



Criminal Justice Improvement Committee

Grant Reporting Requirements
September 16, 2020

Property Control Record & Equipment Certification



Property Control Record & Equipment Certification

This form should be used to inventory all equipment purchased during the life of the grant. All firearms are to be listed with Serial Numbers regardless of unit cost.

Authorizing Agency	
Implementing Agency	
Project Name	
Project Number	
Project Director's Name	
Phone # and E-mail Address	

Equipment Information	
Item Description:	
Serial/other identification No.:	
Date Transaction Completed:	Date Equipment was Acquired:
Cost:	Vendor:
Location of Equipment:	Assigned to:
Purpose of Equipment:	Purchased by:
Insurance Coverage:	
Item Description:	
Serial/other identification No.:	
Date Transaction Completed:	Date Equipment was Acquired:
Cost:	Vendor:
Location of Equipment:	Assigned to:
Purpose of Equipment:	Purchased by:
Insurance Coverage:	



Progress Report

Must be submitted annually

FUNCTIONS

For Grantee:

- ☞ internal assessment of project accomplishments

For GCC:

- ☞ evaluation by Project Director of the grant's progress
- ☞ information required for GCC report to U.S. D.O.J.

NOTE: When filling out this report, please explain thoroughly. No one word answers!

PROJECT PROGRESS REPORT

- PROJ0 [REDACTED]
- [REDACTED]
- Project Overview
- Attachments
- Notice of Implementation
- Reimbursements
- Budget Adjustments
- Non Budgetary Adjustment
- Project Progress Report**
- PMT Reports

Project Progress Report (10/01/2018 - 09/30/2019)

Reporting Time Period – Make Sure the Document

Objective 1

Objective 2

Objective 3

Objective 4

Activities

Comments

Project Objective

Upgrade back-end from Microsoft Dynamics CRM 2011 to latest version.

Click to complete

Summarize the Progress of Your Project in Detail.

Performance Measure

System is deployed and functioning properly.

Evaluation Method

User Acceptance Testing

Results For This Report Period (Max 0/2000 characters)

Summarize Results for this report

SAVE

Make Sure to Hit

PROJECT PROGRESS REPORT



My Projects My Profile

Help

PROJ0 [redacted]
[redacted]

Project Progress Report (10/01/2018 - 09/30/2019)

Objective 1

Objective 2

Objective 3

Objective 4

Activities

Comments

Project Overview

Attachments

Notice of Implementation

Reimbursements

Budget Adjustments

Non Budgetary Adjustment

Project Progress Report

PMT Reports

Project Timeline Of Activities



Enter Timeline of Activities for Project

Results For This Report Period (Max 0/2000 characters)

SAVE



Make Sure to Save!



Grant Management Reports Due...

All grant awards are contingent on receipt by GCC of 2018-2019 Federal funds. Grant start and end dates are subject to change based on the date we receive those funds. Changes in the specifics will be communicated to you by your Grants Management Specialist (GMS):

	Monthly
Notice of Grant Implementation	Due within 60-days of the grant start date <i>(as listed on the Grant Award)</i>
Expense Reimbursements Budget Adjustment Requests	As needed by grantee
Property Control Record	Lists all purchased equipment along with final progress report, prior to approval of final expense reimbursement.
Expenditure Forecasts	Upon request of your GMS

Standard Grant Conditions (SGC)

IMPORTANT!!!!

- ▶ Grantees must provide their Procurement or Purchasing Policy
- ▶ Equipment vendors must provide proof that they are not debarred or suspended from receiving state and/or federal funds
- ▶ GCC **does not** reimburse sales tax:
 - only report expenses stopping at the subtotal should be submitted for reimbursement. All entities may however claim a refund from the State for sale tax

Tasers and Non-Lethal Weapons

All LEAs that purchase non-lethal taser devices must present the following to their assigned Grants Management Specialist within the first 90-days of implementation of the grant:

- complete list of all Personnel to whom tasers will be issued
- copy of each officer's **Certification** verifying completion of taser training
- copy of the agency's **Procurement Policy** must be submitted to GCC **prior to** purchases.
- copy of each agency's **Use Of Force Policy**, and the Departmental protocol for the use of non-lethal weapons

Bulletproof Vest Purchases

- ∞ As with BVP Grants, grantees that wish to purchase vests with JAG funds **must certify** that law enforcement agencies receiving vests have a written **“Mandatory Wear” Policy** in effect for all uniformed officers while on duty.
- ∞ This policy must be in place for at least all uniformed officers **before** any funding can be used by the agency for vests. There are no other requirements regarding the nature of the policy.
- ∞ Certification of **“Mandatory Wear” Policy must be received** by GCC within **30-days** of grant implementation & received prior to purchase of vests.
- ∞ Bulletproof Vests must be American made.
- ∞ **A Mandatory Wear Concept and Issues Paper and Model Policy** are available by contacting the BVP Customer Support Center at vests@usdoj.gov or toll free at 1-877-758-3787.

Global Justice Information Sharing Initiative

US DOJ, OJP

Agencies that receive receives JAG funds that support the exchange of justice information must comply with DOJ's Global Justice Information Sharing Initiative guidelines and recommendations.

Requirements of this grant condition are described at:

http://www.it.ojp.gov/gsp_grantcondition

Grantees must document their planned approach to information sharing, describe compliance to the GSP and have an appropriate privacy policy that protects shared information or provides detailed justification for why an alternative approach is recommended.

Program Performance Measures for Justice Assistance Grant (JAG) Programs

Performance Measurement Tool (PMT)

Federal statutes **REQUIRE** PMT reports be submitted on-line directly to BJA, in a timely manner.

- ▶ A copy **must** be provided to the assigned Grants Management Specialist.
- ▶ GCC Planning Staff must then compile & enter its own compilation report to BJA.
- ▶ Failure to observe these conditions and deadlines may result in an **immediate hold** of grant funds and may endanger the State's entire allocation. If the state report is not submitted in time, OJP can put a hold on the state allocation.

BUREAU OF JUSTICE ASSISTANCE

Performance Measurement Tool (PMT) User Guide for **Fiscal Year 2015 Justice Assistance Grant (JAG) Programs**

Data Entry for Subrecipients
(includes Disparate Jurisdictions)

June 2016

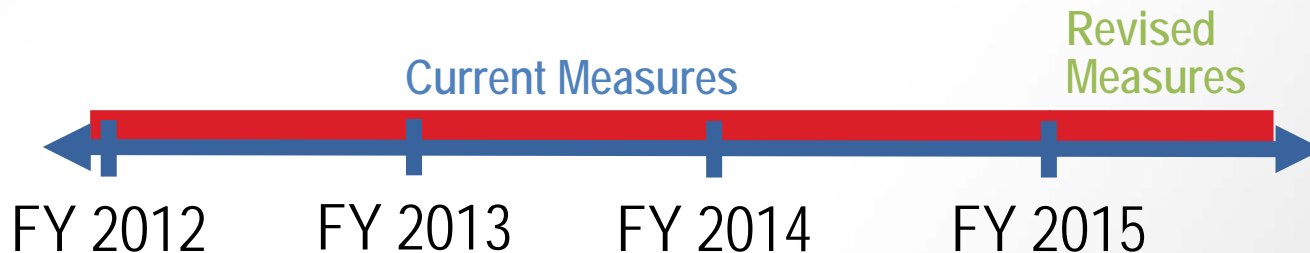


Major Changes for Fiscal Year 2015 Awards

- ▶ New accountability measures
- ▶ New narrative questions
- ▶ New measures flow based on funding amount
- ▶ New reporting schedule

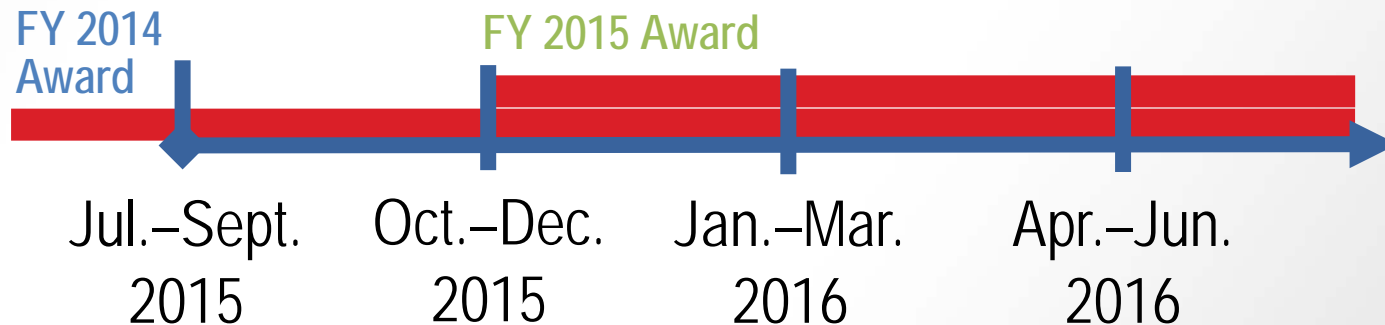
Measures Reporting

- ▶ The revised measures will only take effect for fiscal year (FY) 2015 and future awards.
- ▶ FY 2014 and prior awards will continue to report on the current measures and reporting schedule.

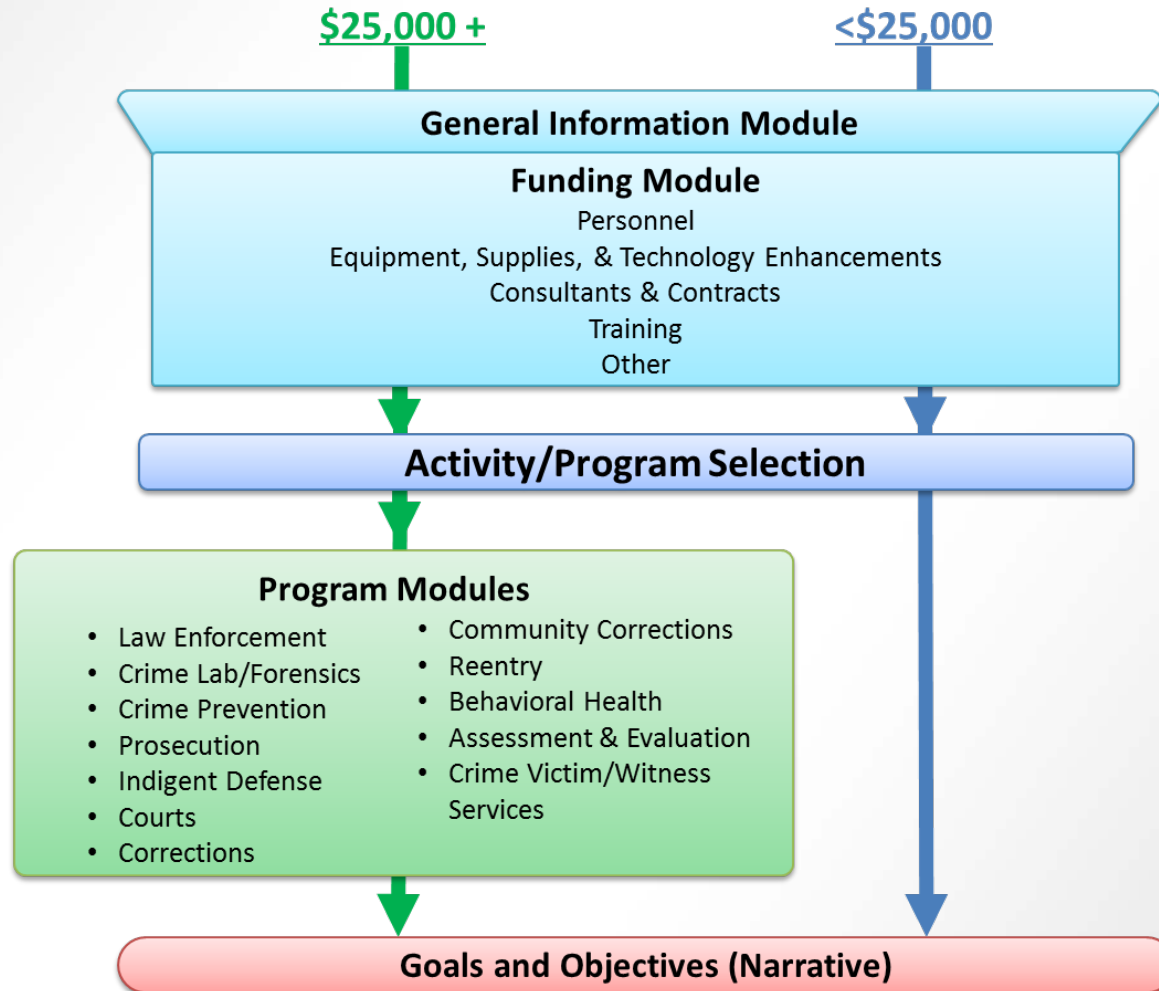


Measures Reporting

- ▶ If you have awards from FY 2014 or before as well as awards from FY 2015, you will have to report on awards from FY 2014 or before using the current measures and report on FY 2015 awards using the revised measures.



Revised JAG Measures Sections



PMT Reporting Schedule

Your grantor will provide due dates for data entry completion for each reporting period.

FY 2014 and Prior

Performance Measures	October 1–December 31
Performance Measures	April 1–June 30

FY 2015 and Future

Performance Measures and Goals and Objectives	October 1–December 31
	September 30
Performance Measures and Goals and Objectives	April 1–June 30
	September 30

More Information

- ▶ FY 2020 JAG PMT Measures Web site:

<https://bjapmt.ojp.gov/>

The old site was a **.org** address. This has now been changed to the **.gov** extension. If you have the old site bookmarked, please replace it with this website.

Terms Used

GRANTEE	The primary recipient of a Federal award from BJA. This organization submits an application to BJA for the Federal award—for example, the state, local recipient, or fiscal agent.
GRANTOR	The organization that makes secondary awards to other entities from the BJA award. Usually the same as the grantee—for example, the state, local recipient, or fiscal agent.
GRANT	The funding or award received from BJA.
SUBRECIPIENT	An organization or agency that does not receive funds directly from the Federal government but from the state or another agency.
SUBAWARD	The secondary award made from the grantee's Federal award.
PROJECT DESCRIPTION	A short description of the project that the application represents, and the purpose of the requested funds.
REPORTING PERIOD	A time period in which activities were conducted and funds expended and obligated. This period falls within the grant's project period. <i>Example:</i> January to March and April to June, for quarterly reporting.

PMT Step by Step

Subrecipients Data Entry

Step 1. Log In (*slides 10–13*)

Step 2. Profile (*slides 14–15*)

Step 3. Information & Resources Page (*slide 16*)

Step 4. Subrecipient Awards Page (*slides 17–18*)

Step 5. General Award Information Page (*slide 19*)

Step 6. Data Entry (*slides 20–27*)

- Goals and Objectives (*slides 22–23*)
- Review (*slide 24*)
- Complete (*slides 25–27*)

Helpful Hints (*slides 28–29*)

Resources (*slides 30–31*)

Step 1: Log In

<https://bjapmt.ojp.gov/>

Notice to PMT Users

The BJA PMT has a new improved login and user account management process! To maintain access, click **Login** below and follow the **Update Account** instructions at http://www.ojpsso.org/support/OJP_PMP_SSO_Login_Instructions.pdf. New users, contact the BJA PMT Help Desk or your grantor if you are a subrecipient.

Login

Login

Performance Measurement Tool (PMT)

The BJA Performance Measurement Tool supports BJA grantees at measurement data on activities funded by their award. After logging

- Report Data
- Create a report ready for the Grants Management System (G

You must be a grantee of BJA to obtain a user ID and password to a have any questions, please contact the PMT help desk staff by email. bjapmt@ojpsso.org or toll free at 1-888-252-6867.

The Human Trafficking Reporting System (HTRS)

The Human Trafficking Reporting System (HTRS) is a secured, online performance measurement portal. The HTRS collects data on suspected human trafficking incidents, offenders, and victims from DOJ-funded human trafficking task forces. These task forces can encompass cities, regions, territories, or states. Information collected includes incident status, type of human trafficking, lead investigating agency, number of known victims, number of known offenders, whether the case was confirmed as human trafficking, the demographic characteristics of offenders and victims, case processing information of offenders, and victim service provision information.

For further information please contact:
Amy Farrell, 617-373-7439, am.farrell@neu.edu
Stephanie Fahy, 617-373-2176, s.fahy@neu.edu

To access the HTRS system, click <http://www.northeastern.edu/humantrafficking>

The BJA PMT is designed to support grantees and their subrecipients by recording progress for the grant program.

Grantees set up and manage subrecipient accounts in the PMT. As a subrecipient, contact your grantee to request and obtain access to the PMT.

Click **Login** to continue.

Step 1: Log In



U.S. DEPARTMENT OF JUSTICE
Office of Justice Programs
Innovation • Partnerships • Safer Neighborhoods

Performance Measurement Platform

User Name **Password** [Forgot Password](#)

Please note: JavaScript must be enabled to use this site. If not, site navigation will not work properly. If you need to enable JavaScript, click [here](#) to find out how.

BJA **OVC** **OJJDP** **NIJ**

Privacy | FOIA

Step 1: Log In

From: OJP PMP Administrator
Subject: [BULK] OJP Performance Measurement Platform – New Account
Importance: Low

An account has been established for you in the PMT. Please click on the link below to complete you:

<https://www.ojpsso.org/?sk=9B1C8BD3-A86A-6149-C8362CFF1093E5XX>

If, for some reason, the link does not work, copy the link and paste it into the Address Field of your browser.

For any issues or questions, please contact the Help Desk at XXX@csrincorporated.com or call toll-free 1 (###) ###-####.

Thank you.


OJP PMP Administrator
 CSR, Incorporated, contractor for:
 Office of Justice Programs (OJP)

Users added to the subrecipient account by the grantee will receive an e-mail from BJA PMT with instructions on how to create a new user account.

General Profile	
Last Name:	<input type="text"/>
First Name:	<input type="text"/>
Email Address:	<input type="text"/> <small>Also used as a User Name for signing onto the system</small>
Phone Number:	<input type="text"/>
Security Profile	
Security Challenge:	<input type="text"/> <small>A word, phrase, statement, or question (up to 75 characters in length) the answer to which may aid in verifying your identity. Used for resetting password.</small>
Security Response:	<input type="text"/> <small>Response to Challenge recorded above. If you have already set your response, leaving this field blank will preserve your previous setting.</small>
Verify Security Response:	<input type="text"/>
Create Password:	<input type="text"/>
Verify Password:	<input type="text"/>
<input type="button" value="Update"/>	
Required Entry	
Passwords must conform to the following requirements:	
At least 12 characters in length	
Contains alpha characters of both upper and lower case -- at least one of each	
Contains at least one number	
Contains at least one special character, as follows:	
~ ! @ # \$ % ^ & * () - _ + ` { } : < > ? [] \ ; " , . /	

Enter information in all required fields, and click **Update** to continue.

Step 1: Log In



The screenshot shows the login page for the U.S. Department of Justice Office of Justice Programs Performance Measurement Platform. At the top left is the Department of Justice seal. To its right, the text reads "U.S. DEPARTMENT OF JUSTICE" in a small font, followed by "Office of Justice Programs" in a large, bold, blue font. Below this is the tagline "Innovation • Partnerships • Safer Neighborhoods". A horizontal line separates this header from the main content area, which is titled "Performance Measurement Platform" in bold black text. Below the title, there is a "Logout" link in red text. A dark blue navigation bar contains four white buttons: "Home", "Update My Account", "Change Password", and "Admin". Below the navigation bar, a yellow button labeled "BJA PMT" is highlighted. At the bottom of the screenshot, a blue-bordered box contains the following text:

Here you can update or change your account and password information.

Click **BJA PMT** to continue.

Step 2: Profile

Select the **Grantee Organization** or **Subgrantee Organization** profile, depending on your role, to enter/edit data.

Select a profile:

GRANTEE ORGANIZATION

+

SUBGRANTEE ORGANIZATION

+

Step 2: Profile

Check your profile for accuracy.
If any changes are needed, contact your grantor.

Profile

The information on this screen was retrieved from information you entered into the GMS system and your contact information in the GMS system and contact your State Policy Advisor.

- Select another profile
- Manage Users

State ID: CA09835
Legal Name: TEST BCJI RSAT
OSP Vendor Number: 0
DUNS Number: 000000000
Address1: 333 S. Grand Ave.
Address2:
City: Lansing
State/Territory: CA
Zip: 48913-0634
Fax:

Select a profile:

GRANTEE ORGANIZATION +
SUBGRANTEE ORGANIZATION +

Create New User Form

First Name: Required Field
Last Name: Required Field
Email: Required Field
Phone:
Save

List Current Users

User Name	Phone	Email	Delete?
Traci Dove		TDove@rad.net	Delete

Add a new user
Return to PMT Profile

Click **Select another profile** to go back to the list of your assigned profiles (if applicable).
Click **Manage Users** and **Add a new user** or **Delete** to update the list of users.

NOTE: Only add users who need access to the BJA PMT to complete data entry and reporting. Adding a user automatically sends that person an e-mail with a link to create and complete a user account.

Step 3: Information and Resources

[Information & Resources](#) [Profile](#) [Awards](#) [Help](#) [Log Out](#)

Information and Resources

Please be aware that your **session will time out 30 minutes after you stop saving data.** To avoid button before leaving the system unattended or when you're finished entering data.

Welcome to the BJA Performance Measurement Tool!

If you have a technical question about use of the PMT, please contact the help desk at [BJAPMT@csrincorporated.com](#). Questions about the grant program or your award should be directed to your award manager.

BJA Performance Measurement News:

- [2011 Winter Edition](#)
- [2010 Summer Edition](#)

PMT Resources:

- [User Guide - Coming Soon!](#)
- [Performance Measures for Enhancement](#) [November 2011]
- [Performance Measures for Implementation](#) [November 2011]

[Continue](#)

For more information contact BJAPMT@csrincorporated.com
Toll-free Technical Assistance Helpline Number: 1-888-252-6867

Use the navigation bar at the top to access different pages in the system.

Do not use the back arrow on your browser.

The system will time out after 30 minutes of inactivity.

You can find the following on the **Information & Resources** page:

- PMT user guide
- Performance measures
- Other resources

Step 4: Subrecipient Awards

Subrecipient Awards

This screen provides a summary of your data entry. This list includes only those

[View All Reporting Periods](#)

JAG

Subaward Number	Amount of Subaward	Reporting Period	Data Entry Status
JAG Test Start Date: Oct 01, 2015 End Date: Sep 30, 2018	\$49,000	October to December 2015	Not Operational View Data
		January to March 2016	Not Started Begin Reporting Process

For more information contact BJAPMT@csrincorporated.com
Toll-free Technical Assistance Helpdesk Number: 1-888-252-6867

The purpose of the **Subrecipient Awards** page is to give an overview of data entry for all awards.

Select the reporting period, and click **Begin Reporting Process**.

Each page has the contact information for the PMT Help Desk.

Step 4: Subrecipient Awards


Status on the Subrecipient Awards page:

Not Started: Subrecipient has NOT saved any data.

In Progress: Subrecipient has begun entering data but has not completed the data entry process.

Complete: Subrecipient has entered and saved data; the record is marked as complete.

Step 5: General Award Information

 OFFICE OF JUSTICE PROGRAMS

BJA BUREAU OF JUSTICE ASSISTANCE

Performance Measurement Tool
(BJA PMT)
- TEST 2

BJA PMT Home Enter Data Logout

Reporting Period: 01/01/2016 - 03/31/2016 Award #: JAG Test

General Information Review

GENERAL INFORMATION MODULE

The General Information Module collects information on your award's grantees and sub-grantees for each reporting period the award is active.

1. Have you completed all project activities and expended all funds this reporting period?

- a. Yes - Final report will be created, closing out the PMT reporting requirements after this report is complete.
- b. No - please continue

2. Was there grant activity during the reporting period?

- a. Yes
- b. No (skip to the Goals and Objectives when due)

Save Save & Continue

The **General Information** page is intended to determine whether or not there was any grant activity during the reporting period.

Check **Yes** if there was grant activity.

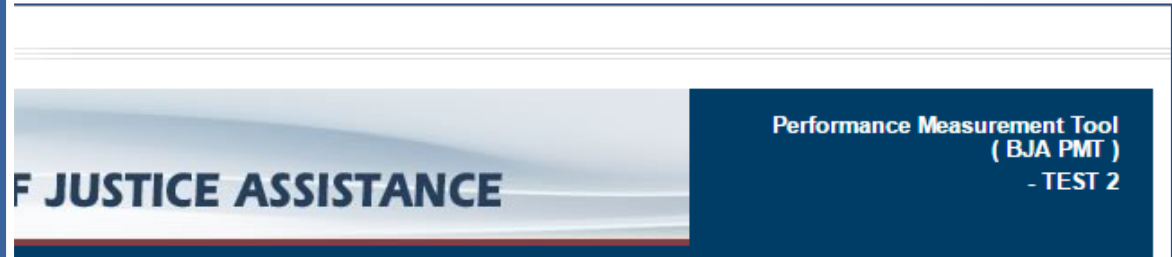
Check **No** if no activity occurred and no funds were expended, and explain.

Click **Save & Continue** to continue reporting.

Step 6: Data Entry

Tabs allow you to move between different activity/program modules.

More tabs will appear based on your funding allocations.



Accordions expand to show the questions within the different sections in each module.

BJA PMT Home **Enter Data** Logout

Reporting Period: 01/01/2016 - 03/31/2016 Award #: JAG Test Project Amo

General Information **Law Enforcement Module** Crime Laboratory/Forensics Module

This module asks questions of grantees that use JAG funding for law enforcement services or programs. This includes all funding spent for law enforcement purposes, including task force activity. Please repeat these questions for each program or task force that receives JAG funds.

GENERAL AGENCY INFORMATION +

PROGRAMS +

Back Save Save & Continue

Enter data for all fields. When you are finished, click **Save & Continue** to move on to the next tab. Click **Save** if you need to save your data and continue working on the rest of the questions later.

Step 6: Data Entry

Equipment Supplies and Technology

7. During the reporting period, did you expend any JAG funds on equipment, supplies, or technology enhancements?

- A. Yes
- B. No (if No, skip to next section, Consultants and Contracts)

Consultants and Contracts

10. During the reporting period, did you expend any JAG funds on consultants or contracts?

- A. Yes
- B. No (if No, skip to next section, Consultants and Contracts)

Equipment Supplies and Technology

7. During the reporting period, did you expend any JAG funds on equipment, supplies, or technology enhancements?

- A. Yes
- B. No (if No, skip to next section, Consultants and Contracts)

8. Please complete the table below indicating the number and cost of items purchased in each BJA-defined category. Individual line-item reports are not needed.

General Category	Specific Category	Total Quantity Purchased	Total JAG Funds Spent
Controlled Items	Manned aircraft, fixed wing (airplanes) (Controlled)	Number	Number
	Manned aircraft, rotary wing (helicopters) (Controlled)	Number	Number
	Unmanned aerial vehicles (drones) (Controlled)	Number	Number
	Armored vehicles, wheeled (Lenco Bearcat or similar) (Controlled)	Number	Number
	Tactical vehicles, wheeled (Humvee, transport, or similar vehicles) (Controlled)	Number	Number
	Command and control vehicles (Incident response vehicles, mobile headquarters, etc.) (Controlled)	Number	Number
	Non-service issued firearms (any specialized firearm) (Controlled)	Number	Number
	Non-service issued ammunition (any ammunition for above) (Controlled)	Number	Number

Skip questions determine whether or not you need to answer additional questions related to a specific service or activity.

If you need to answer additional questions, the skip question will expand. If not, no questions appear.

Step 6: Data Entry (Goals and Objectives)

BJA PMT Home BJA PMT Summary Page **Enter Data** Logout

Reporting Period: 10/01/2015 - 12/31/2015 Award #: JAG Test Project Amount: \$49,000

General Information Law Enforcement Module Crime Laboratory/Forensics Module **Goals and Objectives Module** Review

This module should be completed by all grantees and subgrantees that had any JAG activity during the reporting period.

GOALS

Please answer the following questions for each goal related to your JAG program.

1. Please identify the goal(s) you hope to achieve with your funding. If you have multiple goals, please report on each separately (one at a time) and repeat questions 1–4 for each goal by clicking 'Add Another' after question 4.

You have characters left. (Maximum characters: 5000)

2. What is the current status of this goal?

- a. Not yet started
- b. In progress
- c. Delayed
- d. Completed

During the April–June and October–December reporting periods, you will see the **Goals and Objectives** questions. Your response to these questions should reflect activity during the **previous 6-month** period (January–June or July–December), regardless of whether or not your award was “operational.”

If you’re closing out the award and this is the last reporting period of data submitted in the PMT, your response should reflect activity since your last submission of goals and objectives data in the PMT.

Step 6: Data Entry (Goals and Objectives)

4. In the next reporting period, what major activities are planned for this goal?

Enter text:

You have characters left. (Maximum characters: 5000)

[Add Another Goal](#) [Delete Goal](#)

GOALS +

ACTIVITY -

6. Did you receive or do you desire any assistance from BJA or a BJA-funded technical assistance provider?

- A. Yes, we received assistance (please describe).
- B. Yes, we would like assistance or additional assistance (please describe).
- C. No

On the **Goals and Objectives** tab, answer questions regarding each of your program's goals. Click **Add Another Goal** or **Delete Goal** to add or delete a goal entry. Once you have answered all questions, click the **Activity** tab to finish answering questions for the section.

Step 6: Data Entry (Review)

This link allows you to return to previous pages to view and/or edit data.

The total number of alerts is listed here.

[Go Back to Data Entry Form](#)

You can search and print from here.

R.I.A DMT Home R.I.A DMT Summary Page **Enter Data** Logout

Reporting Period: 10/01/2015 - 12/31/2015 Award #: JAG Test
Project Amount: \$49,000
Not Answered: 47

Search: [Print](#)

Category	Question	Option	Response	Alert
General Information				
General Information Module				
	1. Ha			
	all pr			
	expe			
	repo			

The **Review** page allows you to view any required questions you need to answer. This page breaks down the measures by **Category**, **Question**, **Option**, **Response**, and **Alert**. If you have not answered a required response, this will appear in the **Alert** column.

Step 6: Data Entry (Complete)

Once you have completed and reviewed all data entry, check the **Mark Data as Complete** box and click **Save**. The saved data will then be submitted to your grantor.

This action will **PREVENT** you from further entering or editing data or information. Please be sure your data entry is final before checking the **Mark Data as Complete** box.

If you need to make changes to your data after you have submitted it, contact your grantor and request that your data be unlocked.

<input checked="" type="checkbox"/> Mark data entry as complete. The record will be locked for further data entry.		<input type="button" value="SAVE"/>
	<p>Additional Comments</p> <div style="border: 1px solid gray; height: 100px;"></div>	
	<p>You have <input type="text" value="500"/> characters left. (Maximum characters: 500)</p>	

If you want to explain the data you reported, enter text in the **Additional Comments** box.

Step 6: Data Entry (Complete)

The system will now show data entry as complete and certified at the bottom of the Review tab.

	No	√
2. Was there grant activity during the reporting period?	Yes	
	No	√

***This Data Entry has been completed and certified by FirstName LastName on 12/15/2015.

For technical assistance, contact the BJA PMT Help Desk at BJAPMT@csrincorporated.com | or call toll-free 1 (888) 252-6867.

Step 6: Data Entry (Complete)

View of Data Entry Status and Report Status

OFFICE OF JUSTICE PROGRAMS

BJA BUREAU OF JUSTICE ASSISTANCE

[Information & Resources](#) [Profile](#) [Awards](#)

Subrecipient Awards

This screen provides a summary of your data entry. This list includes only those reporting periods that require reporting at this time.

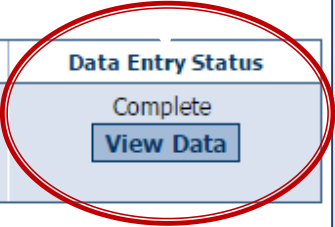
[View All Reporting Periods](#)

JAG

Subaward Number	Amount of Subaward	Reporting Period	Data Entry Status
JAG Test Start Date: Jan 01, 2016 End Date: Sep 30, 2018	\$49,000	January to March 2016	Complete View Data

For more information contact BJAPMT@csrincorporated.com
Toll-free Technical Assistance Helpdesk Number: 1-888-252-6867

You can confirm data entry has been successfully completed and created by the **Data Entry Status (Complete)** column.



Helpful Hints

What If . . .

My award is not operational?

- An award is “not operational” when activities proposed in the BJA-accepted grant application have not been implemented or executed with the BJA grant.

I get an error message?

- Follow the instructions to correct any errors or discrepancies.
- If you have questions, contact the PMT Help Desk.

I need to edit data that I submitted, and I already created a report?

- Contact your grantor and request that the report be unlocked or returned to you for revisions.

The award point of contact information on the profile page in the PMT is not correct?

- Contact your grantor to ensure it is aware of any changes.

I lost my data!

- Please be aware that your **session in the PMT will time out 30 minutes after you stop saving data**. To avoid losing and having to reenter data, click **Save** periodically, before leaving the system unattended, or when you have finished entering data.

Helpful Hints

BJA PMT Home **Enter Data** Logout

Reporting Period: 10/01/2014 - 12/31/2014 Award #: 2015-JAG-TEST5 Project Amount: \$200,000

General Information **Law Enforcement Module** Prosecution Module Goals and Objectives Module

This module asks questions of grantees that use JAG funding for law enforcement services or programs. This is for law enforcement purposes, including task force activity. Please repeat these questions for each program or JAG funds.

If you have a question about what a question means . . .
Hover the mouse over the underlined question to see the instructions.

GENERAL AGENCY INFORMATION

All Law Enforcement Grantees Must Answer

1. What is the jurisdiction(s) your agency serves?
a. Jurisdiction(s) name:

GENERAL AGENCY INFORMATION

All Law Enforcement Grantees Must Answer

1. What is the jurisdiction(s) your agency serves?
a. Jurisdiction(s) name:

2. What is the population of your agency?
a. Population Number

3. How many employees did your office have on staff as of the last day of the reporting period?

Instruction
This can be a city, town, county, parish, township, state, tribe, or other politically defined area. For example, New York City or Washington County.

Resources

- ▶ BJA PMT Web Site: <https://bjapmt.ojp.gov/>
- ▶ For questions about your program performance measures data reporting requirements and deadlines, contact your grantee.
- ▶ For questions about the PMT, contact the BJA PMT Help Desk:
 - Monday–Friday 8:30 a.m.–5:30 p.m. ET
 - Toll-free number: 1-888-252-6867
 - E-mail: bjapmt@usdoj.gov

Seven Purpose Areas

- 1) Law Enforcement and Task Forces
- 2) Prosecution and Court, Defense & Indigent Defense
- 3) Prevention and Education
- 4) Corrections and Community Corrections
- 5) Drug Treatment and Enforcement Programs
- 6) Planning, Evaluation and Technology Improvement
- 7) Crime Victim and Witness Protection (other than compensation)

Purpose Area Data

- ▶ Purpose Areas are assigned by GCC Planning Staff
- ▶ Questions are determined based on the assigned purpose area. Therefore, some questions will not apply specifically to your project.
- ▶ Answer questions that apply to your project - and answer with a “N/A” or 0 (zero) to the questions that do not apply.

Reporting Status

- **Not Started** – No data has gone into the PMT system for this reporting period.
- **In Progress** – Data has been entered, but not completed and submitted. Please note that you there may be several pages of data to enter before the process is complete.
- **Complete** – All questions have been answered error free and *submitted* to grantor.

PMT REPORT SUBMISSION – PDF ONLY



My Projects My Profile



PROJ0 [REDACTED]
[REDACTED]

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Non Budgetary Adjustment

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PMT Reports

PMT Reports

Performance Measurement Tool – OVC PMT

Report Name	Report Year	Submitted On	Status
Quarterly PMT Report (10/01/2017 - 12/31/2017)	2018	04/04/2018	Reviewed by GCC
Quarterly PMT Report (01/01/2018 - 03/31/2018)	2018	04/04/2018	Reviewed by GCC
Quarterly PMT Report (04/01/2018 - 06/30/2018)	2018	07/10/2018	Reviewed by GCC
Quarterly PMT Report (07/01/2018 - 09/30/2018)	2019	10/09/2018	Reviewed by GCC
Quarterly PMT Report (10/01/2018 - 12/31/2018)	2019	01/10/2019	Reviewed by GCC
Quarterly PMT Report (01/01/2019 - 03/31/2019)	2019	04/09/2019	Reviewed by GCC
Quarterly PMT Report (04/01/2019 - 06/30/2019)	2019	07/16/2019	Reviewed by GCC
Quarterly PMT Report (07/01/2019 - 09/30/2019)	2020		

Quarterly Time Period

Year of Report

Date Submitted

Status:
New
Submitted
Or
Reviewed

Export from OVC Website and upload into Project Here!



PMT REPORT SUBMISSION



PROJECT [REDACTED]

Quarterly PMT Report (07/01/2019 - 09/30/2019)

Check Document for Appropriate Time Period

File *

Choose File...

Browse

SAVE ATTACHMENT

Make Sure to Save!

Upload Appropriate Document.

PDF Format Only!

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PMT Reporting Requirements

- ▶ A copy **must be provided** to your assigned Grant Management Specialist upon completion by mail, fax or email or by uploading it through GEMS. Upload your PMT report to GEMS using the PMT report tab in your active project.

It is **YOUR responsibility** to ensure the Grant Management Specialist has a copy of the report.

- ▶ **PLEASE NOTE** these reports are in addition to GCC reports.
- ▶ It will be a permanent part of your file.

PMT Reporting Periods

PMT Reports are **REQUIRED Quarterly!**

...and are **due the 10th** of the month following the close of a quarter.

- **October 1 – December 31** (due January 10)
- **January 1 – March 31** (due April 10)
- **April 1 - June 30** (due July 10)
- **July 1 – September 31** (due October 10)

By the 10th of the month that these reports are due, the BJA PMT Report must be completed in the PMT Website and that report must be uploaded to the corresponding PMT Quarter tab in the GEMS system.

Additional Information

- If the Project Director changes, please make sure you update the contact information in Grants Management Enterprise (GEMS) and notify GCC staff so that we may make the change with the Bureau of Justice Assistance (BJA). ALL CORRESPONDENCE REGARDING PMTS ARE SENT TO THE PROJECT DIRECTOR. IT IS IMPERATIVE THIS CONTACT INFORMATION IS ACCURATE.
- If your grant closes prior to the original end date, a PMT report will still be required for all quarters the grant was active. (ex. PROJXXX received reimbursement for purchases on January 7 and the grant was closed Jan 8. A PMT report will still be required for the January-March quarter due on April 10th). BJA does not permit early submission of quarterly reports. Therefore, the grantee may have to wait until BJA opens the quarter for reporting.
- Unfortunately, BJA and GEMS are NOT linked. Therefore, you MUST copy and paste a copy to a PDF document to upload to GEMS.
- Courtesy email reminders used to be mailed to Project Directors. Unfortunately due to workloads and staffing issues, we are unable to do this any longer. It will be the Project Director's responsibility to ensure that all PMT Reports are submitted in the <https://bjapmt.ojp.gov/> website by the 10th day of the month following the quarter end.

Criminal Justice Planning Team

Navin K. Puri, Navin.Puri1@ncdps.gov
Keyon Ashe, Keyon.Ashe1@ncdps.gov

...Please contact the Criminal Justice Planning Team
for PMT reporting assistance.
If no one is available, please contact

The BJA PMT Help Desk at 1-888-252-6867