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

November 2010
ARRA JAG & JAG Subrecipients

- Please notice the “Recovery Act” banner on some of the screenshots included in the guide. In the PMT, the banner will signify that you entering data for your “ARRA” award. However, there is no difference in the content or functionality of the PMT for the 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 primary grant recipient. This relationship may be established through an MOU, contract or a competitive grant process. The primary grant recipient received funds directly from BJA.
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

<table>
<thead>
<tr>
<th>Reporting Period</th>
<th>Type of Data Required</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Initial Reporting Period</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>March 1–June 30</td>
<td>Program Performance Measures</td>
<td>Grantor defined</td>
</tr>
<tr>
<td>July 1–September 30</td>
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</tr>
<tr>
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*From this point forward, reporting will occur quarterly as noted on this schedule*
## JAG PMT Reporting Schedule

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PMT Step by Step

Subrecipient-Level Data Entry

Step 1. Log In
Step 2. Profile page
Step 2: Information and Resources page
Step 3. Subrecipient Awards page
Step 4. General Award Information pages
   a. Award Information
   b. Purpose Area Selection
   c. Activity Area Selection
Step 5. Data Entry page
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

BJA 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 BJAPMT@carincorporated.com.

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

https://www.bjaperformancetools.org

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 : Profile and Information and Resources Pages

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 page.

**RETURN USERS:**

1. After log-in, the system will take you to the Information and Resources page (slide 11)

2. Select Continue and the system takes you to the next page—Subrecipient Awards (slide 12)

Whether you’re a first-time or return user, it’s important to verify your contact name, e-mail address, and enter an additional contact so your grantor can update you on important PMT reporting requirements.
Step 2: Profile Page

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.

Click **Continue** to move to the next page.
Step 2: Information and Resources Page

Subrecipient-Level Data Entry

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

This page contains information about PMT reporting for subrecipients. Click the plus sign to expand the box.

All pages have contact information for the helpdesk. Your grantor should be contacted first.
**Step 3: Subrecipient Awards Page**

**Subrecipient-Level Data Entry**

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

There are 3 status that are used to convey your progress with reporting:

1) **Not Started** – Data entry has not occurred
2) **In Progress** – Some data entry has occurred
3) **Complete** - All data entry has been completed and record marked as complete
Step 4: General Award Information

Subrecipient-Level Data Entry Description Page

If Your Award is Not Operational*

1. Select No to the question “Was your award operational during the reporting period?” (slide 14)

2. Complete page and scroll to the bottom to click Save.

3. Click Submit Data to Grantor.

4. Click Yes to confirm it is not operational.

5. Click Create a Report to create a report for your records.

(Go to slide 27)

If Your Award is Operational:

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

*An award is considered ‘operational’ if activities described in the grant application were implemented and incurred the use of funds.
Step 4: General Award Information

Subrecipient -Level Data Entry

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 page.

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

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

**Award Information saved.**

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

**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:

**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 you sure you want to submit this information to your Grantor?

- Yes  
- No

Please enter the project title and a brief description of all grant-funded activities:
Step 4: General Award Information

Subrecipient - Level Data Entry Description Page

If Your Award is Operational:

1. Complete the award information and target population fields (if providing direct services). (slides 17 & 18)

2. Select Purpose areas. (slide 19)

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 20)
Step 4: General Award Information

Subrecipient -Level Data Entry

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

### General Award Information

**Was the project operational during the reporting period?**

- **Yes**
- **No**, no activity occurred during the period and no funds were expended.

Federal Congressional District:

- **TEST At-large (00)**
  - Click [http://www.house.gov](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**
- **Unpt of Local Government**
- **Other**

If other, please specify the implementing organization type:

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

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 page.
Step 4: General Award Information

### Subrecipient -Level Data Entry

The ARRA JAG program allows for activity by 7 program/purpose areas. Select each purpose area for which funds are allocated and enter the amount proposed for use for the project period. Click Save at the bottom of the page.

Allocated amounts must total to the amount of Subaward.

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

<table>
<thead>
<tr>
<th>Purpose Area</th>
<th>Amount Allocated</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Law Enforcement</td>
<td>$</td>
</tr>
<tr>
<td>2 - Prosecution and Court</td>
<td>$0</td>
</tr>
<tr>
<td>3 - Prevention and Education</td>
<td>$</td>
</tr>
<tr>
<td>4 - Corrections and Community Corrections</td>
<td></td>
</tr>
<tr>
<td>5 - Drug Treatment and Enforcement</td>
<td></td>
</tr>
<tr>
<td>6 - Planning, Evaluation and Technology Improv.</td>
<td></td>
</tr>
<tr>
<td>7 - Crime Victim and Witness</td>
<td></td>
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</tbody>
</table>

**Subrecipient:** JAG Subrecipient 1  
**Program:** ARRA JAG  
**Reporting Period:** Mar - Jun 09  
**Subgrant ID:** ARRA JAG 01  
**Amount:** $50,000
Step 4: General Award Information

Subrecipient -Level Data Entry

Activity Types

These data have been marked as "final" and are "view-only". View-only allows the viewer to only look. If you need to edit this data, contact your BJA Program Manager to request that the tool is re-opened.

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.

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 page.

*Your grantor may have preselected items on this page for you. If changes are needed, please contact your grantor.
Step 5: Data Entry

Subrecipient-Level Data Entry

If your award is Operational:
1. Click **ENTER DATA** (slide 22)
2. Enter data for all activity areas within each selected purpose area. (slide 23)
3. Click **Save** at the bottom of each data entry page.
4. After data are entered for all activity areas, click **SUBMIT DATA TO GRANTOR** (slide 25)
5. Review data and confirm completion by clicking **Yes**. (slide 26)
6. Once you’ve selected **Submit Data to Grantor** your data are now LOCKED to further editing!

If Your Award is Not Operational:
1. Stay tuned, your next steps are coming up....

BJA Performance Measurement Tool (PMT)
Step 5: Data Entry

Subrecipient -Level Data Entry

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

Click the Enter Data button.
Step 5: Enter Data

Subrecipient -Level Data Entry

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 page. This will also take you to the data entry page for your other purpose areas.
Step 5: Enter Data

Subrecipient-Level Data Entry

Submit Data to Grantor

Click Submit Data to Grantor.
Step 5: Enter Data

Subrecipient -Level Data Entry

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 you sure you want to submit this information to your Grantor?

Yes  No

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
Step 6: Create a Report for Your Records

Subrecipient -Level Data Entry

If Your Award is Not Operational:

1. Click **CREATE A REPORT** (slide 27)

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 27)

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

Click Create a Report.

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

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

Select Enter/Edit Data to revise.
Grantor Reviews Data

Edit data and save changes. Once revised data is saved, resubmit data to grantor.
Grantor Reviews Data

Subrecipient Awards page shows the subrecipient record as complete again.

<table>
<thead>
<tr>
<th>Subaward Number</th>
<th>Amount of Subaward</th>
<th>Reporting Period</th>
<th>Data Entry Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARRA JAG 01</td>
<td>$50,000</td>
<td>March to June 2009</td>
<td>Complete</td>
</tr>
<tr>
<td></td>
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<td>July to September 2009</td>
<td>Not Started</td>
</tr>
<tr>
<td></td>
<td></td>
<td>October to December 2009</td>
<td>Not Started</td>
</tr>
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</table>

For more information contact BJA Toll-free Technical Assistance Help Center.

31 BJA Performance Measurement Tool (PMT)
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 13–15 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 page.
- 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 page, 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 34)
Indicator Definitions

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