Speakers

Bureau of Justice Assistance
DeAnna Hoskins, Senior Policy Advisor, Corrections/Reentry
Linda Hill-Franklin, State Policy Advisor
Jennifer L. Lewis, State Policy Advisor
Zafra Stork, State Policy Advisor
E. Tracey A. Willis, M.S.W., State Policy Advisor
Cassandra Carter, Performance Measurement Tool (PMT) TTA Coordinator

Council of State Governments Justice Center
Nicole Jarrett, Ph.D., Deputy Director, Corrections and Reentry
Overview

• Welcome and Congratulations
• Introduction to the National Reentry Resource Center
• Post-Award Grant Management and Federal Compliance
• Questions and Answers
FY17 SCA Adult Cohort
FY17 SCA Juvenile Cohort

- Improve Outcomes for Youth: 4
- Young Fathers: 12
- Young Mothers: 6
U.S. Department of Justice
Bureau of Justice Assistance

• **Mission:** to provide leadership and services in grant administration and criminal justice policy development to support local, state, and tribal justice strategies to achieve safer communities.

  The Second Chance Act has supported over $300 million in reentry investments across the country

  [https://www.bja.gov/](https://www.bja.gov/)
Expectations for SCA Grantees

• Meet your project objectives
• Use validated risk and needs assessment instruments and the most appropriate evidence-based practices and interventions to serve your target populations
• Track your progress and complete a project evaluation
• Communicate regularly with your TA provider and seek help when needed
What Grantees Can Expect

Ongoing and timely support

– National Reentry Resource Center
– BJA Program and Policy Staff
Capitol Hill Event Showcases Progress in Reentry and Recidivism Reduction

The National Reentry Resource Center and The Council of State Governments Justice Center recently released two briefs at an event on Capitol Hill highlighting efforts to reduce recidivism in communities throughout the country.

Learn More
Reentry In the News

ANNOUNCEMENTS

Register for Livestream: Engaging Local Employers in Promising Practices for Hiring People Who Have Criminal Records

The livestream will consist of two panels, one featuring an employer and employee and the other an employer and reentry service director. The first panel will be the Welcome and Keynote presentation, immediately followed by the second panel which will be a workshop entitled, “A Sector-Based Approach: Engaging Local Employers.”

Register for Network Call: Addressing Housing Needs of People in the Criminal Justice System Who Have Mental Illnesses

Join the Stepping Up partners for a network call on the housing needs of people with mental illnesses who have had contact with the criminal justice system. On this call, a national expert from the Corporation for Supportive Housing (CSH) and county officials from Johnson County, IA, and Harris County, TX, will engage in a facilitated discussion and Q&A session with the audience about this topic and the Frequent Users Systems Engagement (FUSE) model.

Apply Now: Technical Assistance Initiative to Strengthen Education and Workforce Development Services for Justice-Involved

RECENT HEADLINES

End “Stovepipe Approach” to Public Safety, State Officials Told

NOVEMBER 13, 2017

Wetzell’s remarks set the tone for the meeting, which was aimed at presenting officials in each state with a detailed analysis of their crime issues, including trends in arrests, recidivism and behavioral health, and help them come up with evidence-based solutions.

Prisoners Look to Life after Incarceration through Reentry Program

NOVEMBER 10, 2017

This vow to strengthen reentry programs comes in the wake of the success of a program called Reentry Court, which was spearheaded by Orleans Parish Criminal District Court Judges Arthur Hunter and Laurie White. Of the 131 people who have graduated from the program since 2010, only 13 percent of them have returned to prison within three years.
Second Chance Act Grantees: Highlights and Successes

Palm Beach County Program Partners with Probation Officers to Improve Reentry, One Youth at a Time
SEPTEMBER 13, 2017
The Back to a Future program, based in Palm Beach County, Florida, has worked in close collaboration with probation partners at the Florida Department of Juvenile Justice since its inception in 2013.

Troubleshooting Training: How Three Programs Prepare Volunteers to Mentor People Leaving Prison and Jail
JULY 27, 2017
Staff at the CSG Justice Center talked to three reentry programs with promising training practices about their experiences developing and delivering training to volunteer mentors.

Tucson Community Nonprofit Grows with a Change in Housing Programming
JUNE 12, 2017
As the leaders of Old Pueblo Community Services (OPCS) can attest, the landscape of housing and reentry services is never static. For this nonprofit organization that serves people at risk of homelessness in Pima County, Arizona, the communities they work in, their clients, funding streams, and research into best practices all evolve over time—and OPCS’ leaders recognize the importance of evolving along with that landscape.

The program snapshots in this publication illustrate the positive impact these reentry initiatives can have by focusing on areas vital to successful reintegration back into the community, including employment, education, mentoring, and substance abuse and mental health treatment.
Learn About Reentry Initiatives Near You

National Criminal Justice Initiatives Map

The National Criminal Justice Initiatives (NCJI) map identifies recipients of federal funding related to reentry and recidivism reduction across the United States. As a joint project of the National Reentry Resource Center and the Federal Interagency Reentry Council, this is a map of programs and federal investments for communities around the country.

Filter By:

- Awarding Agency
- Award Year 2012 - 2017
The Role of the NRRC TA Provider

• Provide support through monthly calls, site visits, trainings, and distance learning opportunities
• Connect you to subject matter experts
• Recommend publications and online resources
• Host peer learning communities
• Share evidence-based practices and promising approaches and strategies to overcome implementation barriers
• Highlight and share innovative work being done by grantees
• Work closely with BJA to promote grant management and reporting requirements
Grant Program Specific Webinars

• **Objectives**
  – Review Program-specific expectations
  – Share successful strategies
  – Discuss the Planning and Implementation Guide

• **Timeline:**
  – November 29, 2:00 pm EST: Co-Occurring Disorders
  – December 5, 2:00 pm EST: Innovations in Supervision
  – December 6, 2:00 pm EST: Innovations in Reentry
  – December 7, 2:00 pm EST: Community Based Adult Reentry
  – December 7, 2:00 pm EST: Statewide Recidivism Reduction
Building Effective Programs Through a Solid Foundation

FY 2017 Second Chance Act (SCA) New Grantee Orientation Webinar
November 21, 2017

BJA State Policy Advisors
Jennifer L. Lewis
Linda Hill-Franklin
E. Tracey A. Willis
Zafra Stork
Overview

- Special Conditions
- Reporting
- Financial Information
- Unallowable Costs
- Procurement/Subawards
- Subrecipient Monitoring
- Federal Reporting Requirements (FFATA & FAPIIS)
- Grant Adjustment Notice (GANs)
- Grant Monitoring Compliance
- Additional Information and resources
Special Conditions

- Special conditions are terms & conditions of the award.

- All awards will include standard special conditions.

- Some special conditions are program-specific.

- If additional information is needed during application review, related special conditions may be added to your award.

- Take time to understand these conditions, your State Policy Advisor will refer to them often.
**SPECIAL CONDITIONS**

1. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide.

2. The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the recipient is in compliance.

3. The recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits and any other audits of OJP grant funds are not satisfactorily and promptly addressed, as further described in the current edition of the OJP Financial Guide, Chapter 19.

4. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of OJP.

5. The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity or similar misconduct involving grant funds. This condition also applies to any subrecipients. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by mail:

Office of the Inspector General  
U.S. Department of Justice  
Investigations Division  
950 Pennsylvania Avenue, N.W.  
Room 4706  
Washington, DC 20530

e-mail: oig.hotline@usdoj.gov

hotline (contact information in English and Spanish): (800) 869-4499

or hotline fax: (202) 616-9881

Additional information is available from the DOJ OIG website at www.usdoj.gov/oig

6. **RECOVERY ACT – Conflict with Other Standard Terms and Conditions**

The recipient understands and agrees that all other terms and conditions contained in this award, or in applicable OJP grant policy statements or guidelines, apply unless they conflict or are superseded by the terms and conditions included here that specifically implement the American Recovery and Reinvestment Act of 2009, Public Law 111-5 (“ARRA”) or “Recovery Act”) requirements. Recipients are responsible for contacting their grant managers for any needed clarifications.
Examples of Special Conditions

• All awards will include standard special conditions concerning compliance with:
  1. DOJ Grants Financial Guide
  2. Use of Federal Funds
  3. Audit requirements, the Anti-Lobbying Act
  5. Reporting Potential Fraud, Waste, and Abuse

• There are program specific special conditions related to program deliverables. Some SCA awards include a special condition requiring the submission of the final analysis and evaluation report by the research partner be submitted prior to the award closeout.

• Your awards all contain special conditions that require compliance with data collection and reporting as detailed in the solicitation and your award documents.
Withholding Special Conditions

• **Additional withholding special conditions** - These conditions place holds on funds for overdue reports and/or pending budget approval, other program requirements including documentation that was missing or incomplete when the grant application was reviewed.

• **Planning** – All of your awards have built in a planning period, leading to the development of a Planning and Implementation Guide or Action Plan. This comprehensive project work plan is developed with your National Reentry Resource Center (NRRC) technical assistance coach and program partners. Most of the awards also include a related withholding special condition that limits spending until the required planning documents are submitted and approved.
These planning guides incorporate evidence-based programs, policies, and practices and include:

1. Description of the problem and the data that led to its identification.
2. Logic model that identifies the solution(s) to be tested, intended outcomes, and evaluation metrics, including the research base for proposed strategies.
3. Plan to measure outcomes, including performance measurement, ongoing analysis, and assessment of the overall project impact.

- **Travel** – The grantees with a withholding special condition related to pending budget approval will be allowed to incur obligations, expend, and draw down funds for travel, lodging, and per diem costs only, in an amount not to exceed $15,000, for the sole purpose of attending required award related conferences and training.

- **It is important to work with your State Policy Advisor to remove any active withholding special conditions or you will not be able to draw down funds.**
**Progress Reporting Requirements**

**Quarterly Performance Metric Tool (PMT) Programmatic reports:**
Submitted in PMT ONLY!

<table>
<thead>
<tr>
<th>Reporting Period</th>
<th>Due Date</th>
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<tr>
<td>January 1 – March 31</td>
<td>April 30</td>
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<td>April 1 – June 30</td>
<td>July 30</td>
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<tr>
<td>July 1 – September 30</td>
<td>October 30</td>
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<tr>
<td>October 1 – December 31</td>
<td>January 30</td>
</tr>
</tbody>
</table>

PMT Website - [https://bjapmt.ojp.gov/](https://bjapmt.ojp.gov/)

**Semi-Annual Grants Management System (GMS) Programmatic reports:**
Submitted in GMS

- January 30 and July 30
- Upload PDF versions of your PMT to the report in GMS
- GMS Website - [https://grants.ojp.usdoj.gov](https://grants.ojp.usdoj.gov)

**NOTE:** Hold on funds - GMS automatically freezes grant funds for delinquent reports. It is important to submit reports on time. Late reports also influence how your award is assessed by OJP.
Court and Criminal Involvement Data Reporting

• Grantees are required to track unique identifiers for participants related to court and criminal involvement (recidivism data) during the period of one year after release. Chief executives from organizations are required to sign and submit an assurance that all participant recidivism indicator data will be collected and submitted. Your program and evaluation must incorporate these requirements.

• Court and criminal involvement data must be collected throughout the award period, and reported in the FINAL PMT report. You must report quantitative, verifiable data on the following performance measures:
  1. Arrested and Booked on a New Charge
  2. Conviction for a New Charge
  3. Revocation of the Terms of Supervised Release
  4. Reincarceration
GMS: Federal Financial Reports SF-425

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<tr>
<td>January 1 – March 31</td>
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<td>October 30</td>
</tr>
<tr>
<td>October 1 – December 31</td>
<td>January 30</td>
</tr>
</tbody>
</table>

- Submitted in **GMS**: [https://grants.ojp.usdoj.gov](https://grants.ojp.usdoj.gov)

- No activity? Enter 0.

- For help with Federal Financial Reports, please contact **OCFO Customer Service** by phone at 1-800-458-0786 (option 2), or by email at ask.ocfo@usdoj.gov.
Important Reminders for Submitting a SF-425:

• Report actual funds obligated and/or expended, NOT your draw down amounts.
• Report from the recipient level.
• Report the correct match requirement.
• Report program income as the cumulative amount, NOT a quarterly amount.
• Report correct indirect cost rate and/or base supplied by your cognizant federal agency.
• Report correct indirect cost rate type (provisional, final, or fixed).
• Report for every quarter regardless of whether or not expenses were incurred.
Financial Information

- Recipients agree to read and comply with the financial and administrative requirements set forth in the current DOJ Grants Financial Guide.

- To be allowable under federal awards; costs must be reasonable, allocable, and necessary to the project. In addition, they must comply with funding statute requirements.

- For guidance, grantees should refer to their original solicitation, program guidelines, award special conditions, and the approved budget.
Grants Financial Management Training

- **Grants Financial Management Online Training** - 24 module training emphasizing the basics of federal grants management designed for those responsible for the financial and programmatic administration of discretionary and/or formula grants.

- Completion of this training is required (FY 16 and beyond) award POCs and Financial POCs within 120 days of award acceptance. Failure to comply will result in a withholding special condition.
  
  Go to: [https://ojpfgm.webfirst.com/](https://ojpfgm.webfirst.com/)

- The required training is also offered an in person format. For more information please go to: [https://live.impaqint.com/ojptraining/index.html](https://live.impaqint.com/ojptraining/index.html)
Financial Information: Resources

- **2015 DOJ Grants Financial Guide (current guide)**-
  Go to: [http://ojp.gov/financialguide/DOJ/index.htm](http://ojp.gov/financialguide/DOJ/index.htm)

- For specific factors to determine whether costs are allowable, please reference the OJP Financial Guide, the program solicitation, and the applicable Cost Principles.

- The **OJP website** also offers updates and FAQs on the Uniform Guidance [http://ojp.gov/funding/UniformGuidance.htm](http://ojp.gov/funding/UniformGuidance.htm)
Unallowable Costs

- Land Acquisition
- Lobbying
- Fundraising
- Compensation for Federal Employees
- Travel of Department of Justice Employees
- State and Local Taxes

- Prohibited or Controlled Equipment
- Corporate Formation
- Costs Incurred Outside the Project Period
- Entertainment and Food and Beverage
- Bonuses or Commissions
- Program Specific Unallowable Costs
Unallowable Costs

In addition to the unallowable costs identified in the 2015 DOJ Grants Financial Guide, Second Chance Act awards funds may not be used for:

- Prizes/rewards/entertainment/trinkets (or any type of monetary incentive)
- Client stipends
- Gift cards
- Vehicles
- Costs that do not support approved project activities
Procurement

• As a recipient or subrecipient, you must conduct all procurement transactions in a manner providing full and open competition consistent with the Procurement Standards in the Uniform Guidance. This requirement holds whether procurement transactions are negotiated or competitively bid, and without regard to dollar value.

• The proper determination of whether an action is a subaward or procurement contract is critical as significantly different requirements and or rules apply to subawards and procurement contracts.

• The substance of the relationship should be given greater consideration than the form of agreement between the prime recipient and the outside entity. If you delegate program activities to another entity, that delegation will generally be considered a subaward. On the other hand, if you purchase or procure goods or services from another entity, that activity will generally be considered a contract entity.
For additional guidance on subawards and contracts, please review the subaward/contract toolkit, checklist and sole source justification fact sheets:

https://ojp.gov/training/pdfs/Subaward-Procure-Toolkit-D.pdf

https://ojp.gov/training/pdfs/Subrecipient-Procure-checklist-B.pdf

https://ojp.gov/training/pdfs/Sole-Source-FactSheet-C.pdf
Monitoring Subrecipients

- The recipient must require a subrecipient to comply with all applicable special conditions and restrictions included in the OJP award, including all “pass-through” requirements.

- Key components to effective subrecipient monitoring include:
  1. A subaward agreement that specifies task and requires progress and financial reporting, as well as possible noncompliance penalties and termination procedures.
  2. Monitoring policies and procedures
  3. A risk-based monitoring plan for selecting subrecipients to monitor
  4. A process for on-site monitoring including a monitoring checklist that satisfies administrative, financial, and programmatic elements; process for documenting findings in a report; and procedures for follow-up on issues for resolution.
FFATA Reporting

End of the Month Following Subaward

- The Federal Funding Accountability and Transparency Act (FFATA) requires information on federal awards be made available to the public via a single, searchable website, www.USASpending.gov.
- FSRS (www.fsrs.gov) is the FFATA Subaward Reporting System used to capture and report sub-award and executive compensation data regarding the first-tier sub-awards to meet the FFATA reporting requirements.
- Prime recipients of awards $25,000 or more report on any first-tier subawards of $25,000 or more (effective October 1, 2010).
- To help navigate the submission process, user guides, FAQs, helpdesk and online demos are available at www.fsrs.gov/resources.
- For more information about FFATA, see http://ojp.gov/funding/Explore/SolicitationRequirements/FinancialRequirements.htm
FAPIIS REPORTING

- The Federal Awardee Performance and Integrity Information System (FAPIIS) requires grantees to report information on certain civil, criminal, and administrative proceedings submitted to the federal designated integrity and performance system (currently, "FAPIIS") within the System for Award Management ("SAM") https://www.fapiis.gov/fapiis/index.action

- OJP grants and cooperative agreements that exceed $500,000 typically will include a condition that requires the recipient -- if the total value of its currently active grants, cooperative agreements, and procurement contracts from all federal agencies exceeds $10 million, as set out in the condition -- to report particular information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either its OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. For more information http://ojp.gov/funding/FAPIIS.htm
Grant Adjustment Notices (GANs)

- A GAN is used to request project changes and/or corrections.
- Once OJP makes a decision regarding the proposed change, the grantee is notified by GMS via e-mail.
- GANs are submitted and approved through GMS. GAN types include:
  - Budget Modifications
  - Change of Scope
  - Project Period
  - Point of Contact Information
  - Removal of Special Conditions
  - Sole Source (Non-competitive procurement contract >$150,000)
  - Costs Requiring Prior Approval (e.g. consultant rates >$650 per day)
- GANs will not be approved if the grantee is delinquent on financial or programmatic reporting.
GAN: Change of Project Period- No Cost Extension

• May not exceed 12 months past the original end date, unless there are extraordinary circumstances.

• Must be requested through GMS no later than 45 days prior to the current end date.

• Please follow the format and include the information below as an attachment to your GAN:
  1. The current, unobligated balance
  2. Explanation for why the project could not be finished before the current grant end date
  3. Description of the pending activities to be completed during the requested extension period (revised timeline/time task plan)
  4. How the grant funds will be utilized during the requested extension period
GAN: Change to Project Scope

Prior approval is needed when changes include:

- Altering programmatic activities
- Affecting the purpose of the project
- Changing the project site
- Changing target population (TP)
- Changing the subgrantee/contract

- Work with your TA Coach for assistance prior to submitting a scope change GAN
GAN: Budget Modification

Budget Revisions

• Processing a GAN for a budget modification is like reviewing a new budget. You must attach a revised budget & budget narrative for the full award amount. Some changes may require a scope change as well.

• Prior approval is needed when proposing the following changes:
  • A budget adjustment affects a cost category that was not included in the original budget
  • Change to Indirect Costs
  • 10% rule is exceeded: The proposed cumulative change is greater than 10 percent of the total award amount - does not apply to an award of less than $100,000

For more information on budget modifications requirements refer to the 2015 DOJ Grants Financial Guide.
GAN: Publication Plan Submissions

• All grantees and cooperative agreement recipients (grantees) should begin submitting publications for review via GANs in GMS.

• The grantee should select PO Approval GAN and mark “Publication Plan Submissions” or “Other: Publication Review,” and **attach their publication(s) into the GAN module.**
  • Publication: This applies to major publications such as evaluations or final reports. Announcements/press release do not apply.

• The grantees should **explain their publication plan** (i.e., dates of distribution; target audience, etc.) in the GAN explanation block or in an attachment.

• Please refer to the BJA publication special condition for more information.
BJA Compliance Monitoring

BJA will conduct formal monitoring activities (site visits and desk reviews) of grant recipients to ensure grantee is:

• conducting activities that were proposed and approved;
• meeting programmatic, administrative, and fiscal requirements;
• identifying and resolving problems and/or issues; and
• receiving needed training and guidance.
Common Audit Findings

Below are the most common findings from audits of DOJ awards in FY14 the most recent year for which this information is available. These findings are provided to increase your awareness of some areas to monitor closely in managing your award:

• Internal control policies and procedures are not documented or need improvement.

• Accounting policies and procedures are not documented or need improvement.

• Special Condition not met by grantee, with unsupported/unauthorized expenditures / drawdowns

• Accounting system inadequate or not effectively utilized to account for grant funds
Common Audit Findings (continued)

- Payroll policies and procedures are not documented or need improvement.

- Quarterly and Annual Financial and Program Reports are not submitted timely.

- Inventory policies and procedures are not documented or improvement needed.

- Financial or other program reporting requirements are not accurately prepared.

- Suspension and Debarment are not verified, not performed, or not properly documented in procurement practices.

- Subrecipient monitoring is not being conducted.
For additional information

- BJA Main Phone: 202-616-6500
- BJA Website: https://www.bja.gov/
- State Policy Advisors: https://www.bja.gov/About/Contacts/ProgramsOffice.html
- Current BJA funding opportunities and FAQs concerning BJA funding: https://www.bja.gov/funding.aspx
Other important links

• BJA Grant Writing and Management Academy (five online training modules for the life of the grant including managing federal funds, strategic planning, and budgets): https://www.bja.gov/gwma/index.html

• Grants Management System (GMS): https://grants.ojp.usdoj.gov/
  GMS Training Tool: http://www.ojp.gov/gmscbt/
  GMS Help Desk: 1-888-549-9901

• BJA Performance Tools (PMT): https://bjapmt.ojp.gov/
  PMT Help Desk: 1-888-252-6867

• OJP award great online resources
  OJP Grants 101: http://www.ojp.gov/grants101/
  OJP Funding Resource Center http://ojp.gov/funding/index.htm

• OJP Standard Forms & Instructions: http://ojp.gov/funding/Apply/Forms.htm
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If you have question not covered in this presentation, please contact your assigned BJA State Policy Advisor directly.
Performance Management at BJA
Overview of Performance Management

Why do we have performance measures?
- Identify success and potential areas of improvement
  - System improvements (internal training and TA, external messaging)
- Track activity and progress
  - Inform decision-making
- Understand how funds are being distributed
  - Informs budget, strategic plan, future funding
  - Respond to external requests (e.g., congressional inquiries, media requests)
- Required by law
What is Performance Measurement?

Definitions

- Ongoing data collection to determine if a program is implementing activities and achieving objectives.
  - It measures inputs, outputs, and outcomes over time.
  - In general, pre-post comparisons are used to assess change (BJA Center for Program Evaluation and Performance Measurement).
- Ongoing monitoring and reporting of program accomplishments, particularly progress toward program goals (Government Accountability Office).
## Performance Management Products

<table>
<thead>
<tr>
<th>Product</th>
<th>Audience</th>
<th>Purpose</th>
<th>Level of Analysis</th>
<th>Frequency</th>
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</thead>
<tbody>
<tr>
<td>GMS Report</td>
<td>Grant managers (SPAs) Grantees</td>
<td>• Uploaded to GMS for accountability</td>
<td>• System generated</td>
<td>Semiannual January and July</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Data available for review by manager or grantee</td>
<td>• Simple illustration of PMT data for a single award</td>
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<tr>
<td></td>
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<td>(note: JAG will also contain an Excel document</td>
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<td></td>
<td></td>
<td></td>
<td>containing a summary of all data)</td>
<td></td>
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<tr>
<td>Dashboard†</td>
<td>Grantees and general public</td>
<td>• A tool for grantees to create reports for comparisons</td>
<td>• Basic analysis, including data preparation and</td>
<td>Quarterly January, April,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Provides convenient view of key program measures</td>
<td>limited coding</td>
<td>July, July, and October</td>
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<tr>
<td></td>
<td></td>
<td>• Delivers transparency of program activity</td>
<td></td>
<td></td>
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<tr>
<td>Grantee Feedback Report (GFR)</td>
<td>Grantees Policy advisors TTA</td>
<td>• Allows grantee to make comparisons to similar programs</td>
<td>• Moderate level of analysis, including</td>
<td>Semiannual January and July</td>
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<td></td>
<td>providers</td>
<td>• Policy advisors get a snapshot of overall program performance</td>
<td>measures of variance</td>
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<tr>
<td>Program Update</td>
<td>Congress, Senate General</td>
<td>• Presents overall performance of grant program over time</td>
<td>• High level of analysis at the program</td>
<td>Annual December</td>
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<td></td>
<td>public</td>
<td>• Highlights program accomplishments</td>
<td>level</td>
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<td></td>
<td>OJP/BJA leadership</td>
<td>• Details program contribution to overall OJP/BJA strategic objectives</td>
<td>• Analysis of both quantitative and</td>
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<td>qualitative data</td>
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<tr>
<td>Mini-GrantStat</td>
<td>Grant managers Policy advisors</td>
<td>• Identifies grantees that exceed or do not meet program- specific expectations as determined by</td>
<td>• Moderate level of analysis at the grantee</td>
<td>Semiannual October and April</td>
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<td>TTA providers</td>
<td>performance metrics</td>
<td>level</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>• Identifies grantees that may need TTA</td>
<td>• Some more complex calculations (e.g., indices)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Feeds directly into the “performance” metric for GrantStat</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GrantStat</td>
<td>Grant managers Policy advisors</td>
<td>• Identifies grantees that exceed or do not meet program- specific expectations across multiple</td>
<td>• Hi level of analysis at the grantee level</td>
<td>Ad Hoc</td>
</tr>
<tr>
<td></td>
<td>TTA providers</td>
<td>dimensions</td>
<td>• Analysis of financial, performance, program design</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>and Grant Assessment Tool (GAT).</td>
<td></td>
</tr>
</tbody>
</table>

*Development TBD*

Note: This graphic does not include: specialty products/analysis produced for specific programs or data requests or analysis conducted as part of evaluation research.
### PMT Reporting Schedule—SCA

<table>
<thead>
<tr>
<th>Type of Data Required</th>
<th>Reporting Period</th>
<th>PMT Due Date</th>
<th>Upload to GMS?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Performance Measures</td>
<td>January 1–March 31</td>
<td>April 30</td>
<td>No</td>
</tr>
<tr>
<td>Program Performance Measures &amp; Narrative</td>
<td>April 1–June 30</td>
<td>July 30</td>
<td>YES July 30</td>
</tr>
<tr>
<td>Program Performance Measures</td>
<td>July 1–September 30</td>
<td>October 30</td>
<td>No</td>
</tr>
<tr>
<td>Program Performance Measures &amp; Narrative</td>
<td>October 1–December 31</td>
<td>January 30</td>
<td>YES January 30</td>
</tr>
</tbody>
</table>
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 https://ojpssojip.gov/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 ability to identify, collect, and report performance measurement data on activities funded by their award. After logging in, you will be able to:

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

You must be a grantee of BJA to obtain a user ID and password to access these features. If you need a user ID or have any questions, please contact the PMT help desk staff by email bjapmt@usdoj.gov or toll-free at 1-888-252-6867.
BJA Performance Measurement Tool (PMT):

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.
PMT Reporting Schedule

✓ Quarterly:
  ▪ You are required to enter data for program performance measures in the PMT every 3 months.
  ▪ You have 30 days after the end of the reporting period to enter the data.
  ▪ You are encouraged to create a report for your records after each quarter’s data entry.

✓ Semiannually:
  ▪ You are required to answer seven narrative questions for the previous 6 months of activity (January–June and July–December) in the PMT. You must submit a report from the PMT to BJA as an attachment to your Progress Report through the GMS.

✓ Closeout:
  ▪ You are required to answer the narrative questions for the previous months of activity since your last PMT report submission to the GMS.
  ▪ You are required to submit a PMT Final Report to BJA as an attachment to the Final Progress Report through the GMS.
SCA PMT-Training Dates Coming Soon!
For more information email: BJAPMT@usdoj.gov
Or call: (888) 252-6867
Thank you!

Join our distribution list to receive National Reentry Resource Center updates!

www.csgjusticecenter.org/subscribe

For more information, contact info@nationalreentryresourcecenter.org

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