

Dear Grantee,

On behalf of the Bureau of Justice Assistance (BJA) team, it is our esteemed pleasure to welcome you to a new calendar reporting year. If you are a new grantee, we also congratulate you on your new grant award!

The following are some important reporting reminders to help you ensure a smooth and productive reporting year.

As of October 2020, all grant management processes have moved to the new JustGrants reporting system. Many grantees will continue to report their performance in the Performance Measurement Tool (PMT) and upload the results into JustGrants until further notice.

The reporting calendar for this year's first quarterly report is as follows:

Quarter	Reporting Period	Type of Data Required	Quarterly Report Due Date*
1	October 1 – December 31, 2020	Measures and Narrative	January 30, 2021

- If you are a new grantee, please be sure to start collecting data **immediately** at the **start** of any grant activity. Doing so will promise more accurate data collection practices, precise usage of language that matches grant reporting terminology, and timely submission of quarterly reports.
- If you have not done so already, please **confirm the creation of your PMT account**.
 - If you have questions about the PMT, or if you need to set up a new user account, please contact the BJA PMT Helpdesk staff by email at bjapmt@ojp.usdoj.gov.
 - For account creation, please have the following information available:
 - Federal award number
 - Full name
 - Email address
 - Phone number
 - For unlock requests, please have the following information available:
 - Federal award number
 - Email address
 - Reporting period
 - For questions specific to your grant, please contact your BJA Grant Manager. Their contact information can be found [here](#).
- If you need help with your data entry and reporting, please reference the following:
 - "Help" tab in the PMT
 - BJA Performance Measures website
 - Uploading Reports to JustGrants training video
- If you need assistance setting up an account or accessing JustGrants, please visit the following website or contact the JustGrants Helpdesk using the information below:
 - JustGrants Helpdesk: JustGrants.Support@usdoj.gov or 833-872-5175
 - [Justice Grants Support website](#)

For any additional questions or concerns, please **contact the BJA Helpdesk** at bjapmt@ojp.usdoj.gov. In the days ahead, we look forward to supporting each of you and collaborating to make this year a great success.

Best Wishes,

BJA PMT Helpdesk Team

on behalf of Laura Wyckoff, PhD
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