

**BUREAU OF JUSTICE ASSISTANCE**  
**COORDINATED TRIBAL ASSISTANCE SOLICITATION PURPOSE AREA 2**  
**TRIBAL JUSTICE SYSTEMS STRATEGIC PLANNING**  
**PERFORMANCE MEASURES**

**GENERAL AWARD ADMINISTRATION**

1. Is this the **last reporting period** for which the award will have data to report? *For example, all funds have been expended, and the award is in the process of closing out.*
  - A. Yes/No
  
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.*
  - A. Yes/No
  - B. If No, select from the following responses:

Reason(s) for no grant activity during the reporting period	Select all that apply
In procurement	<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 activities using tribal or outside 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. What obstacles, if any, did you encounter over the last reporting period that had an impact to your project? *Select all that apply.*
  - A. N/A – No obstacles or barriers
  - B. Access to data
  - C. Collaboration/coordination between partner agencies
  - D. Competing priorities among agencies/partners
  - E. Federal grant administration issues (e.g., pending approval of action or budget)
  - F. Hiring project staff
  - G. Legal obstacles
  - H. Technology challenges
  - I. Other

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J. If Other, please explain. \_\_\_\_\_

## PLANNING ACTIVITIES

### Personnel

4. Have you hired or retained a project manager/coordinator for your program during the reporting period?
- Yes, hired a new project manager/coordinator
  - Yes, project manager/coordinator was hired in a previous reporting period
  - No, we do not have a project manager/coordinator
  - If No, please explain. \_\_\_\_\_
5. Please describe any personnel that the award is supporting either full- or part-time and whether there has been any staff turnover.
- \_\_\_\_\_

### Planning Team

6. Do you have an established, regularly-convening planning team in place to help develop your strategic plan?
- Yes/No (*If No, skip to Question 9*)
  - If No, please explain. \_\_\_\_\_
7. Please indicate which of the following planning team members have been actively involved (i.e., participated at least once in the initiative) since the beginning of the grant program. *Select all that apply.*
- Community Health (Health Care Providers, Mental Health Treatment, Substance Abuse Treatment)
  - Community Programs
  - Corrections/Detention/Probation (Tribal Corrections/Detention Staff, Tribal Probation, Tribal Reentry Program, Offender Program(s), County/Federal Probation)
  - Courts (Tribal Judge, Tribal Court Staff/Administration, Tribal Prosecutor, Tribal Defense Counsel, Other Tribal Legal Services, USAO)
  - Cultural Leaders (Elders, Community Members)
  - Education/Vocational Rehab (Education/Schools, Returning Citizens/Recovery/Prison, Adult Education & Employment)
  - Law Enforcement (Tribal Law Enforcement, BIA Law Enforcement, City/County/Federal Law Enforcement)
  - Research Partner/Analysis/Evaluation Partner
  - Social Services (ICWA Office, Tribal Child Welfare, County Child Welfare)
  - Tribal Administration
  - Victim Services (Tribal Prosecutor's Office, Tribal Victim Services, DV Shelter, County/Federal Prosecutor, County/Federal Victim Services)
  - Youth Programs
  - Other (e.g., housing assistance), please explain: \_\_\_\_\_

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8. Please indicate which activities the planning team has engaged in since the beginning of the grant program. *Select all that apply.*
- A. Briefed tribal/agency leadership
  - B. Discussed advisory group membership/participation
  - C. Establish communication and assistance plan with the technical assistance providers
  - D. Received training and technical assistance
  - E. Conducted project planning activities
  - F. Discussed resources needed/resource sharing
  - G. Identified and chose appropriate data collection methods, i.e., focus groups, interviews, surveys, etc.
  - H. Met with and engaged community members
  - I. Reviewed research/analysis products and shared data
  - J. Identified meaningful goals that address the issues identified
  - K. Worked with stakeholders and/or project personnel on problem-solving issues
  - L. Engaged in sustainability planning
  - M. Provided project updates/reports to stakeholders and/or project personnel
  - N. Other, please explain: \_\_\_\_\_

### Community Engagement

9. Have you conducted community engagement activities (e.g., *community meeting, talking circle/focus group*) during the reporting period?
- A. Yes/No (*If No, skip to Question 12*)
- \_\_\_\_\_
10. Please indicate how many of the following community engagement activities you conducted during the reporting period. *Select all that apply.*
- A. Community meeting(s)/Presentation(s): \_\_\_\_\_
  - B. Stakeholder interview(s): \_\_\_\_\_
  - C. Talking circle(s)/focus group(s): \_\_\_\_\_
11. During the reporting period, did you gather feedback or input from community members?
- A. Yes/No
  - B. If yes, describe: \_\_\_\_\_

## STRATEGIC PLAN DEVELOPMENT

12. What stage of the strategic planning process are you in? *Select all that apply.*
- A. Hiring project coordinator
  - B. Conducting a needs assessment (staff and public feedback)
  - C. Gathering and interpreting data from justice system partners
  - D. Meeting with stakeholders
  - E. Developing goals and objectives based on assessment findings
  - F. Drafting/writing the plan
  - G. Submitted draft plan to TA providers for feedback
  - H. Submitted final plan to BJA

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I. Other, please describe: \_\_\_\_\_

13. Please describe how data or information gathered during your planning and needs assessment process is or has informed your strategic plan.

\_\_\_\_\_

14. Please describe any key stakeholders (excluding standing workgroup/planning team members) you have consulted with during the reporting period that informs the strategic plan.

\_\_\_\_\_

15. Please describe the progress made towards completing the strategic planning process during the reporting period: \_\_\_\_\_

## SEMIANNUAL NARRATIVE QUESTIONS

Please answer the following questions every semiannual reporting period (January and July of each year), based on your grant-funded activities. Please ensure your responses are complete, comprehensive, and specific to this award.

In this module, you will identify the goals you hope to achieve with your funding. Your goals should align with your approved application and program budget. 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.

1. What were your accomplishments, including any progress made toward achieving your grant-funded program goals during the reporting period? *Your response should outline any actions executed by your agency in the overall implementation of your award, administrative or programmatic. Please ensure your program goals relate back to your approved application and program budget. Generally, you should describe more than one accomplishment.*

\_\_\_\_\_

2. What challenges did you encounter, if any, within the reporting period that prevented you from reaching your goals or milestones?

\_\_\_\_\_

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3. Is there any assistance that BJA (or a TTA provider) can provide to address any challenges identified in question 2?
- A. Yes/No
- B. If Yes, explain: \_\_\_\_\_
4. Are you on track to achieve the goals you hope to achieve with your grant funding, both fiscally and programmatically, as outlined in your grant application? *(If No, please provide an explanation as to why your agency is not on track and what your plans are to address the delay.)*
- C. Yes/No
- D. If No, explain: \_\_\_\_\_
5. What major activities are planned for the next 6 months? *Your response should address the goals and objectives as outlined in the Program Narrative and provide an update on the planned activities in the next 6 months under each goal.*
- \_\_\_\_\_
6. Based on your knowledge of the criminal justice field, are there any innovative programs/accomplishments that you would like to share with BJA?
- \_\_\_\_\_

**THANK YOU FOR PARTICIPATING!**

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