EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM

Reporting Guidance and Frequently Asked Questions

Updated December 2024

The following general instructions provide guidance for reporting Edward Byrne Memorial Justice Assistance Grant (JAG) Program data. To aid in further understanding reporting requirements, answers to frequently asked questions (FAQs) are also included. If you have additional questions, please contact the BJA PMT Helpdesk at: bjapmt@usdoj.gov.

BJA
Bureau of Justice Assistance
U.S. Department of Justice

Table of Contents

General Instructions

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) Edward Byrne Memorial Justice Assistance Grant (JAG) Program is the leading source of federal justice funding to state and local jurisdictions. The JAG Program is authorized by Title I of Public Law 90-351 (generally codified at 34 U.S.C. 10151-10726), including subpart 1 of part E (codified at 34 U.S.C. 1015110158); see also 28 U.S.C. 530C (a).

There are two types of formula awards available under the JAG program: JAG state awards and JAG local awards. The JAG program provides states, tribes, and local governments with funding necessary to support one or more of the following program areas: 1) law enforcement; 2) prosecution and courts ; 3) prevention and education; 4) corrections and community corrections; 5) drug treatment and enforcement; 6) planning, evaluation, and technology improvement; 7) crime victim and witness programs (other than compensation); 8) mental health and related law enforcement and corrections; and 9) implementation of state crisis intervention court proceedings and related programs or initiatives.

This reporting guide serves as a reference for the JAG Performance Measures. Terms bolded in **red** are defined in the glossary in appendix d. **State Administering Agencies (SAAs)** and local award **prime recipients/grantees** are responsible for setting up their awards and subawards and ensuring JAG performance measures in the BJA's Performance Measurement Tool (PMT) are submitted by the reporting deadline. The reporting deadline is the last day of the month following the close of the quarter (January, April, July, and October). This document is a reference guide for state and local JAG grantees and subgrantees during reporting. If you have additional questions, contact the PMT helpdesk.

I. REPORTING REQUIREMENTS

Where and When to Report

JAG grantees will continue to report in the PMT quarterly in January, April, July, and October. A **PMT PDF Report** is then generated and exported for uploading into the Justice Grants system (**JustGrants**) semiannually (in January and July).

All currently active JAG awards will begin reporting on the revised JAG performance measures in January 2025 for the October 1–December 31, 2024 reporting period. The revised performance measures will be automatically generated when you log into your PMT account. The old performance measures will no longer be in use for active awards. If you need to make changes to your old JAG reports, contact the PMT Helpdesk. If you have completed the reporting requirements and an award is closed, no additional reporting is needed.

Note: Fiscal year 2024 JAG awards will need to back report beginning with the October 1, 2023 award start date for old performance measures. If you did not have grant activity from October 1, 2023–September 30, 2024, select 'no grant activity.' You will only respond to project progress questions. You will see the new performance measures for the October 1–December 31, 2024 reporting period.

What to Report

Each quarter, grantees will log into the PMT to report on their grant activities. **Performance measures** are a series of questions related to the outputs and outcomes attributable to grant activities and are reported quarterly. **Project progress** questions are narrative-based responses related to the grantee's specific goals, objectives, barriers, and successes and are reported semiannually. The revised JAG performance measures questionnaire PDF contains all of the information you are required to report. You can use these to track reporting and subrecipient data. Contact the PMT helpdesk for additional resources that are available to assist you in reporting on an individual basis.. Table 1 below indicates the type of data you will report during each reporting period, when your reports are due in the PMT, and whether you also need to upload your report to JustGrants.

Table 1: Information needed for each reporting period

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

Uploading PMT Report to JustGrants

Each January and July and during your last reporting period, you will generate a PDF of your PMT report to upload into JustGrants to fulfill your reporting requirements. The **PMT PDF report** (figure 1) contains a general overview of the award, including funding allocation, funding usage, and qualitative data. All data for your award, including **subaward** activities, can be found in the excel download option (note this option will not be available until mid- to late-January 2025).

Note: In January 2025, JAG grantees will upload two PDF reports into JustGrants to fulfill the semiannual reporting requirement for July–December 2024: 1) July–September 2024 from the old performance measures, and 2) October–December 2024 from the new performance measures.

Figure 1: JustGrants PDF report

II. SETTING UP YOUR JAG AWARD, SUBAWARDS, AND PROJECT/INITIATIVES IN THE PMT

How to Set Up a JAG Award in the PMT

The award administration page (figure 2) is the first page you fill out after selecting your JAG award number. This page is to be completed by prime recipients to tell the system how JAG funds are sub-awarded and administered.

There are three options to set up your JAG federal award:
- A. If all funds are used by the prime recipient or you are completing performance reports on behalf of all of your subrecipients' projects/initiatives, select option A. Only select this option if you are using funds for a single **JAG program area**.
- B. If grant funds are used by the prime recipient and **subrecipients** for multiple program areas, select option B.
- C. If grant funds are distributed and used by subrecipients for multiple program areas, select option C.

Figure 2: Award administration page

Any subrecipient entity that is already in the PMT will continue to be there. You will have to enter additional award/subaward information for the new performance measures, including the **project/initiative title** and program area (discussed in the next section). Reporting may be set up differently than your award setup in the old system. New awards will need to be set up in the new system.

Note: Administrative set-aside funds are not applicable for reporting in any of the options. Prime recipients using administrative funds do not report performance data but are still required to complete the project progress section.

What Is a Program/Project Initiative?

Reporting is now done at the **program/project/initiative** level rather than the grantee/subrecipient level, as was done previously. Complete a questionnaire for each individual project/initiative that supports a JAG program area. The JAG program areas align with the annual JAG Notice of Funding Opportunity (NOFO):

- Law enforcement programs.
- Prosecution and court programs.
- Prevention and education programs.
- Corrections and community corrections programs.
- Drug treatment and enforcement programs.
- Planning, evaluation, and technology improvement programs.
- Crime victim and witness programs (other than compensation).
- Mental health programs and related law enforcement and corrections programs (including behavioral programs and crisis intervention teams).
- Implementation of state crisis intervention court proceedings and related programs or initiatives (including but not limited to mental health courts, drug courts, veterans courts, and extreme risk protection order programs).

A program/project/initiative is defined as a continuous initiative, process, or other focused effort defined by goals and objectives.

How to Set Up JAG Subawards

On the grantee status summary page (figure 3) you will set up your JAG subawards based on each separate project/initiative that supports a JAG program area. A single subrecipient organization may use JAG funds in support of separate programs/multiple program areas. If a subrecipient organization supports more than one program area, multiple **subawards** must be created.

For example, in figure 3, in the orange box, the subrecipient has one subaward for data entry because their funding is supporting one program area with the project title "Juvenile Delinquency prevention and intervention." In the red box, the subrecipient has two subawards for data entry because their funding is supporting two separate JAG program areas with project titles "Country Drug Task Force Initiative" and "Community Corrections and Reentry program."

Figure 3: Grantee status summary page

When a prime recipient is using funding that is associated with two different projects, create a subrecipient account to enter the additional program area projects (subawards).

Create a sub-award for each separate project/initiative that supports a JAG program area.

Step 1: Adding Subrecipients

Only create a new subrecipient record if the subrecipient does not already have an account in the PMT. You can click "add a subrecipient" or "add subrecipients bulk upload" (e.g., see figure 3's red circles). If you use the bulk upload, you will have to manually enter the project/initiative title after uploading your data. Selecting "add a subrecipient" will bring you to the page in figure 4, showing a list of subrecipient accounts created in the system. Create a new subrecipient record by locating and entering the information within the JAG contact information section (e.g., see figure 4's red box).

Step 2: Adding Subawards

If the subrecipient account exists, click "add a subaward" (e.g., see figure 4's red circle) to create a subaward project.

If the subrecipient already has a subaward set up, the system will alert you with the following statement: "[subrecipient] already has a subaward under this federal award number. Are you sure you want to create an additional subaward under this federal award number?" (figure 5). Select "Yes" to enter additional subaward information.

Figure 4: Add a subrecipient to federal award number

Subrecipients will still have access to their accounts to enter their own data. Click "manage users" to edit the users that have access to report data under the subrecipient. Only prime grantees can edit subaward information. Subrecipients should work with their prime grantee to ensure subawards are accurately entered based on funding usage.

- ➢ Enter a unique subaward number for the project/initiative. Enter the subaward amount that is specific to the project and program area.

- ➢ Enter the project period. You can select the box to use the default dates for the federal award number or adjust based on the specific project. The project start and end dates do not have to align with the overall award start and end dates; however, the dates cannot be outside the default dates.

- ➢ Enter a project/initiative title. Work with your subrecipients to ensure the correct information is being entered based on JAG program area funding.

- ➢ Click save. Create additional subawards as needed, based on the projects a subrecipient's funding supports, by repeating the above steps.

Figure 5: Add a subaward

Figure 6: Edit subaward information

III. PROGRAM AREA SELECTION

Selecting a JAG Program Area

The JAG program areas (figure 7) align with the JAG Notice of Funding Opportunity: 1) law enforcement; 2) prosecution and court; 3) prevention and education; 4) corrections and community corrections; 5) drug treatment and enforcement; 6) planning, evaluation, and technology improvement; 7) crime victim and witness program; 8) mental health programs and related law enforcement and corrections programs; and 9) implementation of state crisis intervention court proceedings and related programs or initiatives. **When selecting the program area for your project/initiative, please select the one that best fits your goals and objectives (see table 2 for examples). If you are unsure which program area to select, please reach out to the PMT Help Desk so that BJA can assist.**

Note that the program areas have changed from the old reporting modules. Most notably, Crime lab/forensics is no longer a separate progr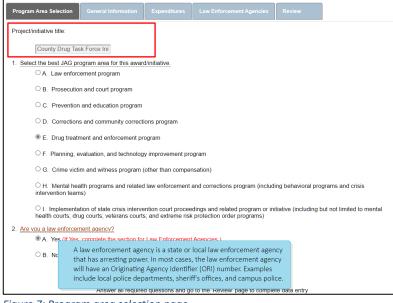am area. Forensics programs could be reported under the law enforcement program area; drug treatment and enforcement program area; or the planning, evaluation, and technology improvement program area, depending on the goals and objectives.

Figure 7: Program area selection page

The project/initiative title entered in the subaward information will carry over to the program area selection page. Make sure you complete the questionnaire solely related to the expenditures and activities for this project/initiative.

If you need to change your program area, you will have to contact the PMT helpdesk. If a project ends early or funds transfer to a new project with a distinct scope and different goals, create a new subaward for the new program area with the award amount allocated and the project/initiative title. Edit the award amount and project start/end dates for the old project/subaward to close it out in the PMT. If funding streams shift to an existing program area, adjust the subaward amount(s) as necessary. Work with your grant manager to submit any necessary Grant Award Modifications (GAMs).

JAG Program Area Examples

Table 2 provides examples of programs that would be categorized within each area. You may only select a single JAG program area per project/initiative. Select the program area that best fits for the project/initiative you are reporting on (e.g., a task force initiative with a prevention component can be reported entirely under law enforcement). If JAG funding supports multiple program areas through distinct projects, a separate subaward must be created for each project that is funded, thereby creating a new questionnaire. Work with your subrecipients, your BJA grant manager, or contact the PMT helpdesk if you have questions related to selecting program areas.

Table 2: JAG Program Area examples

JAG Program Area	Examples (not exhaustive)
Law enforcement programs	- Ballistics and firearm forensics. - Ceasefire programs. - Children Exposed to Violence. - Community policing. - Community-Based Violence Initiatives (i.e., hospital-based violence intervention programs, violence interrupters, street outreach). - CompStat. - Diversion programs (from arrest to alternative sanctions). - Focused deterrence (high-rate offender or group/gang focus). - Forensic crime labs. - Geographic focus (hot spots policing).

	• Hot lines. • Problem-solving approach (problem-oriented policing such as the Scanning, Analysis, Response and Assessment (SARA) model). • Single-agency projects or multi-jurisdictional/inter-state task forces/special operations (i.e., narcotics, gangs, gun/violent crime, computer/high-tech crime). •
Prosecution and court programs	• Community prosecution. • Differentiated case management. • Diversion programs (from prosecution to alternative sanctions). • Indigent defense. • Public defense services for court proceedings and referrals to community services. • Prioritizing violent/serious/dangerous offenders. • Treatment court (mental health, drug, family, veterans, or other specialty courts).
Prevention and education programs	• Big Brother Big Sister/mentoring programs. • Community building (programs that promote community cohesion, including public safety partnerships between the community and elements of the criminal justice system; for example, National Night Out™). • Crime awareness (educational training or awareness campaigns). • Crime prevention programs. • Drug prevention programs (skills development training, drug overdose education, Naxolone distribution). • Justice reinvestment. • National Ganger Center programs. • Situational crime prevention and crime prevention through environmental design strategies. • Youth programs (programs that promote positive behavior and decrease negative behavior in youth; for example, any of the Blueprints programs).
Corrections and community corrections programs	• Correctional contraband control. • Correctional surveillance enhancement. • Corrections and community corrections programs (e.g., vocational/job training programs, educational programs, drug reduction programs). • Individualized case planning. • Prison Rape Elimination Act (PREA) programs. • Project BUILD. • Reentry programs/activities (direct services or referrals to services such as vocational, educational, and housing services). • Residential substance use disorder treatment (correctional or jail settings). • Screening and assessment.
Drug treatment and enforcement programs	• Adults in the Making (AIM). • Aftercare services. • Comprehensive Opioid, Stimulant, And Substance Use Program (COSSUP). • Diversion programs (for individuals with substance use disorders). • Drug screening/assessment/case management. • Drug trafficking/narcotics taskforce/unit. • Drug treatment courts. • Intensive supervision. • Narcotic units. • Residential and outpatient drug treatment programs. • Specialized drug enforcement task forces/drug interdiction programs.
Planning, evaluation, and technology improvement programs	• Ballistics Identification System. • Criminal justice technology. • DNA analysis. • Evidence records preservation. • Records improvement/information systems upgrade. • Technology improvement projects within law enforcement, courts, corrections, or community corrections (e.g., virtual reality equipment, crime lab upgrades, crime scene unit enhancement, court reporting upgrades). • Virtual reality training programs.
Crime victim and witness programs (other than compensation)	• Children's Advocacy Center Model. • Crisis Intervention Programs (not aimed at reducing gun violence). • Community-based victim services. • Domestic violence programs.

	• Restorative justice programs. • Victim advocacy programs. • Victim assistance programs. • Witness protection and support programs.
Mental health programs and related law enforcement and corrections programs (including behavioral programs and crisis intervention teams)	• Behavioral health treatment courts and programs. • Behavioral Interventions. • Cognitive-based/mental health services (including therapeutic programs used to change criminal thinking and behavior, counseling, or self-help groups). • Co-responder programs. • Crisis intervention teams. • Mental health programs. • 988 suicide prevention programs. • Police Officer mental health programs. • Crisis response and intervention training for law enforcement or correctional agencies.
Implementation of state crisis intervention court proceedings and related programs or initiatives (including but not limited to mental health courts, drug courts, veterans courts, and extreme risk protection order programs)	• Extreme risk protection order (ERPO) programs[1]. • State crisis intervention court proceedings (to include Specialized Court Programs i.e. Drug, Mental Health, Veterans Treatment, Behavioral Health Diversion Programs with an emphasis on gun violence and violence prevention).

What to Do if You Are a Law Enforcement Agency

On the program area selection page (figure 7), indicate if you are a law enforcement agency. A law enforcement agency is a state or local law enforcement agency that has arresting power. In most cases, the law enforcement agency will have an Originating Agency Identifier (ORI) number. Examples include local police departments, sheriff's offices, and campus police.

Selecting "Yes" to indicate that you are a law enforcement agency will generate an additional section of questions (figure 8). The Law Enforcement Agencies section is the same set of questions you may already be familiar with.

This selection is separate from the program area selection. You may be a law enforcement agency but have a project/program that fits best in a program area other than the law enforcement program area, like the drug treatment and enhancement or prevention and education program areas. Select the program area that best fits; you will complete the law enforcement agencies section regardless of your program area selection.

Figure 8: Law enforcement agencies section

Note: Even if you answered these questions in the old reporting system, in January 2025, please report again in the new system, referring to your old PMT report.

Once you complete this section during the first reporting period in 2025, your answers will carry over to the next reporting period. You can review and revise answers each quarter as needed.

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[1] See definition here.
Updated December 2024

IV. GENERAL AWARD INFORMATION

When to Begin Reporting on Your Award

Grant activity is defined as an award that has obligated, expended, or drawn down grant funds to implement objectives proposed in the BJA-approved grant application. Once you answer "Yes," the program becomes operational and remains so until the grant closes out. Even if you did not incur expenses during a subsequent reporting period you will continue to select "Yes" to report project progress updates. If you did not have grant activity, select a reason from the box (figure 9).

How to Report Administrative Set-Aside Funds

Administrative set-aside funds (10%) are not applicable for reporting performance measures. If you are a prime recipient solely using administrative set-aside funds, answer "No" to "was there grant activity during the reporting period?" You will answer project progress narrative questions during the January and July reporting periods.

Final Report

The **final report** is automatically selected by the system based on the subaward end date.

Figure 9: General information section

V. REPORTING JAG EXPENDITURES

Reporting Equipment, Technology, or Supplies Expenditures

There are 13 categories for **equipment, technology, and supplies** reporting:

- Camera/surveillance
- Canines
- Computer equipment/software
- Curriculum
- Duty equipment, excluding weapons
- Equipment-weapons
- Equipment
- Forensics/evidence
- General office supplies
- Medical
- Technology
- Vehicles and accessories
- Other

The categories include examples but are not an exhaustive list. Review all categories and select the one that best fits the equipment/supplies purchased during the reporting period. Only use the "other" category for equipment that does not fit into a defined category. Type all equipment/supplies (separated by commas or semicolons) that apply in the text box field. Indicate the total quantity

Figure 10: Expenditures section

purchased of <u>all items</u> and total JAG funds spent within the category (specific to the current reporting period). **Note:** Be sure to report expenditures only one time, do not report the same expenditure twice to avoid duplicate reporting within or across awards. Report the expenditure in the reporting period in which the purchase was made.

Hardware and software are to be reported in the equipment, technology, and supplies table. Individual equipment purchases should not be considered separate subawards if it is supporting a single program. If equipment or supplies are supporting separate program areas (e.g., a subrecipient is a law enforcement agency and they are making regular patrol purchases and also purchases for their technology improvement project), create a new subaward, select the program area, and report the equipment in the separate questionnaire.

Equipment and supply expenditures should align with an overall goal or objective. If an award is making expenditures only, describe JAG funding expenditures or activities conducted during the reporting period and how it impacts your agency in the Project Progress section. If you are reporting for a program, describe in your Project Progress, all of your accomplishments (including one-time expenses), and how this helps you achieve your overall grant-funded program goals.

Reporting Other Expenditures

JAG Funds Spent on Personnel Overtime, Salary, or Pay

Describe the type of personnel and their role in supporting the project. Enter the total amount of funding expended towards **personnel overtime, salary, or pay** (specific to the current reporting period).

JAG Funds Spent on Consultants or Contractual Supports

Describe what **consultants and/or contractual supports** were paid for with JAG funds during the reporting period. Include names, titles, and areas of expertise where applicable. Contractual supports may include maintenance, IT services, or service providers. Examples of consultants may include hiring consultants to design or implement programs or services, training and technical assistance, or evaluation and data analysis.

VI. ADDITIONAL USES FOR JAG FUNDS

If a project (subaward) only funds equipment, consultants/contracts, or personnel, you have completed the performance measures and will respond to the project progress-expenditures section. If the project has other components besides expenditures, you will respond to additional sets of questions. Select the applicable uses of your JAG award funds from the list below, which will generate additional sections in your report.

➢ **Forensic Genetic Genealogy Testing:** Awards that used or plan to use funds to conduct forensic genetic genealogical DNA analysis (FGG) and/or forensic genetic genealogical DNA analysis and searching (FGGS) complete this section during each reporting period. *Please ensure you are reporting if these questions apply to your program.*

➢ **Crisis Intervention Programs:** Awards that are implementing crisis intervention programs with JAG funding complete this section during each reporting period. Certain responses to questions will carry forward to future reporting periods; make changes as needed. This section is congressionally mandated for JAG grantees to report on, if applicable*. Please ensure you are reporting if these questions apply to your program.*

Figure 11: Additional uses for JAG funds

➢ **Program Area Services/Activities:** In this section, select from a list of programmatic services or activities. You can select activities/services/programs across all nine program areas, but the services selected should be tied to the objectives of the program area specific to this performance report. All grantees implementing programs or services/activities will describe how you are measuring impact and success for your program, including the data sources you will use. If you are conducting a formal assessment or evaluation of your JAG program, or your JAG funding is supporting formal research or assessments, respond to the research and assessment section.

➢ **Training:** In this section, report JAG funds expended on trainings hosted, attended, provided, or developed during each reporting period. If you are a law enforcement agency, be sure you have responded to the law enforcement agency section training questions.

➢ **Research and Assessment:** This section is for JAG programs that are formally measuring, evaluating, or assessing their program (e.g., formative evaluation, impact assessments, needs assessments, process evaluations, outcome evaluations, etc.). Report on the research and assessment objectives and results during each reporting period. Describe the data sources you will use to measure impact and success for your program. Provide formal reports and results to your grant manager.

VII. PROJECT PROGRESS NARRATIVES

Project Progress for Expenditures Only

If your JAG award is focused on purchasing equipment/supplies, consultants/contracts, or personnel salary/overtime, you will respond to a shortened version of the project progress section. If there is no award activity, grantees will also respond to this version of the project progress narratives until the award is active and expending funds.

I. First, provide a brief description of JAG funding expenditures, planning, or activities conducted during the reporting period and how it impacts your agency (e.g., increases our efficiency, replaces outdated equipment, increases capacity to serve more clients).

II. Then, describe any challenges during the reporting period and how BJA can provide assistance.

III. Finally, describe major activities planned for the next six months, including future purchases. You can also further define how the purchases will be used, implemented, or have an impact on your agency.

Figure 12: Project progress - expenditures only

Project Progress for Programs/Activities

For the first time reporting for an award and the first time reporting on existing awards using the new measures in January 2025, you will provide a brief description of your JAG award. In the brief description include the target population, crime/problem of focus, goals, and objectives. The description of your JAG award should include the following details:

I. Begin with a general description of your JAG award (for prime recipients) or subaward. Explain the nature of the JAG award, focusing on the program or initiative it funds. For example: "Our JAG award will support a community-based initiative aimed at reducing youth violence through evidence-based intervention and prevention strategies."

II. Define the target population. Specify who the program serves and include demographics and other relevant characteristics. For example: "The program will target at-risk youth aged 12–18 in the metro area in neighborhoods with high rates of violent crime."

III. State the crime or problem of focus. Clearly identify the specific issue the funding is addressing. For example: "the program focuses on addressing juvenile gang involvement and reducing firearm-related offenses."

IV. Outline the goals the program is designed to achieve. Goals should be specific, measurable, and time-bound. For example: "To reduce juvenile violence crime arrests by 15% over two years" or "To enroll 100 youth in the mentorship and life skills training program within a year."

Figure 13: Project progress - programs/activities

Each reporting period, you will describe one to three accomplishments or any progress towards your grant-funded goals; any challenges; and next steps. Be sure to state the goal you are referencing for each update.

VIII. FREQUENTLY ASKED QUESTIONS

➢ **How do I report interest accrued on JAG awards to fund programs?**

All interest accrued on JAG awards must be reported in the PMT award amount as it becomes part of the federal award. A warning message will appear in the PMT that the amount entered exceeds the total federal award; you can still create and submit a report. Interest earned must be used for programmatic purposes and must be expended within the period of performance. Thus, BJA expects performance reporting on activities funded by the program interest to be reported in the same manner as their original award. A note should be made in the PMT to explain the difference in their federal award amount and the amount of funds allocated/expended on programmatic activity.

➢ **Do our PMT reports have to align with financial reports? Is it acceptable that expenditure activities are reported in one quarter for the PMT but are reported in a different quarter for the financials?**

The PMT performance reports may not align with your grant financial reports. For PMT performance measure reporting, report each purchase one time in the quarter during which expenditures were incurred.

➢ **How do I report on projects that are only partially funded by the JAG?**

Report only the amount of JAG funds expended during the quarter for equipment/supplies and personnel/pay. In the crisis intervention and forensic genetic genealogy testing sections, report amounts/items tied to JAG funding. For other services/activities partially funded by JAG, report everything. You can distinguish in project progress what is funded by JAG.

➢ **Do subrecipients' semiannual project progress responses need to be incorporated into the prime recipient's project progress responses?**

Subrecipient project progress responses are specific to their program area and goals. If you are an SAA or prime recipient, acknowledge the subawards you are funding and the overall JAG award progress and accomplishments. You do not have to duplicate subrecipient-level detail. You can review your subrecipient's data in the PMT. If a prime recipient is reporting on behalf of subrecipients, be sure to include their individual updates in the project progress.

➢ **Will the goals and objectives we've entered the prior quarter automatically populate for the January 2025 reporting period?**

The new project progress questions have been revised from those that you are currently familiar with. The new project progress questions do not ask you to set up individual goals and report on progress towards them. Rather, in the new project progress section, if you are reporting as a program/initiative, provide a brief description of your JAG award, including the target population, crime/problem of focus, goals, and objectives. Answer this question during the first reporting period and your answer will carry forward and pre-populate in subsequent reporting periods. You will only have to answer this question the first time you report on the new measures in January 2025. You can refer to your old PMT reports to pull from your goals/objectives. Every six months, describe one to three accomplishments and any challenges related to those goals.

➢ **For the first time reporting on the new project progress question in January 2025, do we report for the last full six months, or just the last three months based on the rest of the performance measures?**

When reporting your project progress questions in January 2025, respond regarding your project updates within the last 6-month period (from July–December 2024). You may have to refer to your last PMT report to ensure information from July–September is incorporated into your narratives in January.

➢ **If our projects work with other organizations to achieve project goals but we do not have a Memorandum of Understanding (MOU) with those organizations and did not list them as project partners, can we still report on those organizations as partners?**

The revised measures do not ask if you have MOUs with partners. In project progress, describe work with partners and how this relates to your goals.

➢ **Our JAG award funds multiple law enforcement projects across several divisions within the police department. Each division has its own goals and objectives. Do we need to create separate law enforcement subawards for each department?**

Generally, if funds are supporting a project in which multiple agencies/entities collaborate and work in support of one overarching goal (e.g., a task force), report as one subaward. If multiple agencies are implementing different programs, then report each individually by creating subawards for each program. A direct local award supporting multiple divisions within a police department to make various purchases or training can be reported as one subaward supporting law enforcement programs. In the project progress section, describe the overall department goals and individual division goals.

➢ **We are a county with eight freestanding departments receiving a share of JAG funding. All eight are under the county umbrella and then there is one separate entity – a school system – which receives funds. Do we have nine subawards/separate reports?**

Report the nine projects based on the program areas they fund (e.g.., education and prevention). If they support different JAG program areas through the goals and objectives of the funding, create a subaward for each stream of funding within a program area. For example, if the funding is part of an overarching goal across the eight departments for a single county project or initiative (such as a school safety initiative), it can be reported as one subaward. Each department could also have their own individual subaward to report their use of funds. An individual who is familiar with the project(s) should complete the performance measures.

APPENDIX A: EXAMPLES OF STATE AWARD REPORTING

Scenario #1: State Administering Agency (SAA) awarded $1,052,900

➢ SAA reserves 10% allowable administrative funds to manage and oversee the grant.
- In this scenario, the SAA will select "All grant funds are sub-awarded to subrecipients." The SAA will not complete a Performance Report because they subaward all funds and are only reserving allowable administrative funds.

➢ SAA funds a county court to implement a drug court program.
- Subaward will select "Prosecution and court program" for Program Area Selection.
- Subaward funds personnel overtime and salary for case managers and will report in the Expenditures section.
- Subaward will report on drug court program services and impact in the Services/Activities section.
- Subaward funds an evaluation of the drug court and will report in the Research and Assessment section.
- Subaward will complete Project Progress section.

➢ SAA funds a local law enforcement agency to purchase Body-Worn Cameras (BWCs).
- Subaward will select "law enforcement program" for Program Area Selection.
- Subaward will respond to Law Enforcement Agencies section during the first reporting period.
- Subaward funds purchase of BWCs and storage and will report in the Expenditures section.
- Subaward will report on BWC program and impact in the Services/Activities section.
- Subaward provides BWC training and will report in the Training section.
- Subaward will complete Project Progress section.

Scenario #2: SAA awarded $500,900

➢ SAA reserves 10% allowable administrative funds to manage and oversee the grant, funds a consultant for strategic planning, and hosts an annual training.
- In this scenario, the SAA will select "All grant funds are used by the prime recipient and subrecipients." The SAA will complete a Performance Report because they host an annual training.
- The SAA will select "Planning, evaluation, and technology improvement program" for Program Area Selection.
- The SAA funds a consultant and will report in the Expenditures section.
- The SAA will report on strategic planning activities and impact in the Services/Activities section.
- The SAA will report in the Training section.
- The SAA will complete Project Progress section.

➢ SAA funds three drug task forces.
- Each drug task force will complete a Performance Report, selecting "Drug treatment and enforcement program" for Program Area Selection.
- Subawards fund personnel overtime and salary and will report in the Expenditures.
- Subawards will respond to Law Enforcement Agencies section, if applicable.
- Subawards will report on drug task force activities and impact in the Services/Activities section.
- Subaward will complete Project Progress section.

APPENDIX B: EXAMPLES OF LOCAL AWARD REPORTING

Scenario #1: Local County government awarded $36,200
- ➢ A county government funds a state crime lab to purchase forensic equipment and supplies.
  - • In this scenario, the local grantee will select "All grant funds are sub-awarded to subrecipients."
  - • All funds are being used to purchase equipment and supplies; the subaward will report the equipment purchased during the reporting period in the Expenditures section.
  - • Subaward will complete Project Progress for Expenditures Only section.

Scenario #2: Local City government awarded $85,000
- ➢ A Local award to a Sheriff's Department for $85,000 to purchase radios, duty equipment, and curriculum. They also hired a project director to run a crisis intervention training program.
  - • In this scenario, the local grantee will select "All grant funds are sub-awarded to subrecipients."
  - • The subaward will report the equipment purchased during the reporting period in the Expenditures section.
  - • The subaward will select "training" for additional uses of JAG funding and complete the Training section.
  - • Subaward will complete Project Progress section.

APPENDIX C: RESOURCES AND CONTACT INFORMATION

PMT Helpdesk

Contact the PMT Helpdesk via phone at: 1-888-252-6867 or email at: bjapmt@usdoj.gov. The PMT is available between 8:30 a.m. and 5 p.m. ET Monday–Friday; closed on federal holidays. Contact the PMT Helpdesk for:

- PMT questions, setting up subrecipients, and JAG subawards.
- Questions on performance measures.
- Scheduling a TTA session on data collection, understanding performance measures, or PMT reporting.
- Creating semiannual PMT report for JustGrants.
- Unlocking previously submitted reports.

JustGrants Support Team

Contact the Just Grants Support Team via phone at 833-872-5175 or email at JustGrants.Support@usdoj.gov between 5 a.m. and 9 p.m. ET Monday–Friday; and Saturday, Sunday, federal holidays from 9 a.m. to 5 p.m. ET. Contact the JustGrants Support Team for:

- Account creation in JustGrants.
- Navigating JustGrants to find progress reports.
- Unlocking account or help with passwords.
- Roles and permissions (Grant Award Administrator or Entity Administrator).
- Error messages.
- Uploading/attaching documents.

The National Criminal Justice Association (NCJA) Training and Technical Assistance

The NCJA Center for Justice Planning (NCJP), with funding from the Bureau of Justice Assistance, offers training and technical assistance to SAAs to support your strategic planning efforts and the implementation of evidence-based policies and practices. This TTA is designed to help states meet the 2019 Byrne Justice Assistance Grant requirement of a comprehensive statewide strategic plan. TTA will be delivered in a variety of ways to best meet your needs, including: onsite facilitation, phone/email contact, web-based learning, regional trainings, and personalized support. In addition, The NCJP will be providing strategic planning training, the curation of evidence-informed practices, stakeholder engagement efforts, data collection support, mentoring, and leadership development to our SAA partners. Visit www.NCJA.org or email strategicplanning@ncja.org for more information.

Resources
- BJA Performance Measures.
- BJA YouTube Channel.
- JAG Performance Measures.
- Office of Justice Programs.
- OJP Grant Performance Measurement and Progress Reporting Information Portal.
- Performance Measurement Tool.

APPENDIX D: GLOSSARY OF DEFINITIONS

Administrative Set-aside Funds: maximum 10% of award funds that may be used for costs associated with administering the award, inclusive of direct administrative costs and/or indirect costs. Administrative set-aside funds are not applicable for performance measure reporting. Report only on project progress.

Consultants/Contractual Supports: cooperative agreements between a subrecipient and an external agency/individual/organization to provide services or goods on behalf of the JAG award.

Equipment/Technology/Supplies: items that are purchased or transferred with JAG funds to achieve JAG goals and objectives. For a complete list of prohibited and controlled equipment, refer to this document.

Final Report: the PMT automatically generates a final report based on the end date you entered for the subaward. You will upload this report to JustGrants no matter where it falls in the reporting schedule.

Grant Activity: an award that has obligated, expended, or drawn down grant funds to implement objectives proposed in the BJA-approved grant application. Once you answer "Yes," the program becomes operational and remains so until the grant closes out, even if you did not incur expenses during a subsequent reporting period.

JAG Program Area: JAG projects must align with one or more of the nine statutory JAG Program areas: 1) law enforcement; 2) prosecution and court; 3) prevention and education; 4) corrections and community corrections; 5) drug treatment and enforcement; 6) planning, evaluation, and technology improvement; 7) crime victim and witness program; 8) mental health programs and related law enforcement and corrections programs; and 9) implementation of state crisis intervention court proceedings and related programs or initiatives. You can only select a single program area that best represents your project/initiative, even if there is overlap with other program areas. If you have separate projects supporting different program areas, multiple JAG subawards must be created.

JAG Subawards: for the purposes of reporting JAG performance measures, a JAG subaward is a project or initiative supporting a single JAG program area. A subrecipient may be required to create multiple subawards based on how JAG funding is being used.

JAG Subrecipients: an organization or entity that has received JAG funding.

Justice Grants System (JustGrants): a web-based data collection system used by OJP to collect performance measurement data from grantees. JAG grantees upload a JustGrants report to the system semiannually (in January and July).

Law Enforcement Agency: for the purpose of JAG, a law enforcement agency is a state or local law enforcement agency that has arresting power. In most cases, the law enforcement agency will have an Originating Agency Identifier (ORI) number. Examples include local police departments, sheriff's offices, and campus police. Federal law enforcement agencies report DCRA reportable deaths directly to BJS under a different program.

Performance Measurement Tool (PMT): a web-based data collection system used by OJP to collect performance measurement data from grantees. The Performance Measurement Tool is the performance reporting system for JAG Grantees quarterly (January, April, July, and September).

Performance Measures: a series of questions related to the outputs and outcomes attributable to grant activities.

Personnel Overtime, Salary, or Pay: JAG funds used to hire additional or support existing personnel through salary/pay or overtime hours.

PMT PDF Report: a general overview of the award, including funding allocation, funding usage, and qualitative data. Upload this PDF to the JustGrants System to fulfill your semiannual reporting requirements.

Prime Recipients/Grantees: Prime recipients receive money directly from the federal government and may issue subaward(s) to subrecipient(s) to carry out part of the grant-funded goals.

Program/Project/Initiative: a continuous initiative, process, or other focused effort defined by goals and objectives.

Project Progress: a series of questions related to the grantee's specific goals, objectives, barriers, and successes. This full version is for projects that are operating as programs or initiatives.

Project Progress – Expenditures only: a series of questions related to the grantee's specific goals, objectives, barriers, and successes. This reduced version is for projects that are only making expenditures in equipment/technology/supplies, consultants/contractual supports, and/or personnel pay/overtime.

Project/Initiative Title: a unique title given to each JAG project/initiative that supports a single JAG program area.

State Administering Agency (SAA): the state agency responsible for administering Byrne JAG state funds. A list of all State Administering Agencies can be found here: https://www.ojp.gov/funding/state-administering-agencies/overview.