

BUREAU OF JUSTICE ASSISTANCE

FY 2020

JUSTICE AND MENTAL HEALTH COLLABORATION PROGRAM (JMHCP)

Orientation Webinar Part 2

**Budget and Grant Management, Performance
Measurement**

December 1, 2020



BJA
Bureau of Justice Assistance
U.S. Department of Justice

Agenda

I. Welcome and Introductions

II. Budget and Grant Management

III. Performance Measurement Tool

IV. Question and Answers

Speakers

- **Maria Fryer**, Justice and Mental Health Systems, Policy Advisor, Bureau of Justice Assistance, U.S. Department of Justice
- **NiKisha Love**, State Policy Advisor, Programs Office, Bureau of Justice Assistance, U.S. Department of Justice
- **James Steyee**: Senior Research Associate, Carnevale Associates, LLC, Contractor for Bureau of Justice, U.S. Department of Justice
- **Demetrius Thomas**, Deputy Program Director, Behavioral Health, The Council of State Governments Justice Center

The U.S. Department of Justice Bureau of Justice Assistance

Mission: BJA provides leadership and assistance to local criminal justice programs that improve and reinforce the nation's criminal justice system. BJA's goals are to reduce and prevent crime, violence, and drug abuse and to improve the way in which the criminal justice system functions. In order to achieve such goals, BJA programs illustrate that coordination and cooperation of local, state, and federal governments. BJA works closely with programs that bolster law enforcement operations, expand drug courts, and provide benefits to safety officers

Overview of JMHCP

The Justice and Mental Health Collaboration Program (JMHCP)

- Supports cross-system collaboration to improve public safety responses and outcomes for individuals with mental illnesses (MI) or co-occurring mental illness and substance addiction (CMISA) who come into contact with the justice system; and
- This program supports public safety efforts through partnerships with social services and other organizations that will enhance responses to people with MI and CMISA.

The Council of State Governments (CSG) Justice Center

We are a national nonprofit, nonpartisan organization that combines the power of a membership association, representing state officials in all three branches of government, with policy and research expertise to develop strategies that increase public safety and strengthen communities.

How CSG Justice Center Work

- We bring people together
- We drive the criminal justice field forward with original research
- We build momentum for policy change
- We provide expert assistance

Training and Technical Assistance (TTA)

Provider's Role

- Support you in working toward your grant goals
- Help you think through grant adjustments and budget changes
- Provide BJA with background information on the grant
- Coordinate with BJA Program and Policy Offices to support JMHCP grantees

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I. Welcome and Introductions

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Overview

- Special Conditions
- Reporting
- Financial Information
- Procurement/Subawards
- Subrecipient Monitoring
- Federal Reporting Requirements (FFATA)
- Grant Award Modifications (GAMs)
- Grant Monitoring Compliance
- Additional Information and Resources

Special Conditions

- **Special conditions are terms and conditions that are included with the award.**
- Special conditions are additional requirements covering areas such as programmatic and financial reporting, prohibited uses of Federal funds, consultant rates, changes in key personnel, and proper disposition of program income.
- There are several mandatory special conditions that will be included on any DOJ award. A list of all the mandatory OJP special conditions are available at the following link – <https://www.ojp.gov/funding/explore/award-condition-general-appropriations-law-restrictions-use-federal-award-funds-fy-2020>

Withholding Special Conditions

- **Additional withholding special conditions** - These conditions place 100% holds on funds for pending budget approval, other program requirements including documentation that was missing or incomplete during grant application review. You could have multiple 100% holds on funds due to more than one issue; all of them will need to be removed before you have access to funds.
- **JMHCP Planning Phase requirement** – Your awards have built in a planning period, leading to the development of a Planning and Implementation (P&I) Guide to be completed within the first 12-months of the project. This comprehensive guide is developed with your technical assistance provider and must be submitted to BJA for approval. You will be limited to only \$100,000 in award funds until the P&I Guide is completed and approved by BJA and the related partial withholding special condition is removed.
- It is important to work with your State Policy Advisor to remove any active withholding special conditions before your agency can to expend, obligate or draw down award funds.

Match Requirement

- The federal statute authorizing the JMHCP program (Title 34 U.S.C. 10651.d.1) requires that the federal share of the cost of a collaboration program shall not exceed- (A) 80 percent of the total cost of the program during the first 2 years of the grant; (B) 60 percent of the total cost of the program in year 3; and (C) 25 percent of the total cost of the program in years 4 and 5.
- This means: the minimum required non-federal match for project years 1 and 2 is 20% of the total project cost, and in project year 3 is 40% of the total project cost.

If your project is delayed and eventually requests a project period extension, it may require a budget modification to include additional match as required by the statute

Budget Clearance Process

- Prior to award, your application budget was not fully reviewed by OJP's accounting office (OCFO) and, therefore, your budget has not been approved ("cleared"). In addition, there may be issues with the budget that BJA has identified. A 100% hold is placed on funds until the budget is cleared by OCFO and, if applicable, BJA.
- Your State Policy Advisor will contact you with OCFO's questions/comments regarding the budget and any issues we have identified. Your timely response in addressing any and all issues is important to help us approve your budget and release funds.

Progress Reporting Requirements

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

- PMT Website - <https://bjapmt.ojp.gov/>

<u>Reporting Period</u>	<u>Due Date</u>
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30
October 1 – December 31	January 30

Progress Reporting Requirements

- Semi-Annual Grants Management System (GMS) Programmatic reports:
 - **Submitted in JustGrants:** <https://justicegrants.usdoj.gov/>
- January 30 and July 30
- Upload PDF versions of your PMT to the report in JustGrants - **The systems are not linked**
- Requires responses to BJA Seven Narrative Questions
- **FINAL PROGRESS REPORTS: If your grant requires an evaluation as part of the project you must attach the evaluation report under the Final Progress Report in JustGrants.**
- **NOTE:** JustGrants automatically freezes grant funds for delinquent reports. It is important to submit reports on time. Late reports also influence how your award is risk assessed by OJP.

Federal Financial Reports SF-425

<u>Reporting Period</u>	<u>Due Date</u>
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30
October 1 – December 31	January 30

- Submitted in JustGrants: <https://justicegrants.usdoj.gov/>
- No activity? Enter 0.
- FFR Training: <https://justicegrants.usdoj.gov/training-resources/justgrants-training/financial-reporting>
- 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.

Grants Financial Management Training

- Completion of this required training (FY 16 and beyond) for award POCs (Grant Award Administrator in JustGrants) and Financial POCs (AKA: Financial Manager) must be finished within 120 days of award acceptance. **Failure to comply will result in a withholding special condition.**
- Grants Financial Management Online Training - 24 module training emphasizing the basics of federal grants management. For information on the online training go to:
<https://onlinegfmt.training.ojp.gov/>
- The required training is also offered an in person format. For more information please go to:
<https://gfmts.training.ojp.gov/index.html>
- Recertification is required, to remain in compliance with the financial management training must be successfully completed every (3) three years.

Subawards and Procurement Contracts

- **As stated in the solicitation:** “Whether an action – for federal grants administrative purposes – is a subaward or procurement contract is a critical distinction as significantly different rules apply to subawards and procurement contracts. [For example, a procurement contract requires full and open competition, where as a subaward does not.]... If a third party will provide some of the services that your organization has committed to provide to further a public purpose, or will conduct part of the research or evaluation your organization has committed to conduct, BJA will consider the agreement with the third-party to be a subaward for purposes of federal grants administrative requirements.... This will be true even if your organization, for internal or other non-federal purposes, labels or treats its agreement as a procurement, a contract, or a procurement contract.”
- **The substance of the relationship should be given greater consideration than the form of agreement between the prime recipient and the outside entity.**
- **TIP:** *In any OJP award in which the recipient entity proposes to “collaborate” (or “partner”) with another entity to accomplish its work (particularly when the OJP solicitation requires or encourages such a collaboration), an agreement by the recipient to pay the collaborator is very likely to be a “subaward”, as determined by federal grants administrative requirements, rather than a “procurement contract under the OJP award.” Specifically, program evaluators and research partners are award collaborators, and therefore are to be classified as subawards.*

Subawards and Procurement Contracts

The following are resources on the distinction between a subaward and procurement contract and on the requirements for each. The federal guidelines on the determination of subaward from procurement contract are found in 2 CFR Part 200.330. OJP has created a checklist using the elements in 200.330 which recipients should use to document the determination for each entity:

<https://ojp.gov/training/pdfs/Subrecipient-Procure-cklist-B.pdf> . As noted in 200.330, federal agencies can have their own specific guidelines on subawards. This OJP tool kit includes our specific guidance, in addition to the language in the solicitation which is summarized above:

<https://ojp.gov/training/pdfs/Subaward-Procure-Toolkit-D.pdf> . The federal requirements related to making and managing subawards can be found in 2 CFR 200.331. This OJP checklist breaks down the requirements from 200.331 and can be used to help you ensure all of the required elements are addressed in your policy. This link has an OJP training that goes into more detail on your responsibilities as a pass-through entity in managing subrecipients, as well as sample risk assessment and monitoring procedures, both of which are required for managing your subawards:

<https://ojp.gov/training/training.htm> . The federal requirements related to procurement contracts, including the requirement for full and open competition are found in 2 CFR 200 317 to 326.

Subrecipient Management and Monitoring Requirements

- Key components to effective subrecipient/subaward 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 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

- *Reported at the 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 <https://ojp.gov/funding/Explore/FFATA.htm>.

Grant Award Modification (GAM)

- A GAM 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. This is why you need to have the correct person assigned as Point of Contact in GMS.
- GAMs are submitted and approved through JustGrants. GAM types include:
 - Budget Modifications
 - Change of Scope
 - Project Period
 - Sole Source (Non competitive procurement contract >\$250,000)
 - Programmatic Costs
 - Costs Requiring Prior Approval (e.g. consultant rates >\$650 per day)
- Generally, GAMs **will not be approved** if the grantee is delinquent on financial or programmatic reporting.

GAM: Change of Project Period No Cost Extension

- Must be requested through JustGrants at least 30 days prior to the current end date
- Generally, no more than one no-cost extension may be made to an award;
- A no-cost extension may not exceed 12 months past the original end date;
- A no-cost extension may be made only if the period of performance has not expired;
- A no-cost extension may be made only for award recipients that have no significant performance or compliance issues

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.

BJA Compliance Monitoring

- **Common Issues For Resolution:**
- Unauthorized obligation of funds in violation of grant withholding special conditions and/or prior to budget clearance.
- Incorrect classification of subaward as a procurement contract and/or FFATA report not submitted.
- Unallowable costs (e.g. food/beverage, gift cards, etc.)
- Unauthorized costs (costs not listed in the approved budget)
- Accounting policies and procedures are not documented or need improvement, and lack of tracking award expenditures by approved budget category, including match.
- Subrecipient and/or procurement policies not adequate and/or not followed
- Programmatic or financial changes made without prior approval

Additional Information

- BJA Website: <https://www.bja.gov/>
- DOJ Grants Financial Guide:
<https://www.ojp.gov/funding/financialguidedojo/overview>
- 2 CFR Part 200 (Uniform Requirements): <https://ecfr.io/Title-2/Part-200>

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>
- BJA Performance Tools (PMT): <https://bjapmt.ojp.gov/>
 - PMT Help Desk: 1-888-252-6867
- JustGrants FAQ: <https://justicegrants.usdoj.gov/faqs>
 - OJP Support: JustGrants.Support@usdoj.gov 833-872-5175
- Automated Standard Application for Payments (ASAP): <https://justicegrants.usdoj.gov/node/161>
 - ASAP FAQ: <https://justicegrants.usdoj.gov/node/161>
 - ASAP Support: asaphelpdesk@fiscal.treasury.gov
- 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: <https://ojp.gov/funding/Apply/forms.htm>

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Agenda

I. Welcome and Introductions

II. Budget and Grant Management

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IV. Question and Answers

Performance Management at BJA

- **OVERVIEW**
- **WHAT, WHERE, WHEN, HOW**
- **QUESTIONNAIRE STRUCTURE**
- **REVISED MEASURES**
- **NARRATIVE QUESTIONS**
- **TIPS FOR DATA QUALITY**

What is Performance Management at BJA?

- ❖ **Performance management is the process** by which grantees regularly collect data on their grant activities to determine whether they are implementing activities as intended and achieving their desired goals and objectives.
- ❖ **BJA has established performance measures in the form of questionnaires for each grant program.** These measures help capture inputs, outputs, and outcomes over time and enable pre- and post-comparisons that can be used to facilitate change as needed. Each program will be provided their respective questionnaire by BJA.
- ❖ **BJA grantees report on their activities** on a periodic basis throughout the life of their grant.
- ❖ **For more information, we invite you to visit** the OJP Grant Performance Measurement and Progress Reporting Information Portal at ojp.gov/performance and BJA Performance Measures site at <https://bja.ojp.gov/funding/performance-measures>.

Why Does BJA Use Performance Measures?



To identify areas of success and potential areas of improvement.

Performance measures identify needs for training and technical assistance (TTA) or revisions to program design or implementation.



To track grant activity and progress towards program goals. They enable BJA to respond to external requests (e.g., congressional inquiries, media requests).

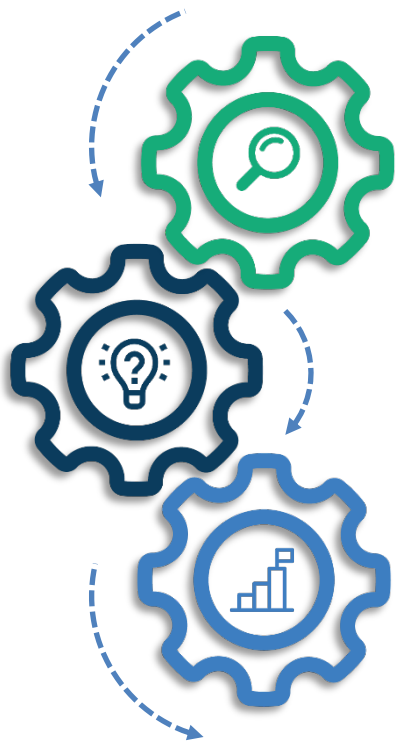


To understand how funds are being distributed. Results inform budget, strategic plan, and future funding.



To comply with the law. Tracking of progress through performance measurement is required by the Government Performance and Results Modernization Act of 2010, the Digital Accountability and Transparency Act of 2014, and the Grant Reporting Efficiency and Agreements Transparency Act of 2019.

Performance Measures' Benefit to Grantees:



Identifies areas for improvements to focus internal efforts

Promotes the ability to proactively request TTA to address challenges

Generates evidence of progress toward program goals, which can enhance resource advocacy for sustainability

Reporting Data

- ❖ What?
- ❖ Where?
- ❖ When?
- ❖ How?

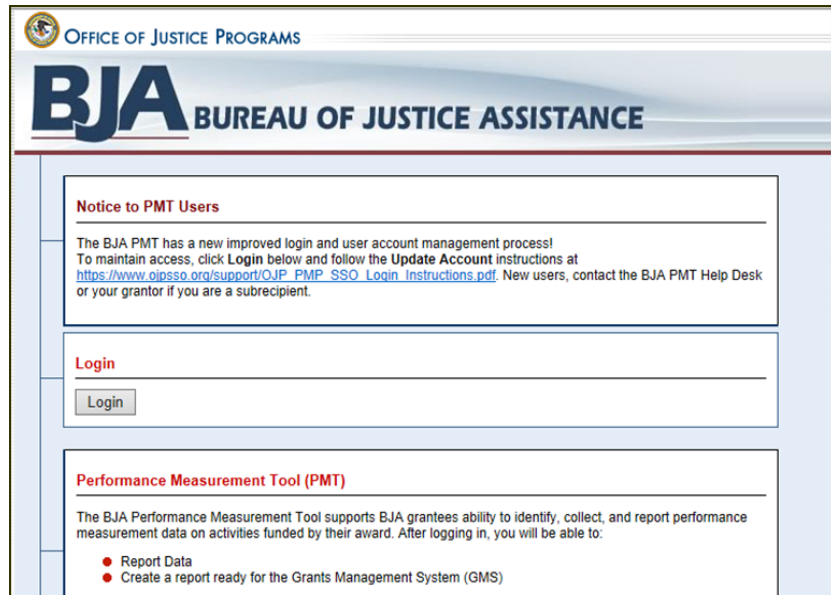
What Data Will I Need to Report?

- ❖ **Performance measures:** The performance measure for your program is a series of questions that measure outcomes of grant activities and demonstrate accomplishment of goals and objectives of BJA's programs. Grantees report on performance measures during each quarterly reporting period (**January, April, July, October**).
- ❖ **Narrative questions:** A series of narrative questions related to the grantee's specific goals, objectives, barriers, and successes are also provided to grantees to be used for data reporting. Grantees respond to narrative questions only during the **January and July** reporting periods.
- ❖ **Closeout questions:** A series of questions grantees will need to respond to only when activities have been completed and the **grant is ending**.

Where Do I Report?

- ❖ BJA's Performance Measurement Tool (PMT) is the online system required for grantee performance measurement reporting.
- ❖ It is structured as an online questionnaire.
- ❖ Grantees are required to report in the PMT every quarter (January, April, July, October).
- ❖ The report generated by the PMT is then uploaded into the JustGrants System twice a year.
- ❖ Please access the PMT at <https://bjapmt.ojp.gov>

***Transition to reporting data directly into JustGrants is forthcoming*



The screenshot shows the official BJA (Bureau of Justice Assistance) website interface for the Performance Measurement Tool (PMT). At the top, it features the 'OFFICE OF JUSTICE PROGRAMS' header and the BJA logo. Below this, a 'Notice to PMT Users' section informs users of a new login process and provides a link to login instructions. A 'Login' section contains a text input field and a 'Login' button. At the bottom, the 'Performance Measurement Tool (PMT)' section lists two main functions: 'Report Data' and 'Create a report ready for the Grants Management System (GMS)'.

OFFICE OF JUSTICE PROGRAMS

BJA BUREAU OF JUSTICE ASSISTANCE

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://www.ojpssso.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 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)

When Do I Report?

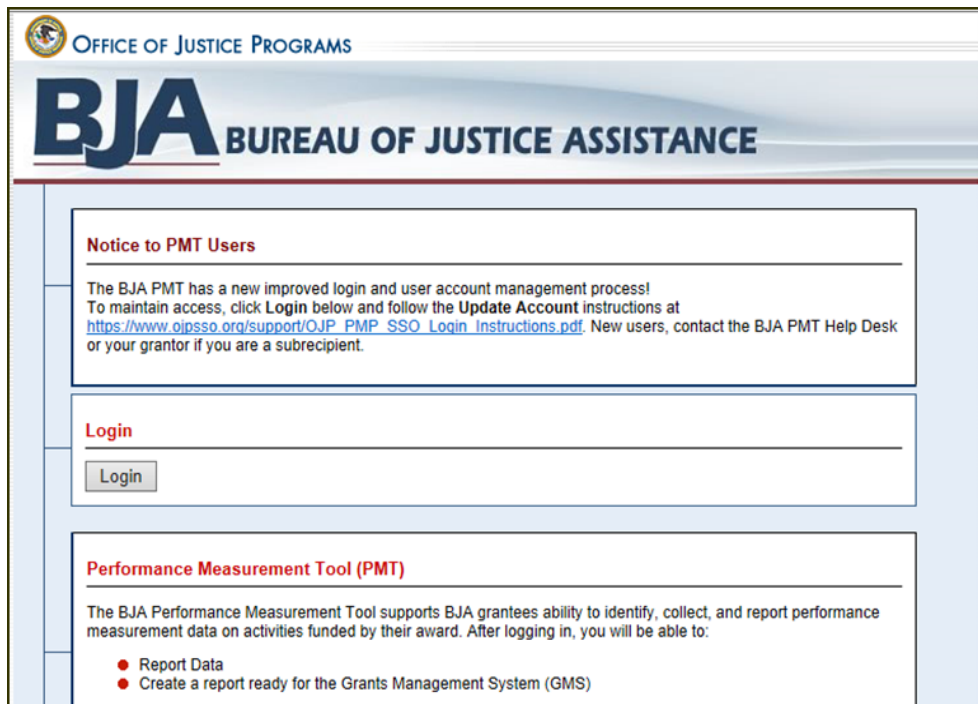


Reports Due:
January 30 · April 30
July 30 · October 30

Reporting Period	Data Required	PMT Due Date	Upload to JustGrants?
October 1–December 31	Performance Measures and Narrative Questions	January 30	Yes January 30
January 1–March 31	Performance Measures	April 30	No
April 1–June 30	Performance Measures and Narrative Questions	July 30	Yes July 30
July 1–September 30	Performance Measures	October 30	No
Last Reporting Period of Award	Performance Measures, Narrative Questions, and Closeout Questions	30 Days After End of Reporting Period	Yes 30 Days After End of Reporting Period

What is the Performance Measurement Tool?

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The screenshot shows the official BJA website for the Performance Measurement Tool. At the top, it features the 'OFFICE OF JUSTICE PROGRAMS' header and the 'BJA BUREAU OF JUSTICE ASSISTANCE' logo. Below the header, there is a 'Notice to PMT Users' section with a new login process announcement and a link to the support page. A 'Login' section contains a 'Login' button. The 'Performance Measurement Tool (PMT)' section describes the tool's purpose and lists two main functions: 'Report Data' and 'Create a report ready for the Grants Management System (GMS)'.

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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)

How Do I Report?

Create A PMT Report

After data entry is complete in the PMT and you create a report:

You may **'Add Comments'** on the *Review* page **OR** in your response to the **Narrative** questions in the *PMT Final Report*, to further explain the data reported during the reporting period.

- **Export to PDF**
- **Save** to your computer.
- **Upload the file as an attachment to progress reports in JustGrants** in January, July, and at the close of the award.
- An 'Excel Download' is available to subgrantees for analysis, as needed

CONFIRMATION

☐ Mark data entry as complete. The record will be locked for further data entry.

SAVE

Additional Comments

You have 5000 characters left. (Maximum characters: 5000)

Grantee Activity

Grantee	Amount Allocated for Grantee-level Activity and Administration	Actions	Data Entry Status	Report Status
CSRA Smoke Test	\$ 0	Save	Complete Enter/Edit Data	Ready to Create Create GMS Report

JMHCP Questionnaire Overview

Link to Performance Measures Questionnaires:

PMT Questionnaire:

<https://bjapmt.ojp.gov/help/JMHCPMeasuresPlanning2016.pdf>

Revised Questionnaire (summer/fall 2021):

Can be found on this page:

<https://bja.ojp.gov/funding/performance-measures>

PMT Helpdesk Contact Information:

1-888-252-6867

bjapmt@usdoj.gov

BUREAU OF JUSTICE ASSISTANCE
ADULT DISCRETIONARY DRUG COURT PROGRAM—JOINT/ENHANCEMENT
PERFORMANCE MEASURES

The following pages outline general questions and performance measures for the Bureau of Justice Assistance (BJA) Adult Discretionary Drug Court Grant Program (Drug Court Program). The Drug Court Program is designed to build and/or expand capacity at the state, local, and tribal level to reduce crime and substance abuse among high-risk, high-need offenders. The performance measures indicate to what extent grant activities meet the following objective:

Implement, improve, enhance, and/or expand drug court services to reduce substance use and recidivism of drug court participants.

The Drug Court Program performance measures are reported in two formats—quantitatively (numeric) and qualitatively (narrative responses). The quantitative data are entered in the BJA Performance Measurement Tool (PMT) for each quarterly activity period, referred to as a reporting period. The qualitative data consist of seven open-ended questions reported in July and January of each calendar year based on activities that occurred during the previous 6-month period. The activities that are entered are specific to the grant being reported.

NOTE: Data entry and reporting in the PMT began with an initial pilot period of measures in October 1, 2011. Subsequently, measures were revised, and data collection and reporting on the finalized measures begins with the October 1 to December 31, 2012, reporting period. Succeeding data entry will occur quarterly, with a 30-day submission period following the close of the reporting period.

In addition, in July and January of each calendar year, the grantee (or direct recipient of funds from BJA) is responsible for creating the GMS Report from the PMT to upload into the Grants Management System (GMS). During the nonsubmission periods, you are encouraged to create this report for your records.

If you have questions about your program, please contact your State Policy Advisor (SPA) at <http://www.ojp.usdoj.gov/BJAresource/ProgramOffice.html>.

Your response to the questions that follow must be entered in the PMT located at <https://bjapmt.ojp.gov>. If you have any questions about the PMT or performance measures, please call the BJA Performance Tools Help Desk at 1-888/252-6867, or send an e-mail to bjapmt@usdoj.gov.

PLEASE NOTE: THE INFORMATION REPORTED IN THE PMT SHOULD BE BASED ONLY ON BJA-FUNDED ACTIVITIES.

JMHCP Questionnaire Structure

- ❖ Award Administration and Grant Activity
- ❖ Award Type
- ❖ Site/Project Information
- ❖ Task Force
- ❖ Training and Technical Assistance
- ❖ Planning & Understanding the Problem (Planning only)



JMHCP Questionnaire Structure

Planning Activities Only

- ❖ Planning & Understanding the Problem (Planning only)
 - ❖ Planning guide activities
 - ❖ Implementation of screening tools (risk and needs)

JMHCP Questionnaire Structure

Law Enforcement Awards (only)

- ❖ Policies and Procedures
- ❖ Specialized Training
- ❖ Calls for service, field assessments, and screening for mental illness
- ❖ Disposition of people involved in a mental health crisis

JMHCP Questionnaire Structure

Analysis and Research

- ❖ Researcher/analysts
- ❖ Data sources
- ❖ Informing program activities
- ❖ Measuring program impact

Participant-level Measures

Participants and Services

- ❖ Program participants (#)
- ❖ Risk/needs assessment
- ❖ Program services
 - ❖ Types of services(e.g., case planning, mental health services, substance use/co-occurring services, employment, educations, and housing services, therapy and counseling, medication assisted treatment, and medical and psychiatric services
 - ❖ Participants receiving services (#)
- ❖ Program completion of “enrolled” participants



JMHCP Questionnaire Structure

Closeout Questions

- ❖ Program impact (baseline and closeout)
 - ❖ People in jail with mental illness
 - ❖ Average length of stay (target population)
 - ❖ Rates of treatment connection)
 - ❖ Recidivism rate



But wait...

I heard the performance measures are going to be revised!

The performance measures have been revised and will be implemented in JustGrants in the Spring/Summer 2021.

Check here frequently for the questionnaire:

<https://bjaojp.gov/funding/performance-measures>

REVISED JMHCP Questionnaire Structure

- ❖ Award Administration and Grant Activity
- ❖ Partnership Activities
- ❖ Program Overview
- ❖ Program Description and Target Population
- ❖ Mitigating Threats of Targeted Violence
- ❖ Recidivism
- ❖ Training and Technical Assistance
- ❖ Final Report (Closeout)
 - ❖ Systems Change and Organization Capacity
- ❖ Narrative Questions

Defining Goals and Objectives

Setting Goals Best-Practices:

- ❖ Well-defined goals clarify priorities and establish criteria for success.
- ❖ **Set SMART goals** to clarify the scope of your priorities.
- ❖ **Reevaluate goals semiannually** to determine whether changes to program priorities and activities require updates.
- ❖ **Use data** to understand your progress toward your goals and make course corrections as needed.



Defining Goals and Objectives

SMART Goal Examples

“Improve public safety increasing the percentage of trained officers trained to respond to a crisis event.”

“Reduce the number of people in jail who have a mental health diagnosis to less than 10%.”

Great Goals but Needing Improvement

“Training officers on crisis intervention.”

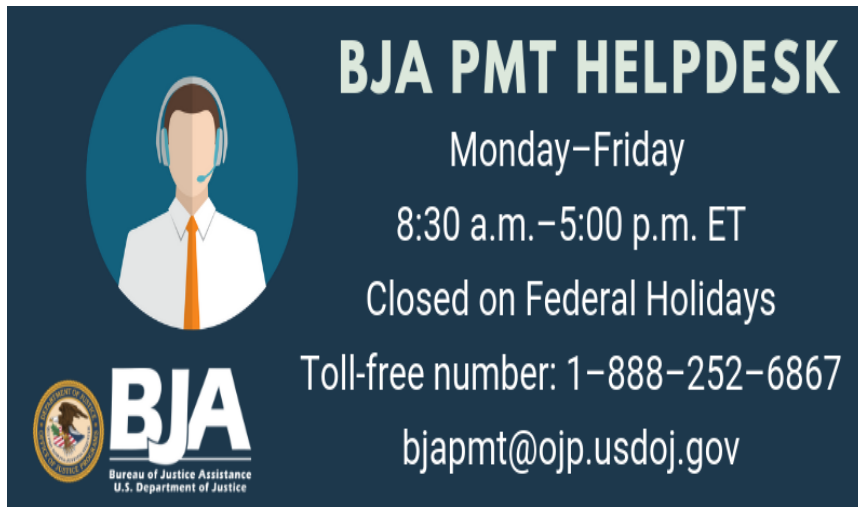
“Reduce the jail population, in particular those with a mental health diagnosis.”

Ensuring Data Quality


Data Quality Best-Practices:

- ❖ Designate staff for coordination of the performance data collection.
- ❖ Review the performance measure questionnaire before entering data.
- ❖ Ensure that designated staff participate in trainings.
- ❖ Review, edit, and validate data with subrecipients before submission.
- ❖ Be mindful of the validation alerts built into the PMT and verification outreach by the PMT Helpdesk.

Contact Information and Resources



BJA PMT HELPDESK
Monday–Friday
8:30 a.m.–5:00 p.m. ET
Closed on Federal Holidays
Toll-free number: 1-888-252-6867
bjapmt@ojp.usdoj.gov

 **BJA**
Bureau of Justice Assistance
U.S. Department of Justice

Websites:

- ❖ [Office of Justice Programs](#)
- ❖ [BJA Performance Measures](#)
- ❖ [OJP Grant Performance Measurement and Progress Reporting Information Portal](#)
- ❖ [Performance Management Tool](#)
- ❖ [BJA You Tube Channel](#)

Thank you for your hard work and dedication!

Agenda

I. Welcome and Introductions

II. Budget and Grant Management

III. Performance Measurement Tool

IV. Questions and Answers

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