General Information

The training has been recorded and will be posted soon on the BJA Multimedia Page and the BJA YouTube channel:

- BJA Multimedia Page: https://bja.ojp.gov/library
- BJA YouTube Channel: https://www.youtube.com/channel/UCqfmR7jbHtNmCYJp19We8kQ

For questions related to the Performance Measurement Tool (PMT), performance measures, data collection, or other reporting issues, please contact the PMT Help Desk at bjapmt@ojp.usdoj.gov or call toll-free 1-888-252-6867.

For grant specific questions, please contact your BJA Grant Manager, whose contact information can be found here: https://bja.ojp.gov/contact-us.

For JustGrants assistance, please contact the JustGrants Service Desk via email at JustGrants.Support@usdoj.gov, phone 1-833-872-5175, or by visiting the Justice Grants Support website: https://justicegrants.usdoj.gov/user-support.

For JustGrants training and resources, visit the following link: https://justicegrants.usdoj.gov/

Grantee Questions

Question #1: Is there a way to pull the list of report questions in advance to share with programmatic staff? Having to open each tab and copy and paste onto a document is cumbersome.

Answer: The BJA Performance Measures Website (https://bja.ojp.gov/funding/performance-measures/bja-program-performance-measures) includes a list of all program measures in PDF, these are the same questions you see in PMT.

Question #2: Do I use my Just Grants password to log into the PMT site?

Answer: Your login for JustGrants and PMT may be different; each are separate systems with their own login process. Please contact the PMT Helpdesk so we can send a link directly to your email address to setup your individual account and access privileges.

Question #3: Do I have to complete the narrative questions if there was no grant activity during that period?

Answer: Yes, even if your agency didn't experience grant activity during the reporting period. Narrative questions will still be required in the system's data entry finalization process.

Question #4: How do I obtain the original link to join the PMT site?

Answer: Please contact the PMT Helpdesk (bjapmt@ojp.usdoj.gov or call toll-free 1-888-252-6867) so we can send a link directly to your email address to setup your account and access privileges. The link to the PMT site is: https://bjapmt.ojp.gov.

Question #5: What type of grants are submitted through this system?

A: During this transition time, some grant programs will continue to report in the PMT while others have transitioned to reporting directly into JustGrants. To determine which BJA grants report in the PMT and which report in JustGrants, reference the graphic located on the BJA Performance Measures site: https://bja.ojp.gov/funding/performance-measures/overview.

Grantee Reporting Guidance

JUSTGRANTS TRANSITION

If you previously reported **semiannually** in GMS:

Report Directly into JustGrants

- CELL
- CESF
- CGIC
- COLD CASE
- DNA-EICE
- EFLEA
- EMMITT TILL
- FIELD INITIATED
- INNOVATIVE PROSECUTION

- JRI
- LEGEND (ORP)
- ME-C OFFICE
- MISSING INDIVIDUALS
- NFSIA
- PPI
- PRESIDENT
- PSOB

- SCA CAREERS
- SCA PAY FOR SUCCESS
- SOUTH WEST BORDER
- STOP
- TIPS
- GULF STATES
- WRONGFUL CONVICTION

If you previously reported **quarterly** into the PMT:

Report Directly into the PMT and Upload into JustGrants

JustGrants is replacing GMS

- BWC
- CBCR
- CEBR
- COAP/COSSAP
- CTAS PA2
- CTAS PA3
- CTAS PA4
- DRUG COURT
- DRUG COURT STATEWIDE

- IPEP
- ISI
- JAC
- JMHCP
- JRJ
- PDMP
- POST CONVICTION
- PREA
- PSN
- RSAT

- SAKI
- SCA COOCCURRING
- SCA EMPLOYMENT
- SCA IRI
- SCA MENTORING
- SCA STATEWIDE
- SCA TECHNOLOGY
- SCF
- SPI
- TCCLA

GMS = Grants Management System
PMT = Performance Measurement Tool
TTA = Training and Technical Assistance

If you previously reported into the TTA Reporting Portal:

The BJA National Training and Technical Assistance Center (NTTAC), who is responsible for maintaining the TTA Reporting Portal, will notify grantees if their award is considered a TTA award to be reported into the TTA Reporting Portal.

- **Justice Grants System (JustGrants):** https://diamd-auth.usdoj.gov/
- **Performance Measurement Tool (PMT):** https://ojpsso.ojp.gov/
- **BJA Contact Information page:** https://bja.ojp.gov/contact-us.

Question #6: Is a Word version of the PMT questions available for grant data collection purposes?

Answer: Currently the questionnaires are in PDF format only. There is a way to convert a PDF to a Word document using Adobe Acrobat.

1. Open the PDF in Acrobat.
2. Click the Export PDF tool in the right pane.
3. Choose Microsoft Word as your export format, and then choose Word Document.
4. Click Export. The Save As dialog box is displayed.
5. Select a location where you want to save the file, and then click Save.

Question #7: Can multiple people from the same agency be on the PMT system?

Answer: Multiple users can have access to the same profile or account to enter data and create reports. However, only one user may be logged in at a time. There is a security feature built into the design of the PMT system that prevents multiple users from accessing the same account at the same time to avoid users from overwriting each other. This security feature also ensures data accuracy and integrity.

Question #8: Are there plans to merge the PMT into JustGrants?

A: Yes, eventually the PMT system will sunset and JustGrants will be the only reporting tool. There is currently no date for this transition. Grantees will be notified when the transition is set to occur.

Question #9: With grants being awarded late, will PMT due dates be postponed?

Answer: The PMT reporting schedule and deadlines will remain quarterly with an aggregate report due every six months unless there are circumstances (i.e., system issues) preventing users from being able to successfully complete reporting or upload attachments to JustGrants.

Question #10: Is there a PMT guide for sub grantees to navigate the system?

Answer: A training entitled "Managing Subrecipient Reporting" is available here: https://bja.ojp.gov/media/video/27826. You can also contact the BJA PMT Help Desk to arrange a tailored training session for you and your subrecipient(s).

Question #11: I tried to put in my quarterly report yesterday and could not locate it in JustGrants.

Answer: It may be that your grant should be reporting directly into the PMT and not JustGrants. Please reference the graphic above in the response to question #5 to determine where your program should report. Most awards reporting in the PMT have been uploaded, but if you are not seeing your award, please send an email to the PMT Help Desk and our team will look into this for you. If you have confirmed that you are supposed to be reporting in JustGrants and don't see your award, contact the JustGrants Help Desk.

Question #12: We have had issues with the PMT report migrating into JustGrants. Any updates on when this will be available?

Answer: Please contact the JustGrants Helpdesk with any questions or issues you may be having uploading attachments from PMT and completing performance reports (PR) in JustGrants.

Question #13: Is the PDF report from January, July, and end of the grant uploaded into JustGrants?

Answer: Yes, the PDF is uploaded as an attachment to the PR in JustGrants. Please be sure the reporting period matches. We suggest referencing the training video that contains instructions specifically for uploading attachments into JustGrants: https://justicegrants.usdoj.gov/training-resources/justgrants-training/performance-reporting.

Question #14: My question is in regard to the semi-annual narrative questions. Do you prefer to see all the previous semi-annual narrative question answers/data in each new semi-annual report? Or do you just want data based on that grant reporting period?

Answer: The semiannual narrative questions, unless otherwise requested, should represent activities that occurred during the six-month time period.

Question #15: Is there any plan to add a print feature in JustGrants that enables the user to print out various reports we've entered, such as a GAM or our semi-annual narrative reports?

Answer: There have been discussions about adding a print feature in JustGrants, but we suggest reaching out to the JustGrants Help Desk.

Question #16: Does BJA have templates (Excel) for gathering data in preparation for BJA PMT reporting?

Answer: These templates are available for some programs and are referred to as TRAX. Visit the following link then click on the name of your program to see the available resources: https://bja.ojp.gov/funding/performance-measures/bja-program-performance-measures. If you need assistance with data collection efforts, please reach to the BJA PMT Help Desk.

Question #17: Does the end of grant report inclusive of all previous reports that have been uploaded as attachments?

Answer: Every quarterly reporting period, the PMT will ask if this is your last and final report. This means during the reporting period all funds were expended and no further funded activity is expected to occur. Indicating the reporting period is final in PMT will generate an aggregate data report in PDF since the start date of the award. When completing your last performance report in JustGrants, be sure to select or indicate this is a "Final" performance report and upload the Final PDF report from PMT as an attachment.

Question #18: Do all the PMTs need to be completed for all the Justice Assistance Grant (JAG) programs in PMT before a JustGrants report can generate?

Answer: All past and current reports should show as complete and created in order for the current report to correctly aggregate.

Question #19: Do we always mark "no activity" if there was no financial activity in the quarter?

Answer: It is possible to have reportable grant activity and no financial activity. Grant activity is defined as "proposed activities in the BJA-approved grant application that are implemented or executed." Reporting performance data in PMT is quarterly or every 3 months and begins based on the start date of your award regardless of when you receive funding. Every quarter, the PMT will ask if there was grant activity during the reporting period. If you did not spend any funds for activities associated with your award or are still in the planning stage, answer No to this question to skip the measures.

Question #20: How can I access the upcoming JAG training?

Answer: The October 14 session on Sexual Assault Kit Initiative, JAG, and Death in Custody Act Reporting Act performance measures and reporting will be recorded and posted on the BJA Multimedia Page and the BJA YouTube channel (see links below). There is also an existing JAG training available here: https://www.youtube.com/watch?v=pCUebl1KfCA.

- BJA Multimedia Page: https://bja.ojp.gov/library
- BJA YouTube Channel: https://www.youtube.com/channel/UCqfmR7jbHtNmCYJp19We8kQ