



# PERFORMANCE REPORTING FACT SHEET

## Coronavirus Emergency Supplemental Funding Program

### What is the Coronavirus Emergency Supplemental Funding (CESF) Program?

The Coronavirus Emergency Supplemental Funding Program provides funding to assist eligible states, local units of government, and tribes in preventing, preparing for, and responding to the coronavirus, as authorized by Division B of H.R. 748, Pub. L. No. 116136 (Emergency Appropriations for Coronavirus Health Response and Agency Operations). government, and tribes in preventing, preparing for, and responding to the COVID-19 pandemic.

### Am I required to report?

Recipients of CESF funding under the Fiscal Year (FY) 2019 State and Local Edward Byrne Memorial Justice Assistance Grant, including states, territories, local units of government, and federally recognized tribal governments, are required to report CESF performance measure data semiannually (by January 30 and July 30). Additional information can be found on the [BJA CESF website](#).

CESF Grantees	
Where do I report?	Directly to Bureau of Justice Assistance (BJA) via the <a href="#">JustGrants online reporting system</a> .
What do I report?	CESF performance measures can be found on the <a href="#">BJA Performance Measures webpage</a> .
When do I report?	CESF grantees are required to report semiannually (January 30 and July 30).

### What data must be reported?

Performance reporting can be broken down into three reporting categories:

**General Award Administration** – This section focuses on grant activities implemented during the previous reporting period. **Grant activity** refers to any activities after a grantee has obligated, expended, or drawn down grant funds to implement objectives proposed in the BJA-approved grant application.

**Semiannual Narrative Questions** – This section allows you to describe goals, accomplishments, objectives, or barriers related to your grant-funded activities. Grantees are responsible for reporting activity and expenditures related to equipment (including law enforcement or medical PPE), supplies (such as gloves, masks, sanitizer), training, travel expenses (particularly related to the distribution of resources to the most effected areas), and addressing the medical needs of inmates in state, local, and tribal prisons, jails, and detention centers.

### Why are CESF reporting requirements important?

Grantees receiving BJA funding under CESF must provide regular performance measure data to demonstrate program progress and success and to assist BJA with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), the GPRA Modernization Act of 2010, and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

**Note:** JustGrants automatically freezes grant funds for delinquent reports. It is important to submit reports on time. Late reports also influence how your award risk is assessed by OJP.

**CESF Positions** – This section focuses on the number of positions that were created or retained as a result of CESF grant funding. A position is considered “created” when it is a new position to the organization and is at least partially funded with CESF funds. A position, that existed prior to receipt of the CESF funds is considered “maintained” when the grant funds are used to pay for the position at least partially. It shall be reported as maintained when if not for the CESF funds, it would have been suspended, furloughed, or otherwise put on leave. Positions include full- and part-time positions and a description of those positions must be provided. This measure should be a cumulative count that is aggregated across the life of the award. Count the positions that are created or maintained only once.

## RETAINED

Count a position as “**RETAINED**” if CESF funds were used to procure equipment allowing the staff person to telework.



Do not count as “retained” all agency staff who were able to continue to work due to the purchase of personal protective equipment (PPE) or sanitizing equipment.



Only report the equipment that was procured.

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## CREATED

Count a position as “**CREATED**” when the position is new to the organization



(e.g., coronavirus response coordinators, sanitation staff, contact tracing personnel, etc.).

Do not report a position as “created” or “maintained” without providing a description of the position including how the CESF funding was used to either directly fund salary or overtime or otherwise used to maintain those positions if not for the grant



## How will the data be used?

OJP will maintain performance measure data internally; however, some data may be subject to Freedom of Information Act requests. This will be determined on a case-by-case basis.

## Resources

BJA Coronavirus Emergency Supplemental Funding Program Grantee Training Webinar:

<https://www.youtube.com/watch?v=PwOz8aGYExU>

BJA FY 2020 Coronavirus Emergency Supplemental Funding Program Frequently Asked Questions:

<https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/cesf-faqs.pdf>

Justice Grants (JustGrants) Resources and Training:

<https://justicegrants.usdoj.gov/>

JustGrants Performance Reporting Job Aid:

<https://justicegrants.usdoj.gov/sites/g/files/xyckuh296/files/media/document/performance-rpt-jarg2.pdf>

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## Contact Us

For questions related to performance measures or reporting requirements, contact the Performance Measurement Tool Helpdesk:

[bjapmt@ojp.usdoj.gov](mailto:bjapmt@ojp.usdoj.gov) or 1-888-252-6867.

For questions or assistance with your JustGrants account or the JustGrants system, contact the JustGrants Helpdesk:

[JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 1-833-872-5175.

For questions regarding allowable expenses, pre-approval for items over \$500,000, or extending deadlines for reporting performance measure data, contact your program manager or state representative. Contact information is available on the

BJA Contact page: <https://bja.ojp.gov/contact-us>.