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.
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**

<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>
<td>Program Performance Measures</td>
<td>Grantor defined</td>
</tr>
<tr>
<td>October 1–December 31</td>
<td>Program Performance Measures</td>
<td>Grantor defined</td>
</tr>
<tr>
<td>January 1–March 31</td>
<td>Program Performance Measures</td>
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</tr>
<tr>
<td>April 1–June 30</td>
<td>Program Performance Measures</td>
<td>Grantor defined</td>
</tr>
</tbody>
</table>

*From this point forward, reporting will occur quarterly as noted on this schedule.*
# FY09 JAG PMT Reporting Schedule

**BJA Performance Measurement Tool (PMT)**

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<td></td>
<td></td>
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<tr>
<td>October 1, 2008 – September 30, 2009</td>
<td>Program Performance Measures</td>
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**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

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.

**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

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 screen.
**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.

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

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

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

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

<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>Not Started Enter/Edit Data</td>
</tr>
<tr>
<td></td>
<td></td>
<td>July to September 2009</td>
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For more information contact BJA PERFORMANCE MEASUREMENT TOOL (PMT)

BJA Performance Measurement Tool (PMT)
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.
(No 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

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.

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

**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.

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

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.

BJA Performance Measurement Tool (PMT)
Submit Data to Grantor

Please confirm that you have completed data entry for this record. To view or change any data or information click the appropriate "edit" button.

Awards Information saved.

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

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. § 3701(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:

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

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

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

BJA Performance Measurement Tool (PMT)
Step 4: General Award Information

Subrecipient - Level Data Entry

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.

Allocated amounts must total to Amount of Subaward.

<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 Improvement</td>
<td>$</td>
</tr>
<tr>
<td>7 - Crime Victim and Witness</td>
<td>$</td>
</tr>
</tbody>
</table>
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. If you need to edit this data, contact your BJA Program Manager to request that the tool be re-opened and should cc the BJA Performance Measures tool email address at BJAPMT@csrin incorporated.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.

PA 4: Corrections and Community Corrections

- [ ] State/Local Initiatives
- [ ] Training
- [ ] Technical Assistance
- [ ] Personnel
- [ ] Equipment/Supplies
- [ ] Contractual Support
- [ ] Information Systems for Criminal Justice System
- [ ] Research, Evaluation, and Product Development

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

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 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!

If Your Award is Not Operational:
1. Stay tuned, your next steps are coming up...
**Step 5: Data Entry**

**Subrecipient -Level Data Entry**

Please click the Enter Data button to enter data for this reporting period. To view or change data click the appropriate “Edit” button.

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

<table>
<thead>
<tr>
<th>Prosecution and Court</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Training</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<table>
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<tr>
<th>Outcomes for All Activities</th>
<th></th>
<th></th>
</tr>
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<tr>
<td>Outcomes for All Activity Areas</td>
<td></td>
<td></td>
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</tbody>
</table>

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**

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

Click Submit Data to Grantor.
Step 5: Enter Data

Subrecipient-Level Data Entry

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

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.

BJA Performance Measurement Tool (PMT)
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

Subrecipient Awards

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

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

Select Enter/Edit Data to revise.
Grantor Reviews Data

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.

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

Prosecution and Court
Training

Outcomes for All Activities

Edit data and save changes.

Once revised data is saved, resubmit data to grantor.

For more information contact BJA@corincorporated.com
Toll-free Technical Assistance Helpdesk Number: 1-888-252-6857

BJA Performance Measurement Tool (PMT)
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)
BJA Performance Measurement Tool (PMT)

Indicator Definitions

Click the underlined indicator
Web site

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

Technical Assistance

- Contact your Grantor first