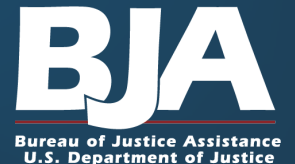


BUREAU OF JUSTICE ASSISTANCE

Project Safe Neighborhoods Training

Part 1 of 2: Completing your PMT Report

May 2023



Agenda



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- What Data do Grantees and Subrecipients Need to Report?
- PSN Performance Measure Overview
- Goals and Objectives
- Data Reporting Best Practices
- Contact Information and Resources



What Data do Grantees and Subrecipients Need to Report?



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Performance measures: A series of questions that measure outcomes of grant activities and demonstrate accomplishment of the goals and objectives of the BJA's programs. *Data is reported quarterly (January, April, July, October).*

Narrative questions: A series of narrative questions related to your specific goals, objectives, barriers, and successes are also provided to be used for data reporting. *Data is reported semiannually (January and July).*



PSN Performance Measures Questionnaire



Link to PSN Performance Measures Questionnaire:

<https://bja.ojp.gov/performance-measures/PSN-Measures.pdf>

PSN Questionnaire Sections:

- Award Administration/Grant Activity
- Site/Project Information (*first reporting period only*)
- Planning and Understanding the Problem
- Data Tracking and Data Analysis
- Training and Technical Assistance
- Task Force Partnerships
- Response to the Problem
- Prevention and Community Empowerment
- Program Impact
- Narrative Questions (*Semiannual*)

BUREAU OF JUSTICE ASSISTANCE
Violent Gang and Gun Crime Reduction—Project Safe Neighborhoods Grant Program
PERFORMANCE MEASURES

SITE/PROJECT INFORMATION

This section's purpose is to collect baseline information about your PSN project. All of these questions are required during the first reporting period and will carry forward into subsequent reporting periods. You responses can be updated as needed.

3. What was the start date (month/year) of your PSN program? *Your program's start date may be different from the date when you received your BJA award. (Baseline)*
A. Month/Year: _____
4. Please provide the **primary** point of contact (POC) for the PSN initiative. *If there has been a change in the POC, please update. (Carry-forward)*
A. Name: _____
B. PSN POC information:
 1. Telephone number: _____
 2. E-mail: _____
 3. Address: _____
5. Has there been a change in **agency or project leadership** during the reporting period? *(Carry-forward)*
A. Yes/No
B. If Yes, please explain _____
6. Please provide the **primary** POC for the research partner that your agency will be working with as part of this PSN program. *If there has been a change in the research partner POC, please update. (Carry-forward)*
A. Name: _____
B. Research partner POC information:
 1. Telephone number: _____
 2. E-mail: _____
 3. Address: _____
7. Has there been a change in your PSN research partner or a significant change in the research partner team members during the reporting period? *(Carry-forward)*
A. Yes/No
B. If Yes, please explain _____
8. How does your site plan to sustain the PSN program post-funding completion, possibly without subsequent PSN funding? *Select all that apply. (Carry-forward)*
A. Continue to invest in research partnerships
B. Continue to use data analysis to inform and improve strategic and tactical responses
C. Foster community partnerships through systematic public outreach
D. Systematically offer in-service training
E. Replicate the PSN programs, if applicable
F. Plan to seek long-term funding (grants, local funding, foundation funding)
G. Other (please describe)

Establishing SMART Goals for PSN



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Specific

- What will be accomplished by the fiscal agent and subrecipient(s)?
- What actions will the fiscal agent and subrecipient(s) take?
- Who is involved from the fiscal agent agency and subrecipient(s)?



Measurable

- What metrics will the fiscal agent and subrecipient(s) use?
- What are the indicators of success that will be used by the fiscal agent and subrecipient(s)?



Achievable

- How will the fiscal agent and subrecipient(s) accomplish the established goals?
- What are the tools/skills needed?



Relevant

- What is the overall relevance of the goal to your PSN project?
- How does it align with the PSN program?



Timebound

- What are the deadlines established?
- Is there a sense of urgency for some deliverables?

Examples of the PMT Narrative Section



Goal	Status	Progress & Barriers	Planned Activities
<p>Establish Fiscal Agent and Subrecipient(s) Goals.</p> <p>Fiscal Agent Goals: Goals are set for the duration of your project and should remain consistent throughout each reporting period.</p> <p>Subrecipient Goals: Once a subrecipient is approved by BJA, their goal(s) should be entered as well.</p> <p>All goals should be SMART: Specific; Measurable; Achievable; Relevant; Time Bound</p>	<p>The status of the goal may change from one reporting period to the next—there are prepopulated options in the PMT.</p> <p>The status options are the following:</p> <ul style="list-style-type: none"> • Not Yet Started • Delayed • In-Progress • Completed • Goal No Longer Applicable 	<ul style="list-style-type: none"> • From the perspective of the fiscal agent and subrecipient(s) (once approved by BJA), provide detailed progress, achievements, and challenges toward each goal for the last two quarters. • Provide a detailed narrative that explains the work completed in the last 6 months as it relates to each specific goal by the fiscal agent and each subrecipient. • Please provide an explanation as to the status of the goal (why has your agency not started, what delays is your agency encountering, if applicable). 	<p>Anticipated activities, as they relate to the fiscal agent and each subrecipient(s) particular goals.</p> <p>The narrative should outline the activities that will take place in the next 6 months.</p> <ul style="list-style-type: none"> • This includes what activities are planned by the fiscal agent. • This includes what activities will be undertaken by your approved subrecipient(s).

Examples of PSN Goals & Objectives



Scenario 1: Grantees whose period of performance recently started

Goal	Status	Progress & Barriers	Planned Activities
<p>Example 1 To work with the PSN Task Force and local USAO to determine the PSN strategy, goals, and objectives for this fiscal year that reduces violent crime and addresses violent crime reduction.</p> <p>Note: There are no subrecipients selected at this time.</p>	<p>Not Yet Started</p>	<p>The fiscal agent is continuing to work toward addressing the requirements of the active award conditions to be able to access award funds. The fiscal agent has submitted our revised budget for BJA approval which is currently under review.</p>	<p>The fiscal agent will hold weekly virtual meetings discussing the identification of the PSN goals and objectives for this fiscal year.</p>
<p>Example 2: To partner with a local police department that will utilize the PSN program to fund hotspot patrols within targeted jurisdictions that have a history of gang and gun violence activity.</p> <p>Note: There are no subrecipients selected at this time.</p>	<p>Not Yet Started</p>	<p>The fiscal agent received approval from BJA and has cleared all active award conditions by the submission of a program narrative and project abstract.</p>	<p>The fiscal agent will draft and release the RFP in the next 6 months. The selection committee will review applicants and the selected applicants will be submitted to BJA for review and approval.</p>

Examples of PSN Goals & Objectives



Scenario 2: Grantees who have defined their goals and objectives and have already begun implementation

Goal	Status	Progress & Barriers	Planned Activities
<p>Example–Fiscal Agent Goal: To work with the selection committee to select subrecipients that will address violent crime and gang reduction.</p>	<p>In Progress</p>	<p>Fiscal Agent Update: The fiscal agent received prior BJA approval to select “City’s Police Department” to provide increased quarterly trainings to local law enforcement agencies. The fiscal agent has fully executed their subrecipient agreement.</p>	<p>Fiscal Agent Update: The fiscal agent will continue to participate and facilitate monthly PSN Task Force meetings.</p>
<p>Example–Subgrantee #1: City’s Police Department Goal: To increase the number of trainings provided to law enforcement agencies in the eastern district of “X,” with trainings specifically focused toward building the foundations on a gun case.</p>	<p>In Progress</p>	<p>Subrecipient #1: City’s Police Department Update: The “City Police Department” has begun expending award funds to conduct meetings and outreach with targeted local enforcement agencies to identify the areas/topics of trainings needed.</p>	<p>Subrecipient #1: City’s Police Department Update: The “City’s Police Department” will identify training facilities, potential training dates, and identify potential trainers.</p>

Examples of PSN Goals & Objectives



Scenario 3: Grantees who have completed their Goals and Objectives

Goal	Status	Progress & Barriers	Planned Activities
<p>Example–Fiscal Agent Goal: To work with local police department and execute suppression and intervention activities.</p>	<p>Completed</p>	<p>Fiscal Agent Update: The fiscal agent has verified the subrecipient’s final performance report and final financial report and has provided reimbursement to the subrecipient.</p>	<p>Fiscal Agent Update: The fiscal agent will move forward with closeout of the award.</p>
<p>Example–Subgrantee #1: City’s Police Department Goal: To coordinate with the Gang Violence Task Force to fund overtime to conduct hot spot patrols of high-violent-crime areas.</p>	<p>Completed</p>	<p>Subrecipient #1: City’s Police Department Update: The subrecipient’s Gang Task Force completed their overtime patrol of targeted high-violent-crime areas and submitted all invoices and documentation to the fiscal agent.</p>	<p>Subrecipient #1: City’s Police Department Update: The fiscal agent will move forward with closeout of the award.</p>

PMT Submission Reminders



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DO enter narratives whose activities were executed using those specific award funds. Activities should be varied and specific to that particular year and award funds.



DO NOT copy/paste your narratives entered from a previous fiscal year award.



DO enter consistent goals and objectives in each reporting period.



DO NOT enter different goals and objectives in each reporting period. Goals that have been altered or goals that are “no longer applicable” should have been approved via a programmatic scope Grant Award Modification (GAM) submission.

Follow this link for information and training on submitting a GAM:

<https://justicegrants.usdoj.gov/training/training-grant-award-modifications>



DO ensure the report you attached in JustGrants is for the correct award, for the correct reporting period, and in the correct PMT format.



DO NOT attach the quarterly report. The *semiannual* report will automatically populate the previous quarter’s data. You should only attach one PMT report via PDF.

Data Quality Best Practices



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- Designate staff for coordination of the performance data collection.
- Review the performance measure questionnaire before entering data.
- Ensure that designated staff participate in trainings.
- Review, edit, and validate data with subrecipients before submission, if applicable
- Be mindful of the validation alerts built into the reporting systems. The BJA PMT Helpdesk may reach out with data verifications, if needed.



Resources



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

Contact Information and Resources



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BJA PMT HELPDESK

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

WEBSITES

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

Thank you for your hard work and dedication!