



Performance Measurement Tool (PMT) Subrecipient User's Guide: for American Recovery and Reinvestment Act (ARRA) and FY09 JAG Programs

November 2009





ARRA & FY09 Subrecipients

- *Please note: You will notice the “Recovery Banner” on some screenshots throughout this guide. It indicates that you are reporting for your ARRA award. However, there is no difference in the **content or functionality** of the PMT for the FY09 JAG or the ARRA JAG PMT reporting process.*



Guide Overview

- PMT Step-by-Step Instructions

Includes



What If...
Helpful Hints
Resources

NOTE: A *subrecipient* is defined as an entity that has a formal relationship with the direct award recipient. This relationship may be established through an MOU or contract , or through a competitive grant process.



Overview

REPORTING PERIODS:

- **Quarterly:** The PMT collects data for a 3-month period. Your grantor will determine your quarterly due dates for entering data in the PMT.
- You are encouraged to create a report for your records after each quarterly reporting period.



ARRA JAG PMT Reporting Schedule

Reporting Period	Type of Data Required	Due Date
<i>Initial Reporting Period</i>		
March 1–June 30	Program Performance Measures	Grantor defined
<i>From this point forward, reporting will occur quarterly as noted on this schedule</i>		
July 1–September 30	Program Performance Measures	Grantor defined
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



FY09 JAG PMT Reporting Schedule

Reporting Period	Type of Data Required	Due Date
<i>Initial Reporting Period</i>		
October 1, 2008 –September 30, 2009	Program Performance Measures	Grantor defined
<i>From this point forward, reporting will occur quarterly as noted on this schedule</i>		
October 1– December 31, 2009	Program Performance Measures	Grantor defined
January 1– March 31, 2010	Program Performance Measures	Grantor defined
April 1–June 30, 2010	Program Performance Measures	Grantor defined
July 1 –September 30, 2010	Program Performance Measures	Grantor defined



PMT Step by Step

Subrecipient-Level Data Entry

Step 1. Log In

Step 2. Profile Screen

Step 3: Information and Resources Screen

Step 3. Subrecipient Awards Screen

Step 4. General Award Information Screens

a. Award Information

b. Purpose Area Selection

c. Activity Area Selection

Step 5. Data Entry Screen

Step 6. Submit Data to Grantor*

Step 7. Create a Report for Your Records

** Grantor will review your data and may send it back for revision if edits are needed.*



Step 1: Log In

Subrecipient-Level Data Entry

Enter your user ID and password (provided by your grantor) to enter 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.

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 BJA-PMT@csrincorporated.com.

Login

Enter your User ID and Password to sign in.

User ID:


Password:

BJA Training and Technical Assistance Tool (TTARS)

The BJA Training and Technical Assistance Tool helps BJA grantees do the following:

- Add training and technical assistance events
- Report on activity related to these events

If you would prefer to just browse the calendar, you can launch the calendar using the button below:

 [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.



Steps 2 & 3: Profile and Information and Resources Screens

Subrecipient-Level Data Entry

•FIRST-TIME ENTRY:

•1. Profile Information (slide 10):

Review contact information entered by your grantor. You may add a secondary contact, e-mail, and phone number.

• 2. Click **continue**. You'll be taken to the Information and Resources screen.

RETURN USERS:

1. After log-in, the system will take you to the Information and Resources screen (slide 11)
2. Select **Continue** and the system takes you to the next screen—**Subrecipient Awards** (slide 13)



Whether you're a first-time or return user, it's important to verify your contact name and e-mail address, and enter an additional contact so your grantor can update you on important PMT reporting requirements.



Step 2: Profile Screen

Subrecipient-Level Data Entry

Check profile for accuracy.

If any changes are needed,
contact your grantor.

You may add a secondary
contact to receive notices from
your grantor. Click **Save
Secondary Contact Information**
to save information entered.

[Information & Resources](#) [Profile](#) [Awards](#) [Help](#)

Profile

The information on this screen was entered by your Grantor. If any changes are needed, please u
your Grantor.

User ID: TEST0053G

Legal Name: JAG Subrecipient 1

ARRA JAG Contact Information

Primary Contact: Name
123-456-7890

name@email.com

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

Save Secondary Contact Information

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

Continue

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



Step 2: Information and Resources Screen

Subrecipient-Level Data Entry

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

[Information & Resources](#) [Profile](#) [Awards](#) [Help](#) [Log Out](#)

Information and Resources

ARRA JAG 

Welcome to the BJA Performance Measurement Tool!

CONTACT US - 1-888-252-6867 or bjapmt@csrincorporated.com

RESOURCES:
[Subrecipient PMT User's Guide](#)
[JAG PMT INDICATOR GRID](#)

This screen contains information about PMT reporting for subrecipients.

Click the plus sign to expand the box.

Continue

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

All screens have contact information for the helpdesk. Your grantor should be contacted first.



Step 3: Subrecipient Awards Screen

Subrecipient-Level Data Entry

ALL USERS:

1. Choose the correct reporting period and select **Enter/Edit Data** (slide 13).



Step 3: Subrecipient Awards Screen

Subrecipient-Level Data Entry

[Information & Resources](#) [Profile](#) [Awards](#) [Help](#)

Subrecipient Awards

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

[View Current Reporting Periods Only](#)

ARRA JAG

RECOVERY ACT

Subaward Number	Amount of Subaward	Reporting Period	Data Entry Status
ARRA JAG 01 Start Date: Mar 01, 2009 End Date: Dec 31, 2009	\$50,000	March to June 2009	Not Started Enter/Edit Data
		July to September 2009	Not Started Enter/Edit Data
		October to December 2009	Not Started Enter/Edit Data

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

Select the reporting period for the award for which you're reporting data by clicking **Enter/Edit Data**.

Step 4: General Award Information

Subrecipient -Level Data Entry

If Your Award is Not Operational*

1. Select **No** to the question "Was your award operational during the reporting period?" (slide 15)
2. Complete screen and scroll to the bottom to click **Save**.
3. Click **Select Purpose Areas**, to select and allocate funds. (slide 16)
4. Scroll to the bottom to click **Save**.
5. Click **Submit Data to Grantor**.
6. Click **Yes** to confirm it is **not operational**.
7. Click **Create a Report** to create a report for your records.

(Go to slide 28)

If Your Award is Operational:

1. Stay tuned, your next steps are coming up....

***An award is considered 'operational' if work in the grant application occurred and funds were used.**





Step 4: General Award Information

Subrecipient -Level Data Entry

Information & Resources Profile Awards Home Help

Subrecipient: JAG Subrecipient 1 Program: ARRA JAG Reporting Period: Mar - Jun 09 Subgr

RECOVERY ACT

General Award Information

Please answer Yes or No:
Was the project operational during the reporting period?

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

General Award Information

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

☐ Yes

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

Federal Congressional District:

TEST Click <http://www.house.gov>, to use the zip code(s) of Federal Congressional District (s).

Please specify the implementing organization type:

Answer the question "Was the project operational during the reporting period?" If "No," enter all information about your award and click **Save** at the bottom of the screen.

If award is operational during the reporting period, this means that activities identified in the grant application occurred and funds were used during the reporting period.



Step 4: General Award Information

Subrecipient-Level Data Entry

Information & Resources Profile Awards Home Help Log Out

Subrecipient: JAG Subrecipient 1 Program: ARRA JAG Reporting Period: Mar - Jun 09 Subgrant ID: ARRA JAG 01 \$50,000

RECOVERY ACT

Purpose Area Selection

Award Information saved.

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

Award Summary	Subaward Number	Amount of Subaward	Project Period
JAG Subrecipient 1	ARRA JAG 01	\$50,000	March to December 2009

Purpose Area	Amount Allocated
<input type="checkbox"/> 1 - Law Enforcement	\$ <input type="text"/>
<input checked="" type="checkbox"/> 2 - Prosecution and Court	\$ <input type="text"/>
<input type="checkbox"/> 3 - Prevention and Education	\$ <input type="text"/>
<input type="checkbox"/> 4 - Corrections and Community Corrections	\$ <input type="text"/>
<input type="checkbox"/> 5 - Drug Treatment and Enforcement	\$ <input type="text"/>
<input type="checkbox"/> 6 - Planning, Evaluation and Technology Improvement	\$ <input type="text"/>
<input type="checkbox"/> 7 - Crime Victim and Witness	\$ <input type="text"/>

Save **Cancel**

Allocated amounts must equal the Amount of Subaward

The ARRA JAG program is divided into 7 purpose areas.

Select each purpose area for which funds are allocated and enter the amount proposed for use there for the project period. *

Click **Save** at the bottom of the screen.

*Your grantor may have preselected items on this screen for you. If changes are needed, please contact your grantor.



Submit Data to Grantor

RECOVERY ACT

Submit Data to Grantor

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](#)[Submit Data to Grantor](#)[Delete Subgrant](#)

Award Information saved.

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

Click **Submit Data to Grantor** when you are satisfied with your data entered.

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? 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 communities or significant segments of communities."

No

Do you use JAG funds for Task Force Activities?

No

Please enter the project title and a brief description of all grant-funded activities:



Step 4: General Award Information

Subrecipient -Level Data Entry

If Your Award is Operational:

1. Complete the award information and target population fields (if providing direct services). (slides 19 & 20)
2. Select Purpose areas. (slide 21)
3. Show funds allocated to each Purpose area. The allocation is an estimate of the dollars allocated (budgeted) for use in each selected Purpose area and should equal the full amount of the subaward.
4. Select Activities for each selected Purpose Area. (The activities are funded by the subaward.) (slide 22)



Step 4: General Award Information

Subrecipient -Level Data Entry

Information & Resources Profile Awards Home Help Log Out

Subrecipient: JAG Subrecipient 1 Program: ARRA JAG Reporting Period: Mar - Jun 09 Subgrant ID: ARRA JAG 01 \$50,000

RECOVERY ACT

General Award Information

Please answer Yes or No:
Was the project operational during the reporting period?

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

General Award Information

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

☐ Yes

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

Federal Congressional District:

TEST Click <http://www.house.gov>, to use the zip code(s) of the area(s) served by the project.

Please specify the implementing organization type:

☐ State Agency

☐ Tribal Government

☐ Unit of Local Government

☐ Other

If other, please specify the implementing organization type: _____

This banner lets you know you're reporting on Recovery funds.

Answer the question "Was the project operational during the reporting period?" If Yes, complete other fields, scroll to the bottom, and click Save.



Step 4: General Award Information

Subrecipient -Level Data Entry

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

If providing direct services to individuals, select all applicable boxes. If not providing direct services, click the N/A box.

Click SAVE before leaving the screen.

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

BJA



Step 4: General Award Information

Subrecipient -Level Data Entry

Information & Resources Profile Awards Home Help Log Out

Subrecipient: JAG Subrecipient 1 Program: ARRA JAG Reporting Period: Mar - Jun 09 Subgrant ID: ARRA JAG 01 \$50,000

RECOVERY ACT

Purpose Area Selection

Award Information saved.

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

Award Summary	Subaward Number	Amount of Subaward	Project Period
JAG Subrecipient 1	ARRA JAG 01	\$50,000	March to December 2009

	Purpose Area	Amount Allocated
<input type="checkbox"/>	1 - Law Enforcement	\$ <input type="text"/>
<input checked="" type="checkbox"/>	2 - Prosecution and Court	\$ <input type="text"/>
<input type="checkbox"/>	3 - Prevention and Education	\$ <input type="text"/>
<input type="checkbox"/>	4 - Corrections and Community Corrections	\$ <input type="text"/>
<input type="checkbox"/>	5 - Drug Treatment and Enforcement	\$ <input type="text"/>
<input type="checkbox"/>	6 - Planning, Evaluation and Technology Improvement	\$ <input type="text"/>
<input type="checkbox"/>	7 - Crime Victim and Witness	\$ <input type="text"/>

Save **Cancel**

Allocated amounts must total to Amount of Subaward.

The ARRA JAG program is divided into 7 purpose areas.

Select each purpose area for which funds are allocated and enter the amount proposed for use there for the project period. *

Click Save at the bottom of the screen.

*Your grantor may have preselected items on this screen for you. If changes are needed, please contact your grantor.



Step 4: General Award Information

Subrecipient -Level Data Entry

RECOVERY ACT

Activity Types

These data have been marked as "final" and are "view-only". View-only allows the viewer to only look at the data. If you need to edit this data, contact your BJA Program Manager to request that the tool is re-opened. You should cc the BJA Performance Measures tool email address at BJAPMT@csrincorporated.com.

For each selected Purpose Area, check all activities that are planned for funding with your award. For the State/Local Initiative activity type, please designate as direct service, system improvement or both.

***Your grantor may have preselected items on this screen for you. If changes are needed, please contact your grantor.**

PA 4: Corrections and Community Corrections

<input type="checkbox"/> <u>State/Local Initiatives</u>	<input type="checkbox"/> <u>Direct Service</u>	<input type="checkbox"/>
<input type="checkbox"/> <u>Training</u>		
<input type="checkbox"/> <u>Technical Assistance</u>		
<input type="checkbox"/> <u>Personnel</u>		
<input type="checkbox"/> <u>Equipment/Supplies</u>		
<input type="checkbox"/> <u>Contractual Support</u>		
<input type="checkbox"/> <u>Information Systems for Criminal Justice System</u>		
<input type="checkbox"/> <u>Research, Evaluation, and Product Development</u>		

Save **Cancel**

Activities funded under the ARRA JAG program are divided into 8 activity types.

Select each activity type that will use grant funds for the project period.

Click Save at the bottom of the screen.

Step 5: Data Entry

Subrecipient -Level Data Entry

If Your Award is Not Operational:

1. Stay tuned, your next steps are coming up....

If your award is Operational:

1. Click **ENTER DATA** (slide 24)
2. Enter data for all activity areas within each selected purpose area. (slide 25)
3. Click **Save** at the bottom of each data entry screen.
4. After data are entered for all activity areas, click **SUBMIT DATA TO GRANTOR** (slide 26)
5. Review data and confirm completion by clicking **Yes**. (slide 27)
6. Once you've selected **Submit Data to Grantor** your data are now LOCKED to further editing!

Step 5: Data Entry

Subrecipient -Level Data Entry

[Information & Resources](#) [Profile](#) [Awards](#) [Home](#) [Help](#) [Log Out](#)

Subrecipient: JAG Subrecipient 1 Program: ARRA JAG Reporting Period: Mar - Jun 09 Subgrant ID: ARRA JAG 01 \$50,000

RECOVERY ACT

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](#)

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

Prosecution and Court	March to June 2009
<input type="checkbox"/> Training	
Outcomes for All Activities	March to June 2009
<input type="checkbox"/> Outcomes for All Activity Areas	

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

Click the **Enter Data** button.



Step 5: Enter Data

Subrecipient -Level Data Entry

Information & Resources Profile Awards Home Help Log Out

Subrecipient: JAG Subrecipient 1 Program: ARRA JAG Reporting Period: Mar - Jun 09 Subgrant ID: ARRA JAG 01 \$50,000

RECOVERY ACT

PA 2: Prosecution and Court [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 2: Prosecution and Court	\$50,000	Training (SI)
Outcomes for All Activities		<input type="button" value="Enter Data"/>

Prosecution and Court March to June 2009

☒ Training

14. [Amount of ARRA JAG funds used to provide training](#) Output N/A
A. Amount of funds used to provide training during the reporting period ☐

15. [Number of training re](#) N/A
A. Number of training ☐

16. [Number of staff traine](#) N/A
A. Number of staff tr ☐
B. Total number of s
C. Total number of individuals on on staff

These buttons allow you to navigate data entry between purpose areas.

Enter data in the fields provided for each indicator applicable to your grant-funded activities.

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

Measures are **MANDATORY** unless identified by an N/A checkbox.

Use the N/A box **ONLY IF** this is not applicable to your grant-funded activities.

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



Step 5: Enter Data

Subrecipient-Level Data Entry

Information & Resources Profile Awards Home Help Log Out

Subrecipient: JAG Subrecipient 1 Program: ARRA JAG Reporting Period: Mar - Jun 09 Subgrant ID: ARRA JAG 01 \$50,000

RECOVERY ACT

Submit Data to Grantor

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](#) [Submit Data to Grantor](#)

Your Data Has Been Saved.

Data Entry Status: In Progress Selected Reporting Period: March to June 2009 Report Status: Not Created

Prosecution and Court	March to June 2009
⊕ Training	Edit Data

Outcomes for All Activities	March to June 2009
⊕ Outcomes for All Activity Areas	Edit Data

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

Click **Submit Data to Grantor**.



Step 5: Enter Data

Subrecipient -Level Data Entry

Information & Resources Profile Awards Home Help Log Out

Subrecipient: JAG Subrecipient 1 Program: ARRA JAG Reporting Period: Mar - Jun 09 Subgrant ID: ARRA JAG 01 \$50,000

RECOVERY ACT

Confirm completion of data entry

Please review the information below. Once you submit this information to your Grantor, the information will be locked to editing. To make changes you will need to contact your Grantor. Are sure you want to submit this information to your Grantor?

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:

Unit of Local Government

Is the implementing organization a faith-based program?

No

Is the implementing organization a community-based program?

No

Review data entry and click **Yes.**

Step 6: Create a Report for Your Records

Subrecipient -Level Data Entry

If Your Award is Not Operational

1. Click **CREATE A REPORT** (slide 29)
2. System will provide a report showing your not-operational status.
3. You may create this report and save to your computer.

If Your Award is Operational:

1. Select **CREATE A REPORT** (slide 29)
2. A new window will open with your report in PDF format.
3. You must manually "Save" this report to your computer.



Step 6: Create a Report for Your Records

Subrecipient -Level Data Entry

Information & Resources Profile

Subrecipient: JAG Subrecipient 1 Program: ARRA JAG Reporting Period: Mar - Jun 09

RECOVERY ACT

View of Performance Measures

Create Report

Data Entry Status: Complete Selected Reporting Period: March to June 2009 Report Status: Ready to Create

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

Please enter the project title and a brief description of all grant-funded activities:

Cracking Down on Speeding
Radar guns are being purchased to reduce speeders in selected areas of town

Target Population

What gender population is funded by this award? N/A

What age population is funded by this award? N/A

Select all geographic locations of populations served by this funding. N/A

Prosecution and Court March to June 2009

Click **Create a Report.**

Subrecipient: JAG Subrecipient 1 Program: ARRA JAG Reporting Period: Mar - Jun 09 Subgrant ID: ARRA JAG 01 \$50,000

RECOVERY ACT

View of Performance Measures

Data Entry Status: Complete Selected Reporting Period: March to June 2009 Report Status: Ready to Create

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

Please enter the project title and a brief description of all grant-funded activities:

Cracking Down on Speeding
Radar guns are being purchased to reduce speeders in selected areas of town

Target Population

What gender population is funded by this award? N/A

What age population is funded by this award? N/A

Select all geographic locations of populations served by this funding. N/A

Prosecution and Court March to June 2009

A new window will open with your report in PDF format. Manually save to your computer or print for your records.



Grantor Reviews Data

- The grantor will review the submitted data and may return the record to the subrecipient for revisions. If this occurs, the subrecipient will receive an e-mail alerting them that changes are needed.
 - The **Subrecipients Awards** screen will show a data entry status of "in progress."
 - The subrecipient should make the requested revisions and again save the record and submit it to the grantor.
- ...and you're done!***



Grantor Reviews Data

[Information & Resources](#)[Profile](#)[Awards](#)[Help](#)[Log Out](#)

Subrecipient Awards

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

[View Current Reporting Periods Only](#)

ARRA JAG

RECOVERY ACT

Subaward Number	Amount of Subaward	Reporting Period	Data Entry Status
ARRA JAG 01 Start Date: Mar 01, 2009 End Date: Dec 31, 2009	\$50,000	March to June 2009	In Progress Enter/Edit Data
		July to September 2009	Not Started Enter/Edit Data
		October to December 2009	Not Started Enter/Edit Data

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

If record is sent back for revision, the status will show as “In Progress.”

Select **Enter/Edit Data** to revise.



Grantor Reviews Data

[Information & Resources](#) [Profile](#) [Awards](#) [Home](#) [Help](#) [Log Out](#)

Subrecipient: JAG Subrecipient 1 Program: ARRA JAG Reporting Period: Mar - Jun 09 Subgrant ID: ARRA JAG 01 \$50,000

RECOVERY ACT

Submit Data to Grantor

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](#) [Submit Data to Grantor](#)

Data Entry Status: In Progress Selected Reporting Period: March to June 2009 Report Status: Not Created

Prosecution and Court

March to June 2009

Training

Edit Data

Outcomes for All Activities

Outcomes for All Activity Areas

Mar

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

Edit data and save changes.

Once revised data is saved, resubmit data to grantor.



Grantor Reviews Data

[Information & Resources](#) [Profile](#) [Awards](#) [Home](#) [Help](#) [Log Out](#)

Subrecipient Awards

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

[View Current Reporting Periods Only](#)

ARRA JAG

RECOVERY ACT

Subaward Number	Amount of Subaward	Reporting Period	Data Entry Status
ARRA JAG 01 Start Date: Mar 01, 2009 End Date: Dec 31, 2009	\$50,000	March to June 2009	Complete View Data
		July to September 2009	Not Started Enter/Edit Data
		October to December 2009	Not Started Enter/Edit Data

For more information contact BJA
Toll-free Technical Assistance Helpline

Subrecipient Awards screen shows the subrecipient record as complete again.



What if?....

I need to edit data that were submitted in a previous report?

- Contact your grantor to request that they send your record back to you for revisions.

My award is Not-Operational?

- An award is in fact “not-operational” if no activity occurred and no funds were used.
- If this is the case, follow the steps on slides 14–15 and then create a report.



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 contact your grantor. If needed, update the secondary contact information.

Always Click the RED Button

- Red buttons are used to indicate that you are ready for the next step on the next screen.
- Select it to complete the action at hand and to 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 with the definition. (slide 36)



Indicator Definitions

[Information & Resources](#) [Profile](#) [Federal Awards](#) [Home](#) [Subgrantees](#) [Reports](#) [Help](#) [Log Out](#)

PA 2: Prosecution and Court

Please enter data for each indicator. Indicators should be selected based on the purpose area. "N/A" option should apply if the indicator is not applicable. Call 1-888-252-6867.

Selected Purpose Areas

- PA 2 Prosecution and Court
 - + Task Force Activities
 - + Outcomes for All Activities

Prosecution and Court

- ☒ **Personnel**
 - 33. Number of new personnel paid for with JAG funds
 - A. Number of new personnel funded with JAG funds
 - B. Number of existing personnel funded with JAG funds
 - C. Total (a+b) Auto-calculated
 - D. Percent (a/c) Auto-calculated
 - 4. Indicate the type of new personnel
 - A. Law Enforcement Personnel
 - B. Community Corrections Personnel
 - C. Planning, Evaluation, and Technology Improvement Personnel

Indicator Detail Summary

Indicator Type: Output
Indicator Title: Number of new personnel paid for with JAG funds
Indicator Description: The purpose of this output indicator is to measure the extent of staff hours paid with JAG funds (system capacity). Appropriate for grantees in purpose areas that use JAG funds for system improvement. Report the number of new personnel paid with JAG funds during the reporting period. SOURCE: Agency records are preferred data source
Objective: Personnel

[close window](#)

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

Personnel	<input type="checkbox"/>
on Personnel	<input type="checkbox"/>
Community Corrections Personnel	<input type="checkbox"/>
Law Enforcement Personnel	<input type="checkbox"/>
Planning, Evaluation, and Technology Improvement Personnel	<input type="checkbox"/>

Click the
underlined
indicator



Resources...

Web site

- To access the BJA PMT Web site, go to:
<https://www.bjaperformancetools.org/>

Technical Assistance

- Contact your Grantor first