BUREAU OF JUSTICE ASSISTANCE
COORDINATED TRIBAL ASSISTANCE SOLICITATION PURPOSE AREA 4
TRIBAL JUSTICE SYSTEM INFRASTRUCTURE
PERFORMANCE MEASURES

GENERAL AWARD ADMINISTRATION

1. 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.*

   A. Yes/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/No
   B. If No, select from the following responses:

Reason(s) for no grant activity during the reporting period	Select all that apply
In procurement	☐
Awaiting official confirmation of additional funding from tribal governing entity or other funding source.	☐
Seeking subcontractors (Request for Proposal stage only)	☐
Waiting to hire project manager, additional staff, or coordinating staff	☐
Paying for the program using tribal or outside funds	☐
Administrative hold (e.g., court case pending)	☐
Still seeking budget approval from BJA	☐
Waiting for partners or collaborators to complete agreements	☐
Satisfying requirements for compliance with NEPA	☐
Awaiting verification of structural feasibility	☐
Project cost overruns identified. Examining options to address funding shortfall	☐
Other	☐
If Other, please explain.	

BASELINE

This section's purpose is to collect baseline information about your award. These questions are only required during the first reporting period.

3. Is this the first time you have completed a performance report under this award?
   A. Yes/No *(If Yes, please answer the following baseline questions. If No, skip to Project Impact questions)*

4. What type of facility will be constructed, renovated, or expanded as a result of award activity? *Select all that apply.*

   A. Police department
   B. Court
   C. Detention center
   D. Multipurpose justice center
   E. Transitional housing
   F. Correctional alternative or treatment facility
   G. Domestic violence shelter/safe home/transitional living facility/advocacy program
   H. Other, please describe: _____

5. What type(s) of rehabilitation-based programs will be implemented or enhanced based on existing facility renovation/expansion or new permanent facility? *Select all that apply.*

   A. Treatment programs (i.e., substance use, mental health)
   B. Vocational assistance programs
   C. Alternative education programs
   D. Family reunification programs
   E. Pretrial services
   F. Probation services
   G. Physical health services
   H. Other, please describe: _____
   I. Not applicable

6. What type(s) of community-based programs will be implemented or enhanced based on existing facility renovation/expansion or new permanent facility? *Select all that apply.*

   A. Transitional (residential) housing for individuals returning to the community from tribal justice facilities
   B. Half-way (residential) housing for offenders in violation of their terms of release (probation, parole, or other community-based supervision)
   C. Residential facilities for individuals adjudicated guilty by a court
   D. Day reporting centers
   E. Pretrial services or programs (i.e., pretrial diversion programs)
   F. Probation or parole programs
   G. Treatment programs (i.e., substance use, mental health)

H. Other, please describe: _____
I. Not applicable

PROJECT IMPACT

7. Is the grant funding a renovation/expansion or new permanent facility project?

   A. Renovation or expansion *(Respond to Renovation/Expansion Grants section)*
   B. New permanent facility *(Skip to New Permanent Facility section)*

RENOVATION/EXPANSION GRANTS

Project Planning

8. Has your project completed the following planning activities during the life of the award? *Select all that apply.*

   A. Appointed a project manager
   B. Provided documentation to BJA confirming project site and that the necessary clearances as required by the tribe's government have been received
   C. Established project budget and confirmed availability of sufficient funds to complete proposed project.
   D. Complied with National Environmental Policy Act requirements (Categorical Exclusion or Environmental Assessment)
   E. Developed and distributed Request For Proposal (RFP) for Architecture and Engineering (A/E) services
   F. Reviewed and evaluated A/E submissions for best qualified service provider
   G. Completed contract with an A/E firm for design work
   H. Completed schematic design
   I. Developed a revised staffing and operations budget for the facility
   J. Completed renovation/expansion documents
   K. Solicited bids from construction/renovation companies
   L. Awarded contract to construction/renovation company

9. Please explain any changes, updates, or delays to completion of the above activities:
   _____

10. Please explain if any of the above activities do not apply to your project:
    _____

11. Please describe the progress made towards completing the renovation or expansion of your existing facility during the reporting period:
    _____

Project Implementation

12. Has your project begun renovating/expanding your facility?

    A. Yes
    B. No *(skip to Narrative Questions)*

13. Has your project completed the following construction activities during the life of the award? *Select all that apply.*

    A. Completed sitework
    B. Completed foundation
    C. Completed framing
    D. Completed weatherproofing
    E. Completed mechanical/utilities
    F. Completed finishes
    G. Completed parking
    H. Substantially completed the renovation/expansion
    I. Developed a punchlist
    J. Completed the punchlist
    K. Building systems requiring commissioning have been properly commissioned
    L. Achieved final building completion
    M. Obtained certificate of occupancy
    N. Begun occupancy and initial facility operations

14. Please explain any changes, updates, or delays to completion of the above activities:

    _____

15. Please explain if any of the above activities do not apply to your project:

    _____

NEW PERMANENT FACILITY GRANTS

Project Planning

16. Has your project completed the following planning activities during the life of the award? *Select all that apply.*

    A. Appointed a project manager
    B. Provided documentation to BJA confirming project site and that the necessary clearances as required by the tribe's government have been received
    C. Revised or developed a facility site plan
    D. Established project budget and confirmed availability of sufficient funds to complete proposed project
    E. Complied with National Environmental Policy Act Requirements (Categorical Exclusion or Environmental Assessment)
    F. Developed and distributed Request For Proposal (RFP) for Architecture and Engineering (A/E) services
    G. Reviewed and evaluated A/E submissions for best qualified service provider

H. Completed contract with an A/E firm for design work
I. Completed schematic design
J. Developed a revised staffing and operations budget for the facility
K. Begun design development
L. Design documents have been 70% completed [and for BIA supported (e.g., operations, maintenance, staff positions) facilities, submitted to BIA Division of Facilities Management and Construction (DFMC) and Division of Safety Risk Management (DSRM) for review and comment]
M. Design documents have been 100% completed [and for BIA supported (e.g., operations, maintenance, staff positions) facilities, submitted to BIA DFMC and DSRM for review and comment]
N. Completed construction documents
O. Solicited bids from construction companies
P. Awarded contract to construction company

17. Please explain any changes, updates, or delays to completion of the above activities:

_____

18. Please explain if any of the above activities do not apply to your project:

_____

19. Please describe the progress made towards completing the construction of your facility during the reporting period:

_____

Project Implementation

20. Has your project begun construction of the facility?

A. Yes
B. No *(skip to Narrative Questions)*

21. Has your project completed the following construction activities during the life of the award? *Select all that apply.*

A. Completed sitework
B. Completed foundation
C. Completed framing
D. Completed weatherproofing
E. Completed mechanical/utilities
F. For pre-engineered modular construction: received delivery of the modular unit
G. For pre-engineered modular construction: completed installation of the modular unit
H. Completed finishes
I. Completed parking
J. Substantially completed construction
K. Developed a punchlist
L. Completed the punchlist
M. Building systems requiring commissioning have been properly commissioned

N. Achieved final building completion
O. Obtained certificate of occupancy
P. Begun occupancy and initial facility operations

22. Please explain any changes, updates, or delays to completion of the above activities:

_____

23. Please explain if any of the above activities do not apply to your project:

_____

SEMIANNUAL NARRATIVE QUESTIONS

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 identify the goals you hope to achieve with your funding. Your goals should align with your approved application and program budget. Once submitted, these goals cannot be changed without approval from your grant manager.

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

- **S**pecific
- **M**easurable
- **A**chievable
- **R**elevant
- **T**ime-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.)*

   A. Yes/No
   B. 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?

   _____

THANK YOU FOR PARTICIPATING!