

Performance Measurement Tool

What is a Final Report?



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

When do I submit a Final Report?



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

- You have completed all data entry for previous reporting period(s) in the PMT.
- 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 that 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 through Grants Management System (GMS).

How do I submit a Final Report?



If you have subrecipients for this award, please take this additional step before beginning Step 1: Ensure that the award dates for all subrecipient awards fall within the dates for the main Federal award.

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 your 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." Please 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 PMT Final Report. The information is divided into several tabs to show different sections of the report. Those sections are Final Report, Last Reporting Period(s), Aggregate, Charts, and Narrative. See yellow call out box below for more information about the sections.
6. After reviewing all sections, select "Export to PDF" and save the file on your computer.
7. Log out of the PMT.
8. Log in to GMS at <https://grants.ojp.usdoj.gov/gmsexternal> and click on Grants Management System Closeouts to view the computer-based training on closeouts. Upload a copy of the PMT Final Report PDF as an attachment to the Final Progress Report for the award.

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 GMS report. This may be for one or several reporting periods, depending on when the PMT 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.