

# **Frequently Asked Questions for the Performance Measurement Tool (PMT) Measures: Reporting on the Edward Byrne Memorial Justice Assistance Grant (JAG)**

**Once you have logged into the PMT system, using your assigned user name and password, you can begin the reporting process by clicking on the Red Button: Begin Reporting Process.**

## **PA 1: State and Local Initiatives**

### **What's the definition of an initiative?**

An initiative is grantee defined but usually the implementation of a new program/project or the maintenance of an existing "essential" program.

### **Can we report on number of defined groups and people at the same time?**

If you have an exact count of the people then report on the measures that ask for the number of individuals and do not answer the defined groups answers. If you do not have an exact count, answer the measures that ask about defined groups.

### **I have a planning program for the mentally ill, how do I account for cost-savings?**

Cost-savings can be accounted for in terms of either dollars or man hours. Whichever way is easier for you, that is how you can determine cost-savings.

### **I have one staff member paid with these grant funds. Do I report the number of participants receiving services from THIS staff member or the total number of participants receiving services from ALL staff members in my organization?**

You would *only* report numbers reflective of the services the CJCC (ARRA) JAG FUNDED staff member provided during the reporting period.

## **PA 2: Training**

### **Do training activities include hosting an actual training or sending staff to attend or present at a training?**

Both should be reported as a training activity.

### **Can we report on number of defined groups and people at the same time?**

If you have an exact count of the people then report on the measures that ask for number of individuals and do not answer the defined groups' answers. If you do not have an exact count, answer the measures that ask about defined groups.

**For the amounts of funds used, do I report how much I have paid out or encumbered?**

Report what you have encumbered during that reporting period.

**How do you track the number of training requests, if you are not the person who actually receives these types of requests?**

Find out who does receive, collect or document this information or begin to do it yourself, if no one is tracking. Utilize the number of trainings that are approved or are actually provided.

**In terms of training, what documentation do we need to verify?**

First, you should contact your grantor, the Criminal Justice Coordinating Council (CJCC), about what trainings can be paid for with JAG funds and also what BJA funded training is near you. The documentation will include: describing the logic behind this training, a statement of need and why this training is appropriate.

In terms of the PMT, you will only account for the number of people in training, the documentation is not submitted here, and it is in your records. ARRA JAG grantees will be audited by the Office of the Inspector General.

- Agencies should have documentation of training filled out by officers (tangible evidence), before/after trainings.
- Use the GMS progress reports to state the results of the training.
- If you obtain results- BJA wants to hear about these results both via email and narrative/comments.

**PA 3: Technical Assistance**

**For the amounts of funds used, do I report how much I have paid out or encumbered?**

Report what you have encumbered during that reporting period.

**PA 4: Personnel**

**For the activity type, personnel, should we report in FTEs, as it is reported in the OMB or the actual number of persons?**

Currently, the PMT requests the number of persons not FTEs. However, BJA will discuss and consider having the PMT request staff hours in FTEs if it will benefit the majority of grantees. For right now though, please report the number of persons filling positions or employees being paid with JAG funds.

**If I hire and/or retain an individual during one reporting period, are they considered retained during the rest of the reporting periods?**

No. Once a person is counted as a new hire or retained during one reporting period, you do not need to report that person as either new or retained. That person is assumed to be

hired and/or retained for the extent of the award. For your annual report, the system will also aggregate both the number of new individuals and individuals retained hired.

**What do you mean by “departments?”**

Departments can be self-defined, but they usually refer to divisions or programs within the agency or organization. *This normally does not apply to an entire agency.*

**How do I answer measures #37 (Percent of departments that report desired efficiency) and #38 (Percent of departments that report desired program quality) when it asks for a percentage?**

You will only respond with an actual number for i.e. “1”. Percentages will be automatically calculated.

**PA 5: Equipment and Supplies**

**For the amounts of funds used, do I report how much I have paid out or how much I have encumbered?**

Report what you have encumbered during that reporting period. You need to report regardless of CJCC’s payment process at the time of reporting.

**Measure #40 (Indicate the quantity for each type of equipment and/or supplies purchased with (ARRA) JAG funds). If our subrecipients purchased several police cruisers in addition to supporting equipment for each that was included in a package, should we count both the cruiser and the equipment by selecting both b (vehicles) and p (other) options?**

Yes. Select as many that may apply.

**Measure #41 (Number of equipment and/or supply requests funded with (ARRA) JAG funds) What if my organization did not receive any requests for equipment, but instead one person decided on the items that would be purchased?**

In such cases, select N/A. This measure should only be answered if the agency or organizations received requests for what to purchase with funds.

**Measure #42 (Percent of staff that directly benefit from equipment or supplies purchased by (ARRA) JAG funds, who report a desired change in their job performance) How do I determine the number of staff benefitting from equipment or supplies purchased with (ARRA) JAG funds?**

You need to look at the number of staff who specifically are using or benefitting from the purchase of the equipment that has been purchased with (ARRA) JAG funds. For example, the benefit could result in a faster process because a computer was purchased. Therefore, the answer will be how many staff is using and/or benefitted from that faster process. *Note: If Measure #41 is not applicable, you must still provide an answer here.*

**How do you track the number of equipment requests, if you are not the person who actually receives these types of requests?**

You need to find out who in your department receives such requests or collects/documents this information. If it is determined that no one currently tracks this information, then it is your responsibility to begin to track the number of requests received as it relates to (ARRA) JAG funds. Note: *An answer here is only applicable if a number was provided for Measure #41.*

**I am buying equipment for a Task Force, should I report under equipment or task force?**

You can decide which one to report on. If measures from both equipment and the task force apply, you can report under both activities.

### **PA 6: Contractual Support**

**What are some examples of contractual support activities?**

Contracts created with local agencies to help support activities to accomplish a specific task or complete a project.

### **PA 7: Information Systems for Criminal Justice System**

**For the amounts of funds used, do I report how much I have paid out or encumbered?**

Report what you have encumbered during that reporting period.

### **PA 8: Research, Evaluation, and Product Development**

#### **Task Force Measures**

**I am buying equipment for a Task Force, should I report under equipment or task force?**

You can decide which one to report on. If measures from both equipment and the task force apply, you can report under both activities.

## **PA: Outcomes for all Activity Types**

**Do I need to answer Measures 84** (*Change in number of individuals arrested in a targeted group by crime type*), **85** (*Change in reported crime rates in a community by crime type*), **and 86** (*Type of crime*)?

You will only answer these measures if they are specific to your grant funded activities. For example, a task force would answer based on the activities of their project which includes targeting crime. If your grant funded activities do not directly focus on targeting crime, you would only respond by checking the N/A box.

**Do I need to answer all of the activity type measures?**

No. You are only responsible for measures applicable to your project. CJCC has preselected these items for you. If you feel any changes need to be made, please email [Crystal.Crews@cjcc.ga.gov](mailto:Crystal.Crews@cjcc.ga.gov)

**For additional Frequently Asked Questions please visit:**

<https://www.bjaperformancetools.org/help/JAGSubrecipientFAQs.pdf>