

This document is to be completed by the grant point of contact (POC) and contains all relevant information regarding the organization's grant(s) funded by the Bureau of Justice Assistance (BJA). It is intended to be a resource for grantee organizations, including when a new POC is appointed, to prevent delays in collecting and reporting data regarding grant-related activities. The document is designed to organize information for grantees that have one grant and/or those that provide oversight to multiple.

Grantee Frequently Asked Questions:

Q: Where do I find my Grant Manager's contact information?

A: Contact information for State Policy Advisors/Grant Managers can be found here:
<https://bja.ojp.gov/contact-us>.

Q: How do I know where to report?

A: The reporting system is based on your grant program. Additional guidance can be found here:
<https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/bja-grantee-reporting-guidance-graphic.pdf>.

Q: How do I access the reporting system?

A: Grants reporting in the Performance Measurement Tool (PMT) can access the system using the following link: <https://ojpsso.ojp.gov/>

Grants reporting in JustGrants can access the system using the following link:
<https://diamd-auth.usdoj.gov/>

Q: When do I report?

A: Most grants report measures on a quarterly basis and narratives on a semi-annual basis. Best practice is to confirm with your State Policy Advisor/Grant Manager before reporting.

Q: Where do I find my program's performance measures or other reporting resources?

A: Performance measures and reporting resources for most programs can be found by using the following link: <https://bja.ojp.gov/funding/performance-measures>. These resources are also available in the PMT under the "Information and Resources" section. If you can't find what you need, contact the BJA PMT Helpdesk.

Grant 1 Information

Grant Name: _____

Grant Number: _____

Grant Description/Goals:

Grant Manager Name and Contact Information: _____

Reporting System Name/Link: _____

Reporting System Log-in Credentials*: _____

Performance Measures Location: _____

POC Responsible for Data Collection/Reporting: _____

Internal Grant Data Location: _____

Internal Data Collection Process:

Grant 2 Information

Grant Name: _____

Grant Number: _____

Grant Description/Goals:

Grant Manager Name and Contact Information: _____

Reporting System Name/Link: _____

Reporting System Log-in Credentials*: _____

Performance Measures Location: _____

POC Responsible for Data Collection/Reporting: _____

Internal Grant Data Location: _____

Internal Data Collection Process:

For questions/assistance with reporting or the PMT, contact the BJA PMT helpdesk at bjapmt@ojp.usdoj.gov.

*Each individual should have their own log-in credentials, which can be obtained by contacting the BJA PMT helpdesk.

Grant 3 Information

Grant Name: _____

Grant Number: _____

Grant Description/Goals:

Grant Manager Name and Contact Information: _____

Reporting System Name/Link: _____

Reporting System Log-in Credentials*: _____

Performance Measures Location: _____

POC Responsible for Data Collection/Reporting: _____

Internal Grant Data Location: _____

Internal Data Collection Process:

Other Relevant Information:

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