

BUREAU OF JUSTICE ASSISTANCE
SECOND CHANCE ACT (SCA) GRANT PROGRAM
Performance Measurement Tool (PMT)
FREQUENTLY ASKED QUESTIONS

These frequently asked questions (FAQs) were derived from the most common questions asked in the performance measurement trainings for the 6 Second Chance Act programs. Each section of the FAQs corresponds to the same section in the SCA questionnaires. For example, if you have questions about successful completions, go to page 7 of the FAQs. If you have any questions about the performance measures that are not covered in the FAQs, please call the PMT Help Desk at 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 user name and password work for both the PMT and the GMS?

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

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.

Program Structure and Treatment Services

Q10. Our program provides direct services to pre-release participants but only provides referrals for post-release participants. Should I select that our program provides both pre- and post-release services?

- A. Yes, if you provided any services (either directly or through referrals) in both pre- and post-release, select that you provide services in both settings.

Q11. Our program includes participants both on parole and on probation. Should I report on both groups?

- A. Yes, report on both parole and probation participants. Report on any participants who receive services that are at least partially funded by BJA Second Chance Act grant dollars.

Q12. If participants are receiving services through the jail or prison, should I report on those services?

- A. ONLY report on services that participants receive that are at least partially BJA funded. To provide further information or explanation about program services not funded by BJA, you may include this in your response to the narrative questions or add a comment at the end of your report.

Q13. What is the difference between receiving direct services and providing referrals?

- A. Direct services are either provided by your organization in the same location or by another agency that you have an approved, detailed contract with that allows you to track participant progress, including service outcomes. Providing referrals is a less detailed process; your organization is not able to track participant progress and outcomes. Referrals are any services that some grant funding pays for but are not provided by a direct grant partner. For example, referrals would be referrals to service providers who are contracted (through an MOU, etc.) with your agency and are receiving BJA dollars. Do not report any referrals to agencies/services that are not receiving BJA dollars.

Program Administration

Program Characteristics

Q14. When reporting the date that the program first enrolled a participant, should we report the date that the Second Chance program enrolled a participant or the date when services were first offered?

- A.** Report the date when the Second Chance program first enrolled a participant, regardless of what services were provided at the time.

Q15. Our program receives participants from a treatment facility, but they all were released from jail. Do we report that we are a jail-based program?

- A.** Yes, report that you are a jail-based program. Report this question based on where a majority of your participants are being released from: a jail, a prison, or both.

Q16. The number of participants I expected to serve has dropped since I submitted my application. What should I report?

- A.** If you have submitted a Grant Adjustment Notice (GAN) that has been approved by your BJA program manager, report the number that you now expect to serve with your grant. If you have not received approval for a change from BJA, report the value provided in your grant application. Contact your BJA program manager if you believe you need to revise this number.

Q17. Is the target population those people we projected to serve in our application?

- A.** Yes, your target population is who you projected to serve in your population. Your target population may include people of a specific gender, race, or ethnicity, or people who are returning to specific communities.

Baseline Recidivism

Q18. We have two baseline recidivism rates: one for our participants for prisons, and one for our participants from jails. Which rate should we report?

- A.** Report on the baseline recidivism rate that most closely matches the population you are serving. You can add the other rate in the textbox that asks for additional information about your baseline recidivism rate.

Q19. The Second Chance Act grant requires a 50% reduction in recidivism. Do we report that we hope to achieve a 50% reduction in baseline recidivism?

- A.** Although the Second Chance grant mentions a 50% recidivism reduction, you should report what percent reduction your program hopes to achieve. This should correspond with the value you provided in your grant application.

Q20. In the past, we have reported that we did not have a baseline recidivism rate. Do we have to report a baseline recidivism rate now?

- A.** Yes, it is required that every grant recipient report a baseline recidivism rate. If you do not have a baseline recidivism rate that is similar to your target population from a local or county jail or prison, then use the state recidivism rate. If you need assistance in calculating a rate, contact your training and technical assistance provider.

Q21. Can we report for more than one type of baseline recidivism rate (i.e., rearrest, reconviction, and reincarceration)?

- A.** No, we ask that you report on one type of baseline recidivism rate. If you have an additional rate to add, do so in the textbox under the baseline recidivism section.

Q22. Our program only has a baseline recidivism rate for the state. Since we are serving about 1% of the state's reentry population, how can we expect to change the state's recidivism rate?

- A.** Report the state baseline recidivism rate if you do not have another baseline recidivism rate. You will be able to explain why you cannot change the state's recidivism rate in the textbox response in the baseline recidivism section.

Participant Characteristics

Eligible, Selected, and Admitted Participants

Q23. What does "eligible" refer to?

- A.** Eligible refers to all the participants you have identified as being qualified to receive reentry services from your program. Eligible people are candidates for your program, whether they are admitted to it or not.

Q24. Should people who are in my control group be counted as eligible?

- A.** Yes, if the people meet all the criteria for admission to your program but then are assigned to the control group, they should still be considered eligible for reentry services.

Q25. Our program only determines eligibility at the beginning of the program, and no one else is eligible after that date. Do I report the same people as eligible?

- A.** No. Report the number of participants who are eligible for services during the reporting period. Only report zero if no one meets the eligibility requirements during the reporting period.

Q26. Does a participant have to be reported as eligible and a NEW participant in the same reporting period?

- A.** In some cases, a participant may be eligible one reporting period and may not be admitted until the next. In that example, report that participant as eligible in the first reporting period and a NEW participant the next.

Q27. What does "previously admitted" mean?

- A.** Participants are considered previously admitted when they were admitted in an earlier reporting period. These participants should be reported if they are still receiving services and have not exited or completed the program.

Q28. What does "NEW participant" mean?

- A.** Participants are considered "NEW" if they began receiving services in the current reporting period. These participants should be reported as NEW for post-release in the first reporting period in which they begin receiving post-release services.

Q29. Will we be counting the same people once in pre-release and once in post-release?

- A.** Yes, if you provide services both pre- and post-release and if participants receive services in both settings, then you will report participants as admitted to pre-release when they first receive pre-release services. You will report the same participants as new admissions to post-release when they first start post-release services.

Assessment Activities

Q30. The risk assessment instrument we use is not validated and not normalized. What should we report?
A. Report that the instrument is not validated. Instruments are validated before being normalized. If an instrument has not been validated, then it has not been normalized.
Q31. We are using the Women’s Risk Needs Assessment that has been validated but not on our population. Should we report this as validated?
A. Yes, you would report that your instrument is validated.
Q32. Our risk assessment instrument is normalized on a similar criminal justice population. Would this be reported as normalized?
A. Yes, this would be considered normalized.
Q33. We are using the LSI-R risk assessment instrument, which has five risk-level categories. How do we report these five categories?
A. If you are using the LSI-R, report those classified as “very low” and “low risk” as “low risk.” Report those classified as “medium risk” as “moderate risk.” Report those classified as “high” and “very high risk” as “high risk. “
Q34. We are using the COMPAS risk assessment instrument, which measures risk levels in three categories: violence, recidivism, and failure to appear in court. Which one should I use when reporting risk levels?
A. When reporting on risk levels, use the recidivism risk score from the COMPAS if you are measuring all three of the above-mentioned categories of risk.
Q35. Our program admitted new participants pre-release during the reporting period, but none of the new participants have received their risk assessments yet. How do we report risk assessment levels for these participants?
A. The number of new participants in pre-release has to equal the number of participants in the risk assessment matrix. If you have not yet assessed your new participants, report “don’t know” for each participant’s risk level.
Q36. If I did not have the risk levels of participants when they were first admitted to the pre-release program, do I report them in a later reporting period?
A. No, only report on the risk levels of new pre-release participants during the reporting period when they are admitted to pre-release services.
Q37. My program is ending, and all participants have completed their risk assessments in previous reporting periods. Do I report zero for the number who received risk and needs assessments?
A. Yes, you should report zero for the number of participants who received a risk and needs assessment during this reporting period. Only report new pre-release participants who received a risk assessment during the current reporting period.
Q38. My participants are all exiting from a maximum security facility. Can I assume that they are all high risk?
A. No, you should not assume that everyone is high risk without a risk assessment. Conduct a risk assessment on participants to determine their risk level. If you are not using a risk assessment, answer “No” to the question that asks whether you used an assessment.

Race, Ethnicity, and Gender

Q39. Do I report the total number of participants or only those who were newly admitted in the race, ethnicity, and gender matrix?

A. Only report the new pre-release participants.

Q40. Why isn't Latino included as a race category?

A. Hispanic or Latino are considered ethnicities and not a race by the U.S. Census Bureau. People who self-identify their ethnicity as Hispanic or Latino can self-identify their race as white, black, multiracial, etc. If you are unable to ask Hispanic or Latino participants how they self-identify their race, then report them in the "don't know" category.

Successful and Unsuccessful Completions***Successful Completions***

Q41. How is completion defined?

A. Completion varies by program and is thus defined by each program. All programs should have specific requirements that equate to successful completion.

Q42. The expected program length will vary, depending on the needs of the participant. What should I report?

A. Report the average program length in months. You can calculate this by averaging the number of days it took participants to complete the program.

Q43. My program is a yearlong one. Some participants will receive specific services pre-release, and some will receive specific services post-release. The program does not consider someone as complete until that participant finishes the yearlong program that includes both pre- and post-release services. How do I report my participants as complete for these services?

A. Think of your program as one larger umbrella program with pre- and post-release service components. When participants are receiving pre-release services, report them under the pre-release category. When participants are receiving post-release services, report them under the post-release category. Once participants complete pre-release services, report them as complete under the pre-release category and as a new admission to post-release services. When participants complete post-release services, report them as complete for post-release services. For those who complete both pre- and post-release services, report them under the post-release question. This is the unique count of participants who have completed both services.

Unsuccessful Completions

Q44. Can I report the same participant as an unsuccessful completion for more than one reason?

A. No, only count the participant in one category. Pick the category that most closely matches why the participant did not complete the program.

Q45. One participant in my program completed all pre-release services during this reporting period but did not complete post-release services due to failure to meet program requirements during the same reporting period. How should I report this participant?

- A. Report the participant as successfully completing pre-release services during this reporting period. In the same reporting period, the participant should also be counted as a NEW admission to post-release services. The participant should be counted in the post-release unsuccessful completion section as “no longer in the program due to failure to meet program requirements.”

Q46. One participant completed pre-release services during this reporting period and started receiving post-release services. Should I report this participant as complete?

- A. Yes, completion is reported separately in the pre- and post-release service sections. Report this participant as complete for pre-release services. Also report this participant as a NEW participant for post-release services.

Outcomes for Post-Release Program Exits

Q47. We conduct two risk assessments on our participants: one during pre-release and one post-release. Should we use the risk level from the first or second risk assessment conducted?

- A. Report the risk level from the most recent risk assessment.

Q48. Is the “Outcomes for Post-release Program Exits” section for participants who exited during this reporting period or who exited since the beginning of the grant?

- A. The “Outcomes for Post-release Program Exits” section should be answered for participants who exited post-release services during the current reporting period.

Q49. If participants unsuccessfully exit the program because they returned to jail or prison, should I consider them as housed?

- A. No, participants who are in jail or prison should not be considered housed.

Q50. How is housing defined?

- A. Housing is defined as having a place to live. Housing can also include transitional housing, such as group homes and longer-term shelters. Include any participant who is not homeless or without a place to stay. Do not include participants who are in jail or prison.

Q51. For risk assessment levels for program exits, if the categories are added together, they should equal the total successful completers and unsuccessful completers. Is that correct?

- A. Yes, the successful completers who are reported as low, moderate, or high risk and those in the “don’t know” category should total the number of successful completers reported. Similarly, the unsuccessful completers who are low, moderate, or high risk and those in the “don’t know” category should total the number of unsuccessful completers reported.

Q52. If I know that someone did not have housing or employment at exit, should I report that participant at all in the housing and employment outcomes for program exits?

- A. No. If you know that a participant exited without housing or employment, do not report that person at all in the housing and employment outcomes for program exits. Report participants as “don’t know” if you do not know if they had employment and/or housing at exit.

Treatment Interventions and Services

Q53. Do I answer all the service-type questions?

- A.** No. You only answer the service questions for which your program provides services, either through referrals or directly. Make sure to skip the questions you are directed to skip.

Q54. My overall reentry program includes substance abuse services, mental health services, and employment services. Some of these services are funded with grant funds, some with in-kind funds, and some with other funds. Which services do I report on?

- A.** Report on all services that are funded, at least partially, by BJA grant funds. Enter data on services that are directly provided by your organization in the Direct Services section, and enter data for referred services in the Referrals section.

Regardless of funding source for the services, report on all services provided to participants for whom you can collect accurate data. If you have a detailed contract with the organizations that provide these services and are able to collect outcomes for participants, select that you provide the service directly. If you are unable to track outcomes for these services, select that you provide referrals for these services, but note the additional services being offered in the narrative questions.

Q55. What is the definition of “direct services”?

- A.** Direct services are provided to participants in house or as inpatient services. Direct services are provided by the primary grantee’s organization. Usually there is a detailed contract that allows you to track the progress of admitted participants, including their service outcomes. For additional information, see Q4.

Q56. Our program only provides referrals for services to post-release participants and only provides direct services to participants pre-release. Do I select “yes” to say I provide referrals and direct services?

- A.** Yes. Select that you provide referrals and direct services. Report zero for referrals provided for participants receiving pre-release services. Report zero for direct services provided for participants receiving post-release services.

Q57. Some of our pre-release participants are receiving services through the Department of Corrections, and these services are not paid with this grant. Should I still report on these services?

- A.** No, report only on services that are at least partially BJA funded. You can report additional totals in the accomplishments section of your semiannual narrative data entry.

Q58. What is meant by “new participants referred to services” or “new participants enrolled in services”?

- A.** In all the treatment service questions, “NEW” refers to a participant who started receiving that service during the reporting period. This participant may have received other services in previous reporting periods, but the participant just started to receive the specific treatment service during the reporting period. The participant may have also received this specific service in a pre-release setting but just started receiving this service in a post-release setting during the same reporting period.

Mental Health Services

Q59. Our substance abuse treatment provider is treating participants with mental health issues. This provider does not establish a mental health diagnosis or prescribe medication. Do I report this substance abuse treatment as both substance abuse and mental health treatment?

- A.** No, only report this as a substance abuse treatment service. A mental health treatment service includes diagnosis of mental health issues and treatment for that diagnosis (with or without medication).

Employment Services

Q60. When reporting the number of participants who obtain employment, do I include those served directly (in house) as well as those who were referred out to another agency?

- A.** No, only report employment outcomes for participants who were provided with direct or in-house employment services. If you have data on the outcomes of those who received referrals, you can report these outcomes in the narrative section.

Educational Services

Q61. Our program provides informational classes that tell participants about where they can seek treatment services. Does this count as a referral?

- A.** No. Since these are more like informational sessions, they are not considered referrals. Participants should be reported as receiving a referral when they are provided with a specific place or places where they will be able to receive more intensive and comprehensive educational services.

Q62. When reporting the number of participants who obtain a GED, a high school diploma, higher education, or a vocational certificate, do I include only those who were served directly (in house) and those who were referred out to another agency?

- A.** No, only report educational outcomes for participants who were provided with direct or in-house educational services. If you have data on the outcomes of those who received referrals, you can report these outcomes in the narrative section.

Housing Services

Q63. How is “housed” defined?

- A.** Being housed is defined as having a place to live. This housing can include transitional housing, such as group homes and longer-term shelters. Participants are considered housed if they are not homeless or without a place to stay. Participants who are in jail or prison are not considered housed.

Q64. When reporting the number of participants who obtain housing, do I include those served directly (in house) and those who were referred out to another agency?

- A.** No, only report housing outcomes for participants who were provided with direct housing services. If you have data on the outcomes of those who received referrals, you can report these outcomes in the narrative section.

Q65. Our program has an emergency housing component that houses participants for 72 hours. Should this be reported as obtained housing?

A. No, emergency housing is not considered stable, longer-term housing.

Family-Based Services

Q66. Our program has a family-strengthening component. Should that be reported as family counseling?

A. Yes, family-strengthening services should be reported as a family-based service.

Q67. When you refer to participants, do you want us to count family members?

A. No, only include program participants. Count family members only when the question asks for a count of family members.

Technology Career Services

Q68. How should I determine what qualifies as “technology-related” work?

A. Technology-related work means that the majority of the participant’s job requires some type of technology skills. For example, if the person is the checkout clerk at a store, most of that work is scanning and interacting with customers, which involves minimal technology skills. Do not count this as a technology-related career. If the person works at a grocery store and has to input all the fruit and vegetable codes into a computer, this job could be considered technology related.

Q69. When reporting the number of credit hours needed to complete the program, should I report hours of class attendance or educational credit hours?

A. You should report educational credit hours.

Mentoring Services

Q70. Should tutoring such as math tutoring be reported as mentoring?

A. No. If this is intensive tutoring, this should be reported as an educational service, not mentoring.

Court and Criminal Involvement

Q71. Is the court and criminal involvement section only completed once?

A. Yes, the court and criminal involvement section will only be completed once, during the last reporting period that you are reporting to the PMT before closing out your grant. Court and criminal involvement questions are applicable only if your program is providing or supporting post-release services at least partially with BJA funds. Report only on post-release participants who have been served by your program over the life of your BJA grant award.

Q72. How do we calculate the average number of days from release for people who were reincarcerated/still participating?

A. Calculate the number of days that each participant has been out of prison or jail (post-release) to the last day of the reporting period in which you are closing out your award. Average the number of days from release for participants, and report that value.

Q73. Do we count any civil matters such as child custody in the court and criminal involvement section?
A. No, the court and criminal involvement section is just based on criminal charges; it does not include civil charges or civil court matters.
Q74. For the court and criminal involvement section, do we count everyone who has ever participated in our program?
A. Yes, the court and criminal involvement section is based on an aggregate count of those who have participated in your post-release program. Include all ex-offenders who successfully completed your post-release program, those who unsuccessfully exited the post-release program, and those who are still participants as of the close of the grant.
Q75. Do we count someone who was arrested and booked on a pending charge?
A. If someone entered your program with a pending charge, do not count that person if an arrest was made on that pending charge. If a participant was arrested and booked on a new charge either during or after program participation began, count this participant.
Q76. If one person had a new arrest and had a new conviction within the same reporting period, can that person be reported for both an arrest and a new conviction?
A. Yes. The categories in court and criminal involvement (arrest, conviction, revocation, and reincarceration) are not mutually exclusive. A person can be reported in as many categories as are applicable.
Q77. When reporting court and criminal involvement information, should the number of participants and not the frequency of arrests be reported?
A. Yes, that is correct. Report the number of participants who had an arrest, new conviction, etc. For example, if one person has two arrests and one new conviction, you will report one person as having an arrest and that same person as having a new conviction.
Q78. My state has summary charges/offenses, which are lesser charges such as public intoxication. Should I include arrests and convictions for summary charges?
A. Yes, count these if a participant was arrested and booked on a new charge and/or convicted for summary charges.
Q79. If someone returns to jail for several days because of sanctions, should that be counted as reincarceration?
A. No, do not count this as a reincarceration. Jail time as a sanction should not be included in the court and criminal involvement section. A person is reincarcerated if that person had a new charge and conviction and received a new sentence. If a participant is returned to prison for violating release conditions, count this as a revocation.
Q80. How long do we have to track court and criminal involvement?
A. You should track court and criminal involvement of all participants who received services through your program until the close of your grant. You will not be required to report on court and criminal involvement after the close of your grant.

Q81. If I have a linkage agreement and I hear that someone has been arrested, and I contact that agency and verify the arrest, do I count that as having a linkage agreement or as an unofficial data source?

- A.** You would report that you obtained that information unofficially. Always select that you are reporting unofficial data when you are not running checks on all participants in the program and/or all program completers. This is important because recidivism checks should be run on every participant and program completer every reporting period. Also, be sure to explain your verification policy in the follow-up question that asks how you verified the recidivism information you reported. If you do not verify all participants each reporting period, report that you are reporting unofficial data.

Reporting/Data Entry in the PMT

Q82. 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.

Q83. 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.

Q84. 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.

Q85. 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."

Q86. 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.

Q87. 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

Q88. 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.

Q89. 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.

Q90. 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.

Closing an Award

Q91. 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.

Q92. 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.

Q93. 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

Q94. How do I find my State Policy Advisor (SPA) or program manager?

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

Q95. 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.