

## **PERFORMANCE MANAGEMENT TOOL (PMT) & PROGRESS REPORTING REQUIREMENTS**

<b>Report Period</b>	<b>Due Date</b>
10/1-12/31	1/20
1/1-3/31	4/20
4/1-6/30	7/20
7/1-9/30	10/20

As you know, performance reporting is an important part of the grant process. As a requirement of the Grant Agreement, you have agreed to complete Quarterly Progress Reports by no later than 20 days after the end of each quarter (January 20, April 20, July 20, and October 20) using the federal reporting system called Performance Measurement Tool (PMT). The Grants Management Section will email you a login and password to this system. **PLEASE KEEP YOUR LOGIN AND PASSWORD SOMEWHERE SAFE. YOU WILL REFER TO IT THROUGHOUT THE LIFE OF THIS GRANT.** The PMT site can be found at: <https://www.bjaperformancetools.org>. Please know that it may be difficult to navigate the first time around, so plan accordingly.

For instructions on navigating through the PMT site, please go to our website located at: [www.michigan.gov/cjgrants](http://www.michigan.gov/cjgrants); click on Byrne JAG & RSAT Grant Application and General Information; click on Performance Measurement Tool. There you will find a copy of performance measurements and a user's guide.

### **AFTER COMPLETING THE PMT ON THE FEDERAL SITE:**

1. You will be asked if you want to submit your data to the grantor. Click "Yes."
2. You now need to create a report, which will generate a report in PDF format. Save this report to your computer.
3. If you have not implemented your project, you must still go into the PMT system and indicate that your grant was not active during that reporting period.
4. Login to the MAGIC+ system located at: <https://msp.intelligrants.com>.
5. At the Main Menu, scroll down to "My Tasks."
6. Click on the "Open Tasks" button.
7. Open your grant by clicking on the name of the grant (e.g., *70999-1-Grantee Police Department-2016*).
8. To open your progress report, scroll down to "Examine Related Items" and click on "View Related Items."
9. To initiate a new progress report, select the corresponding report starting with "*Initiate a/an 1st Quarter Progress Report.*"
10. On the next screen, select "I AGREE" to confirm.
11. The new report is now open. Select "View Forms" to open the report.
12. Click on the name of the report.
13. There are four sections that will need to be completed:
  - a. Progress Report Common Pages:
    - i. These are created from the anticipated outcomes and performance measures page(s) in your grant. There may be multiple, depending on how many you submitted with your application. Each one will need to be updated with the corresponding quarter's progress. Complete the section at the bottom of each goal titled "Progress Towards Goal, Using the Performance Measures." Remember to save before leaving the page. If you have multiple goals, ensure you select each one in the drop down at the top right of the page and select "Go."
  - b. Program Progress Reports:
    - i. This report requires you to complete the attached template and upload to the system. Remember to name the report under the "Title" before saving.
  - c. Performance Management Tool (PMT):
    - i. Attach and assign a title of your federally-reported PMT report. Remember to save.
  - d. Program Income Reports:
    - i. If your agency will not generate program income, you must complete the Program Income Waiver and attach it in MAGIC+ at the end of the first quarter (1/20). Remember to name the report under the "Title" before saving.
    - ii. This report requires you to complete the attached template and upload it to the system. Remember to name the report under the "Title" before saving.
14. Once all four sections above have been completed and saved, click on "Change the Status."
15. Under "Report Submitted", select "Apply Status." The required report is not submitted to the Byrne JAG Section until the status has been updated.
16. Click "I Agree" to confirm.
17. You have successfully submitted your quarterly progress report!