

Performance Measurement Tool (PMT) Subrecipient User's Guide: for

American Recovery and Reinvestment Act (ARRA)

and

FY09 JAG Programs

November 2009





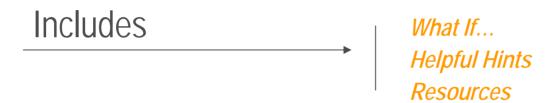
ARRA & FY09 Subrecipients

 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



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			
Initial Reporting Period					
March 1–June 30	Program Performance Measures	Grantor defined			
From this point forward, reporting will occur quarterly as noted on this schedule					
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			
Initial Reporting Period					
October 1, 2008 –September 30, 2009	Program Performance Measures	Grantor defined			
From this point forward, reporting will occur quarterly as noted on this schedule					
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*

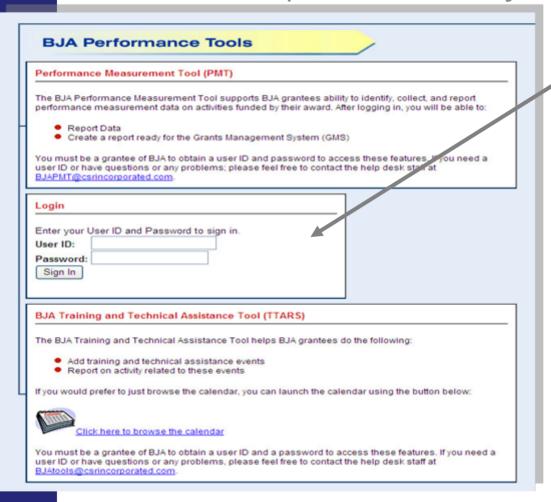
Step 7. Create a Report for Your Records

* 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.



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.

RFTURN USFRS:

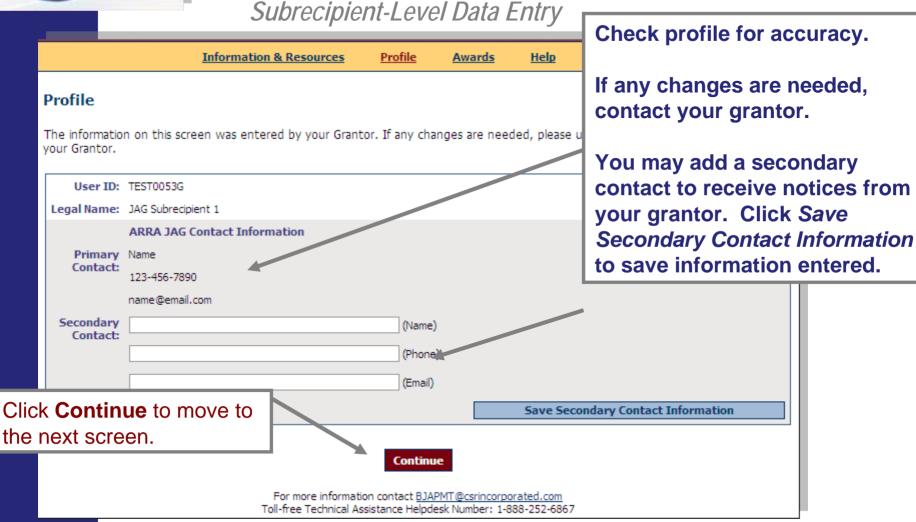
- 1. After log-in, the system will take you to the **Information and Resources screen (slide 11)**
- 2. Select **Continue** and the system takes you to the next screen—**Subrecipient Awards (slide 13)**



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.

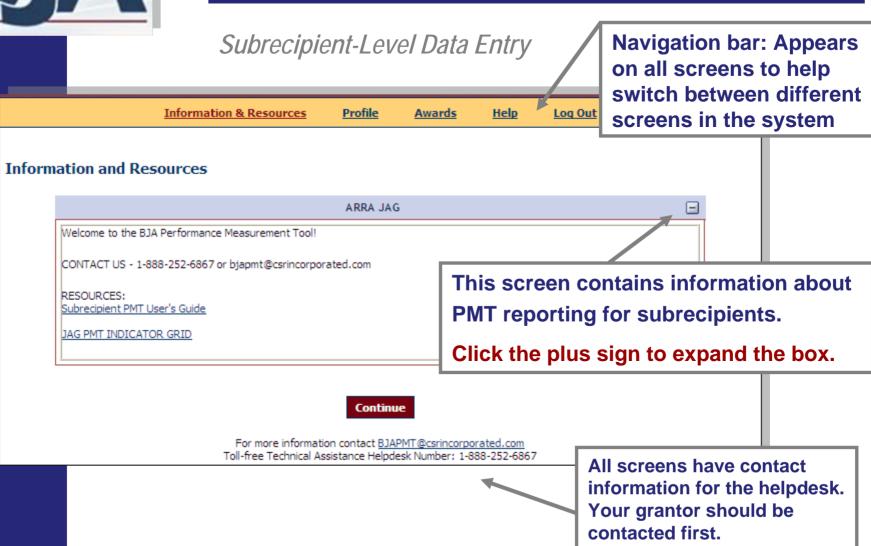


Step 2: Profile Screen





Step 2: Information and Resources Screen





Step 3: Subrecipient Awards Screen

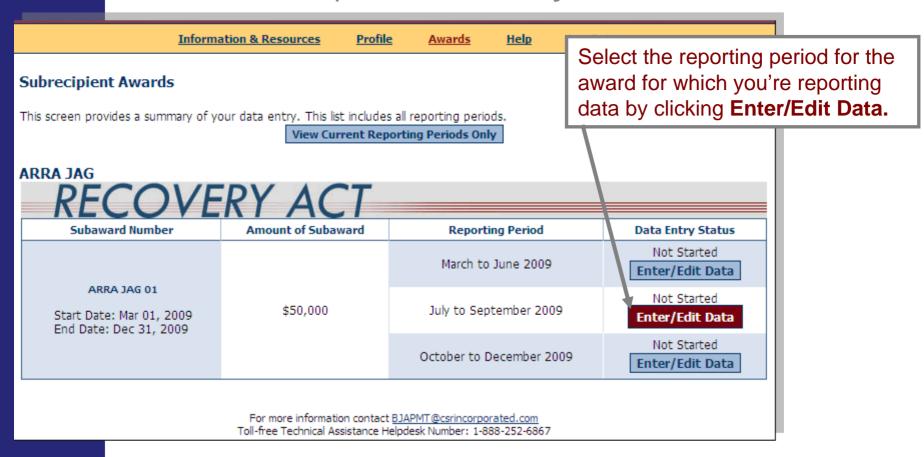
Subrecipient-Level Data Entry

ALL USERS:

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



Step 3: Subrecipient Awards Screen





Subrecipient -Level Data Entry

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)

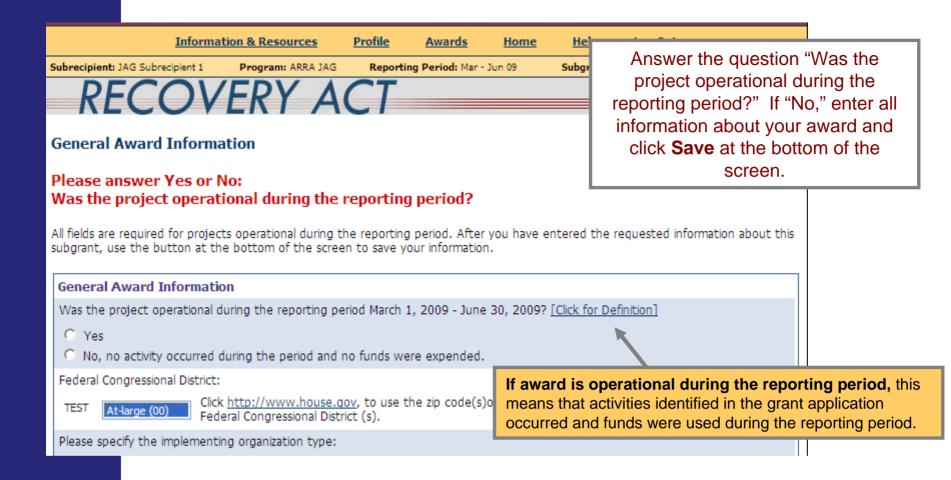
If Your Award is Operational:

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.









	Infor	mation & Resources	Profile Awards	Home Help	Log Out			
Subrecip	sient: JAG Subrecipient 1	Program: ARRA JAG	Reporting Period: Mar	- Jun 09 Subgrant I	D: ARRA JAG 01	\$50,000		
L	RECOV	VFRY AC	^T					
	ILCO	LILIA						
Purpo	ose Area Selecti	on			Allo	cated amou	ınts must equal	
Awar	Award Information saved.					e Amount of Subaward		
Awai	d Information S	aveu.						
Select	each Purpose Area ag	oplicable to your grant awar	d and indicate the amo	ount of funds allocated fo	r that Purpos		IAC program is	
							JAG program is	
and the latest designation of the latest des	Award Summary Subaward Number		Amount of Suba		Project Period		divided into 7 purpose areas.	
JAG Su	brecipient 1	ARRA JAG 01	\$50,000	March	to December 2		h purpose area for	
	Durnoco Arca			Amount	Allocated		ds are allocated and	
	Purpose Area		I CONTRACTOR	enter the amount pro		mount proposed for		
1	1 - Law Enforcement				use there for		for the project	
V	2 - Prosecution and Court		\$ 0		period. *			
Г	3 - Prevention and	Education		\$				
	4 - Corrections and	Community Corrections	15.6			Click Save at the bottom of the		
Г	5 - Drug Treatmen	t and Enforcement	_	*Your grantor may have preselected items on this screen for you. If changes are needed, please contact		screen.		
	6 - Planning, Evalua	ation and Technology Impr	TO A CONTRACT OF THE PARTY OF T					
Г	7 - Crime Victim an	d Witness						
Save	Cancel		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 Septembe

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:

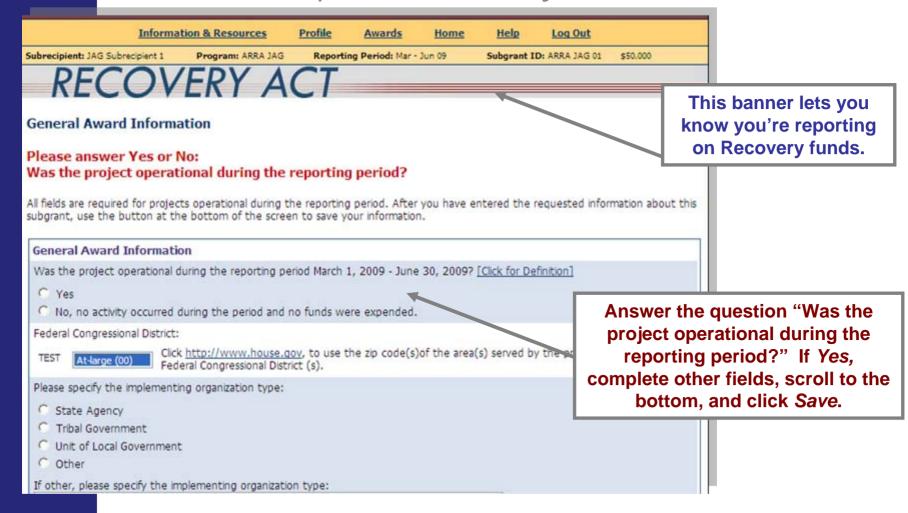


Subrecipient -Level Data Entry

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)

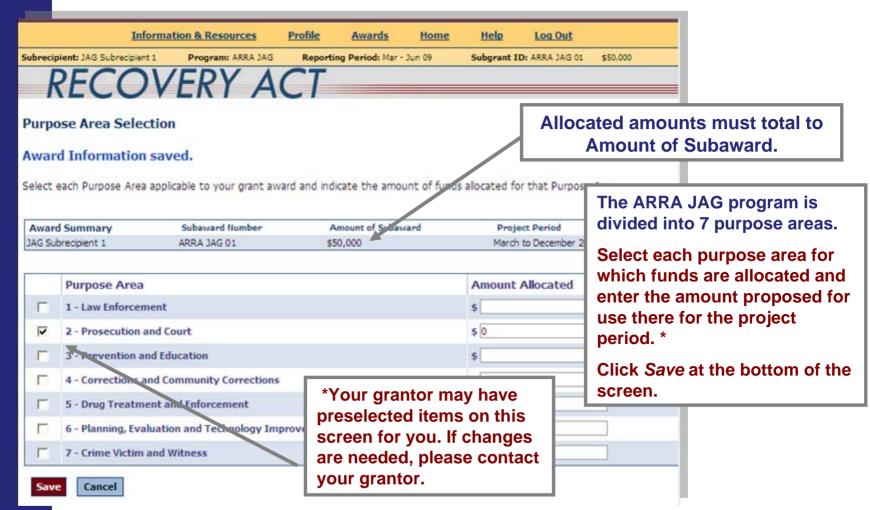






Target Population	
What gender population is funded by this award?	
☐ Female ☐ Male ☐ N/A	
What age population is funded by this award?	If providing direct
Adult - over age 18	services to
□ Juvenile - 18 and younger □ N/A	
Select all geographic locations of populations served by this funding.	individuals, select
Rural	all applicable boxes. If not
□ Suburban	
☐ Tribal	providing direct
☐ Urban	services, click the
□ N/A	N/A box.
Save Cancel	
	ВЈА
For more information contact BJAPMT@csrincorporated.com	
Click SAVE before	
leaving the screen. BJA Performance Measurement Tool (PMT)	







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 loo If you need to edit this data, contact your BJA Program Manager to request that the tool is re-oper should cc the BJA Performance Measures tool email address at BJAPMT@csrincorporated.com.

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

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.

PA 4: Corrections and Community Corrections				
State/Local Initiatives	☐ Direct Service	Г	Activities funded	
☐ <u>Training</u>			under the ARRA JAG	
Technical Assistance			program are divided	
Personnel			into 8 activity types.	
Equipment/Supplies		-	Select each activity	
Contractual Support			type that will use grant	
Information Systems for Criminal Justice System			funds for the project period.	
Research, Evaluation, and Product Development				
Save Cancel			Click Save at the bottom of the screen.	



Step 5: Data Entry

Subrecipient -Level Data Entry

If Your Award is Not Operational:

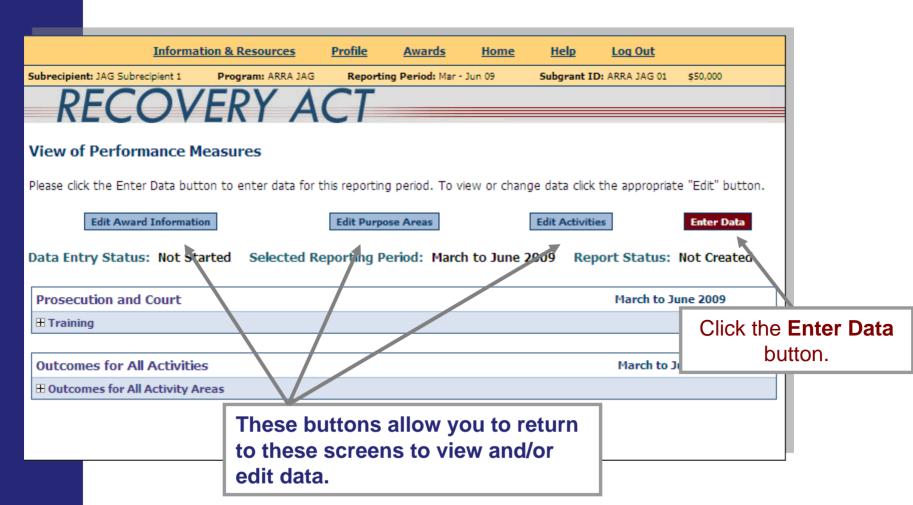
1. Stay tuned, your next steps are coming up....

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



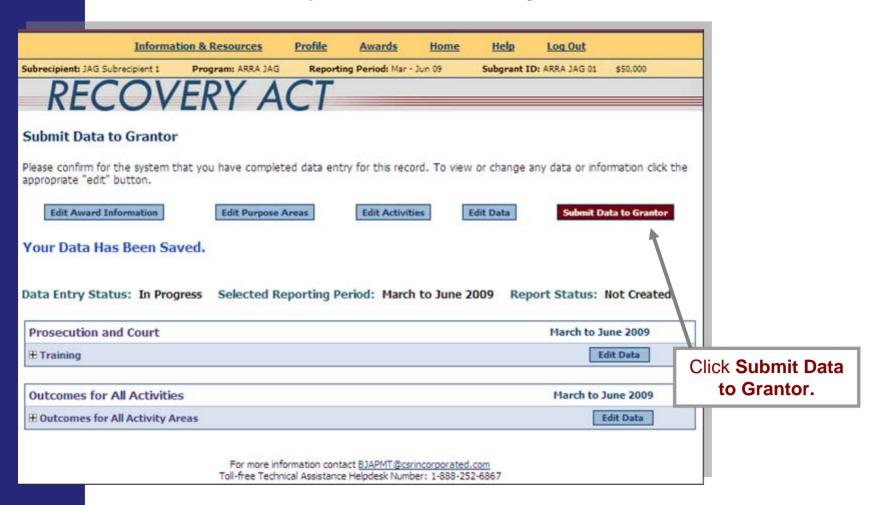


Step 5: Enter Data

Subrecipient -Level Data Entry Information & Resources Profile Awards Home Help Log Out	These buttons allow you to navigate data entry between purpose		
Subrecipient: JAG Subrecipient 1 Program: ARRA JAG Reporting Period: Mar - Jun 09 Subgrant ID: ARRA JAG 01 \$50,000	areas.		
PECOVERY 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 addless grafunded activities.)	your grant-funded		
Selected Purpose Areas Allocated Amount Activity	activities.		
PA 2: Prosecution and Court \$50,000 Training (SI)	The system will		
Outcomes for All Activities Enter Data	automatically calculate		
Prosecution and Court March to June 2009	percentages, totals, or		
ETraining	other formulas upon		
The state of the s	saving of data.		
A. Amount of funds used to provide training during the reporting period	Measures are		
A. Number of training Screen. This will also take you to	checkbox.		
C. Total number of individuals on on staff	your grant-funded activities.		



Step 5: Enter Data





Step 5: Enter Data





Step 6: Create a Report for Your Records

Subrecipient -Level Data Entry

If Your Award is Not Operational

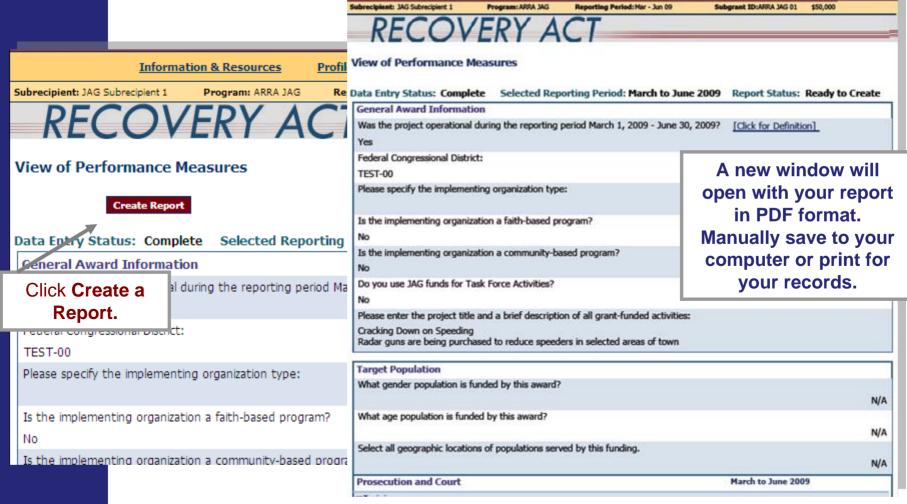
- 1. Click CREATE A REPORT (slide 29)
- **2.** System will provide a report showing your not-operational status.
- **3.** You may create this report and save to your computer.

If Your Award is Operational:

- 1. Select **CREATE A REPORT** (slide 29)
- 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



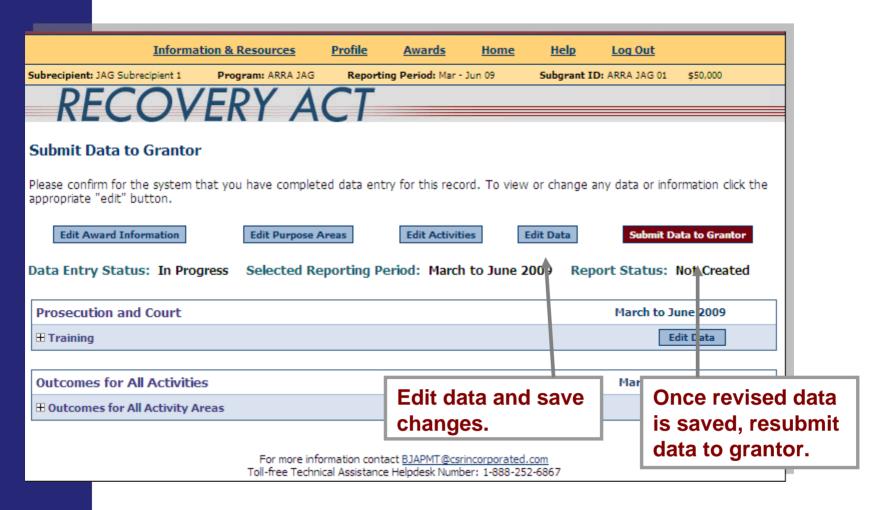


- The grantor will review the submitted data and may return the record to the subrecipient for revisions. If this occurs, the subrecipient will receive an e-mail alerting them that changes are needed.
- The Subrecipients Awards screen will show a data entry status of "in progress."
- The subrecipient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



If record is sent back for Information & Resources **Profile** revision, the status will Awards Help Log Out show as "In Progress." **Subrecipient Awards** Select Enter/Edit Data to This screen provides a summary of your data entry. This list includes all reporting periods. View Current Reporting Periods Only revise. ARRA JAG Subaward Number Amount of Subaward Reporting Period Data Entry Status In Progress March to June 2009 **Enter/Edit Data** ARRA JAG 01 Not Started July to September 2009 \$50,000 Start Date: Mar 01, 2009 Enter/Edit Data End Date: Dec 31, 2009 Not Started October to December 2009 Enter/Edit Data For more information contact BJAPMT@csrincorporated.com Toll-free Technical Assistance Helpdesk Number: 1-888-252-6867













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

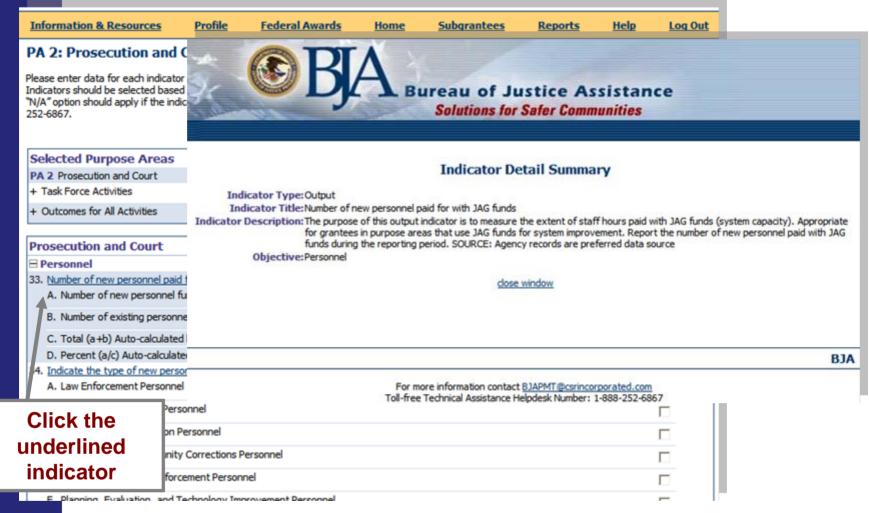
- Red buttons are used to indicate that you are ready for the next step on the next screen.
- Select it to complete the action at hand and to take you to the next step.

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





Resources...

Web site

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

Technical Assistance

Contact your Grantor first