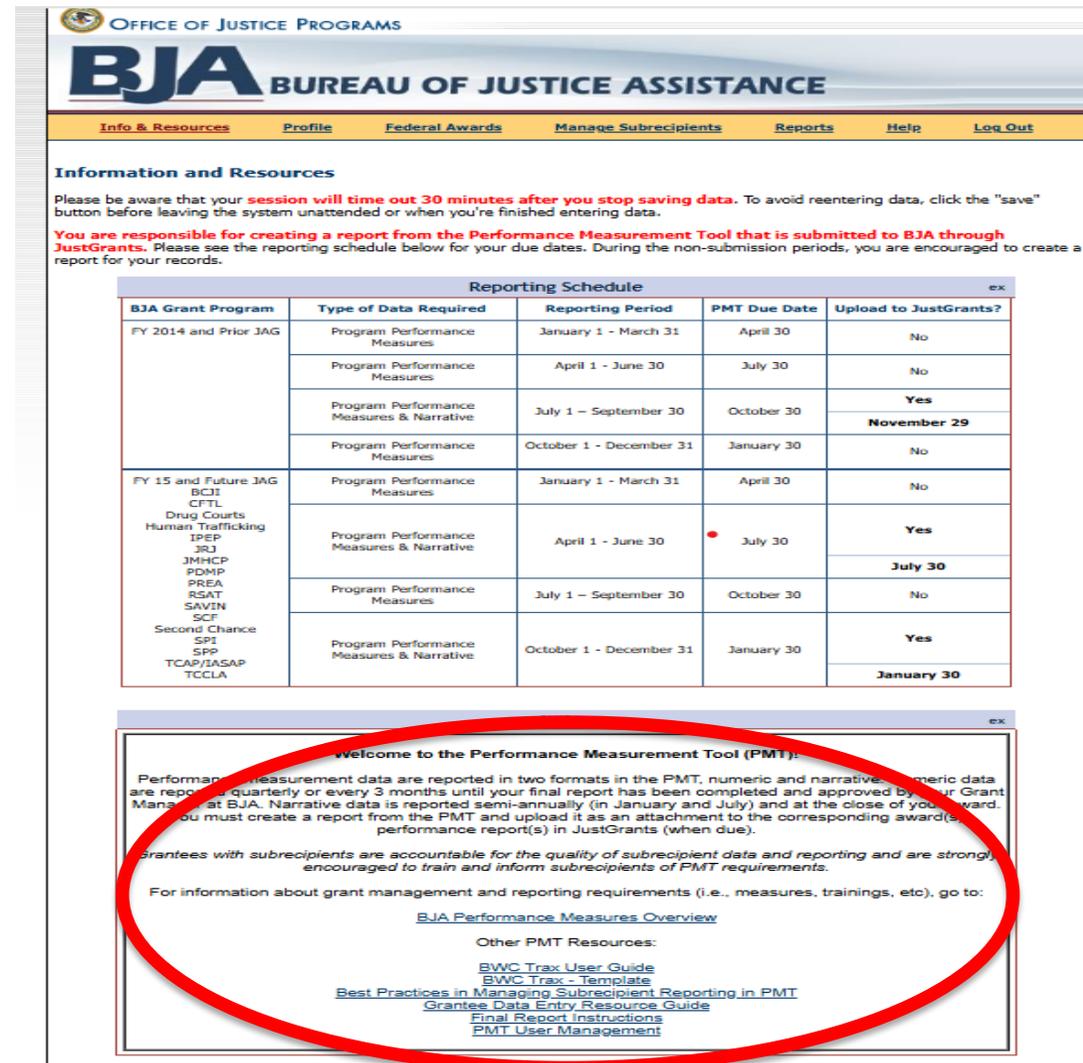
Reporting Period	Data Required	Reporting Deadline	Upload PMT Report to JustGrants?
October 1–December 31	Performance Measures and Narrative Questions	January 30	Yes
January 1–March 31	Performance Measures	April 30	No
April 1–June 30	Performance Measures and Narrative Questions	July 30	Yes
July 1–September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

How Do I Report? (PMT)

[PMT Overview: Navigation and FAQ](#)

Helpful Resources:

Your program homepage will contain helpful resources such as reporting deadlines, [Best Practices in Managing Subgrantee Reporting](#), a [Grantee Data Resource Guide](#) and more.



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Information and Resources

Please be aware that your **session will time out 30 minutes after you stop saving data**. To avoid reentering data, click the "save" button before leaving the system unattended or when you're finished entering data.

You are responsible for creating a report from the Performance Measurement Tool that is submitted to BJA through JustGrants. Please see the reporting schedule below for your due dates. During the non-submission periods, you are encouraged to create a report for your records.

Reporting Schedule				
BJA Grant Program	Type of Data Required	Reporting Period	PMT Due Date	Upload to JustGrants?
FY 2014 and Prior JAG	Program Performance Measures	January 1 - March 31	April 30	No
	Program Performance Measures	April 1 - June 30	July 30	No
	Program Performance Measures & Narrative	July 1 - September 30	October 30	Yes November 29
	Program Performance Measures	October 1 - December 31	January 30	No
FY 15 and Future JAG BCJ CFTL Drug Courts Human Trafficking IPER JRJ JMHCP PDMP PREA RSAT SAVIN SCF Second Chance SPT SPP TCAP/IASAP TCCLA	Program Performance Measures	January 1 - March 31	April 30	No
	Program Performance Measures & Narrative	April 1 - June 30	July 30	Yes July 30
	Program Performance Measures	July 1 - September 30	October 30	No
	Program Performance Measures & Narrative	October 1 - December 31	January 30	Yes January 30

Welcome to the Performance Measurement Tool (PMT):

Performance measurement data are reported in two formats in the PMT, numeric and narrative. Numeric data are reported quarterly or every 3 months until your final report has been completed and approved by your Grant Manager at BJA. Narrative data is reported semi-annually (in January and July) and at the close of your award. You must create a report from the PMT and upload it as an attachment to the corresponding award(s) performance report(s) in JustGrants (when due).

Grantees with subrecipients are accountable for the quality of subrecipient data and reporting and are strongly encouraged to train and inform subrecipients of PMT requirements.

For information about grant management and reporting requirements (i.e., measures, trainings, etc), go to:

[BJA Performance Measures Overview](#)

Other PMT Resources:

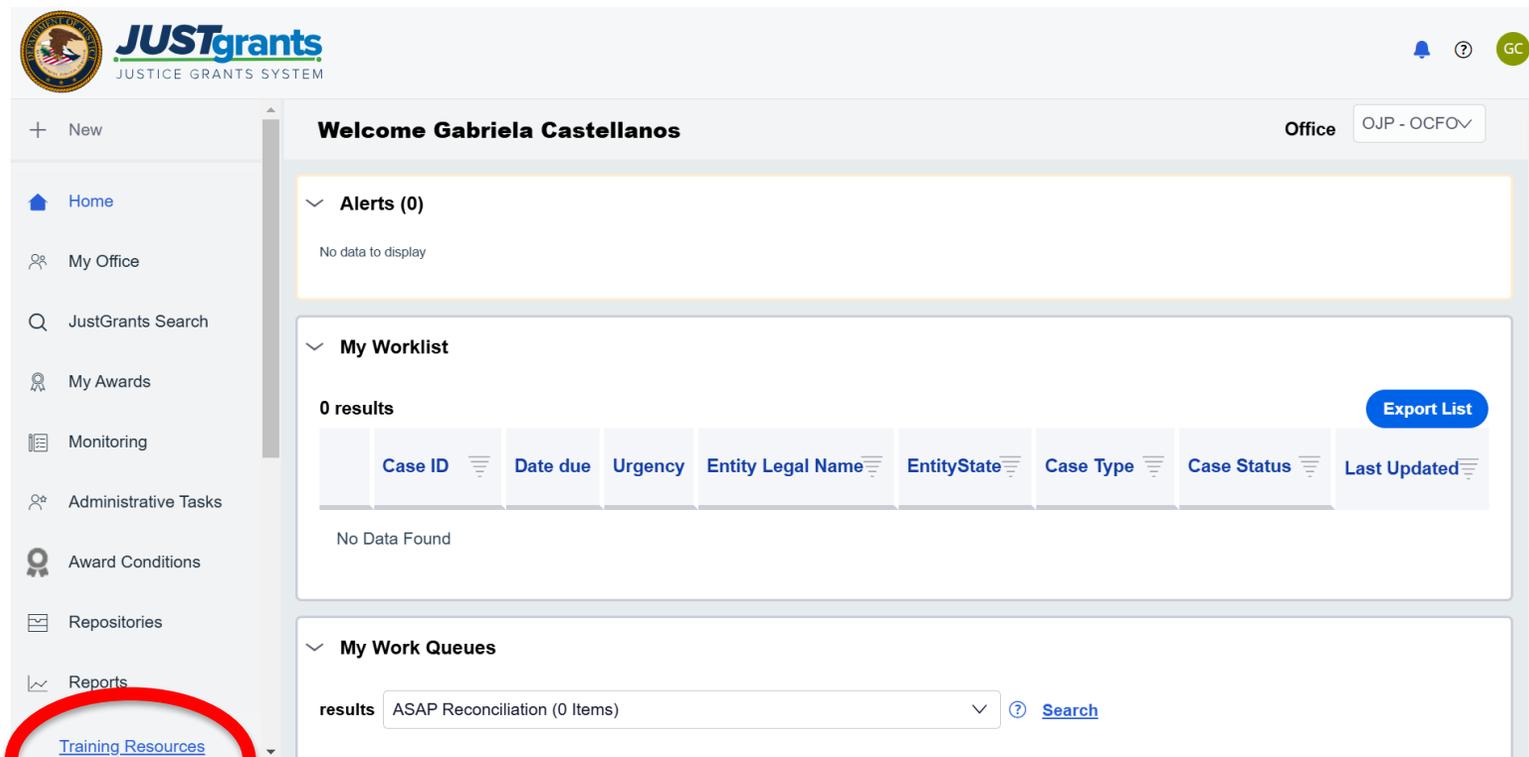
- [BWC Trax User Guide](#)
- [BWC Trax - Template](#)
- [Best Practices in Managing Subrecipient Reporting in PMT](#)
- [Grantee Data Entry Resource Guide](#)
- [Final Report Instructions](#)
- [PMT User Management](#)

When Do I Report? (JustGrants)

Reporting Period	Data Required	JustGrants Deadline
January 1–June 30	Performance Measures and Narrative Questions	July 30
July 1–December 31	Performance Measures and Narrative Questions	January 30
Last Reporting Period of Award – Mark as “Final Report”	Performance Measures and Narrative Questions	120 days after the award end date

How Do I Report? (JustGrants)

Performance Reporting in the JustGrants System



The screenshot shows the JustGrants system interface for user Gabriela Castellanos. The left navigation menu includes: Home, My Office, JustGrants Search, My Awards, Monitoring, Administrative Tasks, Award Conditions, Repositories, Reports, and **Training Resources** (circled in red). The main content area displays:

- Welcome Gabriela Castellanos** (Office: OJP - OCFOV)
- Alerts (0)**: No data to display.
- My Worklist**: 0 results. Includes an **Export List** button and a table with columns: Case ID, Date due, Urgency, Entity Legal Name, EntityState, Case Type, Case Status, and Last Updated. Below the table, it says "No Data Found".
- My Work Queues**: results ASAP Reconciliation (0 Items) with a **Search** button.

Helpful Resources:

Your JustGrants portal contains a link to numerous training resources including trainings on entity management, award management, financial reporting, and more.

COMMON CHALLENGES & BEST PRACTICES



Why Data Quality is So Important

- This data supports a number of critical functions:
 - Legislatively mandated reporting.
 - Informing and justifying federal budgets for future funding.
 - Responding to questions from legislators and other policy-makers.
 - Publicly reported statistics.
 - Testifying before Congress.
 - Identifying promising practices in the field.
 - Responsible use of federal funds.
- You are the best person to identify if something is incorrect in the reporting.

Common Reporting Challenges

- Unavailable/unknown data.
 - Grantees should work to establish a plan upfront and identify data to support reporting requirements.
 - Enter “9999” with explanation if there is absolutely no way to provide
- Reporting on projects funded through multiple awards.
 - Make sure not to duplicate reported activities/products/outcomes.
- Managing sub-recipient reporting.
 - The PMT allows for multiple sub-recipients to report directly into the system. However, the responsibility of accurate data reports still falls on the prime grantee.
- Some programs have additional reporting requirements (e.g., providing supplemental documentation or separately requested data).
- BJA’s PPI team is available to help!

Ensuring Data Quality – Your Role

- Designate staff for coordination of the performance data collection.
- Review the performance measure questionnaire at the start of the grant to build effective data collection systems/processes.
- Ensure that designated staff participate in trainings.
- Review and verify data for accuracy with subrecipients before submission.
- Prevent duplication of reported data across awards or reporting periods.
- For more best practices, view BJA's [data collection guide](#)



Ensuring Data Quality – Our Role

- BJA's PPI team performs quarterly checks of data.
- May reach out if we identify anything that does not logically make sense, appears to be an error, or is atypical compared to past reporting or other grantees' reports.
- BJA Grant Managers may examine data tracking systems or request documentation to verify reported data on site visits.
- Provide guidance and support throughout the process!



HELPFUL RESOURCES





PMT or JustGrants Support

PMT Helpdesk assists with:

- System issues/questions (e.g., creating accounts in the PMT, navigating the PMT, assistance with passwords or unlocking accounts, error messages, etc.).
- Directing users to PMT training/resources.
- Scheduling a TTA session to learn more about the PMT or performance measure reporting.
- Creating semiannual PMT reports to upload to JustGrants.
- Questions about performance measures or questionnaires.

bjapmt@usdoj.gov or 1-888-252-6867 between 8:30 a.m. and 5:00 p.m. Eastern Time (ET) Monday-Friday; closed on federal holidays.

JustGrants Support Team assists with:

- System issues/questions (e.g., creating accounts in JustGrants, navigating JustGrants, assistance with passwords or unlocking accounts, error messages, etc.).
- Directing users to training/resources related to JustGrants.
- Adjusting roles and permissions (e.g., Grant Award Administrator or Entity Administrator).
- Uploading/attaching documents.

JustGrants.Support@usdoj.gov or 833-872-5175 between 5:00 a.m. and 9:00 p.m. ET; and Saturday, Sunday, federal holidays from 9:00 a.m. to 5:00 p.m. ET.

Resources

- [BJA Performance Measures website](#)
- [OJP Grant Performance Measurement and Progress Reporting Information Portal](#)
- [BJA YouTube Channel](#)
- [Performance Measurement Tool](#)
- [JustGrants](#)

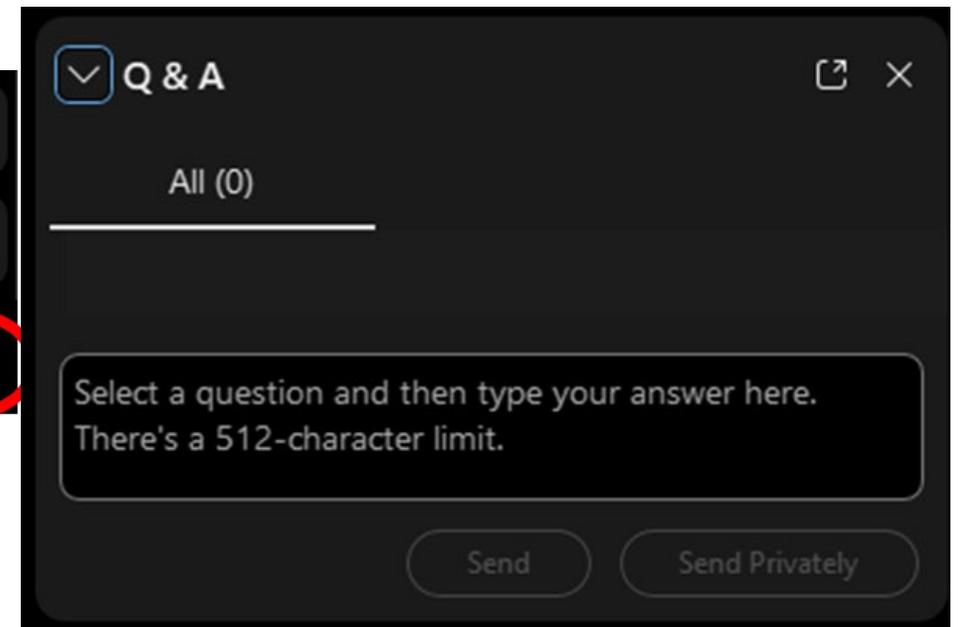
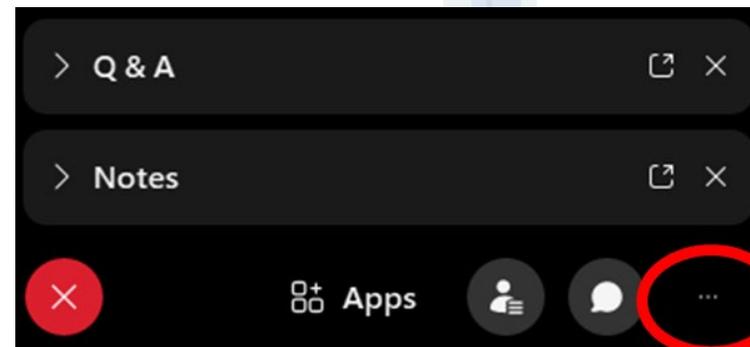
QUESTION AND ANSWER PORTION



Questions?



1. To locate the Q&A panel, click on the ellipsis at the bottom right side of the Webex window.
2. Click on the tab labeled "Q&A."
3. Choose "All Panelists" as the recipient.
4. Type in your question and click "Enter" once completed.



Stay Connected!

- **Facebook:** <https://www.facebook.com/DOJBJA>.
- **X:** <https://x.com/DOJBJA>.
- **YouTube:** <https://www.youtube.com/dojbja>.
- Use the QR code to subscribe to “**Justice Matters**” and “**News From BJA**” to receive the latest information from BJA and the field.
- For information on funding opportunities, publications, and initiatives, visit **BJA’s website:** www.bja.ojp.gov.

