

BUREAU OF JUSTICE ASSISTANCE

TRAINING AND TECHNICAL ASSISTANCE

PERFORMANCE MEASURES

Definitions

TTA Activity

TTA activities are events, trainings, workshops, tailored support, and assistance that provide knowledge, skills, and/or capacity-building.

TTA activities can be informational (TTA that does not require lengthy or ongoing assistance, such as a phone call), limited (TTA that is specific to one point in time and requires limited contact, such as a one-time event or training), or intensive (TTA that is ongoing and highly customized, such as designing and implementing a program or practice).

Example: Hosting a virtual meeting on 11/5/25 to discuss community resources.

Deliverable

A tangible, reusable resource that can be referenced and used by others, such as a document, podcast, tool, training curriculum, newsletter, website, or system. Generally, a deliverable can be printed or paused.

Example: Webinar recording of 11/5/25 virtual meeting.

TTA Activity and Deliverable Types

TTA Activity:

- Host Conferences
- Scholarship Support
- Fund Speaker
- Requests for Information/Helpdesk
- Training: Onsite/In Person
- Training: Self-paced/Modules
- Training: Live Video/Live Webinar
- Training: Phone
- Focus/Advisory Group Working Session
- Single Session Peer-to-Peer Support
- Ongoing Peer-to-Peer Knowledge Exchange
- Assessment
- Data Collection
- Policy Review/Development
- Program/Operations Implementation or Support
- Provision of Resources/Tools/Systems
- Coaching/Mentoring
- Administrating Microgrants

Deliverable:

- Training Materials (e.g., Curricula, Handouts, Checklists, Training Plans)
- Website
- Multimedia (e.g., Videos, Podcasts, Social Media, App)
- Print Resources (e.g., Fact Sheets, White Papers, Pamphlets, Reports)
- Presentations (e.g., Slides for a Conference Workshop or Webinar)
- Other Deliverables

Host Conferences

The planning and convening of a meeting of criminal justice practitioners, policymakers, and/or researchers that is at least one day in duration and includes multiple presentations from a variety of speakers. This TTA type should be reported by the sponsoring organization only. If presenting at a conference, this should be reported under the “Fund Speaker” TTA type. If attending a conference, this should be reported under the “Scholarship Support” TTA type.

1. How many conferences did you host during the reporting period? __
2. How many individuals attended conferences during the reporting period? __
3. How many individuals completed an evaluation of a conference? __
4. How many individuals indicated that their knowledge level increased during conferences or conference sessions during the reporting period? __
5. How many individuals indicated that conferences or conference sessions were satisfactory or better during the reporting period? __
6. During the reporting period, how many individuals indicated that they plan to change their own behavior to apply what they learned into their work? __

Scholarship Support

Financial support for an individual to attend a conference, training class, or workshop (e.g., travel and/or lodging and related expenses).

7. How many individuals received scholarship support to attend events during the reporting period? __
8. During the reporting period, how many individuals indicated that their knowledge level increased during the event they attended with scholarship support? __

Fund Speaker

Financial support (e.g., consultant fee, travel, and/or lodging and related expenses) for an individual to share criminal justice expertise by presenting or providing instructions at a training or workshop at a conference, summit, or large working group sessions.

9. How many individuals were funded to speak at events during the reporting period? __

<p>During the reporting period, how many individuals in each of the following fields were funded to speak at events?</p>	<p>Please enter the number of individuals in each relevant text box. Each individual should be counted once based on their primary field. Empty textboxes will be marked as 0 individuals from that field.</p>
<p>Policing</p>	

During the reporting period, how many individuals in each of the following fields were funded to speak at events?

Please enter the number of individuals in each relevant text box. Each individual should be counted once based on their primary field. Empty textboxes will be marked as 0 individuals from that field.

Pretrial	
Judiciary	
Courts	
Prosecution	
Defense	
Institutional Corrections: Prisons	
Institutional Corrections: Jails	
Institutional Corrections: Juvenile Detention	
Institutional Corrections: Community Confinement	
Community Supervision	
Healthcare	
Behavioral Healthcare	
Community-based Organizations	
Faith-based Organizations	
Legislative Bodies	
General Public	
Researchers/Evaluators	
Forensic Science	
Other	
Other, please explain:	

Trainings

Onsite/In-Person: An in-person training session scheduled for a specific date and time, focused on a particular topic or skill, designed for either job-related use or for trainers to teach others.

Live Video/Live Webinar: A live video training session scheduled for a specific date and time, focused on a particular topic or skill, designed for job-related use or for trainers to teach others. These sessions should include virtual presentations and interactive elements like chat, polling, and Q&A.

Self-paced/Modules: A self-paced online training program focused on a specific topic or skill, designed for job-related use or for trainers to teach others.

Phone: A live teleconference training session scheduled for a specific date and time, focused on a particular topic or skill, designed for job-related use or for trainers to teach others.

10. How many trainings did you complete during the reporting period? __
11. How many individuals attended trainings during the reporting period? __
12. How many individuals completed an evaluation of a training during the reporting period? __

13. How many individuals indicated that their knowledge level increased during training sessions during the reporting period? __
14. How many individuals indicated that training sessions were satisfactory or better during the reporting period? __
15. During the reporting period, how many individuals indicated that they plan to change their own behavior to apply what they learned into their work? __
16. How many individuals indicated that TTA providers were effective in delivering trainings attended during the reporting period? __

During the reporting period, how many individuals in each of the following fields attended trainings?	Please enter the number of attendees in each relevant text box. Each attendee should be counted once based on their primary field. Empty textboxes will be marked as 0 individuals from that field.
Policing	
Pretrial	
Judiciary	
Courts	
Prosecution	
Defense	
Institutional Corrections: Prisons	
Institutional Corrections: Jails	
Institutional Corrections: Juvenile Detention	
Institutional Corrections: Community Confinement	
Community Supervision	
Healthcare	
Behavioral Healthcare	
Community-based Organizations	
Faith-based Organizations	
Legislative Bodies	
General Public	
Researchers/Evaluators	
Forensic Science	
Other	
Other, please explain:	

Focus/Advisory Group Working Session

Planning and convening of meetings or working group sessions that bring together a diverse groups of criminal justice professionals to participate in guided discussions, gather feedback, and derive recommendations. Examples include task force meetings and stakeholder coordination planning sessions.

17. How many focus/advisory group sessions did you complete during the reporting period? __
18. How many individuals participated in focus/advisory group working sessions during the reporting period?
--

During the reporting period, how many individuals from each field participated in focus/advisory group sessions?		Enter the number of individuals in each relevant text box. Count each attendee once based on their primary field. Empty textboxes will be marked as 0 individuals from that field.
Policing		
Pretrial		
Judiciary		
Courts		
Prosecution		
Defense		
Institutional Corrections: Prisons		
Institutional Corrections: Jails		
Institutional Corrections: Juvenile Detention		
Institutional Corrections: Community Confinement		
Community Supervision		
Healthcare		
Behavioral Healthcare		
Community-based Organizations		
Faith-based Organizations		
Legislative Bodies		
General Public		
Researchers/Evaluators		
Forensic Science		
Other		
Other, please explain:		

Requests for Information/Helpdesk

Responses to inquiries that do not require lengthy or ongoing assistance, such as inquiries received at a conference exhibit booth, training, via email, or via a telephone helpline.

19. How many requests did you receive during the reporting period? __
20. How many requests did you respond to during the reporting period? __

Provision of Resources

Direct provision of materials, systems, and personnel support to a site, agency, or jurisdiction including, fact sheets, toolkits, technical systems, data storage services, and staff assistance.

How many of each resource type did you develop during this reporting period?

Please enter the number of resources in each relevant text box.
Empty textboxes will be marked as 0 resources of that type.

Toolkits	
Print resources (e.g.: briefs; factsheets; reports)	
Assessments (e.g.: risk and needs assessments)	
Systems	
Data storage services	
People support (e.g.: additional staff or volunteers)	
Other	
Other, please explain:	

How many of each resource type did you provide?

Please enter the number of resources in each relevant text box.
Empty textboxes will be marked as 0 resources of that type.

Toolkits	
Print resources (e.g.: briefs; factsheets; reports)	
Assessments (e.g.: risk and needs assessments)	
Systems	
Data storage services	
People support (e.g.: additional staff or volunteers)	
Other	
Other, please explain:	

Single Session Peer-to-Peer Support

Single session or intermittent learning/support (can be in-person or virtual) for peers to share specific examples, program experiences, and operational knowledge from a comparable program. Includes one-time site-based visits and observational learning sessions. Ongoing and long-term peer support should be counted under Ongoing Peer-to-Peer Knowledge Exchange. Coaching and mentoring provided by consultants or external subject matter experts without using a peer-to-peer learning model should be counted under Coaching/Mentoring.

21. How many peer-to-peer support sessions did you complete during the reporting period? __
22. How many TOTAL individuals directly participated in a peer-to-peer support session during the reporting period? __
23. How many individuals completed an evaluation of a peer-to-peer support session during the reporting period? __
24. How many individuals indicated that their knowledge level increased during peer-to-peer support sessions during the reporting period? __
25. How many individuals indicated that the peer-to-peer support was satisfactory or better during the reporting period? __
26. During the reporting period, how many individuals indicated that they plan to change their own behavior to apply what they learned into their work? __

Ongoing Peer-to-Peer Knowledge Exchange

Ongoing or long-term learning/support (can be in-person or virtual) for peers to share specific examples, program experiences, and operational knowledge from a comparable program. Includes professional learning communities, communities of practice, and peer-to-peer mentoring initiatives. Single session or intermittent peer support should be counted under Single Session Peer-to-Peer Support. Coaching and mentoring provided by consultants or external subject matter experts without using a peer-to-peer learning model should be counted under Coaching/Mentoring.

27. How many ongoing peer-to-peer knowledge exchanges did you facilitate during the reporting period? (Number of initiatives, not number of individual sessions or meetings)? __
28. How many individuals attended peer-to-peer exchanges during the reporting period? __
29. How many individuals indicated that their knowledge level increased during peer-to-peer exchanges during the reporting period? __
30. During the reporting period, how many individuals indicated that they plan to change their own behavior to apply what they learned into their work? __
31. How many individuals indicated that peer-to-peer exchange sessions were satisfactory or better during the reporting period? __

During the reporting period, how many individuals in each of the following fields attended peer-to-peer exchanges?

Please enter the number of attendees in each relevant text box. Each attendee should be counted once based on their primary field.

Empty textboxes will be marked as 0 individuals from that field.

Policing	
Pretrial	
Judiciary	
Courts	
Prosecution	
Defense	
Institutional Corrections: Prisons	
Institutional Corrections: Jails	
Institutional Corrections: Juvenile Detention	
Institutional Corrections: Community Confinement	
Community Supervision	
Healthcare	
Behavioral Healthcare	
Community-based Organizations	
Faith-based Organizations	
Legislative Bodies	
General Public	
Researchers/Evaluators	
Forensic Science	

During the reporting period, how many individuals in each of the following fields attended peer-to-peer exchanges?

Please enter the number of attendees in each relevant text box. Each attendee should be counted once based on their primary field. Empty textboxes will be marked as 0 individuals from that field.

Other	
Other, please explain:	

Policy Review/Development

Review, and/or development of policy for an agency or jurisdiction, or identification of problems that can be effectively addressed through policy development. May include facilitating meetings to draft policy and strategies for policy adoption, and appointing subject matter experts to conduct research, develop surveys, and draft policies, standards, and materials.

32. How many organizations received policy-related assistance during the reporting period? __
33. Number of organizations that received a completed policy review: __
34. Number of organizations that received policy development assistance: __
35. Number of organizations that received policy implementation assistance: __
36. How many organizations were provided an evaluation for policy review/development TTA activities during the reporting period? __
37. Number of organizations that provided an evaluation: __
38. Number of organizations that completed an evaluation: __
39. Of the organizations that completed evaluations, how many rated the TTA provided as satisfactory or higher? __

Programs/Operations Implementation or Support

Direct assistance to a site, agency or jurisdiction in managing and implementing programs and or improving routine operations, which may include monitoring and performance assessment.

40. Number of program/operations implementation support engagements facilitated during the reporting period? __
41. Number of recipient organizations that completed program operations support evaluations during the reporting period? __
42. Of the recipient organizations that completed evaluations, how many rated the TTA as satisfactory or higher? __

Assessment

A review or analysis of a site, agency, or jurisdiction's operations or programs, and their impact on the criminal justice community, followed by a report with recommendations for improvement.

43. How many assessments did you complete during the reporting period? __
44. How many recipient organizations completed an evaluation of an assessment activity during the reporting period? __

45. During the reporting period, how many recipient organizations indicated that they could apply recommendations from the final report they received into their work? __
46. How many recipient organizations rated the assessment as satisfactory or higher during the reporting period? __

Data Collection

Data collection of criminal justice systems, processes, agency operations or jurisdictional programs. This TTA type may require one or more site visits to interview staff, review records, conduct surveys, and analyze policies and procedures.

47. How many data collection TTA activities were conducted during the reporting period? (An activity is defined as a complete data collection effort or project, not individual surveys or interviews or record reviews within one project.) __

Coaching/Mentoring

Ongoing assistance to a site, agency, or jurisdiction through regular meetings and consistent contact with a subject matter expert, consultant, or field leader to provide coaching and mentoring toward a defined goal.

48. How many total coaching/mentoring sessions were conducted during the reporting period? __

Administrating Microgrants

Management, oversight, and administration of microgrants to subgrantees, including ensuring compliance with funding guidelines and providing ongoing support for grant management. TTA that supports microgrant -funded activities, (such as provision of resources) should be included separately under the appropriate TTA type.

49. How many new microgrants did you administer during the reporting period? __
50. How many on-going microgrants did you administer during the reporting period? __
51. Enter the total dollar amount of microgrants administered during this reporting period? __

During the reporting period, how many total (new or ongoing) microgrants were administered in each of the following program areas?	Enter the number of microgrants in each relevant text box. Empty textboxes will default to 0.
Policing & Crime	
Courts	
Corrections	
Community-based	
Forensic Science	
Other	
Other, please explain:	

Training Materials (e.g., curricula, handouts, checklists, training plans)

Development or enhancement of instructional objectives, content, strategies, and evaluation methods for training courses or workshops, such as creating new modules or adapting existing curricula for new audiences.

52. How many participants received training materials during the reporting period? (Include all distribution methods: online downloads, print, email) __

53. How many new training materials did you create during the reporting period? __

54. How many existing training materials did you revise during the reporting period?

Website

Establishment and maintenance of a website providing current information to criminal justice policymakers, practitioners, and the general public on a particular topic /or BJA initiative. Includes regular updates to existing websites by adding new information, modifying or deleting text and links, and ensuring the site contains the most current data and information available.

55. What was the total number of visits to all BJA-funded websites or webpages during the reporting period?

--

56. What was the average visit length (in minutes) to all BJA-funded websites or webpages during the reporting period? __

57. How many new websites or webpages did you create during the reporting period?__

58. How many existing websites or webpages did you revise or maintain during the reporting period? __

Multimedia (e.g., videos, podcasts, social media, app)

Development of digital applications, recorded resources (podcasts, DVDs, webinars), or social media content, including recorded webinars available on websites.

59. How many times were BJA-funded multimedia deliverables accessed (e.g., downloaded or viewed) during the reporting period? __

60. How many new BJA-funded multimedia deliverables did you create during the reporting period? __

61. How many existing BJA-funded multimedia deliverables did you revise or maintain during the reporting period? __

Presentations (e.g., slides for a conference workshop or webinar)

The development or enhancement of slides and deliverables for delivering presentations, such as conference workshops or panel discussions.

62. How many new presentations did you create during the reporting period? __

63. How many existing presentations did you revise during the reporting period? __

64. How many participants received presentation materials during the reporting period? (Include all distribution methods: online, print, email) __

Print Resources (e.g., fact sheets, white papers, pamphlets, reports)

Development of print resources for the criminal justice field, including infographics, documents for policymakers and practitioners, summaries of findings and recommendations from focus groups or assessments, policy briefs, and white papers that educate target audiences on policy issues, research, and best practices.

65. How many print resources were distributed during this reporting period? __

66. How many new print resources did you create during the reporting period? __

67. How many existing print resources did you revise during the reporting period? __

Other Deliverables

Deliverables that do not fall under the categories of training materials, websites, multimedia, presentations, or print resources.

68. How many other deliverables were distributed during this reporting period? __

69. How many new deliverables did you create during the reporting period? __

70. How many existing other deliverables did you revise during the reporting period?__

Semiannual Grant Report Narrative Questions

1. What were your accomplishments during this reporting period?
2. What goals were accomplished, as they relate to your grant application?
3. What problems/barriers did you encounter, if any, within the reporting period that prevented you from reaching your goals or milestones?
4. Is there any assistance that BJA can provide to address any problems/barriers identified above?
5. Are you on track to fiscally and programmatically complete your program as outlined in your grant application? (Please answer YES or NO and if no, please explain).
6. What major activities are planned for the next 6 months?
7. Based on your knowledge of the criminal justice field, are there any innovative programs/ accomplishments that you would like to share with BJA?