

Frequently Asked Questions About the BJA TTARP

If you have questions, the BJA NTTAC team is available to help and can answer questions, provide trainings, or set up 1:1 coaching. Contact us Monday through Friday, 9am to 5pmET via email (BJANTTAC@ojp.usdoj.gov) or phone (1-833-872-5174).

General Questions

What are the key features of the TTA Reporting Portal?

The Bureau of Justice Assistance Training and Technical Assistance Reporting Portal (BJA TTARP) enables users to report on, categorize, filter, and sort TTA services delivered to the field; track progress against deliverables and TTAs; and extract data and run reports.

How do I obtain access to the BJA TTARP and my award(s)?

A log-in is required to access the BJA TTARP. Determine who in your organization should access award information and then review the [Creating a BJA TTARP Account](#) guide for instructions on how to create an account.

What resources are available to help me understand and use the BJA TTARP?

Once you log-in to the portal, the [BJA TTA Reporting Portal Interest Group](#) contains step-by-step instructions, comprehensive guides, and training videos to support grantees in completing their reporting. The BJA NTTAC team is also available to answer technical and reporting questions, provide one-on-one support and develop personalized trainings for your team.

What are my reporting requirements in the BJA TTARP?

Award activity data entry for the January 1- June 30 reporting period is due **July 30^t** and data for the July 1st-December 31st reporting period is due **January 30th**. Grantees are also required to answer narrative questions, certify their reporting, generate a PDF of the report, and upload it to JustGrants. For more information see the [Semiannual Grant Reporting Guide](#) (available after logging on to the BJA TTARP). Grantees are strongly encouraged to enter award activity data on a regular basis.

Technology Questions

How do I request a new password?

Navigate to the Log-in page, but do not enter your username and password. Instead, click on the Request New Password link. Once you enter your username or email address, you should receive an email with a one-time login link. The link will log you into the site and take you to the Edit Account page where you should create a new password. Once you confirm the new password, scroll to the bottom of the screen and select the Save button to save the new password.

How do I unlock my account?

Accounts are locked after 90 days of inactivity. When you attempt to log in you will receive the error message below. Click on the bold red text to trigger an email with a reactivation link for your account. The link will log you into the site and take you to the Edit Account page where you should create a new password. Once you confirm the new password, scroll to the bottom of the screen and select the Save button to save the new password.

I requested award access but I have not been approved. What do I do?

Grantee Users must approve award access requests. If you do not know who the Grantee User is for your organization, you can contact the BJA NTTAC team. The [Creating a BJA TTA Reporting Portal Account](#) provides the steps for requesting and approving access.

What do I do if I do not get a password reset email?

Check your spam account to ensure that your inbox did not automatically filter it. If it is not there, you can contact the BJA NTTAC team to manually reset your password.

BJA TTARP Data Entry

When should I begin to enter information about my activities?

The BJA TTARP allows users to update activities in an ongoing manner throughout the award period. Grantees are encouraged to enter activities such as objectives, TTAs, and deliverables as soon as work begins on them. TTAs and deliverables should be marked as Completed (and performance measures entered) soon after work on the TTA or deliverable has concluded.

How do I delete TTAs/Deliverables?

You cannot delete a TTA or deliverable. Instead, you should mark the items as canceled. Canceled TTAs and deliverables will not be included in your Semiannual Grant Report, and you will not be asked for reporting metrics on those items.

What do I do if I entered a TTA/Deliverable for the wrong award?

If you accidentally selected an incorrect award reference for a TTA/deliverable, you will not be able to delete it. Instead, clone the TTA/deliverable, and select the correct award reference. The previous TTA/deliverable associated with the incorrect award should be marked as canceled.

How do I bulk upload or import TTAs/Deliverables?

The Import Tool on the BJA TTARP allows grantees to use Excel file templates to record their data and then upload it to the portal. The [Import Guide](#) contains full instructions. If you run into errors, please contact the BJA NTTAC team to troubleshoot. We recommend that you do not run the same file multiple times – this could result in the creation of duplicate entries. If you identify duplicate entries created by the Import Tool, mark the duplicated items as cancelled.

When can I report performance metrics on my TTAs/Deliverables?

Once a TTA activity or deliverable has been completed, you need to change the status to complete and record performance metrics. Navigate to the TTA Inventory/Deliverable Inventory tab, search for your TTA/deliverable, and select the Edit icon. Then complete the following steps:

- Navigate to the Complete TTA/Performance Metrics or Complete Deliverable/Performance Metrics tab.
- Change the Status drop-down to Completed.
- Enter the completion date in the TTA Actual End Date/Actual Completion Date field.
- Enter the performance metrics for the TTA/deliverable.

Scenario-Based Questions about Data Entry in the BJA TTARP

I have scheduled a webinar for hundreds of criminal justice professionals. Is this webinar a TTA or a Deliverable?

Delivering a webinar is a TTA and falls under the TTA category “Training”, TTA Type “Training Delivery – Webinar.” Distribution of the webinar’s resources, such as a recording of the webinar to download, is a deliverable under the TTA type “Recorded (Podcast/CD/DVD/Webinar).” For the purposes of entering data into the BJA TTARP, a TTA is defined as any activity that provides state, local, or tribal agency assistance. A deliverable is defined as a tangible, reusable artifact that can be referenced by others.

I handle a large quantity of inquiries, such as phone calls and emails, or smaller types of TTA requests. Do they each have to be entered as an individual TTA item?

No. Assuming there is a common objective for these smaller types of TTA requests, consider these activities as one TTA or a “grouped” TTA. Limit the TTA to a defined date, such as a month or a reporting period. You can reflect the date in the TTA Title and TTA Short Name fields (such as “Help Desk Support: January”), as well as the TTA Start Date and TTA Actual End Date fields. At the end of the defined date, enter the end date (such as January 31), mark the status as “Completed,” and enter performance metrics. A “grouped” TTA entry can represent tens, hundreds, or in some cases, thousands, of agency requests. The TTA Type field would be “Requests for Information/Help Desk.” You can then use the Cloning icon to create a new TTA entry to reflect support for the next date, such as “Help Desk Support: February.” This process will enable you to record performance metrics at regular intervals and provide BJA with an ongoing record of the number of inquiries responded to and number of agencies supported. Refer to the [TTA Reporting Portal User Guide](#) (Section 5.5: Clone a TTA) for information on cloning TTA entries.

How can I post multiple events (meetings, onsite visits, and workshops) for a single TTA on the TTA Catalog?

The [BJA NTTAC website](#) houses an online TTA Catalog that gives BJA providers the opportunity to share and market their webinars and training events to the broader justice community.

Providers can add events to the TTA Catalog via the TTA form or the TTA Collaboration Portal.

- If you are entering information about your TTA activities in the TTA Reporting Portal, check the box Display event on public TTA Catalog to have your event listed in the TTA Catalog. To help promote your TTA event, a few additional fields, such as Event Description and Event POC, are required.
- If you have events that are not associated with a BJA TTA award, and therefore are not entered into the TTA Reporting Portal, information can be entered via the TTA Collaboration Portal using the Add Event link to then be displayed on the TTA Catalog.

Which “Program Area” or “Program Area Subtopics” do I enter when my TTA work supports the full spectrum of justice disciplines?

Providers are limited to selecting one program area for each TTA or deliverable. Select the one primary program area that is the most appropriate. More than one program area subtopic can be selected for additional justice discipline options. The [TTA Reporting Portal Data Dictionary](#), available in the [TTA Reporting Portal Interest Group](#), includes definitions for each program area and displays the available subtopics within each program area. If you need additional assistance determining a program area and subtopics for your TTA work, please contact your BJA Policy Advisor.

Please contact the BJA NTTAC Team at BJANTTAC@ojp.usdoj.gov or 1-833-872-5174 for assistance or to ask questions about the BJA TTARP.