

**BUREAU OF JUSTICE ASSISTANCE
PROJECT SAFE NEIGHBORHOODS PROGRAM
PERFORMANCE MEASURES**

GENERAL AWARD ADMINISTRATION

1. Is this the **last reporting period** for which the award will have data to report?
For example, were all funds expended and is the award in the process of closing out in the Grants Management System?
 - A. Yes/No *(If Yes, answer the "Final Report" and "Goals and Objectives" questions. These are one-time-only questions you will answer prior to report closeout. Then, create a final report.)*

2. Was there **grant activity** during the reporting period? *There is grant activity when the grantee has obligated, expended, or drawn down grant funds to implement objectives proposed in the Bureau of Justice Assistance (BJA)-approved grant application. If you select Yes, the program becomes operational and should remain so until the grant closes out.*

Reason(s) for no grant activity during the reporting period	Select all that apply
In procurement	<input type="checkbox"/>
Project or budget not approved by agency, county, city, or state governing agency	<input type="checkbox"/>
Seeking subcontractors (Request for Proposal stage only)	<input type="checkbox"/>
Waiting to hire project manager, additional staff, or coordinating staff	<input type="checkbox"/>
Paying for the program using prior federal funds	<input type="checkbox"/>
Administrative hold (e.g., court case pending)	<input type="checkbox"/>
Still seeking budget approval from BJA	<input type="checkbox"/>
Waiting for partners or collaborators to complete agreements	<input type="checkbox"/>
Other	<input type="checkbox"/>
If Other, please explain.	

3. Please complete the following table indicating the percentage of your Project Safe Neighborhoods (PSN) award allocated for each of the following categories. *Percentage allocations should represent the entire life of the award but can be updated by reporting period as needed. Please enter whole numbers only. Total must be equal to 100 percent.*

Allocation category	Percent of overall program funding
Police agency	
Research partner	
All other partners/agencies	
Total	<AutoSum> = 100

- A. If Other, please explain. _____

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SITE/PROJECT INFORMATION

This section's purpose is to collect baseline information about your PSN project. All of these questions are required during the first reporting period and will carry forward into subsequent reporting periods. Your responses can be updated as needed.

4. What was the start date (month/year) of your PSN program? *Your program's start date may be different from the date when you received your BJA award. (Baseline)*
 - A. Month/Year: ____

5. Please provide the **primary** point of contact (POC) for the PSN initiative. *If there has been a change in the POC, please update. (Carry Forward)*
 - B. Name: _____
 - C. PSN POC information:
 - i. Telephone number: _____
 - ii. Email: _____
 - iii. Address: _____

6. Has there been a change in **agency or project leadership** during the reporting period? *(Carry Forward)*
 - A. Yes/No
 - B. If Yes, please explain. _____

7. If your project includes a research partner, please provide the **primary** POC for the research partner that your agency will be working with as part of this PSN program. *If there has been a change in the research partner POC, please update. (Carry Forward)*
 - A. Our project does not include a research partner (skip to Question 9)
 - B. Name: _____
 - C. Research partner POC information:
 - i. Telephone number: _____
 - ii. Email: _____
 - iii. Address: _____

8. Has there been a change in your PSN research partner or a significant change in the research partner team members during the reporting period? *(Carry Forward)*
 - A. Yes/No
 - B. If Yes, please explain. _____

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9. How does your site plan to sustain the PSN program post-funding completion, possibly without subsequent PSN funding? *Select all that apply. (Carry Forward)*
- A. Continue to invest in research partnerships
 - B. Continue to use data analysis to inform and improve strategic and tactical responses
 - C. Foster community partnerships through systematic public outreach
 - D. Systematically offer in-service training
 - E. Replicate the PSN programs, if applicable
 - F. Plan to seek long-term funding (grants, local funding, foundation funding)
 - G. Other (please describe)
10. Which of the following partners did you consult when completing the performance measures during the reporting period? *Select all that apply. (Carry Forward)*
- A. Law enforcement partner
 - B. Research partner
 - C. United States Attorney's Office representative
 - D. Community partner
 - E. Prosecutors
 - F. Corrections/community corrections
 - G. Other (please describe)

PLANNING AND UNDERSTANDING THE PROBLEM

This section's purpose is to measure the establishment of sustainable research activities and analysis that PSN task force community agencies have integrated into their strategic and tactical operations. Overall Office of Justice Programs (OJP) performance measures related to this section include:

- Percentage of PSN sites with completed strategic action plans
- Percentage of PSN sites that have completed a problem analysis.

11. Has your PSN task force completed all activities that were defined and outlined in your site's Strategic/Grant Action Plan?
- A. Yes/No

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DATA TRACKING AND DATA ANALYSIS

12. In which of the following activities did your research partner assist with the PSN program response during the reporting period? *Select all that apply.*
- Our project does not include a research partner (skip to Question 14).
 - Provided training and/or technical assistance to agency analysts
 - Introduced new partners to the PSN working group to assist with problem response
 - Collected data for the problem response analysis
 - Conducted or assisted in ongoing data analysis
 - Interpreted analysis results
 - Provided recommendations on program strategies
 - Presented analysis results/recommendations to the agency and/or PSN working group partners
 - Communicated analysis results/recommendations to groups outside of the agency and/or PSN project working group (e.g., local government, community organizations, media)
 - Other (please explain)
13. Has your research partner provided you with any PSN project products (e.g., community survey findings, defined gun violence hot spots and comparison areas, progress reports, presentation slides, final report) during the reporting period?
- Yes/No
 - If Yes, how many products were provided? ____
 - If Yes, please list and briefly describe the products you received.

TRAINING AND TECHNICAL ASSISTANCE

This section's purpose is to measure training availability on PSN initiatives during reporting periods. This section also focuses on the frequency and quality of training and technical assistance (TTA) provided by BJA-funded training assistance partners. The overall OJP performance measures related to this section are:

- Number of personnel trained on methods used for the PSN initiative (gun and gang violence)
- Number of TTA requests during the reporting period
- Quality of the TTA interaction during the reporting period.

14. Did PSN task force members receive training during the reporting period?
- Yes/No
 - If No, please skip to Question 16.
 - If Yes, how many types of trainings did your task force members attend during the reporting period? ____

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15. For each of the trainings task force members received, please indicate the number of task force members who attended the training and the length of the course in hours during the reporting period. *Count each person only once per training topic, regardless of how many times he/she attended the training.*

Training name	Number of training sessions received	Number people trained	Length of course	Training provided by
[Open text]			[Open text]	[Open text]
[Open text]			[Open text]	[Open text]
[Open text]			[Open text]	[Open text]

16. Did you/your agency/entire task force receive any technical assistance from a BJA-funded provider during the reporting period? *Technical assistance can be defined as using a partner for assistance implementing programs, strategic planning, curriculum development, data analysis, meetings, fostering relationships, trainings, research and information requests, and other technical areas that would supplement your PSN program.*

- Yes/No
- If No, skip to the Program Impact section.
- If Yes, how many TTA providers did you work with during the reporting period? ____

17. For each of the technical assistance engagements with a technical assistance provider during the reporting period, please enter the following questions. *The number of entries should equal the number you entered in question 16 C.*

Name of technical assistance provider	Nature of contact (select all that apply)	Number of engagements	Satisfaction	Feedback on your encounters with this technical assistance provider
[Open text]	<ul style="list-style-type: none"> • Phone call • In-person meeting • Video conference • Site visit • Conference • Other (If Other, please explain.) 	[Positive whole number]	<ul style="list-style-type: none"> • Very satisfied • Satisfied • Neither satisfied nor dissatisfied • Dissatisfied • Very dissatisfied 	[Open Text]

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PROGRAM IMPACT

This section's purpose is to measure the impact and organizational integration of the PSN initiative to support gun and gang violence reduction strategies. Overall OJP performance measures related to this section include:

- Percentage of PSN sites using data to measure the impact of their PSN initiative
- Percentage of sites with a measurable/identifiable addition to their community due to the integration of PSN.

18. Since the beginning of your program, has it demonstrated a measurable impact on the problem of focus? *When answering this question, please consider your comparison areas and/or implementation design and analysis findings to this point. **Please consult with the research partner, if applicable, when answering this question.***

- A. Yes, positive impact
- B. Yes, negative impact
- C. No measurable impact
- D. Not yet been measured
- E. Please explain your response, using data measures, such as percentage and raw number increases or decreases in gun or gang crime, where possible. _____

19. Please indicate what new resources, practices, or other features were **new** this reporting period and made possible due to the funding provided to your PSN initiative.

- A. ___ Crime data analyst
- B. ___ Increase in crime analysis capacity
- C. ___ Data housing, sharing, and networking across agencies
- D. ___ Integration of data analysis into the culture of partner agencies
- E. ___ Identified target/focus areas
- F. ___ Partnerships across organizations that impact the community
- G. ___ Partnerships between federal and local law enforcement and/or prosecutors
- H. ___ Increased involvement of noncriminal justice entities (e.g., community organizations, social service providers, community leaders)
- I. ___ Community mobilization aimed at reducing/preventing crime
- J. ___ Targeted crime reduction/prevention strategies
- K. ___ Collaboration with a research partner
- L. ___ Other (please explain)

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SEMIANNUAL NARRATIVE QUESTIONS

In this module, you will identify the goals you hope to achieve with your funding. Once submitted, these goals cannot be changed without approval from your grant manager.

- Set **S·M·A·R·T** goals to clarify the scope of your priorities.
- **Specific**
- **Measurable**
- **Achievable**
- **Relevant**
- **Time-bound**

If you have multiple goals, please provide updates on each one separately.

Please answer the following questions every semiannual reporting period (January and July of each year), based on your grant-funded activities.

1. What were your accomplishments during the reporting period?

2. What goals were accomplished, as they relate to your grant application?

3. What problems/barriers did you encounter, if any, within the reporting period that prevented you from reaching your goals or milestones?

4. Is there any assistance that BJA can provide to address any problems/barriers identified in question 3?

A. Yes/No

B. If Yes, please explain. _____

5. Are you on track to fiscally and programmatically complete your program as outlined in your grant application?

A. Yes/No

B. If No, please explain. _____

6. What major activities are planned for the next 6 months?

7. Based on your knowledge of the criminal justice field, are there any innovative programs/accomplishments that you would like to share with BJA?

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