BUREAU OF JUSTICE ASSISTANCE
JUSTICE ASSISTANCE GRANT (JAG) PROGRAM
Performance Measurement Tool (PMT)
FREQUENTLY ASKED QUESTIONS

The following frequently asked questions (FAQs) were derived from the most commonly asked questions received during the performance measures trainings for the Justice Assistance Grant (JAG) program, and those sent to the PMT Help Desk. If you have any additional questions about the measures that are not covered in the FAQs, please call (1-888-252-6867) or e-mail (bjapmt@usdoj.gov) the PMT Help Desk.

General Award Information

Q1. Are we required to report on all applicable performance measures, or only on those for which we can and are able to provide data?

A. Grantees are required to enter data on all performance measures that are applicable* to activities proposed in your grant application. Based on the selected purpose areas and activities, the PMT will narrow down the performance measures for which you will need to report. If you do not have data to enter for the reporting period, enter zero for each of those measures.

*Applicable means you are funding activities for which data can be collected for that measure.

Q2. For the amount of JAG funds allocated for each activity, do I report how much I have used during the reporting period or the amount allocated for the life of the award?

A. The allocated amount is the total amount of funds you intend to use for the activity for the life of the award. This amount is entered once, prepopulated for future reporting periods and can be changed.

Q3. Will I have to describe the program implemented, expanded, or sustained each reporting period?

A. After a description of the law enforcement program is entered once into the PMT, it will be carried over into future reporting periods. The description should be reviewed and updated accordingly to represent your programs overall situation.

Q4. If I reported a program as implemented last reporting period, do I report the same program again the next reporting period? For example, should the number of evidence based programs implemented during the reporting period be counted every reporting period or once for the life of the award?

A. Yes, If you are implementing an evidence based program during the reporting period you should report the program each reporting period it is being implemented.

Q5. My program is funding personnel, equipment purchases and/or technology investments, or training. These activity types are not listed in the performance measures questionnaire under all of the purpose areas. How do I report this information?

A. The activity types Personnel, Equipment Purchases and/or Technology Investments, and Training are options under each purpose area within the PMT. To view the Equipment and/or Technology Investments and Training measures in the questionnaire, refer to the purpose area Prosecution, Court, and Defense. To view the Personnel measures, refer to the purpose area Corrections and Community Corrections.

Purpose Area and Activity Selection

Q6.	**If I am a law enforcement agency using JAG funds for task force operations, should I report under activity Task Forces and purpose area Drug Treatment and Enforcement?**
A.	Purpose area Drug Treatment and Enforcement is for organizations providing task force operations that are non-law enforcement agencies. This may be a university's health department or tribe that provides an anonymous drug drop off event. Unless you have separate data for law enforcement and non-law enforcement task force activities, we suggest you select one or the other (depending if you are law enforcement or not). This will help prevent duplicate data from being reported.
Q7.	**If I am using JAG funds for a community substance abuse and treatment program, should I report under purpose area Corrections and Community Corrections or Drug Treatment and Enforcement?**
A.	A community based substance abuse and treatment program should report under Drug Treatment and Enforcement. Corrections and Community Corrections organizations who provide substance abuse services should select that they provide substance abuse services and report under the Corrections and Community Corrections purpose area.
Q8.	**What purpose area should Drug Court programs select?**
A.	All Drug Court programs should report under purpose area Drug Treatment and Enforcement.
Q9.	**I am using JAG funds to hire personnel to run a program we are implementing. Should I report under activity Programs or Personnel?**
A.	If JAG funds are only being used to pay for personnel running the program, you should report under activity Personnel. Activity Programs should only be selected if JAG funds are directly being used to fund the program.
Q10.	**I am using JAG funds to hire personnel to run a community corrections program we are implementing. Should I report under activity Corrections and Community Corrections or Personnel?**
A.	If JAG funds are only being used to pay for personnel running the program, you should report under activity Personnel. Activity Corrections and Community Corrections should only be selected if JAG funds are being used to directly fund the program.
Q11.	**I am using JAG funds to hire personnel to run a crime victim and witness protection program we are implementing. Should I report under activity Programs or Personnel?**
A.	If JAG funds are only being used to pay for personnel running the program, you should report under activity Personnel. Activity Programs should only be selected if JAG funds are directly being used to fund the program.
Q12.	**We are using funds to purchase a piece of law enforcement technology. Should we report under activity Equipment Purchases and/or Technology Investments or purpose area Planning, Evaluation and Technology?**
A.	Unless the technology is being used for a planning and evaluation program, you would report under purpose area Law Enforcement, activity Equipment Purchases and/or Technology Investments.

Q13.	If I am using JAG funds to pay for task force overtime hours, should I report in both Personnel and Task Forces?
A.	Select Law Enforcement as your Purpose Area, and the activity Personnel to report the number of overtime hours paid for with JAG funds. If you can collect, have access to, and can report task force activity data, you should also select activity Task Forces.
Q14.	I am buying equipment for a task force; should I report under Equipment Purchases and/or Technology Investments or Task Forces?
A.	Select Law Enforcement as your Purpose Area, and the activity Equipment Purchases and/or Technology Investments to report the equipment you bought with JAG funds. If you can collect, have access to, and can report task force activity data, you should also select activity Task Forces.

Personnel

Q15.	If I maintain several individuals during one reporting period, do I report those same individuals as maintained during the next reporting period?
A.	For the purpose of the PMT, data collection for this measure is to determine the number of lives touched as a result of JAG funds. Once a person is counted as maintained during one reporting period, you do not need to report him or her as maintained in future reporting periods. For your annual report, the system will also aggregate the number of new individuals maintained.
Q16.	If I hire someone new during one reporting period, is this person considered maintained during the rest of the reporting periods?
A.	For the purpose of the PMT, data collection for this measure is to determine the number of lives touched as a result of JAG funds. Once a person is counted as a new hire during one reporting period, you do not need to report him or her as either hired or maintained in future reporting periods. For your annual report, the system will also aggregate the number of new individuals hired.

Equipment Purchases and Technology Investments

Q17.	What is an example of efficiencies or cost saving achieved as a result of Equipment Purchases and/or Technology Investments?
A.	If you purchased a new patrol cruiser that has better gas mileage, you would be saving funds on fuel. Another example may be if you purchased a new computer that has updated software so data entry now takes half the amount of time.

Training

Q18.	Do training activities include hosting an actual training or sending staff to attend or present at a training?
A.	Yes, all may be reported as a training activity.

Q19.	In terms of training, what documentation do we need to verify?
A.	First, you should contact your SPA about what trainings can be paid for with JAG funds and also what BJA-funded training is near you. The documentation may include: a description of the logic behind this training, a statement of need, why this training is appropriate, and invoices. • In terms of the PMT, you will only account for the number of people in training; the documentation is not submitted here—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 or after trainings. • Use the GMS progress reports to state the results of the training. • If you obtain results, BJA wants to hear about them via both e-mail and narrative/comments.
Q20.	Are changes to existing materials considered developed?
A.	No, materials developed should be an entirely new material that has been created for distribution purposes. You should report the number of new materials created, not the number of copies made.
Q21.	Does a disseminated material include the number of copies or only the number of developed materials disseminated?
A.	The number of copies distributed should be included in your reported amount.

Task Forces/Seizures

Q22.	If you only have one member of a six member Task Force funded with JAG funds, do you report the total accomplishments of the unit or just the one member?
A.	Report the accomplishments of the entire unit. It is assumed that without all members operations may not have been possible.
Q23.	If an individual was charged multiple times during the reporting period for a firearm crime, would I report each time they were charged or once for the reporting period?
A.	Mark each individual once during the reporting period. If they are charged with another firearm crime during another reporting period, you would mark them again for the reporting period.
Q24.	If an individual was charged multiple times during the reporting period for misdemeanor and felony charges, would I report each time they were charged or once for the reporting period?
A.	In the case of multiple offenses report the top charge once for the individual during the reporting period.
Q25.	When is an investigation/case considered closed?
A.	Under the law enforcement purpose area, a case is considered closed when the investigative piece is complete for the law enforcement agency. For the prosecution, court and defense purpose area, report cases closed after adjudication.

Courts

Q26.	**When is an investigation/case considered closed?**
A.	For the prosecution, court and defense purpose area, report cases closed after adjudication. Under the law enforcement purpose area, a case is considered closed when the investigative piece is complete for the law enforcement agency.
Q27.	**How should a case be reported as it is moving through the system?**
A.	Provided is an example of how to report a case as it is in progress: • During reporting period 1 a case moves forward for a dangerousness hearing **Report as an open case and/or as a case prepared if it was new during the reporting period**. • During reporting period 2 that same case moves forward for another hearing **Report as an open case**. • During reporting period 3 there is a conviction and the case is disposed **Report as closed**.

Prevention and Education

Q28.	**If we have a weekly event that serves the same individuals, should the number of participants be the total number involved in the program each reporting period or how many attend each week?**
A.	Each person should be counted once as NEW, and may be counted again in the TOTAL number served each reporting period.
Q29.	**Are changes to existing materials considered developed?**
A.	No, materials developed should be an entirely new material that has been created for distribution purposes. You should report the number of new materials created, not the number of copies made.
Q30.	**Does a disseminated material include the number of copies or only the number of developed materials disseminated?**
A.	The number of copies distributed should be included in your reported amount.

Drug Treatment

Q31.	**What is the difference between slots and enhancing capacity?**
A.	Adding slots is increasing the number of spaces available in the drug treatment program. Enhancing capacity can include anything to enhance or expand the program, for example an organization may enhance capacity by adding a new wing to the treatment facility or by adding additional staff to the drug treatment program.

Planning and Evaluation

Q32.	What are evidence-based programs/practices?
A.	Evidence-based programs or practices are those demonstrated by the research literature to be effective at reducing substance use (generally obtained through one or more outcome evaluations).

Overall Reporting

Q33.	How many places do I have to report?
A.	The grantee (or direct recipient of funds from BJA) is required to report into: 1) the Grants Management System (GMS), and 2) the Performance Measurement Tool (PMT).
Q34.	What kind of information am I reporting?
A.	The PMT collects performance measurement data. The GMS maintains award information and collects financial documents, such as the SF269 (now called Form 425) in the GMS. • The BJA PMT Web site is https://bjapmt.ojp.gov, and the PMT Help Desk number is 1-888-252-6867. • The GMS Web site is http://www.ojp.usdoj.gov/gmscbt, and the GMS Help Desk number is 888-549-9901, Option 3.
Q35.	When do I submit a PMT report to BJA through the GMS?
A.	Grantees are required to enter data in the PMT on a quarterly schedule (or every 3 months). During the July – September reporting period, the grantee is also required to create and upload a PDF copy of the PMT *GMS Report* as an attachment into the GMS annually by November 29th.
Q36.	Does the same ID and password work for both the PMT and the GMS?
A.	No, a different user ID and password is assigned for each system.
Q37.	Can the PMT Help Desk help me with GMS-related questions?
A.	The PMT and the GMS are independent systems managed by different organizations. To receive the most accurate advice and assistance, contact the appropriate Help Desk number. These numbers are listed under question 8.
Q38.	Where can I obtain a user ID and password for the PMT?
A.	The user ID and password for each award are e-mailed to the primary point of contact and any additional contact added to the PMT. The primary point of contact is established during the grant application process and cannot be changed in the PMT (see Q41 below). It is therefore up to the primary point of contact to determine whether or not to share the user ID and password with other staff.
Q39.	I lost my user ID/password. How can I retrieve my login credentials?
A.	You can retrieve your login information by contacting the PMT Help Desk, either by e-mail (bjapmt@usdoj.gov) or by phone toll free at 1-888-252-6867. For security reasons, you may be asked to verify some information before your login credentials are provided.

Q40.	How do I change the primary point of contact information in the PMT?
A.	To change the primary point of contact information, you must submit a Grant Adjustment Notice (GAN) through the GMS, which can be accessed through the following URL: https://grants.ojp.usdoj.gov/gmsexternal. Please note that GANs are updated in the PMT once the GMS has reviewed and approved the GAN. This process can take up to 90 days to complete.

Reporting/Data Entry in the PMT

Q41.	When I begin entering data, can I log out and finish at a later date?
A.	Yes, once you hit the *Save* button at the bottom of the page, all your work up to that point is saved. When you log in again, you can resume entering data from where you last saved your work. Please be aware that due to security rules and regulations, your **session in the PMT will time out after 30 minutes of inactivity**. To avoid having to reenter data, click the *Save* button before leaving the system unattended or when you're finished entering data.
Q42.	Our new grant is listed under a different user ID. How do I get it under one user ID?
A.	If you already have a user ID and password for the PMT, contact the PMT Help Desk and we can merge the new award with the existing user account. **Please** call the PMT Help Desk **BEFORE** you enter any data using your new user ID and password, or the merge cannot be completed.
Q43.	How will the BJA PMT distinguish legitimate values of zero from missing data?
A.	Along with entering zero as the data value for the reporting period and marking an indicator "not applicable" where appropriate, the grantee will create a GMS report. This report pulls in all reported data for the reporting period. It provides a function to *Add Comments.* Click this button to open a window that will allow you to explain the data reported (or not reported) for the period. For example, you might write that "For measure #1, the data are not available because X, Y, and Z happened, and therefore a value of 0 was entered. We plan to collect these data in the next reporting period."
Q44.	How often will I be asked narrative questions?
A.	Narrative questions are asked annually in the PMT during the July – September reporting period.
Q45.	How will I know when reporting is due in the PMT?
A.	The point of contact for the organization and any additional contacts entered in the PMT will receive an e-mail 45, 30, and 15 days before the data are due in the PMT. If the grantee does not submit data in the PMT, the grantee will receive a delinquency e-mail notice 5 days after the submission due date.

Operational vs. Not Operational

Q46.	When would I select "no grant activity" (or not operational) to indicate that no funds were received yet or expended?
A.	This may be necessary for the first reporting period of the project. It is generally expected that the grantee will do what is necessary to collect and enter data for future reporting periods. Responding "no" to the question "Was there any grant activity during the reporting period?" indicates that activities proposed in the grant application did not occur, and no funds were spent during the specific reporting period.

Q47.	**What constitutes activity?**
A.	"Activity" involves execution of activities or projects outlined in the grant application—for example, purchasing the actual equipment, hiring staff, planning events and/or activities, and so on. Some examples that may not qualify as an "activity" are checking prices, requesting proposals from vendors, and communicating with vendors.
Q48.	**If there is no activity related to the award during a reporting period, do we still need to report?**
A.	All grantees are required to report on the status of the award every 3 months during the project period start and end date. If you have no activity to report, specify that the project was not operational for that reporting period. By indicating that your project is not operational, you will not be prompted to enter data on your purpose areas and activities.

Closing an Award in the GMS

Q49.	**Do I have to upload a PMT GMS report to complete the closeout process for my grant?**
A.	As part of the grant closeout process in GMS, a PDF copy of the most recent reporting period PMT *GMS Report* should be submitted as an attachment into the GMS. If the most recent reporting period does not have a narrative section, please download the 'Narrative—7 BJA Questions' from the *Information and Resources* page in the PMT, respond to each of the questions, save the Word file to your computer, and attach the file into the GMS along with a copy of the latest PMT *GMS Report*.
Q50.	**Where do I go in the GMS to close out my award?**
A.	The Grants Management System (GMS) and the Performance Measurement Tool (PMT) are two independent systems. Because of this, the GMS should be contacted directly so you can receive the most accurate and timely advice about GMS closeout. The GMS Help Desk number is 1-888-549-9901, Option 3.

Other Questions

Q51.	**Once the grant has been expended, do I have to continue reporting in the PMT?**
A.	As a grantee, you are required to report in the PMT until your closeout package has been completed and accepted by your BJA State Policy Advisor in the GMS. If you would like to close your grant and need assistance, please go to: http://www.ojp.usdoj.gov/gmscbt, to go to the online closeout training, and then click on Grants Management System Closeouts to view the computer-based training on closeouts. Then complete and submit your closeout package, contacting your State Policy Advisor (SPA) at BJA if you have questions. You are required to complete data entry in the PMT for every 3-month reporting period that an award is active. This includes the reporting period during which the award is closed.
Q52.	**How do I find my State Policy Advisor (SPA) or program manager?**
A.	Go to https://www.bja.gov/About/Contacts/ProgramsOffice.html.

Q53.	**Where do I find information on when I need to report and where can I find training materials?**
A.	This information is located on the Information and Resources page in the PMT. Here you will find the following: • PMT Reporting Schedule; • Access information to view recorded Webinar trainings; • PMT Overview Training; • PMT 'User Guide' on how to navigate and enter data into the PMT; • Performance Measures; • Frequently Asked Questions (FAQs); and • Other Resources.