BUREAU OF JUSTICE ASSISTANCE
TRIBAL CIVIL AND CRIMINAL LEGAL ASSISTANCE (TCCLA) GRANT PROGRAM
Performance Measurement Tool (PMT)
FREQUENTLY ASKED QUESTIONS

The following frequently asked questions (FAQs) are derived from questions users ask during trainings and send to the BJA PMT Help Desk. If you have any additional questions about the measures that are not covered in the FAQs, please call (1-888-252-6867) or e-mail (bjapmt@usdoj.gov) the BJA PMT Help Desk.

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.	**If I have subrecipients, should I gather the data from all my subrecipients and enter them in the PMT, or should the subrecipients do it themselves?**
A.	As a grantee, you can enter data on behalf of the subrecipients, or you can add subrecipient users to the PMT so they can enter their data directly in the PMT. As the grantee, you have the ability to set up, manage, and review (accept or send back for revisions) subrecipient data.
Q3.	**Should I aggregate my subrecipient data with my data?**
A.	No, grantee data and subrecipient data should be entered separately in the PMT. Subrecipients should have their own account set up so they can enter their data. If your subrecipients do not have an account, it is up to you to enter their data for them.
Q4.	**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.
Q5.	**We are only providing legal services to entire tribes and not to individual members. For the question asking us to estimate the number of tribal members served, should we report zero?**
A.	Yes. If you are only providing legal services to entire tribe(s) or tribal entities such as the tribal court, the tribal law enforcement department, tribal probation, etc., report zero for this question.
Q6.	**Our legal assistance office is located in one tribal community, but we provide legal services to members of multiple federally recognized tribes. Should we report that we provide legal assistance services to members of more than one tribe?**
A.	Yes. Regardless of the physical location of your office, if you provide legal services to people from multiple federally recognized tribes, then count all those tribes.

Q7.	**Should in-kind donations from tribes be reported as other sources of funding?**
A.	Yes, include in-kind donations from the tribe or any other organization as “other sources of funding” for the TCCLA grant.
Q8.	**What is the definition of “tribal member”?**
A.	A “tribal member” is any person who is determined to be in good standing by a federally recognized tribe after paying all dues and fulfilling all the requirements of the tribes’ credentials committee.
Q9.	**If a person is not enrolled in a tribe but is eligible for tribal membership, is that person considered a “tribal member”?**
A.	No, only people who are members of the tribe should be considered “tribal members.” If people are eligible but are not members of the tribe, they should not be reported.

Baseline Characteristics

Q10.	**When answering the baseline questions, should we report on prior TCCLA awards or other funding?**
A.	Yes, for the baseline questions, report on all funding besides the current TCCLA award you are reporting on. Report the activities conducted with all other funds in the 3 months before the start of the TCCLA award you are reporting on.
Q11.	**The services that are being provided under the TCCLA award were not provided before the award. How should I answer the baseline questions?**
A.	If the services provided with the TCCLA award were not provided before the award, report zero(s) for the baseline measures.
Q12.	**The services that are being provided under the TCCLA award were provided by an outside agency before the TCCLA award. What numbers should I report?**
A.	If you are able to contact the outside agency and determine the data for the baseline measures, report those numbers. However, if you are unable to determine the data from the outside agency, report zero(s) for the baseline measures.

Codes, Policies, and Procedures

Q13.	**When reporting on this section, are we required to list the names of the tribes that are conducting these activities?**
A.	No, you will not be asked to list the names of any tribe(s) for any of the numeric performance measures. If you want to, you can include the names of any tribe(s) in the optional textboxes or narrative replies.

Personnel

Q14.	**We are using the TCCLA grant to cover an existing employee’s salary and not hire new staff. Should we report this employee?**
A.	Yes, report any retained staff under the employee category.

Q15.	**Should we report on the people we hired, signed a contract with, or who are nonpaid staff every reporting period?**
A.	No, report on those people only in the first reporting period when they were hired, retained, recruited, or signed a contract. Only report each person once for the life of the award.

Criminal Legal Assistance

Q16.	**What are some reasons an applicant for criminal legal assistance services may be ineligible?**
A.	Two reasons applicants may be ineligible are financial ineligibility (not meeting Federal poverty guidelines) and not being a member of a federally recognized tribe.
Q17.	**I thought that TCCLA grants were limited to tribal courts. Why are we asked for the number of criminal cases prosecuted in State or Federal courts?**
A.	There are circumstances when a case that involves a tribal member may be prosecuted in a State or Federal court. If you do not have any cases prosecuted in a State or Federal court, report zero for those categories.
Q18.	**What are poverty guidelines?**
A.	Federal poverty guidelines are updated every year by the U.S. Department of Human and Health Services and can be found at http://aspe.hhs.gov/poverty/11fedreg.shtml.

Civil Legal Assistance

Q19.	**What are some reasons an applicant for civil legal assistance services may be ineligible?**
A.	Two reasons applicants may be ineligible are financial ineligibility (not meeting Federal poverty guidelines) and not being a member of a federally recognized tribe.
Q20.	**I thought that TCCLA grants were limited to tribal courts. Why are we asked for the number of civil cases prosecuted in State or Federal courts?**
A.	There are circumstances when a case that involves a tribal member may be prosecuted in a State or Federal court. If you do not have any cases prosecuted in a State or Federal court, report zero for those categories.
Q21.	**What are poverty guidelines?**
A.	Federal poverty guidelines are updated every year by the U.S. Department of Human and Health Services and can be found at http://aspe.hhs.gov/poverty/11fedreg.shtml.

Overall Reporting

Q22.	**How many places do I have to report?**
A.	The grantee (or direct recipient of funds from BJA) is required to report into: 1) the Grants Management System (GMS), and 2) the PMT.

Q23.	**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.
Q24.	**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.
Q25.	**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.
Q26.	**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.
Q27.	**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.
Q28.	**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.

Reporting/Data Entry in the PMT

Q29.	**When I begin entering data, can I log out and finish at a later date?**
A.	Yes, once you click on 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.
Q30.	**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.
Q31.	**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.

Q32.	**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.”
Q33.	**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.
Q34.	**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

Q35.	**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.
Q36.	**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.
Q37.	**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 in the GMS

Q38.	**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.
Q39.	**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.
Q40.	**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

Q41.	**How do I find my State Policy Advisor (SPA) or program manager?**
A.	Go to https://www.bja.gov/About/Contacts/ProgramsOffice.html.
Q42.	**Where do I find information on when I need to report and where can I find training materials?**
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.