

BUREAU OF JUSTICE ASSISTANCE
BYRNE CRIMINAL JUSTICE INNOVATION (BCJI)
Performance Measurement Tool (PMT)
FREQUENTLY ASKED QUESTIONS

The following frequently asked questions (FAQs) are derived from questions users ask during trainings and send to the BJA PMT Help Desk. For further guidance, contact the BJA PMT Help Desk by phone (1-888-252-6867), or e-mail (bjapmt@usdoj.gov).

General Award Information

Q1. Are we required to report on all applicable performance measures, or only on those for which we can and are able to provide data?

A. You are required to enter data on all performance measures that relate to activities described in your approved BJA grant application and carried out with BJA funding.

Q2. Our program activities are funded by multiple active Federal awards during the same reporting period? How do we report without duplicating data?

A. Reporting in the PMT is award-based. To report without duplicating data, it is preferred that you spend down funds and create a final report of activities you performed for the oldest award first before beginning to enter data and reporting on another award. If this is not possible, you must pro-rate your quantitative data according to the amount(s) of each award. For example, you have two awards, one for \$150,000 and the other for \$270,000. The two awards total \$420,000. As the first award is 36% of the combined amount, report 36% of the quantitative data under the first award and 64% of the quantitative data under the second award. That way, you are reporting funds from both awards for the same reporting period without duplicating the data. An explanation of how your data is being reported should also be provided as additional comments in your report in the PMT.

Overall Reporting

Q3. How many places do I have to report?

A. As the grantee (or direct recipient of funds from BJA), you are required to report into two places: 1) the Grants Management System (GMS), and 2) the PMT.

Q4. What kind of information am I reporting?

A. The PMT (<https://bjapmt.ojp.gov>) collects performance measurement data, both quantitative (numeric) and qualitative (narrative). The GMS (<http://www.ojp.usdoj.gov/gmsct>) maintains award information and collects financial documents, such as Form 425.

Q5. When do I submit a PMT report to BJA through the GMS?

A. You are required to enter data in the PMT on a quarterly schedule (or every 3 months). During the October–December and April–June reporting periods, you are also required to create and upload a PDF copy of the PMT *GMS Report* as an attachment into the GMS semiannually (or every 6 months) by January 30 and July 30.

Q6. Does the same ID and password work for both the PMT and the GMS?

A. No, log-in information is different for each system.

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Q7. Can the PMT Help Desk help me with GMS-related questions?

- A.** The PMT and the GMS are independent systems managed by different organizations. To receive the most accurate advice and assistance, contact the appropriate Help Desk number.
- BJA PMT Help Desk #: 1-888-252-6867.
 - GMS Help Desk #: 1-888-549-9901, Option 3.

Q8. Where can I obtain or retrieve a lost user name and password for the PMT?

- A.** For information about logging in to access the PMT, go to:
https://ojpsso.ojp.gov/support/OJP_PMP_SSO_Login_Instructions.pdf.

Q9. How do I change the primary point of contact information in the PMT?

- A.** To change the primary point of contact information, submit a Grant Adjustment Notice (GAN) through the GMS from the following URL: <https://grants.ojp.usdoj.gov/gmsexternal>. Please note that GANs are updated in the PMT once the GMS has reviewed and approved the GAN. This process can take up to 90 days to complete.

Performance Data Reporting

Q10. Do I answer both Implementation and Planning sections?

- A.** No, you should answer either the Implementation section or the Planning section, but never both in the same reporting period. If your project transitions from planning to implementation during a reporting period, you should report on your implementation activities. If you are awaiting approval of your plan and did not conduct any grant activity during the reporting period, you should report “not operational.”

Q11. How should quarterly crime data be reported?

- A.** After your program is implemented, crime data will be collected quarterly. Quarterly data should match up with the 3-month reporting period. For example, in April, you are required to report on grant activity from January through March. Quarterly crime data reported in April should therefore span January through March.
- In both cases, fill out the table with the number of crimes in the target area and hot spots. Hot spots are typically smaller locations within target areas. This means crime numbers for hot spots will always be less than or equal to crime numbers for target areas.

Q12. What if I can't report my crime data as requested in question 50?

- A.** We understand there are several reasons why you may be unable to report crime data as outlined in question 50. If you cannot report because the crime data is not yet available, enter zero (0) for all boxes. If you do not collect crime data for a specific type of crime, enter negative 9 (-9) in the box for that crime. If there are other circumstances that prevent you from properly reporting, fill out the table to the best of your abilities and add comments to the completed report explaining your data entry when prompted.

Q13. My agency collects crime data under the NIBRS guidelines. How can I convert this to UCR for my BCJI reporting?

- A.** You can view the NIBRS-to-UCR conversion guide in the PMT's Information and Resources section or by following this link:
<https://www.bjaperformancetools.org/help/NIBRStoUCRGuide.pdf>

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Q14. How should I report grant allocation amounts?

- A. Question 2 asks grantees to report how they are allocating funding from the BCJI award. The total amount you enter must equal the amount of your grant award as reported by BJA. The reporting table provides an auto-summation feature to show you the total of the allocations you have entered. Double check to ensure this matches your actual award. Note that the question does not ask about funding spent but asks about how you *estimate* you will spend that funding. You can update this each quarter as allocations change. There should never be any amount that is not allocated for one of the six areas.

Q15. How do I determine the population of a target area?

- A. You can find the population of a target area on the U.S. Census Bureau Web site (<http://www.census.gov/2010census/popmap/>). Click on the Total Population button, and then enter your city and state. From here, you can find the census tract(s) that comprise your target area and develop a population number for the target area.

Q16. How do I calculate the crime rate for a target area?

- A. A crime rate describes the number of crimes reported to law enforcement agencies per 100,000 residents. Calculate the crime rate by dividing the number of reported crimes by the total population and multiplying the result by 100,000.

$$\frac{\text{Number of Crimes}}{\text{Population}} \times 100,000$$

For example, if your target area had 200 serious crimes and a population of 23,000, then your crime rate would be 869.6 serious crimes per 100,000 residents.

$$\frac{200}{23,000} \times 100,000 = 869.56521$$

Reporting/Data Entry in the PMT

Q17. When I begin entering data, can I log out and finish at a later date?

- A. Yes, once you hit the **Save** button at the bottom of the screen, all your work up to that point is saved. When you log in again, you can resume entering data from where you last saved your work. Please be aware that due to security rules and regulations, **your session in the PMT will time out after 30 minutes of inactivity**. To avoid having to reenter data, click the **Save** button before leaving the system unattended or when you're finished entering data.

Q18. Our new grant is listed under a different user ID. How do I get it under one user ID?

- A. If you already have a username and password for the PMT, contact the PMT Help Desk, and they can merge the new award with the existing user account. Please call the PMT Help Desk **BEFORE** you enter any data using a new profile ID, or they cannot complete the merge.

Q19. Are we required to report on all applicable performance measures, or only on those for which we can and are able to provide data?

- A. You are required to enter data on all performance measures that are applicable to activities proposed in your grant application. Based on the selected services, the PMT will narrow down the performance measures for which you will need to report.

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Q20. How will the BJA PMT distinguish legitimate values of zero from missing data?

- A.** Along with entering zero as the data value for the reporting period and marking an indicator “not applicable” where appropriate, you will create a GMS report. This report pulls in all reported data for the reporting period. It provides a function to *Add Comments*. Click this button to open a window that will allow you to explain the data reported (or not reported) for the period. For example, you might write, “For measure #1, the data are not available because X, Y, and Z happened, and so we entered a 0. We plan to collect these data in the next reporting period.”

Q21. How often will I be asked narrative questions?

- A.** Narrative questions are asked semiannually, or every 6 months, in the PMT during the October–December and April–June reporting periods.

Q22. How will I know when reporting is due in the PMT?

- A.** The point of contact for the organization and any additional contacts entered in the PMT will receive an e-mail 45, 30, and 15 days before the data are due in the PMT. If you do not submit data in the PMT, you will receive a delinquency e-mail notice 5 days after the submission due date.

Operational vs. Not Operational

Q23. When would I select “no grant activity” (or not operational)?

- A.** This may be necessary for the first and last reporting periods of the grant to indicate that you did not receive any funds yet. It is generally expected that you will do what is necessary to collect and enter data for all reporting periods until your last or final report. Responding “No” to the question “Was there any grant activity during the reporting period?” indicates that activities proposed in the grant application did not occur, and no funds were spent during the specific reporting period.

Q24. What constitutes activity?

- A.** “Activity” involves execution of activities or projects outlined in the grant application—for example, purchasing the actual equipment, hiring staff, planning events and/or activities, and so on. Some examples that may not qualify as an “activity” are checking prices, requesting proposals from vendors, and communicating with vendors.

Q25. If there is no activity related to the award during a reporting period, do we still need to report?

- A.** All grantees are required to report on the status of the award every 3 months. If you have no grant activity to report, specify that the project was not operational for that reporting period. By indicating that your project is not operational, you will not be prompted to enter quantitative (performance measures) data.

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Closing an Award

Q26. Once the grant has been expended, do I have to continue reporting in the PMT?

- A.** You are required to report in the BJA PMT every 3 months, beginning with the start date of the award, even if there was no activity and the award was “not operational” during the reporting period. If during the reporting period you expended all funds and executed all proposed grant activity defined in the approved BJA grant application, create a *Final Report* in the PMT and upload a PDF copy of the *PMT Final Report* as an attachment to the grants *Final Progress Report* in GMS for acceptance by your State Policy Advisor at BJA.

Q27. Do I have to upload a PMT report to complete the closeout process for my grant?

- A.** Yes, as part of the grant closeout process in GMS, you must submit a PDF copy of a PMT *Final Report* as an attachment to your grant’s *Final Progress Report*. Your PMT *Final Report* should include your response to the qualitative (narrative) questions.

Q28. Where do I go in the GMS to close out my award?

- A.** For more information about the closeout process in GMS, go to: <http://www.ojp.usdoj.gov/gmscbt>, or contact the GMS Help Desk at 1-888-549-9901, Option 3.

Other Questions

Q29. How do I find my State Policy Advisor (SPA) or program manager?

- A.** Go to <https://www.bja.gov/About/Contacts/ProgramsOffice.html>.

Q30. Where do I find information about reporting requirements and training materials for the BJA PMT?

- A.** This information is on the *Information and Resources* page in the PMT. Here you will find the following:
- PMT reporting schedule;
 - Access information to view recorded Webinar trainings;
 - PMT overview training;
 - PMT user guide on how to navigate and enter data into the PMT;
 - Performance measures;
 - Frequently Asked Questions (FAQs); and
 - Other resources.