# Performance Measurement Tool (PMT) User's Guide

## American Recovery and Reinvestment Act (ARRA)
### and
## FY09 JAG Programs

November 2009

### Grantee Level Data Entry: With Subrecipients
Activities are **only** implemented at the subrecipient level

**BJA**

**CSR** *Incorporated*

# *Please Note…*

This *User's Guide* has been specifically developed to assist grantees in navigating through the Performance Measurement Tool (PMT). All of the screens and instructions provided in this guide apply only to the grantee. Instructions on how to navigate through PMT for subrecipients can be found in the *Subrecipient PMT User's Guide*, which we have placed on the subrecipients *Info & Resources* screen of the PMT. Grantors, please make sure to inform your subrecipients about the location of their *User's Guide*.

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# About this Guide

## How to Get the Most Out of the Users Guide

This *Users Guide* will assist you in navigating through the Performance Measurement Tool.  The beginning of each segment will offer a overview of the general steps you will need to follow in order to enter data in the PMT.

Each *Step* will explain the process you must complete in order to properly enter data in the PMT.  After each step are screen shots to help you become more familiar with the system.

Please remember to 'follow the red buttons!'

The PMT will always highlight your next step by changing the button color from blue to red.  If you are unsure what your next step is, just click the red button.

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# Data to be Reported

(ARRA) JAG measures are divided into two data types:
Program Performance Measures (Numbers) and Narrative Questions

➢**Program Performance Measures** are established to report on program activities funded by the award. They help to demonstrate how well BJA is meeting the goal of the JAG Program.

➢**Narrative Questions** are the 7 questions required of all BJA grantees.

All reporting should be completed in the PMT.

**Then,** you must create a report (GMS report) in the PMT that you save to your computer and submit annually to BJA through the Grants Management System (GMS) in November. During the non-submission periods, you are encouraged to create a report for your records.

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*Grantee Level Data Entry with Subrecipients*

## REPORTING PERIODS:

➢ **Quarterly:** After the initial period (March 1 – June 30, 2009 for ARRA JAG and October 2008- September 2009 for FY09 JAG ), your reporting will move to a quarterly schedule. You are required to complete program performance measures reporting in the PMT every 3 months.  You will have 30 days following the close of the reporting period to enter the data. You are encouraged to create a report for your records after each quarters reporting.

➢ **Annually:** During the **July - September quarter** you must answer the narrative questions as well as the program performance measures for that quarter. The narrative questions are based on the previous 12 months (Oct – Sept) of activity. You report this information in the PMT (not GMS) and submit a GMS report **annually** to BJA through the GMS by **November 29 for ARRA JAG and FY09 JAG.**

# ARRA JAG PMT Reporting Schedule

| Reporting Period | Type of Data Required | Due Date | Upload to GMS? |
|---|---|---|---|
| **Initial Reporting Period** | | | |
| March 1 - June 30 | Program Performance Measures | August 30th | No |
| **From this point forward, reporting will occur quarterly as noted on this schedule** | | | |
| July 1 - September 30 | Program Performance Measures and **Narrative Information** | October 30th | Yes, by November 29th |
| October 1 - December 31 | Program Performance Measures | January 30th | No |
| January 1 - March 31 | Program Performance Measures | April 30th | No |
| April 1 - June 30 | Program Performance Measures and **Narrative Information** | July 30th | No |

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# JAG PMT Reporting Schedule

*Grantee Level Data Entry with Subrecipients*

| Reporting Period | Type of Data Required | Due Date | Upload to GMS? |
|---|---|---|---|
| **Initial Reporting Period** | | | |
| October 1, 2008 - September 30, 2009 | Program Performance Measures and **Narrative Information** | November 29th | Yes, by November 29th |
| **From this point forward, reporting will occur quarterly as noted on this schedule** | | | |
| October 1 - December 31 | Program Performance Measures | January 30th | No |
| January 1 - March 31 | Program Performance Measures | April 30th | No |
| April 1 - June 30 | Program Performance Measures | July 30th | No |
| July 1 - September 30 | Program Performance Measures and **Narrative Information** | October 30th | Yes, by November 29th |

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# Subrecipient Reporting Schedule

| Reporting Period | Type of Data Required | Due Date |
|---|---|---|
| **Initial Reporting Period** | | |
| March 1-June 30, 2009 (ARRA JAG) | Program Performance Measures | Grantor Defined |
| October 2008-Sepetmber 2009 (FY 09 JAG) | | |
| **From this point forward, reporting will occur quarterly as noted on this schedule** | | |
| October 1 - December 31 | Program Performance Measures | Grantor Defined |
| January 1 - March 31 | Program Performance Measures | Grantor Defined |
| April 1 - June 30 | Program Performance Measures | Grantor Defined |
| July 1 - September 30 | Program Performance Measures | Grantor Defined |

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# Grantee Level Data Entry with Only Subrecipient Activity

Step 1:  Log In

Step 2:  Profile Screen

Step 3:  Information & Resources Screen

Step 4:  Grantee Federal Awards Screen

      a.    Award Administration

Step 5:  Create a Subrecipient and Subaward

Step 6:  Data Entry for Grantee Activity

      a.    Narrative Questions (when required)

Step 7:  Data Entry for Subrecipient Activity

      a.    General Award Information

      b.    Purpose Area Selection

      c.    Activity Types

      d.    Numerical Data Entry

Step 8: Create a GMS Report

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**BJA**

*Grantee Level Data Entry with Subrecipients*
Only Subrecipient Activity to Report

https://www.bjaperformancetools.org



Enter your **userID** and **password** to log into the system

The BJA Performance Tools system is composed of 2 online reporting tools that support BJA grantees: the Performance Measurement Tool and the Training and Technical Assistance Reporting System. Your user ID will identify the database you are required to use.

Calendar of Training and Technical Assistance Events

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**BJA**

*Grantee Level Data Entry with Subrecipients*
Only Subrecipient Activity to Report

**FIRST TIME ENTRY:**

**1. Profile Information**: Review contact information pre-populated from GMS and add additional contact name and email (slide 12)

**2.** Click **Continue** and you'll be taken to the **Grantee Federal Awards** screen (slide 15)

**RETURNING USERS:**

1. Logging in will bring you to **Information and Resources** screen (slide 13)

2. Select **Continue** and you'll be taken to the **Grantee Federal Awards** screen (slide 15)

Whether you are a first time or returning user, it is important that you verify your contact name and email address, and enter an additional contact so we can update you on important PMT reporting requirements.

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# Step 2: Profile Screen

| Info & Resources | Profile | Federal Awards | Home | Reports | Help | Log Out |

## Profile

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

| | |
|---|---|
| **User ID:** | TEST0038S |
| **Legal Name:** | Liz's Testing |
| **OJP Vendor Number:** | 0000 |
| **DUNS Number:** | 0000 |
| **Address1:** | 2107 Wilson Blvd |
| **Address2:** | |
| **City:** | Arlington |
| **State/Territory:** | TEST |
| **Zip:** | 22201 |
| **Fax:** | 123-456-7890 |
| **Authorized Rep:** | |

**ARRA JAG Contact Information**

**Point of Contact:** John Doe
123-456-7890
jdoe@csrincorporated.com

**Additional Contact:**
[ ] (Name)
[ ] (Phone)
[ ] (Email)

**Save Additional Contact Information**

**Continue**

**Check profile for accuracy.**

If any changes are needed, please update your contact information in the GMS system and contact your State Policy Advisor.

You may Add an additional contact to receive notices from the tool. Click **Save Additional Contact Information** to save information entered.

Click **Continue** button to move to the next screen

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# Step 3: Information & Resources Screen

*Grantee Level Data Entry with Subrecipients*
Only Subrecipient Activity to Report

**Info & Resources**    **Profile**    **Federal Awards**    **Reports**    **Help**    **Log Out**

**Information and Resources**

You are responsible for creating a report from the Performance Meas...
Grants Management System (GMS). Please see the reporting schedule...
submission periods, you are encouraged to create a report for your re...

Performance Measurement Tool ARRA JAG Quarterly Reporting Schedule

ARRA JAG                                                                              [+]

**Continue**

BJA

For more information contact BJAPMT@csrincorpor...
Toll-free Technical Assistance Helpdesk Number: 1-88...

Navigation bar – Appears on all screens to help switch between different points in the system

Click **Continue** button to move to the **Federal Awards Screen**

This screen contains training dates and other reporting information for grantees.

**Click on the plus sign [+]** to expand the box.

All screens have contact information for the helpdesk

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# Step 4: Grantee Federal Awards Screen

**ALL USERS:**

1. Choose the correct reporting period and select **Begin Reporting Process** (slide 15)

**FIRST TIME ENTRY:**

2. **Award Administration**: Select the statement that best describes your administration of JAG funds (slide 16)

3. Click **Continue** to move forward

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# Grantee Federal Awards Screen

**Grantee Federal Awards**

This screen provides a summary of your data entry and report status. This list includes all reporting periods.

**View Current Reporting Periods Only**

If you would like to view only the current reporting periods, click **View Current Reporting Periods Only**

## ARRA JAG

### RECOVERY ACT

| Federal Award Number | Award Amount | Reporting Period | Data Entry Status | Report Status |
|---|---|---|---|---|
| 2009-SB-B9-0000<br><br>Start Date: Mar 01, 2009<br>End Date: Dec 31, 2010 | $100,000 | March to June 2009 | Not Started<br>**Begin Reporting Process** | Not Created<br>**Create GMS Report** |
| | | July to September 2009<br>REMINDER: An annual GMS report is due to GMS by 11/2 | Not Started<br>**Begin Reporting Process** | Not Created<br>**Create GMS Report** |
| | | October to December 2009 | Not Started<br>**Begin Reporting Process** | Not Created<br>**Create GMS Report** |

## JAG

| Federal Award Number | Award Amount | Reporting Period | Data Entry Status | Report Status |
|---|---|---|---|---|
| 2009-DJ-BX-0000<br><br>Start Date: Oct 01, 2008<br>End Date: Dec 31, 2010 | $100,000 | October 2008 to September 2009<br>REMINDER: An annual GMS report is due to G | Not Started<br>**Begin Reporting Process** | Not Created<br>**Create GMS Report** |
| | | October to Dece | | |

Select the correct reporting period for the award you wish to report by clicking **Begin Reporting Process**

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**BJA**

*Grantee Level Data Entry with Subrecipients*
Only Subrecipient Activity to Report

The Award Administration screen will only appear for first-time users.

Click the radio button to designate how funds are administered, then click **Continue**

If you are subawarding all of the funds to subrecipients, select the first option, 'All grant funds are sub-awarded to subrecipients.'

Federa...

## Award Administration

For the federal award noted below, please select the butto... grant application.

### ARRA JAG

| Federal Award Number | Award Amount |
|---|---|
| TEST-Award-2009<br><br>Start Date: Jan 01, 2009<br>End Date: Dec 31, 2009 | $100,000 |

○ **All grant funds are sub-awarded to subrecipients (Grantee does not implement any programs, services or activities)**

○ **All grant funds are used by grantee only**

○ **All grant funds are used by grantee and subrecipients (includes disparate jurisdictions)**

[ **Continue** ] [ **Cancel** ]

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# Home / Grantee Status Summary Screen

| Info & Resources | Profile | Federal Awards | Home | Reports | Help | Log Out |

Program: ARRA JAG    Reporting Period: Mar – Jun 09    Federal Award Number: TEST

This is your **Home** screen. You can always go back to this screen by clicking the Home tab on the navigation bar

## Grantee Status Summary for Federal Award Number TEST-Award-2009

### Grantee Activity

| Grantee | Amount Allocated for Grantee-level Activity | Data Entry Status | Report Status |
|---------|---------------------------------------------|-------------------|---------------|
| Liz's Testing | $0 | No Grantee Activity To Report | Ready to Create **Create GMS Report** |

### Award Activity

Was the project operational during the reporting period?
If no activity occurred during the period March 1, 2009 - June 30, 2009 and no funds were expended, please use the "Create GM complete reporting for the period March 1, 2009 - June 30, 2009.

Since all funds are being awarded to subrecipients, the grantee has no activity to report.

### Subrecipient Activity

You have not assigned any subgrantees to award TEST-Award-2009.

**Add a Subaward**

Click **Add a Subaward** to add a Subrecipient to this grant.

### Award Administration

- ⦿ All grant funds are sub-awarded to subrecipients (Grantee does not implement any programs, services or activities)
- ○ All grant funds are used by grantee only
- ○ All grant funds are used by grantee and subrecipients (includes disparate jurisdictions)

17

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# Step 5: Create a Subrecipient and Subaward

## Adding Subrecipients to the PMT

Adding a Subrecipient to your federal award is a 2-step process. First, you will need to **Create the Subrecipient** in the PMT. Then you will **Add a Subaward** to that subrecipient. By doing this you are creating an account for that subrecipient. The tool will automatically designate a userID and password for the subrecipient. If the grantee chooses to have the subrecipient report their own data into the PMT, then it is the grantee's responsibility to provide the subrecipient this unique userID and password. Once the subrecipient is created in the PMT, you can add a new award or add an additional award for any existing subrecipient.

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# Create New Subrecipient and Subaward

**If you would like to create a new subrecipient:**

1.  Click **Add a Subrecipient** (slide 20)

2.  Enter subrecipient's organization name, primary contact name, email, and phone number (slide 21)

3.  Click **Create New Subrecipient** to save the contact information and move forward in creating a subaward for the subrecipient. (slide 21)

4.  Designate subaward number, project period, amount of subaward, and purpose area and click **Save** (slide 22)

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# Create New Subrecipient and Subaward

Add a Subrecipient

*Grantee Level Data Entry with Subrecipients*
Only Subrecipient Activity to Report

| Info & Resources | Profile | Federal Awards | Home | Manage Subrecipients | Reports | Help | Log Out |

Program: ARRA JAG    Reporting Period: Jul - Sep 09    Federal Award Numbe

This is your **Home** screen. You can always go back to this screen by clicking the Home tab on the navigation bar

## Grantee Status Summary for Federal Award Number TEST-Award-2009

**Your changes have been saved.**

## Grantee Activity

| Grantee | Amount Allocated for Grantee-level Activity | Data Entry Status | Report Status |
|---|---|---|---|
| Liz's Testing | $0 | Not Started **Enter/Edit Data** | Not Created **Create GMS Report** |

## Subrecipient Activity

You have not assigned any subgrantees to award TEST-Award-2009.

**Add a Subrecipient**

To add a subrecipient, you will first need to add a subaward. To do so, click **Add a Subrecipient**

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# Create New Subrecipient and Subaward

Enter Subrecipient Contact Information

| Info & Resources | Profile | Federal Awards | Home | Reports | Help | Log Out |

**Program:** ARRA JAG    **Reporting Period:** Jul - Sep 09    **Federal Award Number:** TEST-Award-2009    $100,000

## Add a Subaward to Federal Award Number TEST-Award-2009

**Create new subrecipient records here**

**Subrecipient Name:**

**ARRA JAG Contact Information**

**Primary Contact:** (Name)

(Phone)

(Email)

**Secondary Contact:** (Name)

(Phone)

(Email)

**Create New Subrecipient**

Enter organization name, and primary contact name, email and phone number, then click **Create New Subrecipient.**

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# Create New Subrecipient and Subaward

Enter Subaward Information

*Grantee Level Data Entry with Subrecipients*
Only Subrecipient Activity to Report

| Info & Resources | Profile | Federal Awards | Home | Manage Subrecipients | Reports | Help | Log Out |

**Program:** ARRA JAG    **Reporting Period:** Jul - Sep 09    **Federal Award Number:** TEST-Award-2009    $100,000

## Subrecipient Information

## Edit Subaward Information

| Subrecipient | User ID | Subaward Number | Project Period | Amount of Subaward | Purpose Area | Subaward Actions |
|---|---|---|---|---|---|---|
| test | TEST0045G | | Start: Jul 1 2009  End: Dec 31 2009 | $ | ☐ Law Enforcement  ☐ Prosecution and Court  ☐ Prevention and Education  ☐ Corrections and Community Corrections  ☐ Drug Treatment and Enforcement  ☐ Planning, Evaluation and Technology Improvement  ☐ Crime Victim and Witness | Save  Cancel |

Enter subaward information and click **Save**

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# Add New Subaward to Existing Subrecipient

**If you would like to add a subaward to an existing subrecipient, then:**

1. Click **Add a Subrecipient** (slide 24)

2. Locate the correct subrecipient name and click **Add a Subaward** (slide 25)

3. Designate subaward number, project period, amount of subaward, and the subrecipient's purpose area and click **Save** (slide 26)

23

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Add a Subrecipient

*Grantee Level Data Entry with Subrecipients*
Only Subrecipient Activity to Report

| Info & Resources | Profile | Federal Awards | Home | Manage Subrecipients | Reports | Help | Log Out |
|---|---|---|---|---|---|---|---|

Program: ARRA JAG   Reporting Period: Jul - Sep 09   Federal Award Number: TEST-Award-2009   $100,000

**Grantee Status Summary for Federal Award Number TEST-Award-2009**

**Your changes have been saved.**

**Grantee Activity**

| Grantee | Amount Allocated for Grantee-level Activity | Data Entry Status |
|---|---|---|
| Liz's Testing | $0 | Not Started **Enter/Edit Data** |

**Subrecipient Activity**

You have not assigned any subgrantees to award TEST-Award-2009.

**Add a Subrecipient**

**Award Administration**

- ○ All grant funds are sub-awarded to subrecipients (Grantee does not implement any programs, services or activities)
- ○ All grant funds are used by grantee only
- ● All grant funds are used by grantee and subrecipients (includes disparate jurisdictions)

If you would like to assign an additional subaward to a previously created subrecipient , click **Add a Subrecipient**

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Add Subaward to Subrecipient

*Grantee Level Data Entry with Subrecipients*
Only Subrecipient Activity to Report

| Info & Resources | Profile | Federal Awards | Home | Manage Subrecipients | Reports | Help | Log Out |
|---|---|---|---|---|---|---|---|

**Program:** ARRA JAG  **Reporting Period:** Jul - Sep 09  **Federal Award Number:** TEST-Award-2009  $100,000

## Add a Subaward to Federal Award Number TEST-Award-2009

## The subrecipient has been created.

| Subrecipient | User ID | Password | Contact | Federal Awards | Subrecipient Actions |
|---|---|---|---|---|---|
| test | TEST0045G | uxgjkb | ARRA JAG test [More...] | N/A | Add a Subaward  Edit Subrecipient |

**Create new subrecipient records here**

**Subrecipient Name:**
**ARRA JAG Contact Information**
  **Primary Contact:**

  **Secondary Contact:**

This screen will list all of the subrecipients that have been added to your PMT.

Locate the correct subrecipient to whom you would like to add a subaward to.

Then click **Add a Subaward**

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Enter Subaward Information

*Grantee Level Data Entry with Subrecipients*
Only Subrecipient Activity to Report

| Info & Resources | Profile | Federal Awards | Home | Manage Subrecipients | Reports | Help | Log Out |

**Program:** ARRA JAG   **Reporting Period:** Jul - Sep 09   **Federal Award Number:** TEST-Award-2009   $100,000

## Subrecipient Information

## Edit Subaward Information

| Subrecipient | User ID | Subaward Number | Project Period | Amount of Subaward | Purpose Area | Subaward Actions |
|---|---|---|---|---|---|---|
| test | TEST0050G | | Start: Jul 1 2009  End: Dec 31 2009  ☐ Use as default dates for #TEST-Award-2009 projects | $ | ☐ Law Enforcement  ☐ Prosecution and Court  ☐ Prevention and Education  ☐ Corrections and Community Corrections  ☐ Drug Treatment and Enforcement  ☐ Planning, Evaluation and Technology Improvement  ☐ Crime Victim and Witness | Save  Cancel |

Enter additional subaward information and click **Save**

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# Add Additional Subaward to Existing Subrecipient

**If you would like to add an additional subaward to an existing subrecipient:**

1. Click **Add a Subrecipient** (slide 28)

2. Locate the correct subrecipient name and click **Add a Subaward**

3. Click **Yes** to verify that you would like to add an additional subaward for the subrecipient under the current federal award number (slide 29)

4. Designate subaward number, project period, amount of subaward, and the subrecipient's purpose area and click **Save** (slide 30)

27

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# Add Additional Subaward to Existing Subrecipient

## Add a Subrecipient

| Info & Resources | Profile | Federal Awards | Home | Manage Subrecipients | Reports | Help | Log Out |
|---|---|---|---|---|---|---|---|

### Grantee Status Summary for Federal Award Number TEST-Award-2009

**Grantee Activity**

| Grantee | Amount Allocated for Grantee Level Activity | Data Entry Status | |
|---|---|---|---|
| Liz's Testing | $0 | Not Started **Enter/Edit Data** | |

### Subrecipient Activity - 1 Subgrant Active for TEST-Award-2009

| Subrecipient | User ID | Subaward Number | Project Period | Amount of Subaward | Purpose Area | Data |
|---|---|---|---|---|---|---|
| Test | TEST0040G | xxxx | Jan - Dec 09 | $1,000 | | N Ent |

**Remove**

**Add a Subrecipient**

> If you would like to assign an additional subaward to a previously created subrecipient, click **Add a Subrecipient**

### Award Administration

- ◉ All grant funds are sub-awarded to subrecipients (Grantee does not implement any programs, services or activities)
- ○ All grant funds are used by grantee and subrecipients (includes disparate jurisdictions)

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# Add Additional Subaward to Existing Subrecipient

## Verify Additional Subaward Entry

| Info & Resources | Profile | Federal Awards | Home | Manage Subrecipients | Reports | Help | Log Out |
|---|---|---|---|---|---|---|---|

**Program:** ARRA JAG    **Reporting Period:** Jul - Sep 09    **Federal Award Number:** TEST-Award-2009    $100,000

**Grantee Status Summary for Federal Award Number TEST-Award-2009**

**Add Award - Subaward Already Exists**

**test already has a subaward under this Federal Award Number. Are you sure you want to create an additional subaward under this federal award number?**

[ Yes ]  [ No, Cancel ]

| Subrecipient | User ID | Subaward Number | Project Period | Ar... | ...try Status |
|---|---|---|---|---|---|
| test | TEST0050G | TEST-01 | Jul - Dec 09 | | t Started |

Select **Yes** to confirm that you want to add an additional subaward to this subrecipient under this Federal Award Number

29

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# Add Additional Subaward to Existing Subrecipient

Enter Information for Second Subaward



Enter additional subaward information and click **Save**

Make sure to enter a different subaward number, since you are now adding an additional subaward to a subrecipient who already has one subaward under this Federal Award Number.

*Grantee Level Data Entry with Subrecipients*
Only Subrecipient Activity to Report

BJA Performance Measurement Tool (PMT)

The new subrecipient and subaward now appears on your **Home** screen, under **Subrecipient Activity**.

Now you can begin entering data!

*Grantee Level Data Entry with Subrecipients*
Only Subrecipient Activity to Report

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# Step 6: Data Entry for Grantee Activity

| Info & Resources | Profile | Federal Awards | Home | Manage Subrecipients | Reports | Help | Log Out |
|---|---|---|---|---|---|---|---|

**Program:** ARRA JAG  **Reporting Period:** Jul - Sep 09  **Federal Award Number:** TEST-Award-2009  $100,000

## Grantee Status Summary for Federal Award Number TEST-Award-2009

**Your changes have been saved.**

**Grantee Activity**

| Grantee | Amount Allocated for Grantee-level Activity | Data Entry Status | Report Status |
|---|---|---|---|
| Liz's Testing | $0 | Not Started  Enter/Edit Data | Not Created  Create GMS Report |

Subrecipient Activity – 2 subawards Active for TEST-Award-2009

Select **Enter/Edit Data** to begin grantee reporting process

Please Note: You will only have to enter data at the grantee level during July-September, when the narrative data is due. All other quarters you will see:

| Grantee | Amount Allocated for Grantee-level Activity | Data Entry Status | Report Status |
|---|---|---|---|
| Liz's Testing | $0 | No Grantee Activity To Report | Not Created  Create GMS Report |

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# Step 6a: Enter Narrative

| Info & Resources | Profile | Federal Awards | Home | Manage Subrecipients | Reports | Help | Log Out |
|---|---|---|---|---|---|---|---|

**Grantee:** Liz's Testing    **Program:** ARRA JAG    **Reporting Period:** Jul - Sep 09    **Federal Award Number:** TEST-Award-2009    $0

## View of Performance Measures

Please click on each button shown below to enter data for this reporting period. Please note that for some reporting periods only numerical data are required.

**Enter Narrative**                **Return to Home**

**Data Entry Status: Not Started    Selected Reporting Period: July to September 2009**

### Narrative Data

1. What were your accomplishments within
   A. Open ended text response (5000 cha
2. What goals were accomplished, as they r
   A. Open ended text response (5000 cha
3. What problems/barriers did you encounte
   milestones? Output
   A. Open ended text response (5000 cha
4. Is there any assistance that BJA can prov
   A. Yes/ No
   B. If yes, please explain.
      n/a

---

Click **Enter Narrative**

The 7 narrative questions are required of all BJA grantees on an annual basis. The questions are based on the previous 12 months of activity. You will only be asked to answer these questions during the July-September reporting period, and you must answer the questions to the best of your ability regardless of whether your award was considered "operational."

BJA Performance Measurement Tool (PMT)

*Grantee Level Data Entry with Subrecipients*
Only Subrecipient Activity to Report

**Narrative Data**    Back to View

Please respond to each question shown below. Your response should reflect activity during the previous 12-month period. Each text box has a limit of 5000 characters, this includes spaces. Text may be pasted from another software program, but some formatting may be lost in the transition.

**Narrative Data**                                                                July to September 2009

1. What were your accomplishments within this reporting period? Output

   A. Open ended text response (5000 characters)

2. What goals were accomplished, as they relate to your grant application? Output

   A. Open ended text response (5000 characters)

3. What problems/barriers did you encounter, if any, within the reporting period that prevented you from reaching your goals or milestones? Output

   A. Open ended text response (5000 characters)

4. Is there any assistance that BJA can provi

   A. Yes/ No

   B. If yes, please explain.
      n/a

The narrative questions are ONLY completed by the grantee. The grantee's answers should include activities performed at the grantee-level (if applicable) and activities performed by the subrecipients.

BJA Performance Measurement Tool (PMT)

*Grantee Level Data Entry with Subrecipients*
Only Subrecipient Activity to Report



5.  Are you on track to fiscally and programmatically complete your program as outlined in your grant application? (Please answer YES or NO and if no, please explain.) Output

    A. Open ended text response (5000 characters)

6.  What major activities are planned for the next 6 months? Output

    A. Open ended text response (5000 characters)

7.  Based on your knowledge of the criminal justice field, are there any innovative programs/accomplishments that you would like to share with BJA? Output

    A. Open ended text response (5000 characters)

**Save**   **Cancel**

Once you complete these questions, click **Save** at the bottom of the page.

# Mark Grantee Data as Complete

| Info & Resources | Profile | Federal Awards | Home | Manage Subrecipients | Reports | Help | Log Out |
|---|---|---|---|---|---|---|---|
| **Grantee:** Liz's Testing | | **Program:** ARRA JAG | **Reporting Period:** Jul - Sep 09 | | **Federal Award Number:** TEST-Award-2009 | | $0 |

## Mark Data as Complete

Please confirm for the system that you have completed data entry for this record. To view or change any data or information click the appropriate "edit" button.

**Edit Narrative**          **Mark Data as Complete**          **Return to Home**

## Your Data Has Been Saved.

**Data Entry Status: In Progress    Selected Reportin**

**Narrative Data**

1. What were your accomplishments within this reporting
   A. Open ended text response (5000 characters)
      test
2. What goals were accomplished, as they relate to your
   A. Open ended text response (5000 characters)
      test
3. What problems/barriers did you encounter, if any, withir milestones? Output
   A. Open ended text response (5000 characters)
      test

You can now click **Mark Data as Complete**.

By marking your data as complete, you are letting the system know that you have finished entering the grantee-level data and are ready to move onto the next step: reporting subrecipient data.

BJA Performance Measurement Tool (PMT)

# Confirm Completion of Data Entry

| Info & Resources | Profile | Federal Awards | Home | Manage Subrecipients | Reports | Help | Log Out |
|---|---|---|---|---|---|---|---|

**Grantee:** Liz's Testing     **Program:** ARRA JAG     **Reporting Period:** Jul - Sep 09     **Federal Award Number:** TEST-Award-2009     $0

## Confirm completion of data entry

**Confirm completion of data entry by clicking "Yes". "No" will allow you to go back and edit the information entered.**

[ Yes ] [ No ]

### Narrative Data

1. What were your accomplishments within this reporting period? Output

    A. Open ended text response (5000 characters)
    test

2. What goals were accomplished, as they relate to your grant application?

    A. Open ended text response (5000 characters)
    test

3. What problems/barriers did you encounter, if any, within the reporting pe...
milestones? Output

    A. Open ended text response (5000 characters)
    test

Click **Yes** to confirm the completion of data entry.

Please remember, the grantee will only perform this step during the July-Sept reporting period. For all other reporting periods the grantee will not be asked to enter any information on grantee-level activity.

BJA Performance Measurement Tool (PMT)

*Grantee Level Data Entry with Subrecipients*
Only Subrecipient Activity to Report

| Info & Resources | Profile | Federal Awards | Home | Manage Subrecipients | Reports | Help | Log Out |
|---|---|---|---|---|---|---|---|

**Grantee:** Liz's Testing    **Program:** ARRA JAG    **Reporting Period:** Jul - Sep 09    **Federal Award Number:** TEST-Award-2009    $0

## View of Performance Measures

Please click on each button shown below to enter data for this reporting period. Please note that for some reporting periods only numerical data are required.

[ Edit Narrative ]                                    [ Return to Home ]

**Data Entry Status:** Complete    **Selected Reporting Period:** July to September 2009

### General Award Information

Please enter the amount allocated for grantee-l...

$0

Federal Congressional District:

Please specify the implementing organization typ...

Is the implementing organization a faith-based p... ...e themselves as faith based
organizations.

No

Is the implementing organization a community-b... ...ograms as found in statute 42 U.S.C.
§ 3791(a)(11): neighborhood or community-bas... ...based, that are representative of
communities or significant segments of communities.

> Click **Return to Home** to go back to the Grantee Status Summary screen, where you can begin entering data for the subrecipient-level activity.

BJA Performance Measurement Tool (PMT)

# Grantee Data Entry Status: Complete

| Info & Resources | Profile | Federal Awards | Home | Manage Subrecipients | Reports | Help | Log Out |
|---|---|---|---|---|---|---|---|

**Program:** ARRA JAG    **Reporting Period:** Jul - Sep 09    **Federal Award Number:** TEST-Award-2009    $100,000

**Grantee Status Summary for Federal Award Number TEST-Award-2009**

**Grantee Activity**

| Grantee | Amount Allocated for Grantee-level Activity | Data Entry Status | Report Status |
|---|---|---|---|
| Liz's Testing | $0 | Complete **Enter/Edit Data** | Not Created **Create GMS Report** |

Su...T-Award-2009

> The Grantee's Data Entry Status is now **Complete**

| | | | | Amount of Subaward | Purpose Area | Data Entry Status | Subaward Actions |
|---|---|---|---|---|---|---|---|
| ☐ | Test Subrecipient | TEST0059G | ARRA JAG Test-Sub 1 | Mar - Dec 09 | $1,000 | Law Enforcement | Not Started **Enter/Edit Data** | **Edit** **Remove** |
| ☐ | Test Subrecipient | TEST0059G | ARRA JAG Test-Sub 2 | Mar - Dec 09 | $1,500 | Prosecution and Court | Not Started **Enter/Edit Data** | **Edit** **Remove** |

**Edit All Checked**    **Add a Subaward**

BJA Performance Measurement Tool (PMT)

*Grantee Level Data Entry with Subrecipients*
Only Subrecipient Activity to Report

It is now time to enter data on the subrecipient-level activity.  The grantee has two options for entering subrecipient data:

1. You choose to enter data for the subrecipient (slides 41-52)

2. You require the subrecipient to enter data for themselves (slides 53-64)

BJA Performance Measurement Tool (PMT)

# If You Choose to Enter Data for the Subrecipient

Is the Subaward Operational?

1. Click **Enter/Edit Data** (slide 42)

2. Answer **Yes** to the question: Was the project operational during the reporting period? (slide 43) If your subaward is not-operational, answer **No** to the question and complete only the 3rd, 4th, and 7th steps listed below.

3. Check or fill out subaward information and target population (may be carried over from previous reporting period) and click **Save** (slides 43-44)

4. Select Purpose Area(s) and allocate funds (estimated value should equal full grant amount) (slide 45)

5. Designate Activity Type for each Purpose Area selected (slide 46)

6. Click **Enter/Edit Data** to begin entering subrecipient's numerical data (slide 47)

7. Click **Mark Data as Complete** (slide 49) and click **Yes** to confirm completion of subrecipient's data entry (slide 50)

BJA Performance Measurement Tool (PMT)

# To Begin Entering Subrecipient's Data

**Info & Resources**   **Profile**   **Federal Awards**   **Home**   **Manage Subrecipients**   **Reports**   **Help**   **Log Out**

Program: ARRA JAG   Reporting Period: Jul - Sep 09   Federal Award Number: TEST-Award-2009   $100,000

**Grantee Status Summary for Federal Award Number TEST-Award-2009**

If you chose to report data for the subrecipient, you can now begin entering data on the subrecipient-level activity.

Click **Enter/Edit Data** for the subrecipient for whom you would like to begin reporting for.

| | | | | Entry Status | Report Status |
|---|---|---|---|---|---|
| | | | | Complete | Not Created |
| | | | | er/Edit Data | Create GMS Report |

-2009

| Check All ☐ | Subrecipient | User ID | Subaward Number | Project Period | Amount of Subaward | Purpose Area | Data Entry Status | Subaward Actions |
|---|---|---|---|---|---|---|---|---|
| ☐ | Test Subrecipient | TEST0059G | ARRA JAG Test-Sub 1 | Mar - Dec 09 | $1,000 | Law Enforcement | Not Started  Enter/Edit Data | Edit  Remove |
| ☐ | Test Subrecipient | TEST0059G | ARRA JAG Test-Sub 2 | Mar - Dec 09 | $1,500 | Prosecution and Court | Not Started  Enter/Edit Data | Edit  Remove |

**Edit All Checked**   **Add a Subaward**

BJA Performance Measurement Tool (PMT)

# Step 7a: Subrecipient's General Award Information Screen

## If You Choose to Enter Data for the Subrecipient

You must provide the following Information on the **General Award Information** screen:

1. Whether the project was operational during the reporting period.
2. Federal Congressional District of the area served by the project.
3. Implementing Organization Type.
4. Is the implementing organization:
    1. Faith-based?
    2. Community-based?
    3. Using JAG funds for Task Force Activities?
5. Project Title and Description.

BJA Performance Measurement Tool (PMT)

If You Choose to Enter Data for the Subrecipient

**Target Population**

What gender population is funded by this award?

☐ Female
☐ Male
☐ N/A

What age population is funded by this award?

☐ Adult - over age 18
☐ Juvenile - 18 and younger
☐ N/A

Select all geographic locations of populations served by this funding.

☐ Rural
☐ Suburban
☐ Tribal
☐ Urban
☐ N/A

Save   Cancel

Check all answers that apply. Only select N/A if the project will not provide direct services.

**You must provide the following Information about the Target Population:**
1. **Gender**
2. **Age**
3. **Geographic location**

When you have finished, click **Save** to save your information and move on to the next screen.

BJA Performance Measurement Tool (PMT)

*Grantee Level Data Entry with Subrecipients*
Only Subrecipient Activity to Report

*Grantee Level Data Entry with Subrecipients*
Only Subrecipient Activity to Report

| Info & Resources | Profile | Federal Awards | Home | Manage Subrecipients | Reports | Help | Log Out |
|---|---|---|---|---|---|---|---|

**Subrecipient:** test     **Program:** ARRA JAG     **Reporting Period:** Mar - Jun 09     **Subgrant ID:** TEST-02    $1,500

**Purpose Area Selection**

**Award Information saved.**

Select each Purpose Area applicable to your grant award and indicate the amount of funds allocated fo

| Award Summary | Subaward Number | Amount of Subaward | Project |
|---|---|---|---|
| test | TEST-02 | $1,500 | January |

| | Purpose Area | Amount |
|---|---|---|
| ☐ | 1 - Law Enforcement | $ |
| ☑ | 2 - Prosecution and Court | $ 0 |
| ☐ | 3 - Prevention and Education | $ |
| ☐ | 4 - Corrections and Community Corrections | $ |
| ☐ | 5 - Drug Treatment and Enforcement | $ |
| ☐ | 6 - Planning, Evaluation and Technology Improvement | $ |
| ☐ | 7 - Crime Victim and Witness | $ |

**Save**   **Cancel**

> Allocated amounts must total up to the **Subaward Amount**

> Areas funded under the (ARRA) JAG programs are divided into 7 Purpose Areas.
>
> Select each purpose area for which funds are budgeted and enter the amount.
>
> Click **Save**

# Step 7c: Activity Type

If You Choose to Enter Data for the Subrecipient

*Grantee Level Data Entry with Subrecipients*
Only Subrecipient Activity to Report

| Info & Resources | Profile | Federal Awards | Home | Manage Subrecipients | Reports | Help | Log Out |

**Subrecipient:** test     **Program:** ARRA JAG     **Reporting Period:** Mar – Jun 09     **Subgrant ID:** TEST-02     $1,500

**Activity Types**

For each selected Purpose Area, check all activities that are planned for funding with your award. F
area, please designate as direct service, system improvement or both.

**PA 2: Prosecution and Court**

☐ **State/Local Initiatives**        ☐ Direct Service

☐ **Training**

☐ **Technical Assistance**

☐ **Personnel**

☐ **Equipment/Supplies**

☐ **Contractual Support**

☐ **Information Systems for Criminal Justice System**

☐ **Research, Evaluation, and Product Development**

**Save**   **Cancel**

Activities funded under the (ARRA) JAG programs are divided into 8 types of activity.

Select each activity for each purpose area for which funds are budgeted.

Click **Save**

BJA Performance Measurement Tool (PMT)

# Step 7d: Numerical Data Entry

### If You Choose to Enter Data for the Subrecipient

| Info & Resources | Profile | Federal Awards | Home | Manage Subrecipients | Reports | Help | Log Out |
|---|---|---|---|---|---|---|---|

| Subrecipient: test | Program: ARRA JAG | Reporting Period: Mar - Jun 09 | Subgrant ID: TEST-02 | $1,500 |
|---|---|---|---|---|

**View of Performance Measures**

Click **Enter Data**.

Please click the Enter Data button to enter data for this reporting period.

| Edit Award Information | Edit Purpose Areas | Edit Activities | Enter Data | Return to Home |
|---|---|---|---|---|

**Data Entry Status: Not Started    Selected Reporting Period: March to June 2009**

| Prosecution and Court | March to June 2009 |
|---|---|
| ⊞ Training | |
| ⊞ Personnel | |

| Outcomes for All Activities | March to June 2009 |
|---|---|
| ⊞ Outcomes for A... | |

These buttons allow you to return to these screens to view and/or edit information.

BJA Performance Measurement Tool (PMT)

# Numerical Data Entry (cont.)

## If You Choose to Enter Data for the Subrecipient

| Info & Resources | Profile | Federal Awards | Home | Manage Subrecipients | Reports | Help | Log Out |

**PA 1: Law Enforcement**   Back to View

Enter data in the fields provided for each indicator.

The system will automatically calculate percentages, totals, or other formulas upon saving of data.

Measures are mandatory unless identified by an N/A checkbox

your grant-funded activities. Indicators are mandatory unless otherwise specified. The address grant-funded activities. You must enter data for grant-funded activities.

| Allocated Amount | Activity |
| $1,000 | Training (SI) |

**Enter Data**

**July to September 2009**

| Output | | N/A |
| during the reporting period | | ☐ |

| | | N/A |
| ring the reporting period | | ☐ |

| | | N/A |
| ting period | | ☐ |

B. Total number of staff needing training during the reporting period

C. Total number of individuals on on staff

Click **Save** at the bottom of the screen. This will also take you to the data entry screen for your other Purpose Areas.

Calculated Value

-calculated by PMT    Calculated Value

PMT    Calculated Value

| | | N/A |
| | | ☐ |

# Mark Subrecipient's Data as Complete

If You Choose to Enter Data for the Subrecipient

| Info & Resources | Profile | Federal Awards | Home | Manage Subrecipients | Reports | Help | Log Out |
|---|---|---|---|---|---|---|---|
| Subrecipient: test | | Program: ARRA JAG | | Reporting Period: Mar - Jun 09 | Subgrant ID: TEST-02 | | $1,500 |

## Mark Data as Complete

Please confirm for the system that you have completed data entry for this record. To view or change any appropriate "edit" button.

Click **Mark Data as Complete.**

| Edit Award Information | Edit Purpose Areas | Edit Activities | Edit Data | **Mark Data as Complete** | Return to Home |
|---|---|---|---|---|---|

## Your Data Has Been Saved.

**Data Entry Status: In Progress    Selected Reporting Period: March to June 2009**

| Prosecution and Court | March to June 2009 |
|---|---|
| ⊞ Training | Edit Data |
| ⊞ Personnel | Edit Data |

| Outcomes for All Activities | March to June 2009 |
|---|---|
| ⊞ Outcomes for All Activity Areas | Edit Data |

BJA Performance Measurement Tool (PMT)

# Confirm Subrecipient's Completion of Data
### If You Choose to Enter Data for the Subrecipient

| Info & Resources | Profile | Federal Awards | Home | Manage Subrecipients | Reports | Help | Log Out |
|---|---|---|---|---|---|---|---|

**Subrecipient:** test    **Program:** ARRA JAG    **Reporting Period:** Mar - Jun 09    **Subgrant ID:** TEST-02    $1,500

## Confirm completion of data entry

**Confirm completion of data entry by clicking "Yes". "No" will allow you to go back and edit the information entered.**

**Yes**  **No**

### General Award Information

Was the project operational during the reporting period March 1, 2009 - June 30, 2009? [Click for Definition]

Yes

Federal Congressional District:

TEST-00

Please specify the implementing organization type:

Is the implementing organization a faith-based program?

No

Is the implementing organization a community-based program?

No

Do you use JAG funds for Task Force Activities?

No

Review data entry and click **Yes.**

BJA Performance Measurement Tool (PMT)

# Return to Home Screen

## If You Choose to Enter Data for the Subrecipient

| Info & Resources | Profile | Federal Awards | Home | Manage Subrecipients | Reports | Help | Log Out |
|---|---|---|---|---|---|---|---|

**Subrecipient:** test    **Program:** ARRA JAG    **Reporting Period:** Mar - Jun 09    **Subgrant ID:** TEST-02    $1,500

### View of Performance Measures

Please click on each button shown below to enter data for this reporting period. Please note that for some reporting periods only numerical data are required.

| Edit Award Information | Edit Purpose Areas | Edit Data | Return to Home |
|---|---|---|---|

**Data Entry Status:** Complete    **Selected Reporting Period:** March to June 2009

**General Award Information**

Was the project operational during the reporting period March 1, 2009 - June 30, 2009? [Click for Definition]

Yes

Federal Congressional District:

TEST-00

Please specify the implementing organization type:

te Agency

Is the implementing organization a faith-based program?

No

> **Data entry status is Complete** for this subrecipient.
>
> Click **Return to Home**

### If You Choose to Enter Data for the Subrecipient

*Grantee Level Data Entry with Subrecipients*
Only Subrecipient Activity to Report

| Info & Resources | Profile | Federal Awards | Home | Manage Subrecipients | Reports | Help | Log Out |
|---|---|---|---|---|---|---|---|

Program: ARRA JAG    Reporting Period: Mar - Jun 09    Federal Award Number: TEST-Award-2009    $100,000

**Subrecipient's data entry status is Complete for this subaward**

## Grantee Status Summary for Federal Award Number TEST-Award-2009

### Grantee Activity

| Grantee | Amount Allocated for Grantee-level Activity | Purpose Area | Data Entry Status | Report Status |
|---|---|---|---|---|
| Liz's Testing | $1,000 | Law Enforcement | Complete **Enter/Edit Data** | Not Created **Create GMS Report** |

### Subrecipient Activity - 2 subawards Active for TEST-Award-2009

| Check All ☐ | Subrecipient | User ID | Subaward Number | Project Period | Amount of Subaward | Purpose Area | Data Entry Status | Subaward Actions |
|---|---|---|---|---|---|---|---|---|
| ☐ | test | TEST0050G | TEST-02 | Jan - Dec 09 | $1,500 | Prosecution and Court | Complete **Enter/Edit Data** | **Edit** **Remove** |
| ☐ | test | TEST0050G | Test-01 | Mar - Dec 09 | $1,000 | Law Enforcement | Not Started **Enter/Edit Data** | **Edit** **Remove** |

**Edit All Checked**    **Add a Subaward**

BJA Performance Measurement Tool (PMT)
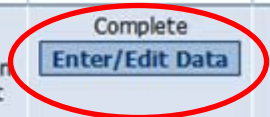
# If You Require the Subrecipient to Enter Data for Themselves

**Provide Subrecipient with User ID and Password**

1. Make sure you have created the subrecipient and added them to the award (Step 6)

2. Click the **Manage Subrecipients** tab on the navigation bar

3. Look up the subrecipient user ID and password and provide it to them

After subrecipient enters data →

**Review Subrecipient Data**

1. Once a subrecipient has finished data entry, they will submit it to you.

2. On your **Home** screen, click **Review Data**

3. If changes need to be made you can either send the record back to the subrecipient for revision, or you can edit the data at the grantee level

BJA Performance Measurement Tool (PMT)

# Locating Subrecipient UserID and Password

If You Require the Subrecipient to Enter Data for Themselves

| Info & Resources | Profile | Federal Awards | Home | Manage Subrecipients | Reports | Help | Log Out |

## Add a Subaward to Federal Award Number TEST-Award-2009

| Subrecipient | User ID | Password | Contact | Federal Awards | Subrecipient Actions |
|---|---|---|---|---|---|
| test | TEST0040G | hrpslw | ARRA JAG test [More...] | ARRA JAG TEST-Award-2009 TEST-Award-2009 [More...] | Add a Subaward Edit Subrecipient |

**Create new subrecipient records here**

Subrecipient Name: _____

**ARRA JAG Contact Information**

Primary Contact: _____ (Name)
_____ (Phone)
_____ (Email)

Secondary Contact: _____ (Name)
_____ (Phone)
_____ (Email)

Click on the **Manage Subrecipients** tab

Provide the individual UserID and password to each subrecipient

BJA Performance Measurement Tool (PMT)

# Subrecipient User's Guide

If You Require the Subrecipient to Enter Data for Themselves

*Grantee Level Data Entry with Subrecipients*
Only Subrecipient Activity to Report

| Information & Resources | Profile | Awards |
|---|---|---|

## Information and Resources

**JAG**

Welcome to JAG Reporting!

Please contact your Grantor regarding your award.

If you have a technical question please contact the Help Desk at 1-888-252-6867 or bjap

FY 09 JAG Subrecipient User's Guide

FY 09 Subrecipient Performance Indicator Grid

**Continue**

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

Please inform all of your subrecipients about the location of their *JAG PMT Subrecipient User's Guide*. They can find this after logging into the PMT, located under the **Information & Resources** screen.

BJA Performance Measurement Tool (PMT)

*Grantee Level Data Entry with Subrecipients*
Only Subrecipient Activity to Report

**The subrecipients data entry status will change once they have completed their reporting.**

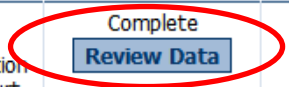**Not Started:** Subrecipient has not entered any data.

**In Progress:** Subrecipient has begun entering data but has not completed their data entry.

**Complete:** Project period was operational and all data has been reported.

**Not Operational:** Project period was not operational and all data has been reported.

| | | | | | | | Data Entry Status | Subaward Actions |
|---|---|---|---|---|---|---|---|---|
| ☐ | Test Subrecipient | TEST0059G | ARRA JAG Test-Sub 1 | Mar - Dec 09 | $1,000 | Law Enforcement | Not Started **Enter/Edit Data** | **Edit** **Remove** |
| | Subrecipient | | est-Sub 2 | Mar - Dec 09 | $1,500 | Prosecution and Court | Complete **Review Data** | **Edit** **Remove** |

**Edit All Checked**   **Add a Subaward**

Click **Review Data**

BJA Performance Measurement Tool (PMT)

# Reviewing the Subrecipient's Data

If You Require the Subrecipient to Enter Data for Themselves

**BJA**

| Info & Resources | Profile | Federal Awards | Home | Manage Subrecipients | Reports | Help | Log Out |
|---|---|---|---|---|---|---|---|

**Subrecipient:** FY09 JAG Test  **Program:** ARRA JAG  **Reporting Period:** Mar - Jun 09

**View of Performance Measures**

Please click on each button shown below to enter data for this reporting period. Please note that fo
numerical data are required.

| Edit Award Information | Edit Purpose Areas | Edit Data | Send for Revi |
|---|---|---|---|

**Data Entry Status:** Complete  **Selected Reporting Period:** March to June 2009

**General Award Information**

Was the project operational during the reporting period March 1, 2009 - June 30, 2009? [Click for [

Yes

Federal Congressional District:

TEST-00

Please specify the impler

Is the implementing orga
organizations.

No

Is the implementing orga
§ 3791(a)(11): neighbor
communities or significan

No

Do you use JAG funds fo

Review the subrecipients data. If changes need to be made you can…

**Send record back to subrecipient for revisions**

-OR-

**Edit Data** at the grantee level

**Please Note:**
• The **Send for Revisions** button will not appear if the subrecipient's data entry status is **Not Started** or **In Progress**.
• If a grantee attempts to edit the subrecipients data at the grantee-level, they will no longer have the option to send the record back to the subrecipient for revisions.

BJA Performance Measurement Tool (PMT)

If You Require the Subrecipient to Enter Data for Themselves

*Grantee Level Data Entry with Subrecipients*
Only Subrecipient Activity to Report

| Info & Resources | Profile | Federal Awards | Home | Manage Subrecipients | Reports | Help | Log Out |
|---|---|---|---|---|---|---|---|
| **Subrecipient:** FY09 JAG Test | | **Program:** ARRA JAG | | **Reporting Period:** Mar - Jun 09 | | **Subgrant ID:** | $1,500 |

## View of Performance Measures

Click **Edit Data**

Please click on each button shown below to enter data for this reporti... or some reporting periods only numerical data are required.

| Edit Award Information | Edit Purpose Areas | Edit Data | Send for Revisions | Return to Home |
|---|---|---|---|---|

**Data Entry Status: Complete    Selected Reporting Period: March to June 2009**

### General Award Information

Was the project operational during the reporting period March 1, 2009 - June 30, 2009? [Click for Definition]

Yes

Federal Congressional District:

TEST-00

Please specify the implementing organization type:

State Agency

Is the implementing organization a faith-based program? Organizations nationwide may self-define themselves as faith based organizations.

No

Is the implementing organization a community-based program? BJA defines community-based programs as found in statute 42 U.S.C. § 3791(a)(11): neighborhood or community-based organizations as "organizations, including faith-based, that are representative of

BJA Performance Measurement Tool (PMT)

# Editing the Subrecipient's Data (cont.)

If You Require the Subrecipient to Enter Data for Themselves

| Info & Resources | Profile | Federal Awards | Home | Manage Subrecipients | Reports | Help | Log Out |
|---|---|---|---|---|---|---|---|

| Subrecipient: FY09 JAG Test | Program: ARRA JAG | Reporting Period: Mar - Jun 09 | Subgrant ID: | $1,500 |
|---|---|---|---|---|

## PA 1: Law Enforcement    Back to View

Enter data for all indicators that are applicable to your grant-funded activities. (N/A means that this question does not address grant-funded activities.)

| Selected Purpose Areas | Allocated Amount | Activity |
|---|---|---|
| PA 1:    Law Enforcement | $1,500 | Personnel (SI) |
| Outcomes for All Activities | | Edit Data |

| Law Enforcement | March to June 2009 |
|---|---|

### ⊟ Personnel

32. Number of new personnel paid with ARRA JAG funds Output
   A. Number of NEW personnel paid with ARRA JAG funds during the reporting period
   B. Total number of existing personnel paid by all OTHER (non-ARRA JAG) sources during the reporting period

33. Indicate the type of NEW personnel paid with ARRA JAG funds Output
   A. Law Enforcement Personnel
   B. Prosecution and Court Personnel
   C. Prevention and Education Personnel
   D. Corrections and Community Corrections Personnel

**Grantees enter/edit data and click Save at the bottom of the screen**

BJA Performance Measurement Tool (PMT)

# Send Data Back to Subrecipient for Revisions

If You Require the Subrecipient to Enter Data for Themselves

*Grantee Level Data Entry with Subrecipients*
Only Subrecipient Activity to Report

| Info & Resources | Profile | Federal Awards | Home | Manage Subrecipients | Reports | Help | Log Out |
|---|---|---|---|---|---|---|---|
| Subrecipient: test | | Program: ARRA JAG | | Reporting Period: Jul - Sep 09 | Subgrant ID: test-03 | $1,000 | |

## View of Performance Measures

Please click on each button shown below to enter data for this reporting period. Please note that for some reporting periods only numerical data are required.

[ Edit Award Information ]    [ Edit Purpose Areas ]    [ Send for Revisions ]    [ Return to Home ]

**Data Entry Status: Not Operational    Selected Reporting Period: July to September 2009**

**General Award Information**

Was the project operational during the reporting period July 1, 2009 - September 30, 2009? [Click for Definition]

No, no activity occurred during the period and no funds were expended.

Federal Congressional District:

TEST-00

Is the implementing organization a faith-based program?

No

Is the implementing organization a community-based program?

No

Grantees can return the record to the subrecipient with a message explaining the discrepancies.

BJA Performance Measurement Tool (PMT)

60

If You Require the Subrecipient to Enter Data for Themselves

*Grantee Level Data Entry with Subrecipients*
Only Subrecipient Activity to Report

| Info & Resources | Profile | Federal Awards | Home | Manage Subrecipients | Reports | Help | Log Out |
|---|---|---|---|---|---|---|---|

**Subrecipient:** Test Subrecipient    **Program:** ARRA JAG    **Reporting Period:** Jul - Sep 09    **Subgrant ID:** ARRA JAG Test-Sub 2    $1,500

**Send for Revision**

**Once you return this data record to Test Subrecipient for revisions, you will no longer be able to edit their data. Are you sure you want to continue? You must enter a comment.**

If Yes, please enter a comment for this request:

[ Yes, send for revisions ]    [ Cancel ]

Type in your message.
Click **Yes, send for revisions.**

The system provides a message that the record was sent. The message goes to the primary point of contact and secondary contact listed.

The subrecipient gets an e-mail notifying them that a revision is needed.

61

BJA Performance Measurement Tool (PMT)

If You Require the Subrecipient to Enter Data for Themselves

*Grantee Level Data Entry with Subrecipients*
Only Subrecipient Activity to Report

| Info & Resources | Profile | Federal Awards | Home | Manage Subrecipients | Reports | Help | Log Out |

**Subrecipient:** Test Subrecipient    **Program:** ARRA JAG    **Reporting Period:** Jul - Sep 09    **Subgrant ID:** ARRA JAG Test-Sub 2    $1,500

**View of Performance Measures**

Edit Activities                    Return to Home

**The data record for Test Subrecipient has been sent back for revisions.**

**Data Entry Status: In Progress    Selected Repo**
Data should be entered with the subrecipient's userID.

**Prosecution and Court**

⊟ Training

14. Amount of ARRA JAG funds used to provide trainir
    A. Amount of funds used to provide training durir

15. Number of training requests received Output
    A. Number of training requests received during th

16. Number of staff trained Output

**Message displays to subrecipient as:**
[Grantee Organization Name] has requested that you revise your data for [award number].

*Grantees message inserted here*

Please log in to the BJA Performance Measures Tool at https://www.bjaperformancetools.org to revise this data.

BJA Performance Measurement Tool (PMT)

# Subrecipient Data Entry Status: In Progress

If You Require the Subrecipient to Enter Data for Themselves

*Grantee Level Data Entry with Subrecipients*
Only Subrecipient Activity to Report

**Info & Resources**   **Profile**   **Federal Awards**   **Home**   **Manage Subrecipients**   **Reports**   **Help**   **Log Out**

Program: ARRA JAG   Reporting Period: Jul – Sep 09   Federal Award Number: TEST-Award-2009   $100,000

## Grantee Status Summary for Federal Award Number TEST-Award-2009

### Grantee Activity

| Grantee | Amount Allocated for Grantee-level Activity | Data E... |
|---|---|---|
| Liz's Testing | $0 | Co... Enter/... |

### Subrecipient Activity - 2 subawards Active for TEST-Award-2...

| Check All ☐ | Subrecipient | User ID | Subaward Number | Project Period | Amount of Subaward | Pu... A... |
|---|---|---|---|---|---|---|
| ☐ | Test Subrecipient | TEST0059G | ARRA JAG Test-Sub 1 | Mar – Dec 09 | $1,000 | Enfo... |
| ☐ | Test Subrecipient | TEST0059G | ARRA JAG Test-Sub 2 | Mar – Dec 09 | $1,500 | Prosecution and Court |

Remove

In Progress
Data must be entered by subrecipient
Edit
Remove

Edit All Checked    Add a Subaward

On the Grantee Status Summary screen, the subrecipient's data entry status now reads **In Progress**

The status will remain **In Progress** until the subrecipient makes the necessary revisions and marks their data as complete.

BJA Performance Measurement Tool (PMT)

# Subrecipient Resubmits Data to Grantee

If You Require the Subrecipient to Enter Data for Themselves

- After subrecipient resubmits their record to the grantor, the grantor may review it. If all is well, the record will maintain the status of **Complete**.

- Then the grantor can return to the *Grantee Status Summary* screen to report narrative data at the time that is due or select **Create GMS Report** under Report Status in the Grantee Activity box

*Make sure ALL Subrecipients have been reported on before making any reports!*

BJA Performance Measurement Tool (PMT)

# Step 8: Create a GMS Report

**After you have marked your data as complete:**

1. On the **Home** screen, click **Create a GMS Report** (slide 66)

2. Select **Create a GMS Report** (slide 67)

   **Please Note:** Your data is now LOCKED to further editing! If you need to edit your data, please contact the BJA Tools Helpdesk for assistance.

3. Complete User Feedback Form (slide 68)

4. View your GMS report (slide 69). You may choose to **Add Comments**

5. Click **Export as a PDF file** (slide 69)

6. Save file to your computer

7. Upload the GMS report to the Grants Management System website by November 29 for ARRA JAG and FY09 JAG.

BJA Performance Measurement Tool (PMT)

# Create a GMS Report

| Info & Resources | Profile | Federal Awards | Home | Manage Subrecipients | Reports | Help | Log Out |
|---|---|---|---|---|---|---|---|

**Program: ARRA JAG**    **Reporting Period:** Jul - Sep 09    **Federal Award Number:** TEST-Award-2009    $100,000

Click **Create GMS Report.**

## Grantee Status Summary for Federal Award Number TEST-Award-2009

## Grantee Activity

| Grantee | Amount Allocated for Grantee-level Activity | Data Entry Status | Report Status |
|---|---|---|---|
| Liz's Testing | $0 | Complete **Enter/Edit Data** | Ready to Create **Create GMS Report** |

## Subrecipient Activity - 1 subaward Active for TEST-Award-2009

| Subrecipient | User ID | Subaward Number | Project Period | Amount of Subaward | Purpose Area | Data Entry Status | Subaward Actions |
|---|---|---|---|---|---|---|---|
| Test Subrecipient | TEST0059G | ARRA JAG Test-Sub 2 | Mar - Dec 09 | $1,500 | Prosecution and Court | Complete **Review Data** | **Edit** **Remove** |

BJA Performance Measurement Tool (PMT)

# Create a GMS Report

| Info & Resources | Profile | Federal Awards | Home | Manage Subrecipients | Reports | Help | Log Out |
|---|---|---|---|---|---|---|---|

**Data Completion**

By clicking the button "Create a GMS Report", the record will be locked to any further editing. To proceed, click the button below. To go back, click the "home" tab on the navigation bar.

**Create a GMS Report**

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

Click **Create a GMS Report.**

From this point onward your data will be LOCKED to editing. If you need to edit the data after you have created your GMS report, please contact the BJA Tools Helpdesk for assistance.

67

BJA Performance Measurement Tool (PMT)

# User Feedback

BJA Performance Measurement Tool (PMT)

*Grantee Level Data Entry with Subrecipients*
Only Subrecipient Activity to Report

# View of GMS Report

## Grantee Level Data Entry with Subrecipients

| Info & Resources | Profile | Federal Awards | Manage Subrecipients | Reports | Help | Log Out |

**View of GMS Report**

Below is a view of your GMS Report for data reported for the period March 1 - S

Click **Add Comments** to add comments to your report.

Click **Export as a PDF file** to open a new window with the PDF file so that you may s

You should submit this report into GMS by November 29th.

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

**GMS Report**
**American Recovery and Reinvestr**
**Justice Assistance Grant (JA**

**Reporting Period: March 1 - Sept**

This report is generated for the grantee for Federal Award Number . The award
the period March 1 - September 30, 2009.

The following table shows the status of reported grant dollars during this time period.

| Amount of Federal Award Reported During the March 1 - September 30, 2009 Period | |
|---|---|
| Grantee-level Reported Not Operational | $0 |

### Now that your data is locked and ready:

- **You may add a few comments** (2-3 sentences) about your data entry for the reporting period by clicking the **Add Comments** button

- **Click** **Export as a PDF file** **and save the file on your computer**

- **Upload into GMS** to submit annually to BJA by November 29 for FY09 JAG & ARRA JAG.

BJA Performance Measurement Tool (PMT)

# Further Reporting Instructions

- After you have saved the GMS report to your computer, return to the Federal Awards screen to view the data entry and report status. They should show as Completed and Created (see next slide). This is your confirmation that data reporting is complete for the reporting period.

- Log out of the PMT and prepare for the next round of performance measures reporting

- In November, log into the GMS and upload your GMS report by the due date. The PMT will aggregate the previous reporting periods into one overall GMS report .

### *And you're done!*

BJA Performance Measurement Tool (PMT)

# View of Data Entry Status and Report Status

*Grantee Level Data Entry with Subrecipients*
Grantee and Subrecipient Activity to Report

| Info & Resources | Profile | Federal Awards | Manage Subrecipients | Reports | Help | Log Out |
|---|---|---|---|---|---|---|

Click to view: **All Grants** | **ARRA JAG** | **JAG**

## Grantee Federal Awards

This screen provides a summary of your data entry and report status. This list includes only those reporting periods for American Recovery and Reinvestment Act JAG (ARRA JAG) of 2009 that require reporting at this time.

**View All Reporting Periods**

### ARRA JAG

RECOVERY ACT

| Federal Award Number | Award Amount | Reporting Period | Data Entry Status | Report Status |
|---|---|---|---|---|
| TEST-Award-2009 Start Date: Jan 01, 2009 End Date: Dec 31, 2009 | $100,000 | March to June 2009 | Complete **View Reported Data** | Created **View GMS Report** |
| | | July to September 2009 | Complete **View Reported Data** | Created **View GMS Report** |

BJA Performance Measurement Tool (PMT)

# Performance Measurement Tool (PMT) User's Guide

## American Recovery and Reinvestment Act (ARRA)
### and
## FY09 JAG Programs

November 2009

### Grantee Level Data Entry:
### With Subrecipients

Activities are implemented at <u>both</u> the grantee and subrecipient level

# Grantee Level Data Entry with Grantee and Subrecipient Activity

Step 1:  Log In

Step 2:  Profile Screen

Step 3:  Information & Resources Screen

Step 4:  Grantee Federal Awards Screen

  a.  Award Administration

Step 5:  Create a Subrecipient and Subaward

Step 6:  Data Entry for Grantee Activity

  a.  General Award Information
  b.  Purpose Area Selection
  c.  Activity Types
  d.  Numerical Data Entry
  e.  Narrative Questions (when required)

Step 7:  Data Entry for Subrecipient Activity

  a.  General Award Information
  b.  Purpose Area Selection
  c.  Activity Types
  d.  Numerical Data Entry

Step 8:  Create a GMS Report

BJA Performance Measurement Tool (PMT)

**BJA**

**BJA Performance Tools**

**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 questions or any problems; please feel free to contact the help desk staff at BJAPMT@csrincorporated.com.

**Login**

Enter your User ID and Password to sign in.

**User ID:**

**Password:**

Sign In

**BJA Training and Technical Assistance Tool (TTARS)**

The BJA Training and Technical Assi...

- Add training and technical as...
- Report on activity related to th...

If you would prefer to just browse the...

click here to browse the calendar

You must be a grantee of BJA to obtain a user ID and a password to access these features. If you need a user ID or have questions or any problems, please feel free to contact the help desk staff at BJAtools@csrincorporated.com.

https://www.bjaperformancetools.org

Enter your **userID** and **password** to log into the system

The BJA Performance Tools system is comprised of 2 online reporting tools that support BJA grantees. The first is the Performance Measurement Tool and the second is the Training and Technical Assistance Reporting System. Your user ID will identify the database for which you are required to use.

Calendar of Training and Technical Assistance Events

BJA Performance Measurement Tool (PMT)

*Grantee Level Data Entry with Subrecipients*
Grantee and Subrecipient Activity to Report

## FIRST TIME ENTRY:

**1. Profile Information**:
Review the contact information that is pre-populated from GMS and add additional contact name and email (if applicable). (slide 76)

**2.** Click **Continue** you'll be taken to the **Grantee Federal Awards Screen.** (slide 79)

## RETURN USERS:

1. Logging-in will bring you to **Information and Resources** screen (slide 77)

2. Select **Continue** and you'll be taken to the **Grantee Federal Awards** screen (slide 79)

Whether you are a first time or returning user, it is important that you verify your contact name and email address, and enter an additional contact so we can update you on important PMT reporting requirements.

BJA Performance Measurement Tool (PMT)

*Grantee Level Data Entry with Subrecipients*
Grantee and Subrecipient Activity to Report

| Info & Resources | Profile | Federal Awards | Home | Reports | Help | Log Out |
|---|---|---|---|---|---|---|

## Profile

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

| | |
|---|---|
| User ID: | TEST0038S |
| Legal Name: | Liz's Testing |
| OJP Vendor Number: | 0000 |
| DUNS Number: | 0000 |
| Address1: | 2107 Wilson Blvd |
| Address2: | |
| City: | Arlington |
| State/Territory: | TEST |
| Zip: | 22201 |
| Fax: | 123-456-7890 |
| Authorized Rep: | |

**ARRA JAG Contact Information**

Point of Contact: John Doe
123-456-7890
jdoe@csrincorporated.com

Additional Contact: _____ (Name)
_____ (Phone)
_____ (Email)

**Save Additional Contact Information**

**Continue**

Check profile for accuracy.

If any changes are needed, please update your contact information in the GMS system and contact your State Policy Advisor.

You may Add an additional contact to receive notices from the tool. Click **Save Additional Contact Information** to save information entered.

Click **Continue** button to move to the next screen

BJA Performance Measurement Tool (PMT)

BJA

**Info & Resources**     **Profile**     **Federal Awards**     **Reports**     **Help**     **Log Out**

## Information and Resources

You are responsible for creating a report from the Performance Meas
Grants Management System (GMS). Please see the reporting schedule
submission periods, you are encouraged to create a report for your r

Performance Measurement Tool ARRA JAG Quarterly Reporting Schedule

ARRA JAG                                                                                          ⊞

**Continue**

BJA

For more information contact BJAPMT@csrincorpor
Toll-free Technical Assistance Helpdesk Number: 1-88

Navigation bar – Appears on all screens to help switch between different points in the system

Click **Continue** button to move to the **Federal Awards Screen**

This screen contains training dates and other reporting information for grantees.

**Click the plus sign [+]** to expand the box.

All screens have contact information for the helpdesk

BJA Performance Measurement Tool (PMT)

# Step 4: Grantee Federal Awards Screen

**ALL USERS:**

1. Choose the correct reporting period and select **Begin Reporting Process** (slide 79)

**FIRST TIME ENTRY:**

2. **Award administration**: Select the statement that best describes your administration of JAG funds (slide 80)

3. Click **Continue** to move forward

BJA Performance Measurement Tool (PMT)

*Grantee Level Data Entry with Subrecipients*
Grantee and Subrecipient Activity to Report

**Grantee Federal Awards**

This screen provides a summary of your data entry and report status. This list includes all reporting periods.

If you would like to view only the current reporting periods, click **View Current Reporting Periods Only**

**View Current Reporting Periods Only**

**ARRA JAG**

*RECOVERY ACT*

| Federal Award Number | Award Amount | Reporting Period | Data Entry Status | Report Status |
|---|---|---|---|---|
| 2009-SB-B9-0000  Start Date: Mar 01, 2009  End Date: Dec 31, 2010 | $100,000 | March to June 2009 | Not Started  **Begin Reporting Process** | Not Created  **Create GMS Report** |
| | | July to September 2009  REMINDER: An annual GMS report is due to GMS by 11/29 | Not Started  **Begin Reporting Process** | Not Created  **Create GMS Report** |
| | | October to December 2009 | Not Started  **Begin Reporting Process** | Not Created  **Create GMS Report** |

**JAG**

| Federal Award Number | Award Amount | Reporting Period | Data Entry Status | Report Status |
|---|---|---|---|---|
| 2009-DJ-BX-0000  Start Date: Oct 01, 2008  End Date: Dec 31, 2010 | $100,000 | October 2008 to September 2009  REMINDER: An annual GMS report is due to GMS by 11/29 | Not Started | Not Created |
| | | October to December 2009 | | |

Select the correct reporting period for the award you wish to report on and click **Begin Reporting Process.**

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

BJA Performance Measurement Tool (PMT)

# Step 4a: Award Administration Screen

The Award Administration screen will only appear for first time users.

**Info & Resources**   **Profile**   **Federal Awards**   **Home**   **Manage Subrecipients**

## Award Administration

For the federal award noted below, please select the button that best describes use of the federal award for activities outlined in your grant application.

### JAG

| Federal Award Number |
|---|
| 2009-DJ-BX-0000 |
| Start Date: Oct 01, 2008<br>End Date: Dec 31, 2010 |

Click the radio button to designate how funds are administered.

Click **Continue**

○ **All grant funds are sub-awarded to subrecipients (Grantee does not implement any programs, services or activities)**
○ **All grant funds are used by grantee only**
⊙ **All grant funds are used by grantee and subrecipients (includes disparate jurisdictions)**

**Continue**  **Cancel**

If activities are implemented at BOTH the grantee and subrecipient level, **please select Award Administration option 3**, 'All grant funds are used by grantee and subrecipients.'

BJA Performance Measurement Tool (PMT)

# Home/Grantee Status Summary Screen

| Info & Resources | Profile | Federal Awards | Home | Manage Subrecipients | Reports | Help | Log Out |
|---|---|---|---|---|---|---|---|

**Program:** ARRA JAG    **Reporting Period:** Jul - Sep 09    **Federal Award Number:** TEST-Award-2009    $100,000

## Grantee Status Summary for Federal Award Number TEST-Award-2009

**Your changes have been saved.**

### Grantee Activity

| Grantee | Amount Allocated for Grantee-level Activity | Data Entry Status | Report Status |
|---|---|---|---|
| Liz's Testing | $0 | Not Started **Enter/Edit Data** | Not Created **Create GMS Report** |

### Subrecipient Activity

You have not assigned any subgrantees to award TEST-Award-2009.

**Add a Subrecipient**

### Award Administration

○ All grant funds are sub-awarded to subrecipients (Grantee does not implement any programs, se

○ All grant funds are used by grantee only

⊙ All grant funds are used by grantee and subrecipients (includes disparate jurisdictions)

> This is your **Home** screen. You can always go back to this screen by clicking the **Home** tab on the navigation bar

BJA Performance Measurement Tool (PMT)

*Grantee Level Data Entry with Subrecipients*
Grantee and Subrecipient Activity to Report

| Info & Resources | Profile | Federal Awards | Home | Manage Subrecipients | Reports | Help | Log Out |
|---|---|---|---|---|---|---|---|

**Program:** ARRA JAG   **Reporting Period:** Jul - Sep 09   **Federal Award Number:** TEST-Award-2009   $100,000

## Grantee Status Summary for Federal Award Number TEST-Award-2009

**Your changes have been saved.**

### Grantee Activity

| Grantee | Amount Allocated for Grantee-level Activity | Data En... |
|---|---|---|
| Liz's Testing | $0 | Not ... Enter/... |

### Subrecipient Activity

You have not assigned any subgrantees to award TEST-Award-2009.

**Add a Subrecipient**

### Award Administration

○ All grant funds are sub-awarded to subrecipients (Grantee does not implement any programs, services or activities)
○ All grant funds are used by grantee only
◉ All grant funds are used by grantee and subrecipients (includes disparate jurisdictions)

For instructions on creating a subrecipient and subaward, **please refer to slides 18-31** of this User's Guide.

BJA Performance Measurement Tool (PMT)

# Step 6: Data Entry for Grantee Activity

| Info & Resources | Profile | Federal Awards | Home | Manage Subrecipients | Reports | Help | Log Out |
|---|---|---|---|---|---|---|---|

**Program:** ARRA JAG **Reporting Period:** Jul - Sep 09 **Federal Award Number:** TEST-Award-2009 $100,000

## Grantee Status Summary for Federal Award Number TEST-Award-2009

### Grantee Activity

| Grantee | Amount Allocated for Grantee-level Activity | Purpose Area | Data Entry Status | Report Status |
|---|---|---|---|---|
| Liz's Testing | $15,000 | | Not Started **Enter/Edit Data** | Not Created **Create GMS Report** |

### Subrecipient Activity - 2 subawards Active for TEST-Award-2009

| Check All ☐ | Subrecipient | User ID | Subaward Number | Project Period | Amount of Subaward | Purpose Area | Data Entry Status | Subaward Actions |
|---|---|---|---|---|---|---|---|---|
| ☐ | Test Subrecipient | TEST0059G | ARRA JAG Test-Sub 1 | Mar - Dec 09 | $1,000 | | | Edit / Remove |
| ☐ | Test Subrecipient | TEST0059G | ARRA JAG Test-Sub 2 | Mar - Dec 09 | $1,500 | Prosecution and Court | **Review Data** | Edit / Remove |

Select **Enter/Edit Data** to begin grantee reporting process

BJA Performance Measurement Tool (PMT)

# Step 6: Data Entry for Grantee Activity

Is Your Award Operational?

1. If your award was operational*, answer **Yes** to the question: Was your award operational during the reporting period? If your award was not-operation, answer **No** to the question and complete only the 2$^{nd}$ and 3$^{rd}$ steps listed below, then skip to slide 96.

   * Operational indicates that activities proposed in the grant application occurred and thus funds were spent during the specific reporting period.

2. Check or fill out award information and target population (may be carried over from previous reporting period so be sure to verify) and click **Save** (slides 85-86)

3. Select Purpose Area(s) and allocate funds (estimated value should equal full grant amount) (slides 87-88)

4. Designate Activity Type for each Purpose Area selected (slide 89).

5. Click **Enter Data** to begin entering your numerical data (slide 90)

BJA Performance Measurement Tool (PMT)

# Step 6a: General Award Information Screen

**You must provide the following information on the General Award Information screen:**

1. Whether grantee-level activity during the reporting period.
2. Federal Congressional District
3. Implementing Organization Type
4. Yes/No answer- Is the implementing organization:
    1. Faith-based?
    2. Community-based?
    3. Using JAG funds for Task Force Activities?

| Info & Resources | Profile | Federal Awards | Home | Manage Subrecipients | Reports | Help | Log Out |

Grantee: Liz's Testing    Program: ARRA JAG    Reporting Period: Jul - Sep 09    Federal Award Number: TEST-Award-2009    $15,000

**...eral Award Information**

...ds are required for projects operational during the reporting period. After you have entered the requested information about this ...grant, use the button at the bottom of the screen to save your information.

**...eral Award Information**

...se enter the amount allocated for grantee-level activity

[ ...5000 ]

...a there grantee-level activity during the reporting period July 1, 2009 - September 30, 2009?

○ Yes

○ No, no grantee-level activity occurred during the period and no grantee level funds were expended.

...deral Congressional District:

...ST    [ At-large (00) ]    **Current Selection:**
TEST-00

...k http://www.house.gov, to use the zip code(s)of the area(s) served by the project to determine the Federal Congressional ...ict (s).

...se specify the implementing organization type:

○ State Agency

○ Tribal Government

○ Unit of Local Government

○ Other

...other, please specify the implementing organization type:

[                                                              ]

...e implementing organization a faith-based program? Organizations nationwide may self-define themselves as faith based ...nizations.

○ Yes    ◉ No

...e implementing organization a community-based program? BJA defines community-based programs as found in statute 42 U.S.C. ...91(a)(11): neighborhood or community-based organizations as "organizations, including faith-based, that are representative of ...munities or significant segments of communities."

○ Yes    ◉ No

...o you use JAG funds for Task Force Activities?

○ Yes    ○ No

[ Save ]    [ Cancel ]

Subrecipient's General Award Information Screen: Target Population



**Target Population**

What gender population is funded by this award?

☐ Female
☐ Male
☐ N/A

What age population is funded by this award?

☐ Adult - over age 18
☐ Juvenile - 18 and younger
☐ N/A

Select all geographic locations of populations served by this funding.

☐ Rural
☐ Suburban
☐ Tribal
☐ Urban
☐ N/A

Save  Cancel

**You must provide the following information about the Target Population:**

1. Gender of population funded by award
2. Age of population funded by award
3. Geographic locations of population served by funding.

Check all answers that apply. Only select N/A if the population isn't served directly.

When you have finished, click **Save** to save your information and move on to the next screen.

BJA Performance Measurement Tool (PMT)

# Step 6b: Purpose Area Selection

| Info & Resources | Profile | Federal Awards | Home |
|---|---|---|---|

**Grantee:** Liz's Testing | **Program:** ARRA JAG | **Reporting Period:** Jul - Sep 09

Allocated amounts must total up to the Federal Award Amount

## Purpose Area Selection

Select each Purpose Area applicable to your grant award and indicate the amount of funds allocated fo...

Areas funded under the (ARRA) JAG programs are divided into 7 Purpose Areas.

Select each purpose area for which funds are budgeted and enter the amount.

Click **Save**

| Award Summary | Federal Award Number | Federal Award Amount | Fede... |
|---|---|---|---|
| Liz's Testing | TEST-Award-2009 | $100,000 | Janua... |

| | Purpose Area | Amount |
|---|---|---|
| ☑ | 1 - Law Enforcement | $ 100000 |
| ☐ | 2 - Prosecution and Court | $ |
| ☐ | 3 - Prevention and Education | $ |
| ☐ | 4 - Corrections and Community Corrections | $ |
| ☐ | 5 - Drug Treatment and Enforcement | $ |
| ☐ | 6 - Planning, Evaluation and Technology Improvement | $ |
| ☐ | 7 - Crime Victim and Witness | $ |
| **Administrative Set Aside** | | $ 0 |

Save

Enter the amount of funds set aside for administrative purposes. Administrative funds cannot equal more than 10% of the total award amount

BJA Performance Measurement Tool (PMT)

# Administrative Set Aside

**Info & Resources**       **Profile**       **Federal Awards**       **Home**       **Manage Subrecipients**       **Reports**       **Help**       **Log Out**

**Grantee:** Liz's Testing

## Purpose Area Selection

## Award Information saved.

Select each Purpose Area applicable to

| Award Summary | Federal Award |
|---|---|
| Liz's Testing | TEST-Award-2009 |

In the Administrative Set Aside box, enter the amount of funds set aside for administrative purposes. Grantees may use up to 10 percent of the award for costs associated with administering grant funds.

If you are a grantee that will ONLY be using part of the award for administrative set aside while the remaining amount is being subawarded out, then you will need to select the Award Administration option: All grant funds are sub-awarded to subrecipients. This is because PMT does not require program performance measures to be reported on administrative activities.

| | Purpose Area | |
|---|---|---|
| ☐ | 1 - Law Enforcement | |
| ☐ | 2 - Prosecution and Court | |
| ☐ | 3 - Prevention and Education | |
| ☐ | 4 - Corrections and Community | |
| ☐ | 5 - Drug Treatment and Enforcement | $ |
| ☐ | 6 - Planning, Evaluation and Technology Improvement | $ |
| ☐ | 7 - Crime Victim and Witness | $ |
| **Administrative Set Aside** | | $ 0 |

**Save**   **Cancel**

BJA Performance Measurement Tool (PMT)

**BJA**

*Grantee Level Data Entry with Subrecipients*
Grantee and Subrecipient Activity to Report

| Info & Resources | Profile | Federal Awards | Home | Manage Subrecipients | Reports | Help | Log Out |

Subrecipient: test    Program: ARRA JAG    Reporting Period: Mar - Jun 09    Subgrant ID: TEST-02    $1,500

**Activity Types**

For each selected Purpose Area, check all activities that are planned for funding with your award. F
area, please designate as direct service, system improvement or both.

**PA 2: Prosecution and Court**

- ☐ **State/Local Initiatives**      ☐ Direct Service
- ☐ **Training**
- ☐ **Technical Assistance**
- ☐ **Personnel**
- ☐ **Equipment/Supplies**
- ☐ **Contractual Support**
- ☐ **Information Systems for Criminal Justice System**
- ☐ **Research, Evaluation, and Product Development**

**Save**    **Cancel**

Activities funded under the (ARRA) JAG programs are divided into 8 types of activity.

Select each activity for each purpose area for which funds are budgeted.

Click **Save**

BJA Performance Measurement Tool (PMT)

# Step 6d: Numerical Data Entry

| Info & Resources | Profile | Federal Awards | Home | Manage Subrecipients | Reports | Help | Log Out |
|---|---|---|---|---|---|---|---|

**Grantee:** Liz's Testing    **Program:** ARRA JAG    **Reporting Period:** Jul - Sep 09    **Federal Award Number:** TEST-Award-2009    $15,000

## View of Performance Measures

Click **Enter Data**.

Please click the Enter Data button to enter data for this reporting period. To view or change data click the appropriate "Edit" button.

**Edit Award Information**    **Edit Purpose Areas**    **Edit Activities**    **Enter Data**    **Enter Narrative Data**    **Return to Home**

**Data Entry Status:** Not Started    **Selected Reporting Period:** July to September 2009

| Law Enforcement | July to September 2009 |
|---|---|
| ⊞ Personnel | |

| Outcomes for All Activities | July to September 2009 |
|---|---|
| ⊞ Outcomes for All Activity Areas | |

These buttons allow you to return to these screens to view and/or edit information.

| Narrative Data | July to September 2009 |
|---|---|
| 1. What were your accomplishm | |
| A. Open ended text respons | |
| test | |

BJA Performance Measurement Tool (PMT)

**BJA**

*Grantee Level Data Entry with Subrecipients*
Grantee and Subrecipient Activity to Report



Info & Resources    Profile    Federal Awards    Home    Manage Subrecipients    Reports    H

**Grantee:** Liz's Testing    **Program:** ARRA JAG    **Reporting Period:** Mar - Jun 09    **Federal Award Number:** TEST-Aw

**PA 1: Law Enforcement**    Back to View

Enter data for all indicators that are applicable to your grant-funded activities. (N/A means that this question does n funded activities.)

| Selected Purpose Areas | | Allocated Amount | Activity |
|---|---|---|---|
| PA 1: | Law Enforcement | $1,000 | Personnel (SI) |
| | Outcomes for All Activities | | Er |

| Law Enforcement | March to |
|---|---|
| ⊟ Personnel | |

32. Number of new personnel paid with ARRA JAG funds Output
A. Number of NEW personnel paid with ARRA JAG funds during the reporting period
B. Total number of existing personnel paid by all OTHER (non-ARRA JAG) sources during the reporting period

33. Indicate the type of NEW personnel paid with ARRA JAG funds Output    **N/A**
A. Law Enforcement Personnel    ☐ ☐
B. Prosecution and Court Personnel
C. Prevention and Education Personnel
D. Corrections and Community Corrections Personnel

Enter data in the fields provided for each indicator.

The system will automatically calculate percentages, totals, or other formulas upon saving of data.

Measures are mandatory unless identified by an N/A checkbox

Click **Save** at the bottom of the screen. This will also take you to the data entry screen for your other Purpose Areas.

BJA Performance Measurement Tool (PMT)

# Numerical Data Entry (cont.): Outcomes for All Activities

**Outcomes for All Activities** — October 2008 to September 2009

⊟ **Outcomes for All Activity Areas**

84. Change in number of individuals arrested in a targeted group by crime type Outcome — N/A

   A. The number of individuals (by related crime) arrested during the quarter before the start of the award

   B. Total number of individuals arrested (by related crime) during the reporting period

   C. Please select one:

85. Change in reported crime rates in a community by crime type Outcome

   A. Number of reported crimes (targeted by JAG funds) during the quarter before the start the award

   B. Total number of reported crimes (targeted by JAG funds) during the period

   C. Please select one:

86. Type of crime Outcome

   A. Homicides

   B. Forcible Rapes

   C. Robberies

   D. Aggravated Assaults

   E. Other, please define.

**Save**   **Cancel**

**All organizations must also complete the "Outcomes for All Activities" area.**

If your project period is operational, then you will be asked to answer these three questions. This is the only indicator that will allow you to select **N/A** for every answer. If the question does not apply to your activity please check **N/A**.

BJA Performance Measurement Tool (PMT)

# Step 6e: Narrative Questions

| Info & Resources | Profile | Federal Awards | Home | Manage Subrecipients | Reports | Help | Log Out |

**Grantee:** Liz's Testing     **Program:** ARRA JAG     **Reporting Period:** Jul - Sep 09     **Federal Award Number:** TEST-Award-2009     $15,000

## View of Performance Measures

Please click the Enter Data button to enter data for this reporting period. To view or change data click the appropriate "Edit" button.

[ Edit Award Information ]   [ Edit Purpose Areas ]   [ Edit Activities ]   [ **Enter Data** ]   [ **Enter Narrative Data** ]   [ Return to Home ]

### Your Data Has Been Saved.

**Data E**

**All data**
**entere**

| Law |
| ⊞ Per |

---

Click **Enter Narrative Data**

The 7 narrative questions are required of all BJA grantees on an annual basis. The questions are based on the previous 12 months of activity. You will only be asked to answer these questions during the July-September reporting period, and you must answer the questions to the best of your ability regardless of whether your award was considered "operational."

BJA Performance Measurement Tool (PMT)

BJA

*Grantee Level Data Entry with Subrecipients*
Grantee and Subrecipient Activity to Report

**Narrative Data**    Back to View

Please respond to each question shown below. Your response should reflect activity during the previous 12-month period. Each text box has a limit of 5000 characters, this includes spaces. Text may be pasted from another software program, but some formatting may be lost in the transition.

**Narrative Data**                                                    **July to September 2009**

1. What were your accomplishments within this reporting period? Output

   A. Open ended text response (5000 characters)

2. What goals were accomplished, as they relate to your grant application? Output

   A. Open ended text response (5000 characters)

3. What problems/barriers did you encounter, if any, within the reporting period that prevented you from reaching your goals or milestones? Output

   A. Open ended text response (5000 characters)

4. Is there any assistance that BJA can provi...

   A. Yes/ No

   B. If yes, please explain.
      n/a

The narrative questions are ONLY completed by the grantee. The grantee's answers should include activities performed at the grantee-level (if applicable) and activities performed by the subrecipients.

BJA Performance Measurement Tool (PMT)

*Grantee Level Data Entry with Subrecipients*
Grantee and Subrecipient Activity to Report

5. Are you on track to fiscally and programmatically complete your program as outlined in your grant application? (Please answer YES or NO and if no, please explain.) Output
A. Open ended text response (5000 characters)

6. What major activities are planned for the next 6 months? Output
A. Open ended text response (5000 characters)

7. Based on your knowledge of the criminal justice field, are there any innovative programs/accomplishments that you would like to share with BJA? Output
A. Open ended text response (5000 characters)

**Save**   **Cancel**

Once you complete these questions, click **Save** at the bottom of the page.

95

BJA Performance Measurement Tool (PMT)

# Mark Data as Complete

| Info & Resources | Profile | Federal Awards | Home | Manage Subrecipients | Reports | Help | Log Out |
|---|---|---|---|---|---|---|---|

**Grantee:** Liz's Testing     **Program:** ARRA JAG     **Reporting Period:** Jul - Sep 09     **Federal Award Number:** TEST-Award-2009     $15,000

## Mark Data as Complete

Please confirm for the system that you have completed data entry for this record. To view or change any data or information click the appropriate "edit" button.

| Edit Award Information | Edit Purpose Areas | Edit Activities | Edit Data | Edit Narrative Data | Mark Data as Complete | Return to Home |
|---|---|---|---|---|---|---|

### Your Data Has Been Saved.

**Data Entry Status: In Progress**     **Selected Reporting Period: July to September 2009**

| Law Enforcement | July to Septe |
|---|---|
| ⊞ Personnel | |

| Outcomes for All Activities | July to September 2009 |
|---|---|
| ⊞ Outcomes for All Activity Areas | Edit Data |

Click **Mark Data as Complete**

BJA Performance Measurement Tool (PMT)

*Grantee Level Data Entry with Subrecipients*
Grantee and Subrecipient Activity to Report

| Info & Resources | Profile | Federal Awards | Home | Manage Subrecipients | Reports | Help | Log Out |
|---|---|---|---|---|---|---|---|

**Grantee:** Liz's Testing   **Program:** ARRA JAG   **Reporting Period:** Mar - Jun 09   **Federal Award Number:** TEST-Award-2009   $1,000

**Confirm completion of data entry**

**Confirm completion of data entry by clicking "Yes". "No" will allow you to go back and edit the information entered.**

Yes   No

**General Award Information**

Please enter the amount allocated for grantee-level activity

$1,000

Was there grantee-level activity during the reporting period March 1, 2009 - June 30, 2009?

Yes

Federal Congressional District:

TEST-00

Please specify the implementing organization type:

State Agency

Review data entry and click **Yes** to verify completion of data entry.

BJA Performance Measurement Tool (PMT)

# View of Performance Measures Screen

| Info & Resources | Profile | Federal Awards | Home | Manage Subrecipients | Reports | Help | Log Out |

**Grantee:** Liz's Testing   **Program:** ARRA JAG   **Reporting Period:** Jul - Sep 09   **Federal Award Number:** TEST-Award-2009   $15,000

## View of Performance Measures

Please click on each button shown below to enter data for this reporting period. Please note that for some reporting periods only numerical data are required.

| Edit Award Information | Edit Purpose Areas | Edit Data | Edit Narrative Data | Return to Home |

**Data Entry Status: Complete**   Selected Reporting Period: **July to September 2009**

**General Award Information**

Please enter the amount allocated for grantee-level activity

$15,000

Was there grantee-level activity during the reporting period July 1, 2009 - Septemb...

Yes

Federal Congressional District:

TEST-00

Please specify the implementing organization type:

State Agency

> Grantee level data entry is complete
>
> Click **Return to Home.**

BJA Performance Measurement Tool (PMT)

# Step 7: Data Entry for Subrecipient Activity

| Info & Resources | Profile | Federal Awards | Home | Manage Subrecipients | Reports | Help | Log Out |

Program: ARRA JAG   Reporting Period: Jul - Sep 09   Federal Award Number: TEST-Award-2009   $100,000

Grantee level data entry status is now **Complete**

Now data needs to be entered at the subrecipient level. **Please refer to slides 40-64** of this User's Guide for directions on how to enter subrecipient data.

**...ard Number TEST-Award-2009**

| | Purpose Area | Data Entry Status | Report Status |
|---|---|---|---|
| | Law Enforcement | Complete **Enter/Edit Data** | Not Created **Create GMS Report** |

**...ve for TEST-Award-2009**

| | | | Project Period | Amount of Subaward | Purpose Area | Data Entry Status | Subaward Actions |
|---|---|---|---|---|---|---|---|
| ☐ | Test Subrecipient | TEST0059G | ARRA JAG Test-Sub 1 | Mar - Dec 09 | $1,000 | Law Enforcement | Not Started **Enter/Edit Data** | **Edit** **Remove** |
| ☐ | Test Subrecipient | TEST0059G | ARRA JAG Test-Sub 2 | Mar - Dec 09 | $1,500 | Prosecution and Court | Complete **Review Data** | **Edit** **Remove** |

99

BJA Performance Measurement Tool (PMT)

*Grantee Level Data Entry with Subrecipients*
Grantee and Subrecipient Activity to Report

**After you have marked your data as complete (as shown on slide 96):**

1. On the **Home** screen, click [Create a GMS Report] (slide 101)

2. Select [Create a GMS Report] (slide 102)

   **Please Note:** Your data is now LOCKED to further editing! If you need to edit your data, please contact the BJA Tools Helpdesk for assistance.

3. Complete User Feedback Form (slide 103)

4. View your GMS report (slide 104). You may choose to [Add Comments]

5. Click [Export as a PDF file] (slide 104)

6. Save file to your computer

7. Upload the GMS report to the Grants Management System website by November 29 for ARRA JAG and FY09 JAG.

BJA Performance Measurement Tool (PMT)

# Create a GMS Report

| Info & Resources | Profile | Federal Awards | Home | Manage Subrecipients | Reports | Help | Log Out |
|---|---|---|---|---|---|---|---|

**Program:** ARRA JAG  **Reporting Period:** Jul - Sep 09  **Federal Award Number:** TEST-Award-2009  $100,000

## Grantee Status Summary for Federal Award Number TEST-Award-2009

### Grantee Activity

Click **Create GMS Report**

| Grantee | Amount Allocated for Grantee-level Activity | Purpose Area | Data Entry Status | Report Status |
|---|---|---|---|---|
| Liz's Testing | $1,000 | Law Enforcement | Complete **Enter/Edit Data** | Ready to Create **Create GMS Report** |

### Subrecipient Activity - 1 subaward Active for TEST-Award-2009

| Subrecipient | User ID | Subaward Number | Project Period | Amount of Subaward | Purpose Area | Data Entry Status | Subaward Actions |
|---|---|---|---|---|---|---|---|
| Test Subrecipient | TEST0059G | ARRA JAG Test-Sub 2 | Mar - Dec 09 | $1,500 | Prosecution and Court | Complete **Review Data** | **Edit** **Remove** |

101

BJA Performance Measurement Tool (PMT)

# Create a GMS Report

| Info & Resources | Profile | Federal Awards | Home | Manage Subrecipients | Reports | Help | Log Out |
|---|---|---|---|---|---|---|---|
| | **Program:** ARRA JAG | | **Reporting Period:** Jul - Sep 09 | | | TEST-Award-2009 | |

## Data Completion

By clicking the button "Create a GMS Report", the record will be locked to any further editing. To proceed, click the button below. To go back, click the "home" tab on the navigation bar.

**Create a GMS Report**

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

Click **Create a GMS Report**

From this point onward your data will be LOCKED to editing. If you need to edit the data after you have created your GMS report, please contact the BJA Tools Helpdesk for assistance.

BJA Performance Measurement Tool (PMT)

BJA Performance Measurement Tool (PMT)

# View of GMS Report

| Info & Resources | Profile | Federal Awards | Manage Subrecipients | Reports | Help | Log Out |
|---|---|---|---|---|---|---|

**View of GMS Report**

Below is a view of your GMS Report for data reported for the period March 1

Click **Add Comments** to add comments to your report.

Click **Export as a PDF file** to open a new window with the PDF file so that you r

You should submit this report into GMS by November 29th.

---

**GMS Report**
**American Recovery and Reinve**
**Justice Assistance Grant (**

**Reporting Period: March 1 - Se**

This report is generated for the grantee for Federal Award Number . The aw
the period March 1 - September 30, 2009.

The following table shows the status of reported grant dollars during this time period.

| Amount of Federal Award Reported During the March 1 - September 30, 2009 Period | |
|---|---|
| Grantee-level Reported Not Operational | $0 |

*Now that your data is locked and ready:*

- **You may add a few comments** (2-3 sentences) about your data entry for the reporting period by clicking the **Add Comments** button

- **Click** **Export as a PDF file** **and save the file** on your computer

- **Upload into GMS** to submit annually to BJA by November 29 for ARRA JAG and FY09 JAG

BJA Performance Measurement Tool (PMT)

# Further Reporting Instructions

- After you have saved the GMS report to your computer, return to the Federal Awards screen to view the data entry and report status. They should show as Completed and Created (see next slide for view of screen). This is your confirmation that data reporting is complete for the reporting period.

- Log out of the PMT and prepare for the next round of performance measures reporting

- In November, log into the GMS and upload your GMS report by the due date. The PMT will aggregate the previous reporting periods into one overall GMS report .

*And you're done!*

BJA Performance Measurement Tool (PMT)

# View of Data Entry Status and Report Status

Grantee Level Data Entry with Subrecipients
Grantee and Subrecipient Activity to Report

BJA Performance Measurement Tool (PMT)

# *What if?....*

**'I get an error message'**

- Check home page, make sure you have completed reporting for all Subrecipients.
- If you still have questions, please contact the BJA Tools Helpdesk.

**'I need to edit data that was submitted in a previous report'**

- E-mail your Program Manager at BJA to request permission to open report.
- 'cc' **bjapmt@csrincorporated.com** when you make the request, we will open the reporting period when approval is received.

**'I require a subrecipient to report for themselves'**

- Make sure you have created their organization and added them to the award
- Provide subrecipient with User ID/Password
- Inform them that the Subrecipient PMT User's Guide can be found under their Information & Resources screen.

BJA Performance Measurement Tool (PMT)

# *What if?…. (cont.)*

## 'My award is not-operational'

- An award is in fact 'Not-operational' if no funds were spent and no activity occurred.
- If this is the case, choose the option "No, no activity occurred during the period and no funds were expended" on the **General Award Information** screen.

## 'I need to edit a subrecipient's project period or award amount'

- On your home page, click **Edit** in the Subaward Actions column, this will open up the subrecipient information screen.
- Once you have made your edits, click **Save** (see next slide).

BJA Performance Measurement Tool (PMT)

*Grantee Level Data Entry with Subrecipients*

**Subrecipient Activity - 1 subaward Active for 2009-DJ-BX-0000**

| Subrecipient | User ID | Subaward Number | Project Period | Amount of Subaward | Purpose Area | Data Entry Status | Subaward Actions |
|---|---|---|---|---|---|---|---|
| | )61G | 03 | Oct 1, 08 - Dec 31, 10 | $50,000 | Law Enforcement | Complete  **Enter/Edit Data** | **Edit**  **Remove** |

**Add a Subrecipient**

> Click the **Edit** button under **Subaward Actions**

**Subrecipient Information**

**Edit Subaward Information**

| Subrecipient | User ID | Subaward Number | Project Period | Amount of Subaward | Purpose Area | Subaward Actions |
|---|---|---|---|---|---|---|
| Test Subrecipient #1 | TEST0063G | | Start: Oct ▾ 1 ▾ 2009 ▾  End: Dec ▾ 31 ▾ 2009 ▾  ☐ Use as default dates for #TEST-Award-2009 projects | $ | ☐ Law Enforcement ☐ Prosecution and Court ☐ Prevention and Education ☐ Corrections and Community Corrections ☐ Drug Treatment and Enforcement ☐ Planning, Evaluation and Technology Improvement ☐ Crime Victim and Witness | **Save**  **Cancel** |

> Make edits and **Save**

BJA Performance Measurement Tool (PMT)

# *Helpful Hints…*

## Keep profile information updated

- New and longstanding members are asked to make sure the profile page has correct and complete contact information. If contact information is wrong please update your information in GMS. Also be sure to update the additional contact information. This is vital for us to update you on information about your PMT reporting.

## Always click the 'red' button

- Red buttons are used as indicators to the action required on that page. Selecting it will complete the action at hand and take you to the next step.

## If you have a question about what an indicator means….

- On the data entry screen, each indicator, underlined in blue, is a link to a definition of that indicator. Clicking the link will open a new window on your computer with that definition (see next slide).

BJA Performance Measurement Tool (PMT)

# Indicator Definitions

BJA Performance Measurement Tool (PMT)

*Grantee Level Data Entry with Subrecipients*

# Reports Menu

| Info & Resources | Profile | Federal Awards | Manage Subrecipients | Reports | Help | Log Out |

**Mandatory Reports**

**1**

**GMS Report - ARRA JAG**

**Run this report for your records. Then in November of e
report to your State Policy Advisor. You will run this rep
into the GMS tool by November 29.**

Reporting Period: July 1, 2009 - September 30, 2009

Federal Award Number: TEST-Award-2009

Data Display: Aggregated

Format: HTML

**Run Report**

Click the **Reports** tab on the navigation bar to get to the **Reports Menu**.

This screen displays all reports available to PMT users, one mandatory report and three optional reports.

**1**

**GMS Report - JAG**

**Run this report for your records. Then in Novem
report to your State Policy Advisor. You will ru
into the GMS tool by November 29.**

Reporting Period: October 1, 2009 - December 31, 2009

Federal Award Number: 2009-dj-bx-xxxx

Data Display: Aggregated

Format: HTML

**Run Report**

**There is 1 Mandatory Report:**

**1. GMS Report:** Aggregates your data; *submit this one to BJA through GMS* (slide 114).

BJA Performance Measurement Tool (PMT)

# *Reports Menu (cont.)*

**Optional Reports**

**2**

**Performance Data Summary Report**

A summary report of all data and comments reported for the reporting period.

Reporting Period: October 1, 2009 - December 31, 2009

Federal Award #: TEST-Award-2009

Format: HTML

Run

**3**

**Subaward Detail Data Report**

A report that presents data for each performance measure as reported, at the Grante
received from the selected federal award number.

Reporting Period: October 1, 2009 - December 31, 2009

Federal Award #: TEST-Award-2009

Format: HTML

Run

**4**

**GMS Report by Subrecipient**

A report that presents data for a selected subrecipient for the selected federal award

Reporting Period: October 1, 2009 - December 31, 2009

Federal Award Number: TEST-Award-2009

Subrecipient: TEST0050G - test

Data Display: Aggregated

Format: HTML

Run

**There are 3 Optional Reports:**

**2. Performance Data Summary Report:** Compares your aggregated data to national data (slide 115).

**3. Subaward Detail Data Report:** Detailed view of data for each subaward (slide 116).

**4. GMS Report by Subrecipient:** Aggregates data for each subrecipient (slide 117).

BJA Performance Measurement Tool (PMT)

*Grantee Level Data Entry with Subrecipients*

| Info & Resources | Profile | Federal Awards | Manage Subrecipients | Reports | Help | Log Out |

**View of GMS Report**

Below is a view of your GMS Report for data reported for the period March 1 - September 30, 2009.

Click **Add Comments** to add comments to your report.

Click **Export as a PDF file** to open a new window with the PDF file so that you may save it to your computer. Please save a copy for your records.

You should submit this report into GMS by November 29th.

**GMS Report**
**American Recovery and Reinvestment Act (ARRA)**
**Justice Assistance Grant (JAG) Program**

**Reporting Period: March 1 - September 30, 2009**

This report is generated for the grantee for Federal Award Number . The award amount is $0. It reflects performance measures data for the period March 1 - September 30, 2009.

The following table shows the status of reported grant dollars during this time period.

| Amount of Federal Award Reported During the March 1 - September 30, 2009 Period | |
|---|---|
| Grantee-level Reported Not Operational | $0 |

BJA Performance Measurement Tool (PMT)

# *Performance Data Summary Report*

## Optional Report

| Info & Resources | Profile | Federal Awards | Manage Subrecipients | Reports | Help | Log Out |
|---|---|---|---|---|---|---|

**Export as a PDF file**

### Regional Testing American Recovery and Reinvestment Act JAG (ARRA JAG) of 2009 Performance Data Summary Report

This report provides a summary and analysis of the performance measurement data as submitted to BJA using the Performance Measurement Tool system. The report compares the grantee data to a national summary of data for all American Recovery and Reinvestment Act JAG (ARRA JAG) of 2009 grantees active during the activity period.

| | **Activity Period** |
|---|---|
| **American Recovery and Reinvestment Act JAG (ARRA JAG) of 2009** | October 1, 2009 - December 31, 2009 |
| | **Federal Award Number** |
| | 2009-SB-B9-0000 |

The following information is presented for this grant program:

- **Performance Data.**

If you have questions about this report please contact your BJA State Policy Advisor (SPA) or the Performance Measurement Tool helpdesk at BJAPMT@csrincorporated.com or 1-888-252-6867. **PLEASE NOTE: This report may not accurately reflect all national program performance data, if data entry for some grantees is incomplete at the time the report is generated.**

### FUND ALLOCATIONS

**Funds Allocated at the Grantee Level**

BJA Performance Measurement Tool (PMT)

*Grantee Level Data Entry with Subrecipients*

| Info & Resources | Profile | Federal Awards | Manage Subrecipients | Reports | Help | Log Out |
|---|---|---|---|---|---|---|

**Regional Testing Subaward Detail Data Report:**

This report is generated for Regional Testing for grant funds active between October 1, 2009 - December 31, 2009.

The total amount of American Recovery and Reinvestment Act JAG (ARRA JAG) of 2009 grant funds active between October 1, 2009 - December 31, 2009 was $100,000. Specifically, $100,000 was subawarded to 1 organization and spent for subgrantee-level activity, and $0 was spent for grantee-level activity. Of those subawards, data were reported for 0 subgrants awarded to 0 organizations accounting for $0.

**Subrecipient Level Data**

Subaward data were reported for activity across 2 grant purpose areas:

- PA 1: Law Enforcement
- PA 2: Prosecution and Court

| Purpose Area | Number of Allocations | Amount of Funds |
|---|---|---|
| PA 1: Law Enforcement | 1 | $50,000 |
| PA 2: Prosecution and Court | 1 | $50,000 |
| Subaward PA Allocations Total | 2 | $100,000 |

**Grantee Level Data**

Data were reported for 0 grant purpose areas.

**Subaward Performance Data Reported
for October 1, 2009 - December 31, 2009**

BJA Performance Measurement Tool (PMT)

*Grantee Level Data Entry with Subrecipients*

| Info & Resources | Profile | Federal Awards | Manage Subrecipients | Reports | Help | Log Out |
|---|---|---|---|---|---|---|

**GMS Report**
**Justice Assistance Grant (JAG) Program**
**03**
**Reporting Period: October 1 - December 31, 2009**

This report is generated for the Test Subrecipient subrecipient. The award amount is $50,000. It reflects performance measures data for the reporting period October 1 - December 31, 2009.

A total of subawards were made to the 1 subrecipient for this reporting period. The subrecipients may include disparate jurisdictions.

**Subrecipient Activity Reported**

**Purpose Areas Selected**

| Selected Purpose Areas | Allocated Amount |
|---|---|
| PA 1:   Law Enforcement | $0 |

**Activities Funded**

Subrecipient-level activities were funded as follows:

| Selected Purpose Areas | Activity |
|---|---|
| PA 1:   Law Enforcement | Training (SI) |

**Performance Indicator Data**

Subrecipient-level data collected from all active subrecipients, for the period October 1 - December 31, 2009 is reported below:

**Manage Subrecipients Screen**

This is your page to do the following:

- Change subrecipient organization name

- Look up subrecipient UserID and passwords

- Changing subrecipient passwords

- Create new Subrecipients

*Grantee Level Data Entry with Subrecipients*

BJA Performance Measurement Tool (PMT)

# *Manage Subrecipients Screen*

Click **Manage Subrecipients** to access this screen

**Info & Resources**

| Profile | **Federal Awards** | **Home** | **Manage Subrecipients** | **Reports** | **Help** | **Log Out** |

Program: ARRA JAG    Reporting Period: Jul - Sep 09    Federal Award Number: TEST-Award-2009    $100,000

**Edit Subrecipient Information**

...formation

The following is a list of all subrecipients crea... please check the list to determine if you can

...brecipients created for all federal awards received by your organization. Before creating a new subrecipient, please check the list to determine if you can just add a new subaward to the contact listed.

Subrecipient

| Subrecipient | User ID | Password | Subrecipient Actions |
|---|---|---|---|
| test ARRA JAG subrecipient [More...] | TEST0050G | rjbxeb | **Edit Subrecipient** |
| test2 | TEST0051G | kjvtgk | **Edit Subrecipient** |

Click on **Edit Subrecipient**

**Edit subrecipient record here**

**Subrecipient Name:** test

**User ID:** TEST0050G

**Password:** rjbxeb

**ARRA JAG Contact Information**

**Primary Contact:** test (Name)

1111111111 (Phone)

elogan@csrincorporated.com (Email)

**Secondary Contact:** (Name)

(Phone)

(Email)

**JAG Contact Information**

**Primary Contact:** (Name)

(Phone)

(Email)

**Save Subrecipient**

Make the necessary changes and click **Save Subrecipient**

BJA Performance Measurement Tool (PMT)

# *Resources…*

## Bureau of Justice Assistance (BJA)

– To find your program manager, go to: www.ojp.usdoj.gov/BJA
– Go to 'Grantee Resources', then 'State Policy Advisor' contact list

## Grants Management System (GMS)

– **GMS Helpdesk: 1-888-549-9901 ext. 3**
– Accepting your award, http://www.ojp.usdoj.gov/gmscbt/
  - To accept your award, please log-in to the GMS web site
  - The authorized representative & point of contact listed in GMS are automatically notified via email when the grant is ready to be accepted.
– **OCFO Helpdesk:  1-800-458-0786 option 2**
  - For Financials go to: www.ojp.usdoj.gov/gmscbt
  - There is also a financial guide on the BJA website.

## Office of Management and Budget (OMB)

– **OMB Helpdesk: 1-877-508-7386**
– For Recovery Act reporting go to: www.Federalreporting.gov

BJA Performance Measurement Tool (PMT)

# *Contact Information*

**Web site**

- To access the BJA PMT Website, please go to: https://www.bjaperformancetools.org/

- To access the BJA PMT Practice Website, please go to:

    http://csrideas.com/bjabeta/bja_umbrella/umbrella.cfm

**Technical Assistance**

- By e-mail: bjapmt@csrincorporated.com

- Toll Free: 1-888-252-6867

*Grantee Level Data Entry with Subrecipients*

BJA Performance Measurement Tool (PMT)