

Performance Measurement Tool

What is a Final Report?



The Performance Measurement Tool's (PMT's) Final Report is one of the final steps in closing out your Bureau of Justice Assistance (BJA) Award. The Final Report provides BJA Grant Managers with confirmation that you completed all performance measures and deactivates future reporting requirements from the PMT.

When do I complete a Final Report?



You will only submit a Final Report when all the following statements are true:

- You have completed all data entry for previous reporting period(s).
- You have expended all award funding.
- Your subrecipients (if applicable) have expended all award funding.
- No further grant activity from this award is expected to occur after the reporting period.

Please Note: You may close out an award before the end of the project period, but in order to extend the project period, you must first request an extension from your BJA Grant Manager and have it approved.

How do I complete a Final Report?



If you have subrecipients for this award, please ensure that the award dates for all subrecipient awards fall within the dates for the main federal award prior to taking the following steps.

1. Go to the **Federal Awards** page, find the specific award you are closing out, and select **Begin Reporting Process**.
2. You will be prompted to answer a question asking if this is the last reporting period of data to report. Select Yes to create the Final Report.
3. Complete all data entry as necessary for the reporting period, including the narrative questions.
4. Once all data are marked as complete, select **Create a Report**. Be aware that this action will prevent further entering or editing of data.
5. Now that your data are locked and ready, you'll receive an online view of the Final Report. The information is divided into several tabs (described above in the Final Report Section) to show different sections of the report.
6. After reviewing all sections, select **Export to PDF**, and save the file on your computer.

Once I've completed a Final Report, how do I upload it to JustGrants?



1. Log in to JustGrants at <https://diamd-auth.usdoj.gov/>.
2. Upload a copy of the Final Report PDF as an attachment to the Final Performance Report for the appropriate award by choosing one of the following methods:
 - **First Method:** Select the **Awards** tab on the left-hand side of the main menu and in **My Assigned Rewards**, select the correct award ID for the award that you are closing out. Then, in the **Assignment** section, find the **Performance Report** task and select **Begin** to open the report.
 - **Second Method:** On the main menu, select the correct case ID link under **My Worklist** to open a performance report. Then, choose the type of report to submit (Regular or Final).

Please Note: You only need to select the Final report option if the award is going through an early close-out. If you choose Final, you cannot change back to Regular.

For more information on reporting in JustGrants, visit the [JustGrants Performance Reporting website](#).

PMT Final Report Sections



Final Report tab contains the most recent performance measurement data, aggregate numeric data values, charts of key program measures, and narrative information reported for this award in the PMT.



Last Reporting Period(s) tab includes data entered in the PMT for the quarter(s) since your last report. This may be for one or several reporting periods, depending on when the Final Report is created.



Aggregate tab is a cumulative total of the numeric performance measurement data reported each quarter for this award. The totals combine grantee and subrecipient data (if applicable). Do not be alarmed if in this section you see, "This data has not been aggregated."



Charts tab graphically displays several performance measures identified by BJA as key measures.



Narrative tab includes information on activities submitted every 6 or 12 months.