



Performance Reporting

Job Aid Reference Guide

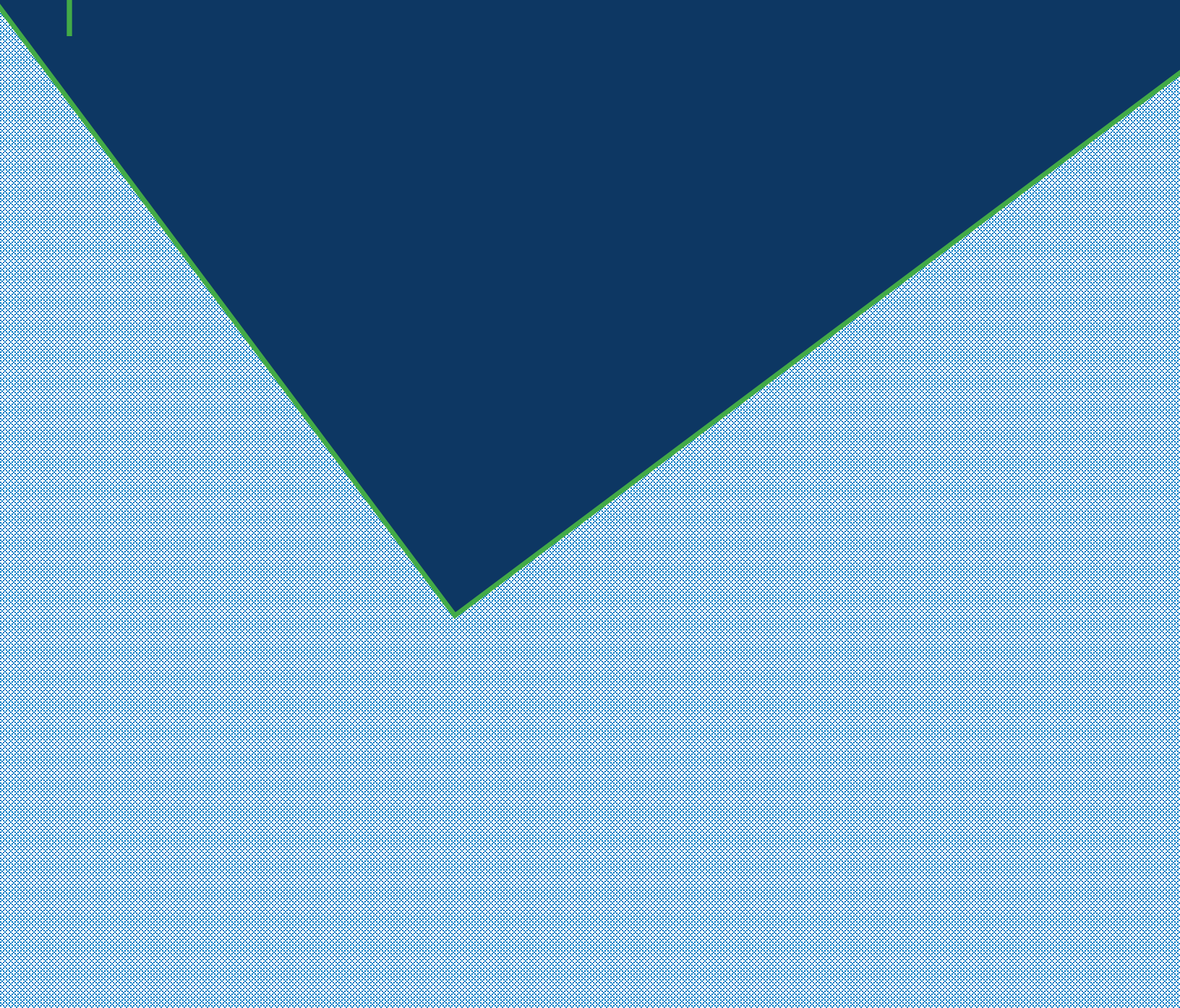


Table of Contents

Page	Topic
<u>3</u>	<u>Introduction and Overview</u>
<u>9</u>	<u>Upload Performance Measurement Data</u>
<u>17</u>	<u>Submit Performance Report with Question Set</u>
<u>32</u>	<u>Change-Requested Performance Report</u>
<u>50</u>	<u>Performance Report Troubleshooting</u>



Introduction and Overview



How to Use this Guide

This Job Aid Reference Guide (JARG) will help users navigate the JustGrants Grant Award Administrator (GAA) functions regarding performance reports (PR). All training resources can be accessed on the JustGrants [Training & Resources page](#).

Linked Content

This JARG utilizes a chapter-linked Table of Contents. A link has been included on each page to help the user quickly return to the Table of Contents.



Select the **Home** icon to return to the Table of Contents.

Performance Reporting Overview

Performance reporting is integrated into the JustGrants system. All users will complete required reporting directly in JustGrants within each Performance Report (PR) using a Performance Measure Question Set.

- Delinquent reports may result in a suspension of grant funds. Once the delinquent report is submitted, the suspension will be lifted within 24 hours.
- The reporting cadence is determined by the solicitation and is based on the program and funder.
- Reports are either **Regular** or **Final**. The Grant Award Administrator (GAA) can mark a report as the final PR, signifying that all grant activities are complete, funds are obligated, and the award is ending early.
- Final reports are due no later than **120 days** after the end of the award.
- PRs are generated based on frequency. The due date is determined by the program's award.
- PRs generated for an award's last reporting period will automatically be final reports. All others are regular PRs.

Submitting Performance Reports

There are two methods which can be used to submit PRs. Either method can be used to submit performance measures:

- Responding to the Question Set
- Uploading a report generated by an external system

How can the user determine which method is required to submit a performance measure?

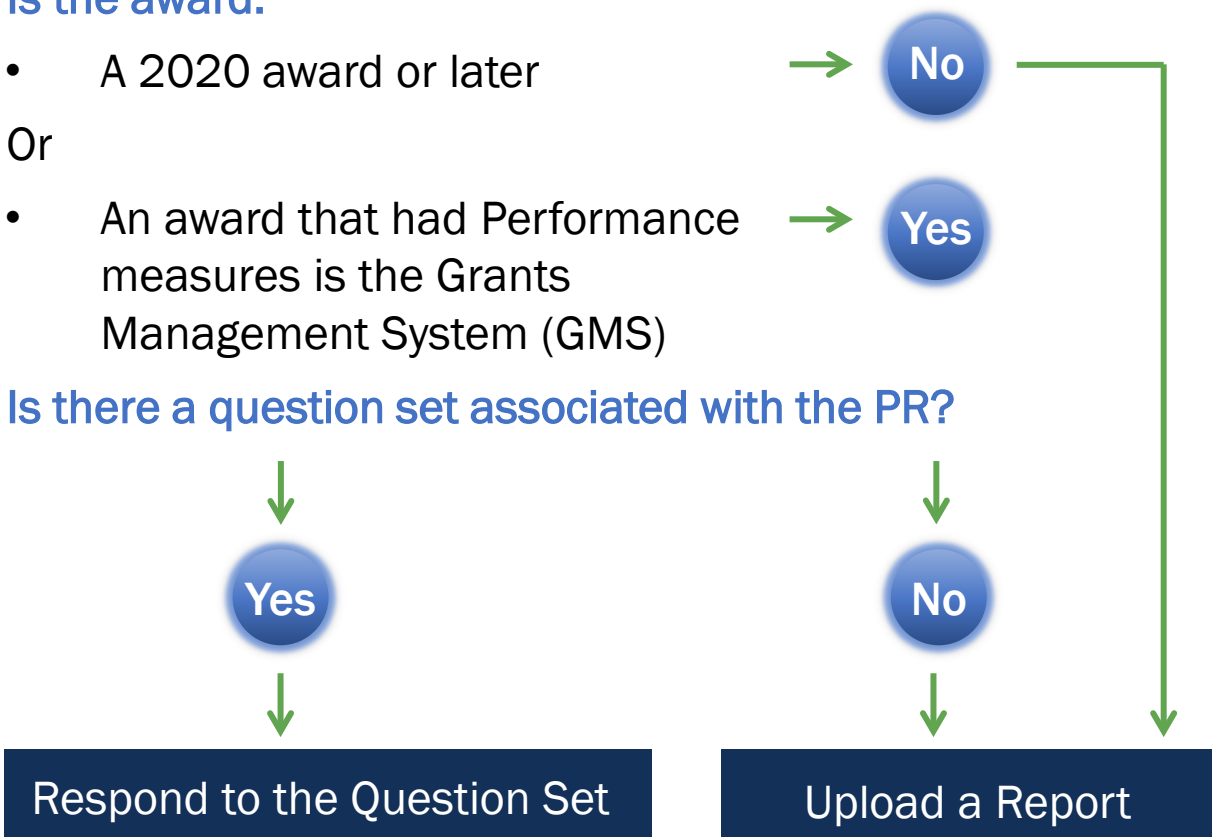
Is the award:

- A 2020 award or later

Or

- An award that had Performance measures is the Grants Management System (GMS)

Is there a question set associated with the PR?



For either method, recipients may upload additional files to relay information about the project's progress.

NOTE: If a PR does not include a question set to be completed, attach documents as directed by the grant manager.

Performance Report Frequency and Due Dates

The following list describes the most common reporting frequencies and due dates for Department of Justice (DOJ) award recipients:

REPORTING PERIOD START DATE	REPORTING PERIOD END DATE	REPORT DUE DATE
~ QUARTERLY (OJP) ~		
January 1	March 31	April 30
April 1	June 30	July 30
July 1	September 30	October 30
October 1	December 31	January 30
~ SEMI-ANNUAL REGULAR (OJP and OVW) ~		
January 1	June 30	July 30
July 1	December 31	January 30
~ ANNUAL FISCAL YEAR ~		
October 1	September 30	October 30
~ ANNUAL CALENDAR ~		
January 1	December 31	January 30
~ COPS SEMI-ANNUAL ~		
February 1	July 31	August 30
August 1	January 31	March 2
~ OVW ANNUAL ~		
January 1	December 31	March 30
~ ANNUAL OTHER ~		
Dynamic: Defined at solicitation	Dynamic: Defined at solicitation	Dynamic: Defined at solicitation

Performance Report Notifications

Grant Award Administrators (GAAs) will receive PR-related email notifications and will have access to:

- PR Submission
- PR Approval
- PR Reminders
- Past Due PR Notification

Additionally, PR-related email copies can be reviewed in the PR page correspondence section.

The screenshot displays the JUSTgrants interface for a Performance Report. The main content area is titled "Performance Report (PR-358433)" and includes a "CHANGE REQUEST" button. A red banner indicates "The deadline was 1 day ago". The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, and Training Resources. The main content area is divided into two sections: "Case details" and "Correspondence".

Case details

- Last updated by: Pega Email Bot (1d ago)
- Created by: justgrants026.grantawardadmin jgitsext (9mo ago)

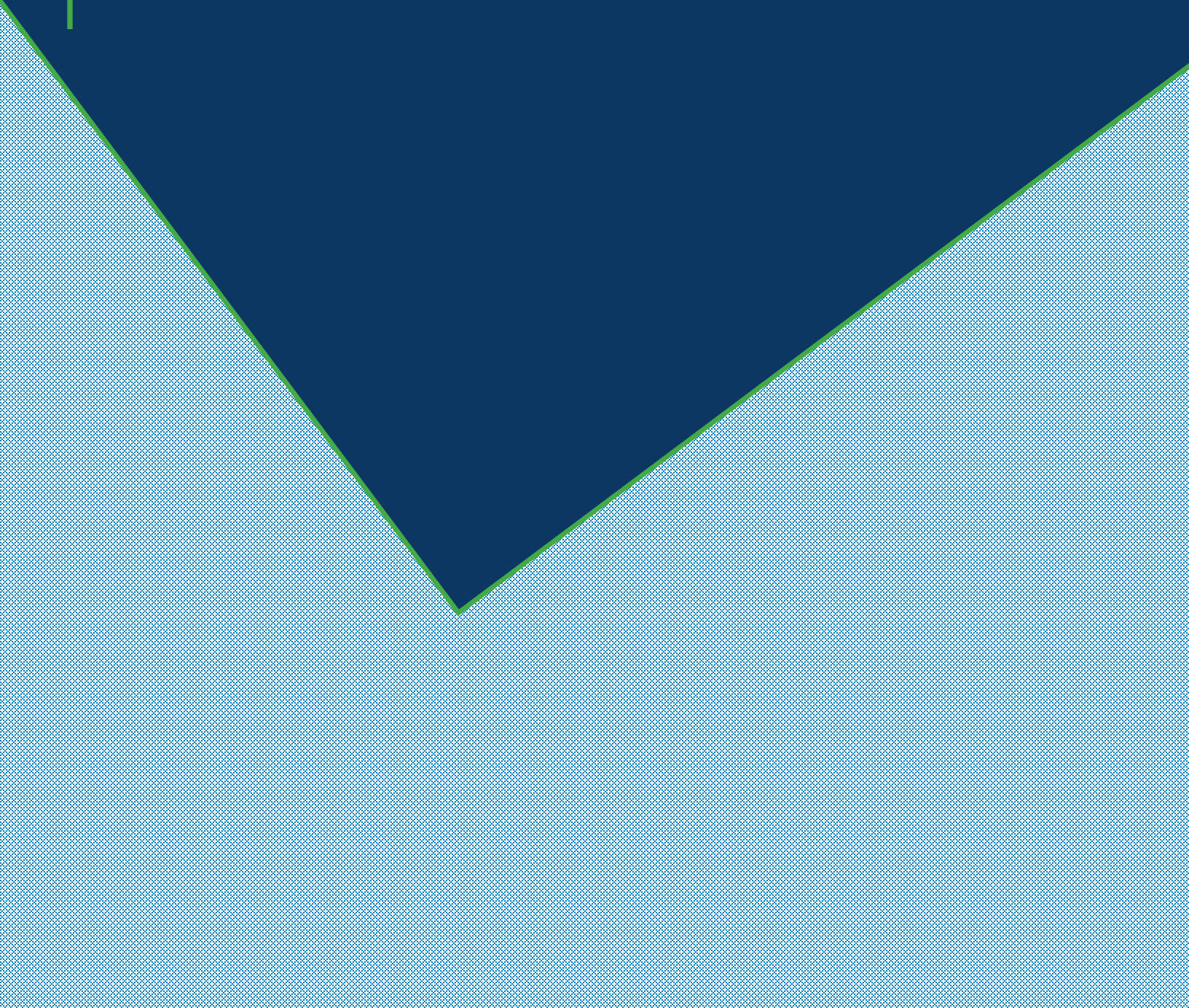
Correspondence

- Action Required: Performance Report...
GrantManaReSMART jgitsint •
Dec 27, 2022 12:21:52 PM
- Action Required: Performance Report...
GrantManaReSMART jgitsint •
Nov 28, 2022 7:04:05 PM

The "Correspondence" section is expanded, showing a list of actions. A green box highlights the "Case details" and "Correspondence" sections, and a green arrow points from the "Correspondence" section to the "Case details" section.



Upload Performance Measurement Data



Upload Performance Measurement Data

Step 1a

Open Performance Report

Some recipients report using the Performance Management Tool. These recipients will notice that the system does not include a Performance Measure Question Set. They will upload narratives or templates as directed by the Grant Manager.

1a) After logging in as a **Grant Award Administrator**, select the appropriate PR to open from *My Worklist*.

NOTE: Use the **Case Status** filter to find PRs in **Pending ChangeRequest** status. The oldest PR must be completed and submitted before others can be submitted.

The screenshot displays the JUSTgrants system interface. The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area shows a welcome message for 'justgrants026.grantawardadmin jgitsext' and an 'Alerts (0)' section. Below this is the 'My Worklist' section, which contains a table of 1612 results. The table has columns for Case ID, Due Date, Case Type, Award, Solicitation Title, Office, and Status. A green box highlights the 'My Worklist' header and the table. Another green box highlights a filter dropdown menu on the right side of the table, where 'Pending-ChangeRequest' is selected. A circled '1a' is placed next to the 'My Worklist' header.

Case ID	Due Date	Case Type	Award	Solicitation Title	Office	Status
PR-358738	04/30/2018	Performance Report	15JOVW-22-GG-01969-STOP	FY22 OVW Solicitation		
PR-358472	01/01/2019	Performance Report	15PSMA-21-GG-00380-MUMU	--		
PR-384269	03/30/2019	Performance Report	15PBJA-22-GK-01909-AWAX	test PR		
PR-358288	03/30/2019	Performance Report	15PBJA-22-GK-01909-AWAX	test PR		
PR-358083	03/30/2019	Performance Report	15PBJA-22-GG-01891-12	Annual-calendar vc	OJP-BJA	PR-Delinquent
PR-358063	03/30/2019	Performance Report	15PBJA-22-GG-01891-12	Annual-calendar vc	OJP-BJA	PR-Delinquent
PR-357061	03/30/2019	Performance Report	15PBJA-22-GG-01891-12	Annual-calendar vc	OJP-BJA	PR-Delinquent
PR-356829	07/30/2019	Performance Report	15JOVW-22-GG-01795-STOP	--	--	PR-Delinquent

Upload Performance Measurement Data

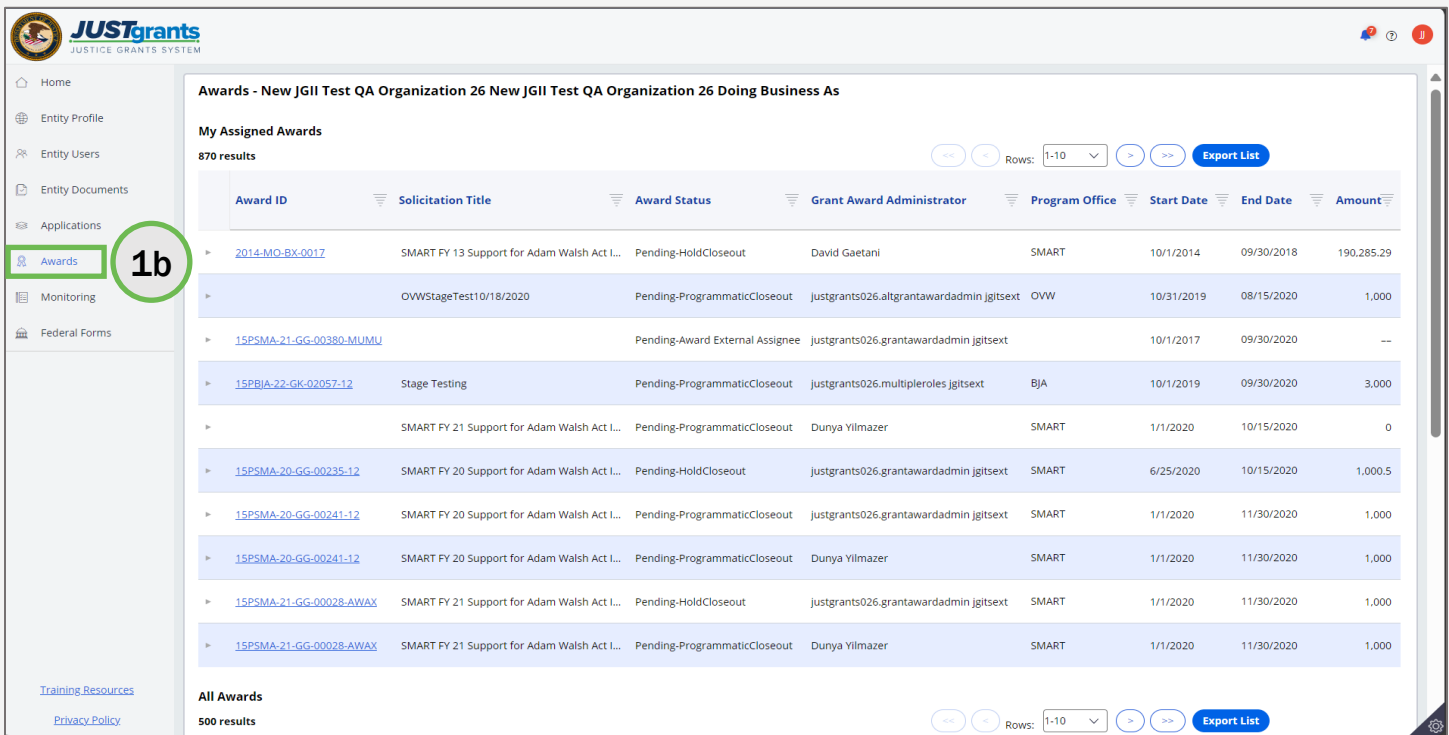
Step 1b

Open Performance Report

Another method used to locate the PR is to open a **Funded Award (FAW)** in edit mode and navigate to the **Performance Report** tab. FAWs are found in the **Awards** menu.

1b) Select **Begin** on the **Programmatic** task line in the **Assignments** section or select **Begin** for the specific PR. If **Begin** is not available, the award may not be assigned to the current user.

NOTE: **Begin** will always appear if the award is not in edit mode, however, it may not be available if the PR is not assigned to the logged-in user and therefore is not available for editing.



The screenshot displays the JUSTgrants Justice Grants System interface. On the left, a navigation menu includes 'Home', 'Entity Profile', 'Entity Users', 'Entity Documents', 'Applications', 'Awards' (highlighted with a green circle and '1b'), 'Monitoring', and 'Federal Forms'. The main content area is titled 'Awards - New JGII Test QA Organization 26 New JGII Test QA Organization 26 Doing Business As'. It shows 'My Assigned Awards' with 870 results. A table lists various awards with columns for Award ID, Solicitation Title, Award Status, Grant Award Administrator, Program Office, Start Date, End Date, and Amount. The table includes several rows of award data. At the bottom, there is a section for 'All Awards' with 500 results.

Award ID	Solicitation Title	Award Status	Grant Award Administrator	Program Office	Start Date	End Date	Amount
2014-MQ-BX-0017	SMART FY 13 Support for Adam Walsh Act L...	Pending-HoldCloseout	David Gaetani	SMART	10/1/2014	09/30/2018	190,285.29
	OWWStageTest10/18/2020	Pending-ProgrammaticCloseout	justgrants026.altgrantawardadmin jgitsext	OVW	10/31/2019	08/15/2020	1,000
15PSMA-21-GG-00380-MUMU		Pending-Award External Assignee	justgrants026.grantawardadmin jgitsext		10/1/2017	09/30/2020	--
15PBIA-22-GK-02057-12	Stage Testing	Pending-ProgrammaticCloseout	justgrants026.multipleroles jgitsext	BJA	10/1/2019	09/30/2020	3,000
	SMART FY 21 Support for Adam Walsh Act L...	Pending-ProgrammaticCloseout	Dunya Yilmazer	SMART	1/1/2020	10/15/2020	0
15PSMA-20-GG-00235-12	SMART FY 20 Support for Adam Walsh Act L...	Pending-HoldCloseout	justgrants026.grantawardadmin jgitsext	SMART	6/25/2020	10/15/2020	1,000.5
15PSMA-20-GG-00241-12	SMART FY 20 Support for Adam Walsh Act L...	Pending-ProgrammaticCloseout	justgrants026.grantawardadmin jgitsext	SMART	1/1/2020	11/30/2020	1,000
15PSMA-20-GG-00241-12	SMART FY 20 Support for Adam Walsh Act L...	Pending-ProgrammaticCloseout	Dunya Yilmazer	SMART	1/1/2020	11/30/2020	1,000
15PSMA-21-GG-00028-AWAX	SMART FY 21 Support for Adam Walsh Act L...	Pending-HoldCloseout	justgrants026.grantawardadmin jgitsext	SMART	1/1/2020	11/30/2020	1,000
15PSMA-21-GG-00028-AWAX	SMART FY 21 Support for Adam Walsh Act L...	Pending-ProgrammaticCloseout	Dunya Yilmazer	SMART	1/1/2020	11/30/2020	1,000

Upload Performance Measurement Data

Steps 2 – 3

Report Type

- 2) Select the type of report to submit, **Regular** or **Final**.
- 3) Select the caret next to **Project Description** to expand the window for review.

NOTE: Recipients who report in Performance Management Tool (PMT), other secondary systems, or use grant program-specific forms **will not** see a Performance Measure Questions Set but will respond to performance metrics in those secondary systems or forms. A PDF of the data entered and uploaded in the secondary systems will be saved. The grantor agency will provide explicit guidance on what a recipient should include in their PR. Once **Final** is selected and confirmed, it is not possible to change the report back to Regular without technical assistance.

The screenshot shows the JUSTgrants Performance Report form. A large grey box with a green border contains a note: "NOTE: The GAA can mark a performance report as final – all grant activities are complete, funds are obligated, and the award is ending early." Below this, the form fields are visible. A green circle with the number "2" points to the "Type Of Performance Report" section, which has radio buttons for "Final" and "Regular". Another green circle with the number "3" points to the "Project Description" section, which has a caret icon next to it. Below the "Project Description" section is the "Performance Measure Question Set" table. The table has columns: Question Set, Status, Last Updated, and Last updated by. The first row shows "BJA_NFSIA_FY21" with a status of "New", last updated on "2/23 7:34 AM", and by "Queue processor(FAWPRCreation)". On the right side of the form, there are sections for "Case details", "Correspondence", and "Participants (6)".

Question Set	Status	Last Updated	Last updated by
BJA_NFSIA_FY21	New	2/23 7:34 AM	Queue processor(FAWPRCreation)

Upload Performance Measurement Data

Steps 4 – 5

Upload Attachments

- 4) Type any relevant comments for the **Grant Manager** in the **Comments** field.
- 5) In the **Attachments** section, select **Upload** to upload a PDF of the PMT, secondary system report, or grant program-specific performance measures form as directed by the grant manager.

NOTE: The **Comment** field should not be used as part of a performance measure narrative or to supplement the performance measures report.

The screenshot displays the JUSTgrants Performance Report interface. The main content area is titled "Performance Report (PR-361950)" and includes a table for "Complete Performance Measure Question Set". Below this table, the "Comments" section is highlighted with a green box and a circled number 4. The "Comments History" section is also highlighted with a green box and a circled number 5. The "Attachments" section is highlighted with a green box and contains an "Upload" button. The interface also includes a sidebar with navigation links and a right-hand panel with participant information.

Question Set	Status	Last Updated	Last updated by
BJA Ops Rentless Pursuit	New	7/5/22 2:12 PM	Queue processor(PA/PRCreation)

Comments

Comments History

Comment Date Time	Commented By	Comments
No items		

Attachments

[Upload](#)

The recommended files to upload are PDF, Microsoft Word and Excel.

[Cancel](#) [Save](#) [Submit](#)

COMPLETE PERFORMANCE MEASURE SURVEY

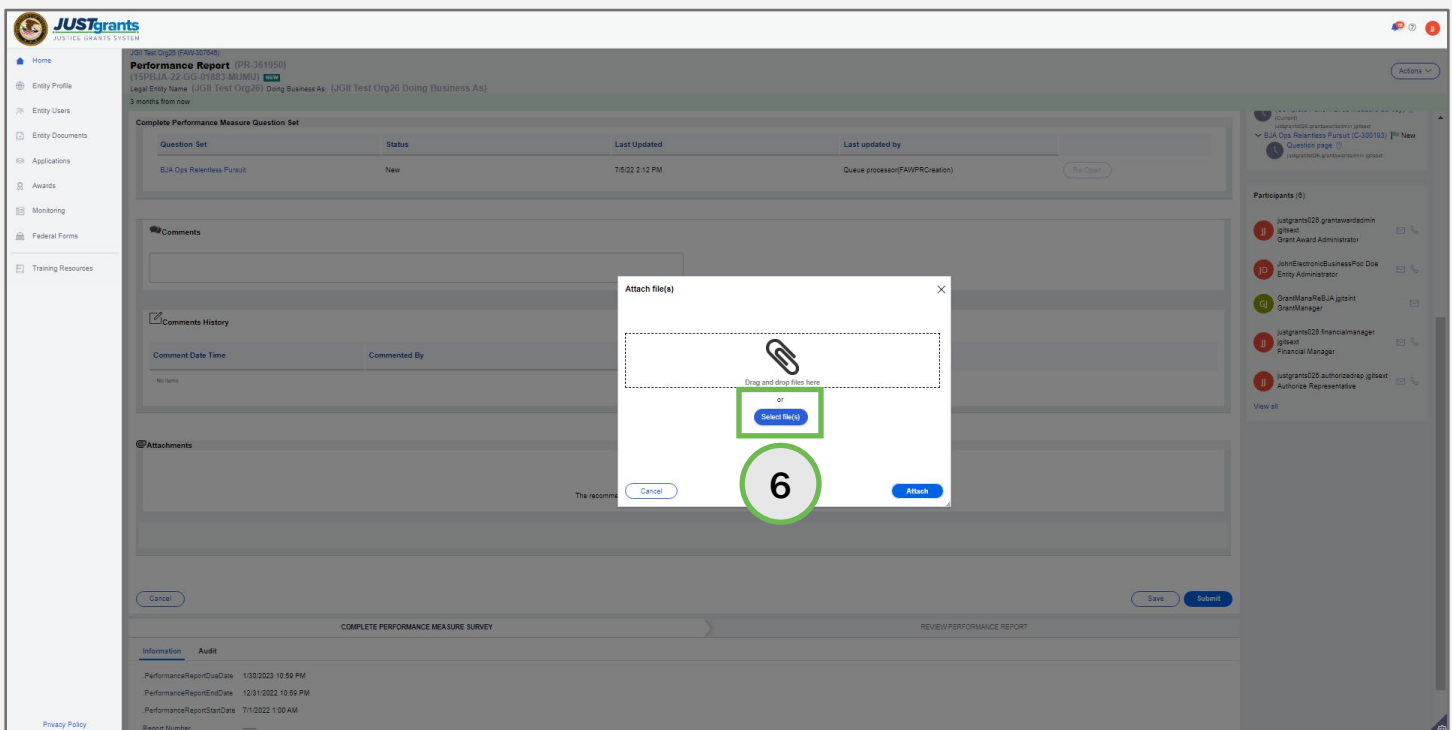
Information	Audit
PerformanceReportCreateDate	1/30/2023 10:59 PM
PerformanceReportEndDate	12/31/2022 10:59 PM
PerformanceReportStartDate	7/1/2022 1:00 AM
Report Number	

Upload Performance Measurement Data

Step 6

Upload Attachments

- 6) Locate the file to upload from the user's workstation or shared drive.



Upload Performance Measurement Data

Steps 7 – 9

Upload Attachments

- 7) Update the name of the file by typing a new file name in the **Name** field. This is a required field.
- 8) The **Category** defaults to **Performance Report**. If the category does not default to Performance Report, use the dropdown menu to change the category to Performance Report.
- 9) Select **Attach**.

The screenshot displays the JUSTgrants system interface. A modal dialog titled 'Attach file(s)' is open in the center. The dialog contains a 'Name' field with the text 'PROR Test Document' (highlighted with a green box and a green circle labeled '7'), a 'File' field with a dropdown menu showing 'PROR_Test.docx' (highlighted with a green box and a green circle labeled '8'), and a 'Category' dropdown menu showing 'Performance Report' (highlighted with a green box and a green circle labeled '8'). Below these fields is an 'Attach' button (highlighted with a green box and a green circle labeled '9'). The background shows a 'Performance Report' form with a table of 'Complete Performance Measure Question Set' and a list of 'Participants' on the right.

Upload Performance Measurement Data

Step 10

Upload Attachments

10) Select **Submit** to complete the PR or select **Save** to save and return later.

NOTES:

Once submitted, the report is routed to the **Grant Manager** for review.

An Office on Violence Against Women (OVW) performance report without an attached survey will receive a validation message indicating the performance report cannot be submitted without the PDF file attached.

JUSTgrants
JUSTICE GRANTS SYSTEM

Home
Entity Profile
Entity Users
Entity Documents
Applications
Awards
Monitoring
Federal Forms
Training Resources

Performance Report (PR-361950)
(1SPBJA-22-GG-91883-MUMU) **NEW**
Legal Entity Name (JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As)
3 months from now

Complete Performance Measure Question Set

Question Set	Status	Last Updated	Last updated by
BJA Ops Rateless Pursuit	New	7/5/22 2:12 PM	Queue processor(PA/PRCreation)

Comments

Comments History

Comment Date Time	Commented By	Comments
No items		

Attachments

Upload

The recommended files to upload are PDF, Microsoft Word and Excel.

Name	Category	Created by	Date Added
PRCH_Test.docx	Performance Report	justgrants020.grantawardadmin.jgtest	8/25/2022 2:30 PM

10

Save **Submit**

COMPLETE PERFORMANCE MEASURE SURVEY

REVIEW PERFORMANCE REPORT

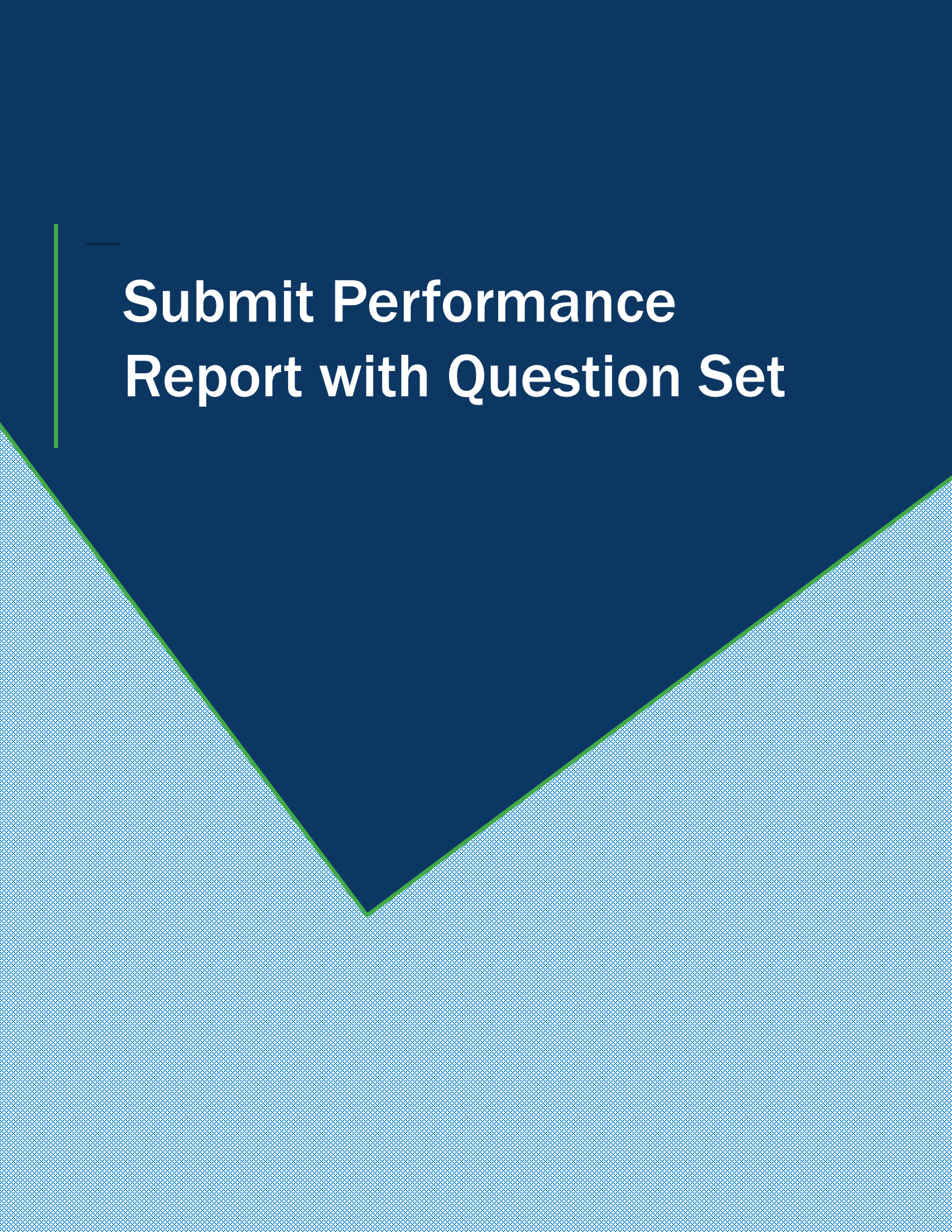
Information **Audit**

PerformanceReportDueDate	PerformanceReportEndDate	PerformanceReportStartDate
1/30/2023 10:59 PM	12/31/2022 10:59 PM	7/1/2022 1:00 AM

Privacy Policy

Participants (8)

- justgrants020.grantawardadmin.jgtest
- Grant Award Administrator
- JohnElectronicBusinessPoc.Doe
- Entity Administrator
- GrantManagerBJA.jgtest
- GrantManager
- justgrants020.financialmanager.jgtest
- Financial Manager
- justgrants020.authorizedrep.jgtest
- Authorized Representative



Submit Performance Report with Question Set

Submit PR with Question Set

Step 1a

Locate Performance Report

Recipients working on a PR that originated in JustGrants will complete a Performance Measure Question Set.

1a) After logging in as the GAA, select the performance report from **My Worklist**.

NOTE: Use the case filter from the case status field to locate the PR.

The screenshot displays the JustGrants system interface. The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, and Federal Forms. The main content area shows a welcome message for 'justgrants026.grantawardadmin jgitsext' and an 'Alerts (0)' section. Below this is the 'My Worklist' section, which contains a table with 1612 results. The table has columns for Case ID, Due Date, Case Type, Award, Solicitation Title, Office, and Status. A green box highlights the 'My Worklist' header and the first column of the table. A second green box highlights the 'Status' column, showing a dropdown menu with 'Pending-ChangeRequest' selected. A circled '1a' is placed next to the 'My Worklist' header.

Case ID	Due Date	Case Type	Award	Solicitation Title	Office	Status
PR-358738	04/30/2018	Performance Report	15JOVW-22-GG-01969-STOP	FY22 OVW Solicitation		
PR-358472	01/01/2019	Performance Report	15PSMA-21-GG-00380-MUMU	--		
PR-384269	03/30/2019	Performance Report	15PBJA-22-GK-01909-AWAX	test PR		
PR-358288	03/30/2019	Performance Report	15PBJA-22-GK-01909-AWAX	test PR		
PR-358083	03/30/2019	Performance Report	15PBJA-22-GG-01891-12	Annual-calendar vc	OJP-BJA	PR-Delinquent
PR-358063	03/30/2019	Performance Report	15PBJA-22-GG-01891-12	Annual-calendar vc	OJP-BJA	PR-Delinquent
PR-357061	03/30/2019	Performance Report	15PBJA-22-GG-01891-12	Annual-calendar vc	OJP-BJA	PR-Delinquent
PR-356829	07/30/2019	Performance Report	15JOVW-22-GG-01795-STOP	--	--	PR-Delinquent

Submit PR with Question Set

Step 1b

Locate Performance Report

1b) Another method to locate the performance report is to open a FAW in edit mode and navigate to the Performance Report tab. FAWs are found in the Awards menu.

NOTE: The oldest report must be completed and submitted before others can be submitted.

The screenshot displays the JUSTgrants Justice Grants System interface. On the left sidebar, the 'Awards' menu item is highlighted with a green box and labeled '1b'. The main content area shows 'My Assigned Awards' with 870 results. A table lists various awards with columns for Award ID, Solicitation Title, Award Status, Grant Award Administrator, Program Office, Start Date, End Date, and Amount. The table includes entries for SMART FY 13, OWWStageTest, and SMART FY 20/21 support for Adam Walsh Act L... with various statuses like Pending-HoldCloseout and Pending-ProgrammaticCloseout. At the bottom, there is a section for 'All Awards' with 500 results.

Award ID	Solicitation Title	Award Status	Grant Award Administrator	Program Office	Start Date	End Date	Amount
2014-MQ-BX-0017	SMART FY 13 Support for Adam Walsh Act L...	Pending-HoldCloseout	David Gaetani	SMART	10/1/2014	09/30/2018	190,285.29
	OWWStageTest10/18/2020	Pending-ProgrammaticCloseout	justgrants026.altgrantawardadmin jgitsext	OVW	10/31/2019	08/15/2020	1,000
15PSMA-21-GG-00380-MUMU		Pending-Award External Assignee	justgrants026.grantawardadmin jgitsext		10/1/2017	09/30/2020	--
15PBIA-22-GK-02057-12	Stage Testing	Pending-ProgrammaticCloseout	justgrants026.multipleroles jgitsext	BJA	10/1/2019	09/30/2020	3,000
	SMART FY 21 Support for Adam Walsh Act L...	Pending-ProgrammaticCloseout	Dunya Yilmazer	SMART	1/1/2020	10/15/2020	0
15PSMA-20-GG-00235-12	SMART FY 20 Support for Adam Walsh Act L...	Pending-HoldCloseout	justgrants026.grantawardadmin jgitsext	SMART	6/25/2020	10/15/2020	1,000.5
15PSMA-20-GG-00241-12	SMART FY 20 Support for Adam Walsh Act L...	Pending-ProgrammaticCloseout	justgrants026.grantawardadmin jgitsext	SMART	1/1/2020	11/30/2020	1,000
15PSMA-20-GG-00241-12	SMART FY 20 Support for Adam Walsh Act L...	Pending-ProgrammaticCloseout	Dunya Yilmazer	SMART	1/1/2020	11/30/2020	1,000
15PSMA-21-GG-00028-AWAX	SMART FY 21 Support for Adam Walsh Act L...	Pending-HoldCloseout	justgrants026.grantawardadmin jgitsext	SMART	1/1/2020	11/30/2020	1,000
15PSMA-21-GG-00028-AWAX	SMART FY 21 Support for Adam Walsh Act L...	Pending-ProgrammaticCloseout	Dunya Yilmazer	SMART	1/1/2020	11/30/2020	1,000

Submit PR with Question Set

Steps 2 – 4

Select Report
Type

- 2) Select the type of report (**Regular** or **Final**) to submit. PRs generated in the last award reporting period will automatically be Final reports, all others are Regular.
- 3) Select the caret next to **Project Description** to expand window and review.
- 4) Select the link for the appropriate question set to answer relevant questions.

NOTE: Once **Final** is selected and confirmed, it is not possible to change back to Regular without technical assistance.

The screenshot shows the JUSTgrants Performance Report interface. A large grey box with a green border contains the following text: **NOTE: If the GAA marks a report as Final – all grant activities are complete, funds are obligated, and the award is ending early.**

Below the note, the interface displays the following sections:

- Performance Report** (DUE IN 3 MONTHS FROM NOW):
 - Start Date: 01/01/2023
 - End Date: 02/28/2023
 - Due Date: 06/28/2023
- Type Of Performance Report**:
 - ☐ Final
 - ☒ Regular
- Project Description** (Expanded):
 - Performance Measure Question Set
 - Question Set: BJA_NFSIA_FY21
 - Status: New
 - Last Updated: 2/2/23 7:34 AM
 - Last updated by: Queue processor(FAWPRCreation)
 - Re-Open button

On the right side, there are sections for **Case details**, **Correspondence**, and **Participants (6)**.

Numbered callouts on the screenshot:

- 2**: Points to the "Type Of Performance Report" section.
- 3**: Points to the "Project Description" section.
- 4**: Points to the "Performance Measure Question Set" table.

Submit PR with Question Set

Step 5

Open Question Set

5) Select **Begin**. Begin allows for editing Question Set entries.

NOTES:

The **Begin** option will only appear for a user that can take action.

The PR is displayed in read-only mode. It is possible to print the questions by selecting **Actions** and then selecting the **Print** option. Changes cannot be made to the question set while it is in read-only mode.

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows a table of assignments for the 'BJA_FY18STOPTech_Final' project. A green box highlights a 'Begin' button, and a green circle with the number '5' is placed above it. The interface includes a sidebar with navigation links, a top navigation bar, and a right sidebar with additional information and participants.

Submit PR with Question Set

Steps 6 – 7

Answer Questions

- 6) Answer the questions on the page.
- 7) Select **Continue** to move to the next page or select **Save** and come back later.

NOTE: Questions vary among awards; those with a red asterisk must be answered. The question set cannot be submitted unless the required questions are answered. Many questions include validations, while some answers generate additional questions to be answered.

The screenshot shows the JUSTgrants system interface. The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, and Training Resources. The main content area displays the 'BJA FY18STOPTech_Final' award page. The page title is 'BJA FY18STOPTech_Final (C-299819)'. Below the title is a progress bar with 8 steps: 1. BJA Award Admin, 2. BJA FY18STOP_INT_v1, 3. BJA FY18 STOP MD Team, 4. BJA STOP Tech Assessments, 5. BJA_STOP_AS_v1, 6. BJA_STOP_Tech2_v1, 7. BJA FY18 STOP Tech Enh, and 8. BJA Seven Narrative Questions. The current step is 1. BJA Award Admin. The questions are:

- BJA Award Admin
- Is this the last reporting period for which the award will have data to report?
☐ Yes ☐ No
- Clear Selection
- Was there grant activity during the reporting period?
☐ Yes ☐ If No please select from the following responses:
- Clear Selection
- Reason(s) for no grant activity during the reporting period - In procurement ☐
- Reason(s) for no grant activity during the reporting period - Project or budget not approved by agency, county, city, or governing agency ☐
- Reason(s) for no grant activity during the reporting period - Seeking subcontractors (Request for Proposal stage only) ☐
- Reason(s) for no grant activity during the reporting period - Waiting to hire project manager, additional staff, or coordinating staff ☐
- Reason(s) for no grant activity during the reporting period - Paying for the program using prior federal funds ☐
- Reason(s) for no grant activity during the reporting period - Administrative hold (e.g., court case pending) ☐
- Reason(s) for no grant activity during the reporting period - Still seeking budget BJA approval ☐
- Reason(s) for no grant activity during the reporting period - Waiting for partners or collaborators to complete the application ☐
- Reason(s) for no grant activity during the reporting period - Other ☐
- Reason(s) for no grant activity during the reporting period - If Other, please describe

At the bottom of the page, there are 'Cancel', 'Save', and 'Continue' buttons. A green circle with the number '6' is placed over the left sidebar, and another green circle with the number '7' is placed over the 'Continue' button.

Submit PR with Question Set

Step 8

Finish Question Set

- 8) On the last page of the PR, **Continue** is replaced with **Finish**. Select **Finish** when the questions set is completed or select **Save** and come back later.

NOTE: Selecting **Finish** will return to the PR home screen and does not submit the PR. Additional steps are needed before the PR can be submitted.

JUSTgrants
JUSTICE GRANTS SYSTEM

Performance Reporting (PR-02/2023)

BJA_FY18STOPTech_Final (C-299819)

1. BJA Award Admin ✓ 2. BJA_FY18STOP_NT_v1 ✓ 3. BJA FY18 STOP MD Team ✓ 4. BJA STOP Tech Assessments ✓ 5. BJA_STOP_AS_v1 ✓ 6. BJA_STOP_Tech2_v1 ✓ 7. BJA FY18 STOP Tech Ed ✓ 8. BJA Seven Narrative Questions

BJA Seven Narrative Questions

Please answer the following questions every semiannual reporting period (January and July of each year), based on your grant-funded activities.

What were your accomplishments during reporting period? - Open ended text response

What goals were accomplished, as they relate to your grant application? - Open ended text response

What problems/barriers did you encounter, if any, within the reporting period that prevented you from reaching your goals or milestones? - Open ended text response

Is there any assistance that BJA can provide to address any problems/barriers identified in question #5? - Yes/No

☐ Yes

☐ No

Clear Selection

Are you on track to fiscally and programmatically complete your program as outlined in your grant application? (Please answer YES or NO and if no, please explain.) - Yes/No

☐ Yes

☐ No

Clear Selection

What major activities are planned for the next 6 months? - Open ended text response

Based on your knowledge of the criminal justice field, are there any innovative programs/accomplishments that you would like to share with BJA? - Open ended text response

Back Save Finish

8

Submit PR with Question Set

Steps 9 – 10

Re-open
Performance Report

- 9) When the PR screen opens, the question set status is **Resolved-Completed**. (If there are no comments to make or documents to upload, skip to step 18.)
- 10) To edit the question set, select **Re-Open**. Click **Begin** to edit the question set.

NOTE: If the **Resolved-Completed** status is not displayed, open the **Actions** menu and select the **Refresh** option.

The screenshot displays the JUSTgrants Performance Report interface. The top navigation bar includes a sidebar with links to Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, and Training Resources. The main content area shows the 'Performance Report' for 'JGII Test Org26 (FAW-307723)'. The report details include Solicitation Title, Project Title, Project Period, Managing Office, DOJ Grant Manager, Grant Award Administrator, and FAW Case ID. The 'Performance Measure Question Set' table shows a single row with the status 'Resolved-Completed' and a 'Re-Open' button. The 'Case details' sidebar on the right shows the last updated by, created by, and correspondence. The 'Participants' sidebar shows the grant award administrator, entity administrator, and grant manager. The 'Re-Open' button is highlighted with a green box and a green circle with the number 10. The 'Resolved-Completed' status is also highlighted with a green box and a green circle with the number 9.

Question Set	Status	Last Updated	Last updated by
BJA_NFSIA_FY21	Resolved-Completed	3/6/23 4:36 PM	justgrants026.grantawardadmin.jgltstxt

Submit PR with Question Set

Steps 11 - 12

Upload
Attachments

11) Enter any relevant comments in the **Comments** field.

12) In the **Attachments** section, select **Upload** to attach additional documents as directed by the Grant Manager.

NOTE: Do not use the **Comment** field as part of a performance measure narrative or to answer items in the question set. Comments and attachments are visible to the Grant Manager.

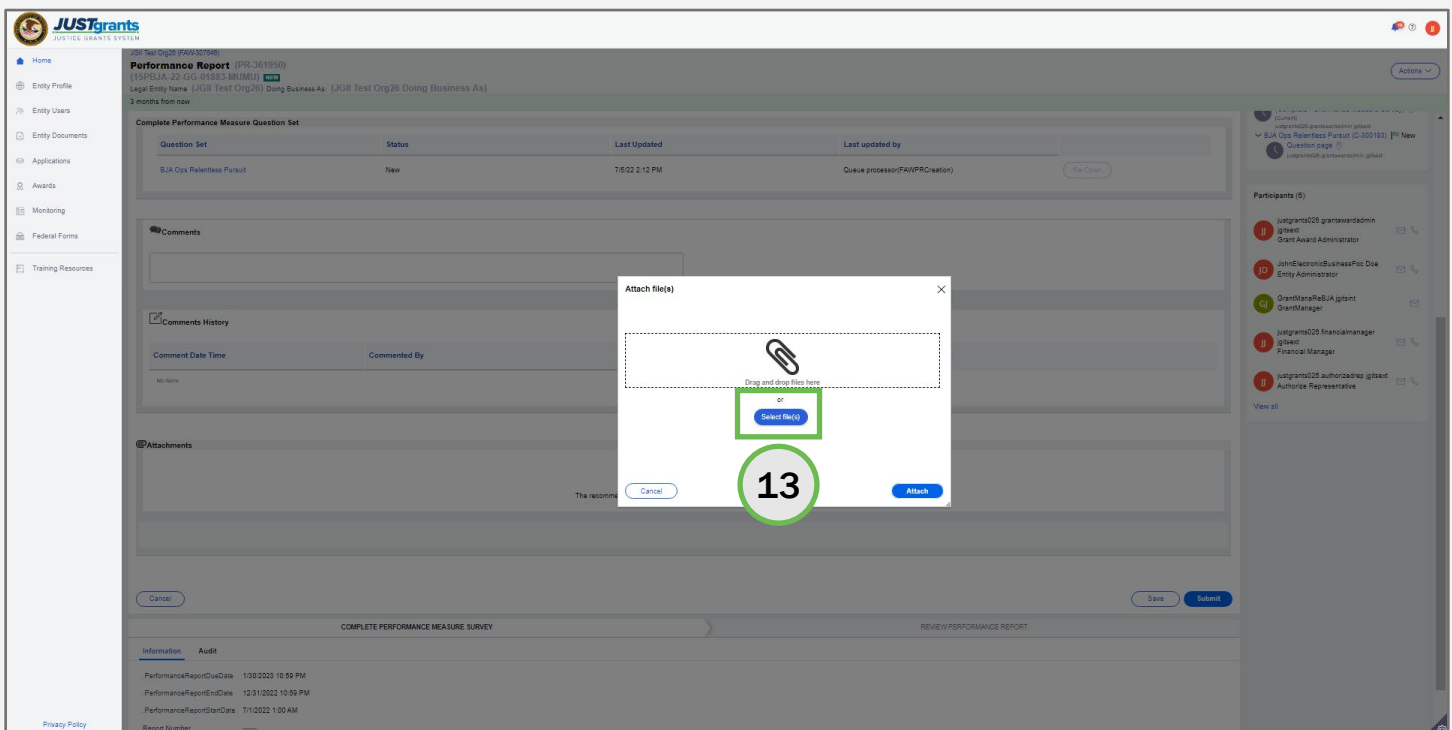
The screenshot displays the JUSTgrants Performance Report interface. The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitor, Federal, and Training Resources. The main content area is titled 'Performance Report (PR-375575)' and includes a table with columns: Question Set, Status, Last Updated, and Last updated by. The table shows a single entry: 'BJA_NFSA_FY21' with status 'Resolved-Completed' and last updated '3/6/23 4:36 PM' by 'justgrants026.grantawardadmin.jgtsent'. Below the table is a 'Comments' section with a text input field, highlighted with a green circle and the number '11'. Underneath is a 'Comments History' table with columns: Comment Date Time, Commented By, and Comments. The 'Attachments' section is at the bottom, featuring an 'Upload' button and a note: 'The recommended files to upload are PDF, Microsoft Word and Excel', highlighted with a green circle and the number '12'. The right sidebar lists users: Grant Award Administrator, JohnElectronicBusinessPoc Doe Entity Administrator, Melissa Harrington Grant Manager, justgrants026.financialmanager jgtsent Financial Manager, and justgrants026.authorizedrep.jgtsent Authorize Representative. At the bottom, there are 'Cancel', 'Save', and 'Submit' buttons.

Submit PR with Question Set

Step 13

Upload
Attachments

13) Locate the file to upload from the user's workstation or shared drive.



Submit PR with Question Set

Steps 14 – 16

Upload
Attachments

- 14) Update the file name by typing a new name in the **Name** field. This is a required field.
- 15) The **Category** defaults to Performance Report. This should not be changed for a performance measures data attachment.
- 16) Select **Attach**.

The screenshot displays the JUSTgrants system interface. A modal dialog titled "Attach file(s)" is open in the center. The dialog contains three input fields: "Name", "File", and "Category". The "Name" field is highlighted with a green box and a green circle with the number 14. The "Category" field is highlighted with a green box and a green circle with the number 15. The "Attach" button is highlighted with a green box and a green circle with the number 16. The background shows the "Performance Report" form with a table of Question Sets and a list of Participants.

Question Set	Status	Last Updated	Last updated by
BJA Ops Release Pursuit	New	7/6/22 2:12 PM	Queue processor(FA/PRCreation)

Participants (5)
justgrants20 grantswardadmin
Grant Administrator
john@econbiz.com Pos Doe
Grant Manager
GrantManager@BJA.gov
Grant Manager
justgrants20 financialmanager
Grant Financial Manager
justgrants20 authorizedrep
Authorized Representative

Submit PR with Question Set

Step 17

Select Submit

17) Select **Submit** to complete the PR or select **Save** to save and return later.

NOTE: Once submitted, the PR is routed to the Grant Manager for review.

JUSTgrants
JUSTICE GRANTS SYSTEM

Home
Entity Profile
Entity Users
Entity Documents
Applications
Awards
Monitoring
Federal Forms
Training Resources

Performance Report (PR-361950)
(1SPBJA-22-GG-91883-MUMU) **NEW**
Legal Entity Name (JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As)
3 months from now

Complete Performance Measure Question Set

Question Set	Status	Last Updated	Last updated by
BUA Ops Rentless Pursuit	New	7/5/22 2:12 PM	Queue processor(FA/PRCreation)

Comments

Comments History

Comment Date Time	Commented By	Comments
No items		

Attachments

The recommended files to upload are PDF, Microsoft Word and Excel.

Name	Category	Created by	Date Added
PRCH_Test.docx	Performance Report	justgrants020.grantawardadmin.jgtest	6/29/2022 2:10 PM

Participants (8)

- justgrants020.grantawardadmin.jgtest Grant Award Administrator
- JohnElectronicBusinessPoc.Doe Entity Administrator
- GrantManagerBUA.jgtest Grant Manager
- justgrants020.financialmanager.jgtest Financial Manager
- justgrants020.authorizedrep.jgtest Authorized Representative

17

Save Submit

COMPLETE PERFORMANCE MEASURE SURVEY

REVIEW PERFORMANCE REPORT

Information Audit

PerformanceReportDueDate	PerformanceReportEndDate	PerformanceReportStartDate
1/30/2023 10:59 PM	12/31/2022 10:59 PM	7/1/2022 1:00 AM

Submit PR with Question Set

Step 18

Report Type

18) If the report type is final, the confirmation page will appear after selecting submit. Select **Confirm**.

NOTE: Selecting **Cancel** returns the PR to the GAA, thereby allowing the GAA to make any changes to the PR before submitting.

The screenshot displays the JUSTgrants Performance Report interface. A confirmation dialog box is overlaid on the screen, asking the user to "Update Type of Performance to Final". The dialog includes the following text: "You marked this as the final performance report, meaning that all grant activities are complete, funds are obligated, and the award is ending early. Are you sure you want to submit a final report? If yes, click 'Confirm'. If no, click 'Cancel' to edit the performance report type." The dialog has two buttons: "Cancel" and "Confirm". The "Confirm" button is highlighted with a green circle and the number "18".

The background interface shows the "Performance Report" page for PR-356812. It includes a sidebar with navigation links (Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, Training Resources) and a main content area with a table of comments and a section for attachments. The bottom of the screen shows a "History" section with a table of recent actions.

Comment Date Time	Commented By	Comments
8/25/2022 5:07 PM	GrantMaraReOVW (gtsnt)	Grants Management comments go here. If directions for Grantees are not sufficient, you can add more information/direction here.
9/1/2022 2:48 PM	GrantMaraReOVW (gtsnt)	Request Change Request
9/1/2022 2:52 PM	GrantMaraReOVW (gtsnt)	Information added here

Time	Description	Performed by
9/5/22 3:40 PM	A file has been attached: PRCR_Test_2	justgrants228.grantawardadmin (gtsnt)
9/5/22 3:38 PM	A PerformanceReport (PRCR_Test_2) attachment has been deleted	justgrants228.grantawardadmin (gtsnt)
9/5/22 3:37 PM	A file has been attached: PRCR_Test_2	justgrants228.grantawardadmin (gtsnt)
9/1/22 2:52 PM	Assigned to justgrants228.grantawardadmin (gtsnt) to 'complete task'	GrantMaraReOVW (gtsnt)
9/1/22 2:52 PM	Case moved from Review Performance Report to Complete Performance Measure Survey via Change Stage flow shape.	GrantMaraReOVW (gtsnt)

Submit PR with Question Set

Status

Status

Review the displayed **Status**. The status should be Pending Repository Upload. There is also a notice displayed that reads, “Thank you! The next step in this case has been routed appropriately.” The GAA will receive an email confirming that the PR was submitted.

JUSTgrants
JUSTICE GRANTS SYSTEM

Home
Entity Programs
Entity Users
Entity Documents
Applications
Awards
Monitoring
Federal Forms

19

Performance Report (PR-358092)
(15PBJA-22-GG-01891-12) **PENDING-REPOSITORYUPLOAD**
Awarded Entity Legal Name (JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As)
Current Entity Legal Name (New JGII Test QA Organization 26) Doing Business As: (New JGII Test QA Organization 26 Doing Business As)
Thank you! The next step in this case has been routed appropriately.

Solicitation Title: Annual-calendar vc
Project Title: Dunya Yilmazer Feb0222 FY22 Adam Walsh Act \$16,750 - Support for Adam Walsh Federal Award Amount \$3,000.00
Project Period: 10/1/18 - 12/31/22
Managing Office: OJP
DOJ Grant Manager: Melissa Harrington
Grant Award Administrator: justgrants026.grantawardadmin.jgitsext
FAW Case ID: FAW-307810

Solicitation Category: N/A
Program Office: BJA
UEI: RKV2V7M6FJ03
TIN: *****0000

Audit

History

Time	Description	Performed by
6/28/24 6:04 PM	Assigned to deferred@pega.com to 'Await Date/Time'	justgrants026.grantawardadmin.jgitsext
6/28/24 6:03 PM	Case Status Updated to Pending-RepositoryUpload	justgrants026.grantawardadmin.jgitsext
6/28/24 6:03 PM	Status changed to Pending-RepositoryUpload.	justgrants026.grantawardadmin.jgitsext
6/28/24 6:03 PM	Status changed to Pending-Review.	justgrants026.grantawardadmin.jgitsext

COMPLETE PERFORMANCE MEASURE SURVEY

REVIEW PERFORMANCE REPORT

Case details
Last updated by justgrants026.grantawardadmin.jgitsext (1m ago)
Created by justgrants026.grantawardadmin.jgitsext (2y ago)

Correspondence
Performance Report PR-358092 for ...
justgrants026.grantawardadmin.jgitsext • Jun 28, 2024 6:03:07 PM

Participants (7)

JohnElectronicBusinessPec.Doc

Submit PR with Question Set:

Audit History

Audit History

The **Audit** page displays an up-to-date historical description of all actions taken on the PR. Notice that the audit indicates that the PR was sent to the Grant Manager Reviewer for approval or rejection.

The screenshot displays the JUSTGrants Performance Report Audit History page. The left sidebar shows the 'Audit' tab selected. The main content area shows a table of audit history for PR-356812. The table has columns for Time, Description, and Performed by. The actions listed include assignments to GrantManagerReviewer, status changes to Pending-Review, and case movements between various stages. A green box highlights the 'Audit' tab in the sidebar, and a green arrow points to the 'Assigned to GrantManagerReviewer' action in the audit history table.

Time	Description	Performed by
9/22 5:23 PM	Assigned to GrantManagerReviewer to 'Please approve or reject this (1) Performance Report'	justgrants026 grantawardadmin jgbsent
9/22 5:23 PM	Status changed to Pending-Review	justgrants026 grantawardadmin jgbsent
9/22 5:23 PM	Case moved from Complete Performance Measure Survey to Review Performance Report via automatic stage transition.	justgrants026 grantawardadmin jgbsent
9/22 5:23 PM	Assignment to 'complete task' completed by performing a 'Performance Report'.	justgrants026 grantawardadmin jgbsent
9/22 5:15 PM	Assigned to justgrants026 grantawardadmin jgbsent to 'complete task'	GrantManagerReviewer jgbsent
9/22 5:15 PM	Case moved from Review Performance Report to Complete Performance Measure Survey via Change Stage flow shape	GrantManagerReviewer jgbsent
9/22 5:15 PM	Change request initiated	GrantManagerReviewer jgbsent
9/22 5:15 PM	Assignment to 'Please approve or reject this (1)' completed by performing a 'Performance Report'.	GrantManagerReviewer jgbsent
9/22 5:15 PM	Due date in 15 days	GrantManagerReviewer jgbsent
9/22 3:41 PM	Assigned to GrantManagerReviewer to 'Please approve or reject this (1) Performance Report'	justgrants026 grantawardadmin jgbsent
9/22 3:41 PM	Status changed to Pending-Review	justgrants026 grantawardadmin jgbsent
9/22 3:41 PM	Case moved from Complete Performance Measure Survey to Review Performance Report via automatic stage transition.	justgrants026 grantawardadmin jgbsent
9/22 3:41 PM	Assignment to 'complete task' completed by performing a 'Performance Report'.	justgrants026 grantawardadmin jgbsent
9/22 3:40 PM	A file has been attached: PRCR_Test_2	justgrants026 grantawardadmin jgbsent
9/22 3:38 PM	A PerformanceReport (PRCR_Test_2) attachment has been deleted	justgrants026 grantawardadmin jgbsent
9/22 3:37 PM	A file has been attached: PRCR_Test_2	justgrants026 grantawardadmin jgbsent
9/12 2:52 PM	Assigned to justgrants026 grantawardadmin jgbsent to 'complete task'	GrantManagerReviewer jgbsent
9/12 2:52 PM	Case moved from Review Performance Report to Complete Performance Measure Survey via Change Stage flow shape	GrantManagerReviewer jgbsent
9/12 2:52 PM	Change request initiated	GrantManagerReviewer jgbsent
9/12 2:52 PM	Assignment to 'Please approve or reject this (1)' completed by performing a 'Performance Report'.	GrantManagerReviewer jgbsent

Case narrative
Showing newest on top

- justgrants026 grantawardadmin jgbsent updated the case Performance Report (PR-356812) Status changed to Pending-Review. 32 minutes ago
- justgrants026 grantawardadmin jgbsent updated the case Performance Report (PR-356812) Status changed to Pending-Review. 2 hours 14 minutes ago



Change-Requested Performance Report

Change-Requested Performance Report

Step 1a

Locate Performance Report

The Grant Manager may return a PR to a GAA who directs edits to be made and resubmits the PR. This process is called a Change Request. GAAs should respond to change requests within 15 calendar days.

1a) After logging in as a **Grant Award Administrator** select the PR from **My Worklist**.

NOTE: Use the **Case Status** filter to find PRs in **Pending ChangeRequest** status. The oldest PR must be completed and submitted before others can be submitted.

The screenshot shows the JUSTgrants Justice Grants System interface. The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, and Training Resources. The main content area displays a 'Welcome' message and an 'Alerts (0)' section. Below this is the 'My Worklist' section, which shows 1113 results. A table lists performance reports with columns for Case ID, Date Due, Case Type, Case Status, and Last Updated. A green box highlights the 'My Worklist' section, and another green box highlights the 'Case Status' filter dropdown menu, which is currently open and shows options: 'New', 'Pending-Award External Assignee', 'Pending-ChangeRequest' (selected), and 'Pending-ChangeRequestCloseout'. The 'Case Status' filter is also highlighted with a green box.

Case ID	Date Due	Case Type	Case Status	Last Updated
PR-358738	04/30/2018	Performance Report	New	05/05/2022 09:32 AM
PR-358472	01/01/2019	Performance Report	New	08/05/2022 01:42 PM
PR-358667	01/30/2019	Performance Report	New	03/23/2022 02:05 PM
PR-358288	03/30/2019	Performance Report	New	03/30/2022 10:57 AM
PR-358092	03/30/2019	Performance Report	New	03/30/2022 09:59 AM
PR-358083	03/30/2019	Performance Report	New	03/30/2022 09:59 AM
PR-358063	03/30/2019	Performance Report	New	03/30/2022 09:59 AM

Change-Requested Performance Report

Step 1b

Locate Performance Report

1b) Another method to locate the PR is to open a **Funded Award** in edit mode and navigate to the **Performance Report** tab. FAWs are found in the **Awards** menu.

JUSTgrants
JUSTICE GRANTS SYSTEM

Home
Entity Profile
Entity Users
Entity Documents
Applications
Awards 1b
Monitoring
Federal Forms
Training Resources

My Assigned Awards - JGII Test Org26

545 results

Award ID	Award Status	Grant Award Administrator	Role	Award Number	Managing Office	Program Office	Solicitation Title
FAW-113559	Pending-ProgrammaticCloseout	Regina Stafford		2014-MO-BX-0017	OJP	SMART	SMART FY 13 Support for Adam Walsh Act Implementation Grant Prog
FAW-207085	Pending-ProgrammaticCloseout	justgrants026.altgrantawardadmin jgitsext			CVW	Programmatic	OVWStageTest10/18/2020
FAW-307987	Pending-Award External Assignee	justgrants026.grantawardadmin jgitsext					
FAW-308587	Pending-ProgrammaticCloseout	justgrants026.multipleroles jgitsext		15PBJA-22-GK-02057-12	OJP	BJA	Stage Testing
FAW-212086	Pending-ProgrammaticCloseout	Dunya Yilmazer			OJP	SMART	SMART FY 21 Support for Adam Walsh Act Implementation Grant Prog
FAW-159090	Pending-HoldCloseout			15PSMA-20-GG-00235-12	OJP	SMART	SMART FY 20 Support for Adam Walsh Act Implementation Grant Prog
FAW-189085	Pending-ProgrammaticCloseout	justgrants026.grantawardadmin jgitsext		15PSMA-20-GG-00241-12	OJP	SMART	SMART FY 20 Support for Adam Walsh Act Implementation Grant Prog
FAW-187184	Pending-ProgrammaticCloseout	Dunya Yilmazer		15PSMA-20-GG-00241-12	OJP	SMART	SMART FY 20 Support for Adam Walsh Act Implementation Grant Prog
FAW-166089	Pending-HoldCloseout	justgrants026.grantawardadmin jgitsext		15PSMA-21-GG-00028-AWAX	OJP	SMART	SMART FY 21 Support for Adam Walsh Act Implementation Grant Prog
FAW-168085	Pending-ProgrammaticCloseout	Dunya Yilmazer		15PSMA-21-GG-00028-AWAX	OJP	SMART	SMART FY 21 Support for Adam Walsh Act Implementation Grant Prog

Privacy Policy

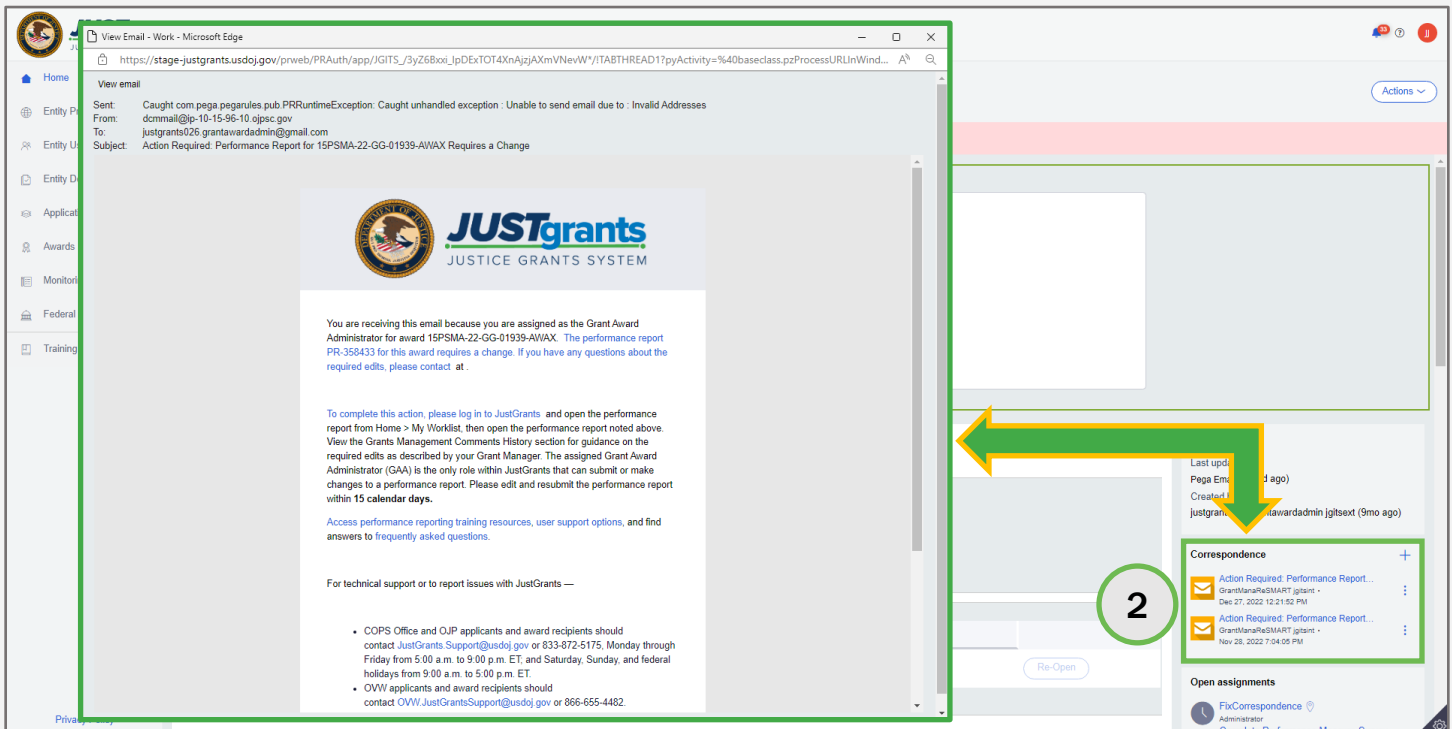
Change-Requested Performance Report

Step 2

Email Correspondence

- 2) An email is sent to the GAA's email of record when the Grant Manager initiates a change request. A copy of the system-generated email is attached and located under the **Correspondence** section. Select the **email** link to view the message. The email will open as a pop-up. Close the pop-up window to return to the Performance Report screen.

NOTE: Emails from the Grant Manager go to the GAA as well as to the Alternate GAA, if one is assigned to the award. The email subject line will reflect the required action.



Change-Requested Performance Report

Step 3

Review Grant Manager Comments

3) Review the Grant Management comments for guidance from the grant manager about the required edits to the PR. This may include the following required corrections:

- Type of Report (Final or Regular) - See step #4
- Update responses to Question Sets - See Step #5
- Add/delete attachments to comply with program reporting requirements – See Step #15

NOTE: The GAA (or Alternate GAA) should edit and resubmit the PR within 15 calendar days of receipt.

The screenshot shows the JUSTgrants system interface. The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, and Training Resources. The main content area displays the 'Performance Report (PR-376560)' for 'JGII Test Org26 (FAW-310473)'. A red banner indicates 'The report is past due (originally due 11/24/22)'. Below this, there are sections for 'Previous Question Sets (Read Only)', 'Comments', and 'Comments History'. The 'Grants Management Comments History' table is highlighted with a green border and a green circle containing the number 3. The table has three columns: 'Comment Date Time', 'Commented By', and 'Comments'. The right sidebar shows a list of users, including 'Grant Award Administrator', 'JohnElectronicBusinessPoc Doe', 'David Gaetani', 'GrantManagerReBJA Jgitsint', and 'Justgrants026.authorizedrep Jgitsint'.

Comment Date Time	Commented By	Comments
11/9/2022 2:19 PM	GrantManagerReBJA Jgitsint	Showing that the Survey will be generated for the change request now that the GAA, Alt GAA, and Entity Admin have been fixed.
11/8/2022 3:41 PM	Sidney Coats	Won't work - no one valid to assign this to.
11/8/2022 2:36 PM	Sidney Coats	Simple
11/8/2022 2:36 PM	Sidney Coats	""Auto-generated addendum: Question Set BJA_BWIC_FY21 is not available for edit in this action.""
11/8/2022 2:22 PM	GrantManagerReBJA Jgitsint	Going to recall it - don't worry.
11/7/2022 3:22 PM	Sidney Coats	""Auto-generated addendum: Question Set BJA_BWIC_FY21 is not available for edit in this action.""
11/7/2022 3:22 PM	Sidney Coats	Well the

Change-Requested Performance Report

Steps 4 – 5

Select Report Type

- 4) Select the type of report (**Regular** or **Final**) to submit. PRs generated in the last reporting period on the award will automatically be **Final** reports, all others are **Regular** reports.
- 5) Select the link for the appropriate **Question Set** to answer relevant questions.

NOTES:

Once **Final** is selected and confirmed, it is not possible to change back to **Regular** without technical assistance.

The GAA can mark a report as final which indicates that all grant activities are complete, funds are obligated, and the award is ending early.

The screenshot displays the JUSTgrants Performance Report interface. On the left, a sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, and Training Resources. The main content area is titled 'Performance Report (PR-376560)' for 'JGII Test Org26 (FAW-310473)'. A red banner at the top states 'The report is past due (originally due 11/24/22)'. Below this, a form displays various details: Solicitation Title (Data for Testing Story), Project Title (Alak K Dutta), Project Period (3/1/22 - 12/31/23), Managing Office (OJP), DOJ Grant Manager (GrantManaReBJA jgitext), Grant Award Administrator (justgrants026 grantawardadmin jgitext), FAW Case ID (FAW-310473), Solicitation Category (N/A), Federal Award Amount (\$5,000.00), Program Office (BJA), UEI (RKV2V7M8FJ03), and TIN (260000000). A green box highlights the 'Type Of Performance Report' section, which includes radio buttons for 'Final' and 'Regular', with 'Regular' selected. A green circle with the number '4' is placed next to this section. Below the report type, a 'Project Description' section is visible. Another green box highlights the 'Question Sets to be Updated' table, which lists a question set 'BJA_BWC_FY21' with a status of 'New', last updated on '11/28/22 6:49 PM' by 'justgrants026 grantawardadmin jgitext'. A green circle with the number '5' is placed next to this table. The right sidebar contains 'Case details', 'Correspondence', and 'Participants (7)'. The bottom of the page includes a 'Privacy Policy' link.

Question Set	Status	Last Updated	Last updated by
BJA_BWC_FY21	New	11/28/22 6:49 PM	justgrants026 grantawardadmin jgitext

Change-Requested Performance Report

Step 6

Open Question Set

6) Select **Begin**.

NOTE: The PR is displayed in read-only mode. It is possible to print the questions by selecting the **Actions** button and then selecting **Print**. Changes cannot be made to the question set while it is in read-only mode.

The screenshot displays the JUSTgrants Performance Report interface. The main content area shows a table of questions with a 'Begin' button highlighted by a green circle and a green box. The table lists various questions related to grant activity during the reporting period. The right sidebar contains case details and a list of participants.

Question ID	Reason(s) for no grant activity during the reporting period	Response
BJA__8__Q_QQ_204_1		
BJA__8__Q_QQ_3_1		
BJA__8__Q_Q_14780_1		
BJA__8__Q_Q_14781_1		
BJA__8__Q_Q_14782_1	Reason(s) for no grant activity during the reporting period - Seeking subcontractors (Request for Proposal stage only)	false
BJA__8__Q_Q_14783_1	Reason(s) for no grant activity during the reporting period - Waiting to hire project manager, additional staff, or coordinating staff	true
BJA__8__Q_Q_14784_1	Reason(s) for no grant activity during the reporting period - Paying for the program using prior federal funds	true
BJA__8__Q_Q_14785_1	Reason(s) for no grant activity during the reporting period - Administrative hold (e.g., court case pending)	false
BJA__8__Q_Q_14786_1	Reason(s) for no grant activity during the reporting period - Still seeking budget BJA approval	false
BJA__8__Q_Q_14787_1	Reason(s) for no grant activity during the reporting period - Waiting for partners or collaborators to complete the application	false
BJA__8__Q_Q_14788_1	Reason(s) for no grant activity during the reporting period - Other	false
BJA__8__Q_Q_14789_1	Reason(s) for no grant activity during the reporting period - If Other, please describe	
QUESTION_510	Prior to receiving the BJA grant funds, had your school developed and implemented an intervention team	Yes
BJASTOPINTQ2	If your campus did not have an intervention team prior to receiving BJA funds, indicate the date the intervention team was established upon receiving BJA grant funding, otherwise please leave blank.	

Change-Requested Performance Report

Steps 7 – 8

Answer
Questions

- 7) Answer all the questions on the screen.
- 8) Select **Continue** to move to the next page or select **Save** and come back later.

NOTE: Questions vary among awards; questions with a red asterisk must be answered. The question set cannot be submitted unless the required questions are answered. Many questions include validations, while some answers generate additional questions.

The screenshot displays the JUSTgrants Performance Report interface for a specific award. The sidebar on the left contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, and Training Resources. The main content area is titled 'Performance Report (PR-358433)' and 'BJA FY18STOPTech_Final (C-302289)'. It features a 'Clear Selection' button and a list of reasons for no grant activity during the reporting period. The reasons are as follows:

Reason(s) for no grant activity during the reporting period	Selection
Reason(s) for no grant activity during the reporting period. - In procurement	☒
Reason(s) for no grant activity during the reporting period. - Project or budget not approved by agency, county, city, or governing agency	☒
Reason(s) for no grant activity during the reporting period. - Seeking subcontractors (Request for Proposal stage only)	☐
Reason(s) for no grant activity during the reporting period. - Waiting to hire project manager, additional staff, or coordinating staff	☒
Reason(s) for no grant activity during the reporting period. - Paying for the program using prior federal funds	☒
Reason(s) for no grant activity during the reporting period. - Administrative hold (e.g., court case pending)	☐
Reason(s) for no grant activity during the reporting period. - Still seeking budget BJA approval	☐
Reason(s) for no grant activity during the reporting period. - Waiting for partners or collaborators to complete the application	☐
Reason(s) for no grant activity during the reporting period. - Other	☐
Reason(s) for no grant activity during the reporting period. - If Other, please describe	

The bottom bar contains a 'Cancel' button, a 'Save' button, and a 'Continue' button. A green circle highlights the number '7' in the top right corner of the main content area.

Change-Requested Performance Report

Step 9

Finish Question Set

- 9) After answering all the required questions, select **Finish** to complete the question set or select **Save** and come back later.

The screenshot displays the JUSTgrants Justice Grants System interface. The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, and Training Resources. The main content area is titled "Performance Report (PR-358433)" and "BJA_FY18STOPTech_Final (C-302289)". A progress bar at the top shows completion status for various sections: 1. BJA Award Admin (checked), 2. BJA_FY18STOP_INT_v1 (checked), 3. BJA FY18 STOP MD Team (checked), 4. BJA STOP Tech Assessments (checked), 5. BJA_STOP_AS_v1 (checked), 6. BJA_STOP_Tech2_v1 (checked), 7. BJA FY18 STOP Tech Enh (checked), and 8. BJA Seven Narrative Questions (current step). The "BJA Seven Narrative Questions" section includes instructions to answer questions every semiannual reporting period (January and July of each year) based on grant-funded activities. It contains three open-ended text response questions: "What were your accomplishments during reporting period?", "What goals were accomplished, as they relate to your grant application?", and "What problems/barriers did you encounter, if any, within the reporting period that prevented you from reaching your goals or milestones?". Below these are radio buttons for "Yes" and "No" to answer "Is there any assistance that BJA can provide to address any problems/barriers identified in question #37?". A "Clear Selection" link and an "If yes, please explain." prompt with a text area are also present. At the bottom, there are "Back", "Save", and "Finish" buttons. A green circle with the number "9" is overlaid on the bottom right corner of the screenshot.

Change-Requested Performance Report

Steps 10 – 11

Re-Open
Performance Report

- 10) When the PR screen opens, the question set status is **Resolved-Completed**; the **Submit** option is available.
- 11) To edit the question set, select **Re-Open**. Click **Begin** to edit the question set.

The screenshot displays the JUSTgrants Performance Report interface. The top navigation bar includes the JUSTgrants logo and a sidebar with links to Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, and Training Resources. The main content area shows the 'Performance Report' for 'JGII Test Org26 (FAW-307723)'. The report details include the Solicitation Title, Project Title, Project Period, Managing Office, DOJ Grant Manager, Grant Award Administrator, FAW Case ID, Solicitation Category, Federal Award Amount, Program Office, UEI, and TIN. The 'Performance Report' section shows the Start Date, End Date, Due Date, and Type of Performance Report (Regular). The 'Project Description' section shows the 'Performance Measure Question Set' table. The table has columns for Question Set, Status, Last Updated, and Last updated by. The row for 'BJA_NFSIA_FY21' shows a status of 'Resolved-Completed' and a 'Re-Open' button. The 'Re-Open' button is highlighted with a green circle and the number 11. The 'Resolved-Completed' status is highlighted with a green circle and the number 10. The 'Re-Open' button is also highlighted with a green circle and the number 11.

Question Set	Status	Last Updated	Last updated by
BJA_NFSIA_FY21	Resolved-Completed	3/6/23 4:36 PM	justgrants026 grantawardadmin jgltstxt

Change-Requested Performance Report

Step 12

Comments

12) Enter any relevant comments in the **Comments** field. Comments are optional.

NOTE: Do not use the **Comment** field as part of a performance measure narrative or to answer items in the question set. Comments and attachments are visible to the Grant Manager.

JUSTgrants
JUSTICE GRANTS SYSTEM

Closeout (FAW-307917)

Performance Report (PR-358433)
(15PSMIA-22-GG-01939-AWAX) [CHANGE REQUEST](#)
Legal Entity Name (JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As)

The deadline was 2 days ago

Question Set	Status	Last Updated	Last updated by
BJA_FY18STOPTech_Final	Resolved-Completed	1/13/23 1:16 PM	justgrants026.grantawardadmin jgltstxt

[Re-Open](#)

> Previous Question Sets (Read Only)

Comments

Comments History

Comment Date Time	Commented By	Comments
No items		

Grants Management Comments History

Comment Date Time	Commented By	Comments
12/27/2022 12:21 PM	GrantManaReSMART jgltstnt	Please review question set
11/28/2022 7:04 PM	GrantManaReSMART jgltstnt	Please fix
11/8/2022 10:55 AM	GrantManaReSMART jgltstnt	Complex

Open assignments

- FixCorrespondence
Administrator
Complete Performance Measure Survey (Complete Performance Measure Survey) (Current)
- justgrants026.grantawardadmin | jgltstnt
Administrator
FixCorrespondence
- BJA_FY18STOPTech_Final (C-302289)
[PW] Resolved-Completed
BJA_FY18STOPTech_Final (C-301941)
[PW] Resolved-ChangeRequested
BJA_FY18STOPTech_Final (C-301833)
[PW] Resolved-ChangeRequested
BJA_FY18STOPTech_Final (C-301821)
[PW] Resolved-ChangeRequested
BJA_FY18STOPTech_Final (C-301820)
[PW] Resolved-ChangeRequested
BJA_FY18STOPTech_Final (C-298696)
[PW] Resolved-ChangeRequested

Participants (5)

- JohnElectronicBusinessPoc Doe
Entity Administrator
- justgrants026.grantawardadmin | jgltstnt
Grant Award Administrator
- justgrants026.financialmanager | jgltstnt

Change-Requested Performance Report

Step 14

Upload Attachments

14) In the **Attachments** section, select **Upload** to attach additional documents as directed by the Grant Manager.

JUSTgrants
JUSTICE GRANTS SYSTEM

Closeout (FAW-307917)

Performance Report (PR-358433)
(15PSMIA-22-GG-01939-AWAX) [CHANGE REQUEST](#)
Legal Entity Name (JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As)

The deadline was 2 days ago

Grants Management Comments History

Comment Date Time	Commented By	Comments
12/27/2022 12:21 PM	GrantManaReSMART jglsint	Please review question set
11/28/2022 7:04 PM	GrantManaReSMART jglsint	Please fix
11/8/2022 10:55 AM	GrantManaReSMART jglsint	Complex
11/3/2022 9:28 AM	Alak Dutta	Test
11/3/2022 9:21 AM	Alak Dutta	Test

Attachments

[Upload](#)

The recommended files to upload are PDF, Microsoft Word and Excel.

[Cancel](#) [Save](#) [Submit](#)

Participants (5)

- JohnElectronicBusinessPoc Doe Entity Administrator
- justgrants026 grantawardadmin jglsint Grant Award Administrator
- justgrants026 financialmanager jglsint Financial Manager
- justgrants026 authorizedrep jglsint Authorize Representative
- JohnElectronicBusinessPoc Doe Application Submitter

Privacy Policy

COMPLETE PERFORMANCE MEASURE SURVEY [Information](#) [Audit](#)

[REVIEW PERFORMANCE REPORT](#)

Change-Requested Performance Report

Step 15

Upload Attachments

15) Locate the file to upload from the user's workstation or shared drive.

The screenshot displays the JUSTgrants system interface. On the left is a navigation menu with options like Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, and Training Resources. The main content area shows a 'Performance Report' for PR-358433, with a 'CHANGE REQUEST' button. Below this is a table of 'Grants Management Comments History' with columns for Comment Date Time, Commented By, and Comments. An 'Attachments' section is visible below the table. A modal dialog box titled 'Attach file(s)' is open in the center, featuring a dashed box for file selection, a paperclip icon, and the text 'Drag and drop files here'. Below this, there is a 'Select file(s)' button highlighted with a green box and a green circle containing the number 15. The dialog also includes 'Cancel' and 'Attach' buttons. On the right side of the screen, there is a 'Participants (5)' list with names and roles. At the bottom of the page, there are buttons for 'Cancel', 'Save', and 'Submit', along with a progress bar showing 'COMPLETE PERFORMANCE MEASURE SURVEY' and 'REVIEW PERFORMANCE REPORT'.

Change-Requested Performance Report

Steps 16 – 18

Upload Attachments

- 16) Update the file name by entering a new name in the **Name** field. This is a required field.
- 17) The **Category** defaults to PR. This should not be changed for a performance measures data attachment.
- 18) Select **Attach**.

The screenshot shows the JUSTgrants system interface. The main content area displays a 'Performance Report' form for a specific grant. A modal window titled 'Attach file(s)' is open in the center, allowing users to upload a file. The modal contains three input fields: 'Name' (with a red asterisk indicating it is required), 'File', and 'Category'. Below these fields is an 'Attach' button. Numbered callouts are used to highlight specific steps: 16 points to the 'Name' field, 17 points to the 'Category' dropdown menu, and 18 points to the 'Attach' button. The background shows the 'Grants Management Comments History' table and the 'Attachments' section of the report form.

Comment Date Time	Commented By	Comments
12/27/2022 12:21 PM	GrantManaReSMART jgitsint	
11/28/2022 7:04 PM	GrantManaReSMART jgitsint	
11/8/2022 10:55 AM	GrantManaReSMART jgitsint	
11/3/2022 9:28 AM	Alak Dutta	
11/3/2022 9:21 AM	Alak Dutta	

Name	File	Category
Matrix	FINAL_EXT_user_roles_matrix_050621.docx	Performance Report

Buttons: Cancel, Attach, Save, Submit

Change-Requested Performance Report

Steps 19 – 20

Submit Performance Report

- 19) The uploaded attachment is displayed. Use the **trash can** icon to remove the uploaded attachment.
- 20) After finishing all updates to the PR, select **Submit** to complete the PR or select **Save** to save and return later.

NOTE: Once submitted, the report is routed to the Grant Manager for review.

The screenshot displays the JUSTgrants interface for a Performance Report (PR-358433). The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, and Training Resources. The main content area shows the 'Performance Report' details, including the legal entity name 'JGII Test Org26' and a deadline warning. Below this is a table for 'Grants Management Comments History' with columns for Comment Date Time, Commented By, and Comments. The table lists five comments from various users. Below the table is the 'Attachments' section, which includes an 'Upload' button and a list of recommended file types. A green box highlights the attachment 'FINAL_EXT_user_roles_matrix_050621.docx' in the list, with a circled '19' next to it. At the bottom right, a green box highlights the 'Submit' button, with a circled '20' next to it. The bottom left corner has a 'Privacy Policy' link, and the bottom right corner has 'Save' and 'Submit' buttons.

Comment Date Time	Commented By	Comments
12/27/2022 12:21 PM	GrantManaReSMART jglsint	Please review question set
11/28/2022 7:04 PM	GrantManaReSMART jglsint	Please fix
11/8/2022 10:55 AM	GrantManaReSMART jglsint	Complex
11/3/2022 9:28 AM	Alak Dutta	Test
11/3/2022 9:21 AM	Alak Dutta	Test Story

Name	Category	Created by	Date Added
FINAL_EXT_user_roles_matrix_050621.docx	Performance Report	justgrants026.grantawardadmin jglsint	1/13/2023 1:25 PM

Change-Requested Performance Report

Step 21

Final Performance Report

21) If the report type is final, a confirmation page will be displayed after selecting submit. Select **Confirm**.

NOTE: Selecting **Cancel** returns the PR to the GAA.

The screenshot displays the JUSTgrants Justice Grants System interface. A modal dialog titled "Update Type of Performance to Final" is centered on the screen, overlaid on a dimmed background of the "Performance Report" form. The dialog contains the following text:

Update Type of Performance to Final

You marked this as the final performance report, meaning that all grant activities are complete, funds are obligated, and the award is ending early. Are you sure you want to submit a final report? If yes, click "Confirm". If no, click "Cancel" to edit the performance report type.

The dialog has two buttons: "Cancel" and "Confirm".

In the background, the "Performance Report" form is visible. It includes a sidebar with navigation links (Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, Training Resources), a main content area with a table of comments and a list of attachments, and a bottom section with tabs for "Information" and "Audit". A large green circle with the number "21" is positioned over the "Confirm" button in the dialog.

Change-Requested Performance Report

Step 22

Pending Review

22) The PR status has changed to **Pending Review**.

The screenshot displays the JUSTgrants system interface. A sidebar on the left contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, and Training Resources. The main content area is titled 'Performance Report (PR-358433)' with a status badge 'PENDING REVIEW' and a circled number '22'. Below the title, a box contains key information: Solicitation Title (SMART FY 22 Support for Adam Walsh Act Implementation Grant Program), Project Title (Organizational Readiness: Formula Template Solicitation Application 1), Project Period (10/1/21 - 7/5/22), Managing Office (OJP), DOJ Grant Manager (GrantManaReSMART jgtsint), Grant Award Administrator (justgrants026.grantawardadmin.jgtsext), FAW Case ID (FAW-307917), Federal Award Amount (\$2,000.00), Program Office (SMART), UEI (RKVZV7M6FJ03), and TIN (260000000). Below this, a table titled 'Performance Measure Survey' shows four rows of data with columns for Question Set, Status, Last Updated, and Last updated by. The right sidebar contains 'Case details' (Last updated by: Pega Email Bot, Created by: justgrants026.grantawardadmin.jgtsext), 'Correspondence' (two action items), and 'Participants (5)' (JohnElectronicBusinessPoc Doe, Entity Administrator).

Performance Report (PR-358433) **PENDING REVIEW** 22

Legal Entity Name (JGII Test Org26) Doing Business As: (JGII Test Org26) Doing Business As)

Solicitation Title: SMART FY 22 Support for Adam Walsh Act Implementation Grant Program Solicitation Category: N/A

Project Title: Organizational Readiness: Formula Template Solicitation Application 1 Federal Award Amount \$2,000.00

Project Period: 10/1/21 - 7/5/22 Program Office: SMART

Managing Office: OJP UEI: RKVZV7M6FJ03

DOJ Grant Manager: GrantManaReSMART jgtsint TIN: 260000000

Grant Award Administrator: justgrants026.grantawardadmin.jgtsext

FAW Case ID: FAW-307917

Performance Report

Start Date: 07/01/2021 End Date: 12/31/2021 Due Date: 01/11/2023

Type Of Performance: Regular

Performance Measure Survey

Question Set	Status	Last Updated	Last updated by
BJA_FY18STOPTech_Final	Resolved-ChangeRequested	12/27/22 12:21 PM	GrantManaReSMART jgtsint
BJA_FY18STOPTech_Final	Resolved-ChangeRequested	11/28/22 7:04 PM	GrantManaReSMART jgtsint
BJA_FY18STOPTech_Final	Resolved-ChangeRequested	11/8/22 10:55 AM	GrantManaReSMART jgtsint
BJA_FY18STOPTech_Final	Resolved-ChangeRequested	11/3/22 9:28 AM	Alak Dutta

Case details

Last updated by: Pega Email Bot (1m ago)

Created by: justgrants026.grantawardadmin.jgtsext (9mo ago)

Correspondence

- Action Required: Performance Report... GrantManaReSMART jgtsint • Dec 27, 2022 12:21:52 PM
- Action Required: Performance Report... GrantManaReSMART jgtsint • Nov 28, 2022 7:04:05 PM

Participants (5)

- JD JohnElectronicBusinessPoc Doe Entity Administrator

Change-Requested Performance Report

Step 23

Audit Page

23) The **Audit** page displays an up-to-date historical description of all actions taken on the PR. Notice that the audit indicates the PR was sent to the Grant Manager Reviewer for approval or rejection.

The screenshot shows the JUSTgrants Performance Report Audit page. The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, and Training Resources. The main content area displays the 'Performance Report (PR-356812)' with the 'Audit' tab selected. The audit history table lists actions taken on the report, including assignments, status changes, and file attachments. A green circle with the number 23 is placed over the table, and a green arrow points to the 'Audit' tab in the sidebar.

Time	Description	Performed by
9/22 5:23 PM	Assigned to GrantManagerVW (jgtext) to 'Please approve or reject this (1) Performance Report'	justgrants208.grantawardadmin (jgtext)
9/22 5:23 PM	Status changed to Pending-Review	justgrants208.grantawardadmin (jgtext)
9/22 5:23 PM	Case moved from Complete Performance Measure Survey to Review Performance Report via automatic stage transition.	justgrants208.grantawardadmin (jgtext)
9/22 5:23 PM	Assignment to 'complete task' completed by performing a 'Performance Report'.	justgrants208.grantawardadmin (jgtext)
9/22 5:15 PM	Assigned to justgrants208.grantawardadmin (jgtext) to 'complete task'	GrantManagerVW (jgtext)
9/22 5:15 PM	Case moved from Review Performance Report to Complete Performance Measure Survey via Change Stage flow shape.	GrantManagerVW (jgtext)
9/22 5:15 PM	Change request initiated	GrantManagerVW (jgtext)
9/22 5:15 PM	Assignment to 'Please approve or reject this (1)' completed by performing a 'Performance Report'.	GrantManagerVW (jgtext)
9/22 5:15 PM	Due date in 15 days	GrantManagerVW (jgtext)
9/22 3:41 PM	Assigned to GrantManagerVW (jgtext) to 'Please approve or reject this (1) Performance Report'	justgrants208.grantawardadmin (jgtext)
9/22 3:41 PM	Status changed to Pending-Review	justgrants208.grantawardadmin (jgtext)
9/22 3:41 PM	Case moved from Complete Performance Measure Survey to Review Performance Report via automatic stage transition.	justgrants208.grantawardadmin (jgtext)
9/22 3:41 PM	Assignment to 'complete task' completed by performing a 'Performance Report'.	justgrants208.grantawardadmin (jgtext)
9/22 3:40 PM	A file has been attached: PRCR_Test_2	justgrants208.grantawardadmin (jgtext)
9/22 3:38 PM	A PerformanceReport (PRCR_Test_2) attachment has been deleted	justgrants208.grantawardadmin (jgtext)
9/22 3:37 PM	A file has been attached: PRCR_Test_2	justgrants208.grantawardadmin (jgtext)
9/22 2:52 PM	Assigned to justgrants208.grantawardadmin (jgtext) to 'complete task'	GrantManagerVW (jgtext)
9/22 2:52 PM	Case moved from Review Performance Report to Complete Performance Measure Survey via Change Stage flow shape.	GrantManagerVW (jgtext)
9/22 2:52 PM	Change request initiated	GrantManagerVW (jgtext)
9/22 2:52 PM	Assignment to 'Please approve or reject this (1)' completed by performing a 'Performance Report'.	GrantManagerVW (jgtext)

Case narrative
Showing newest on top

- justgrants208.grantawardadmin (jgtext) updated the case Performance Report (PR-356812) Status changed to Pending-Review. 30 minutes ago
- justgrants208.grantawardadmin (jgtext) updated the case Performance Report (PR-356812) Status changed to Pending-Review. 2 hours 14 minutes ago



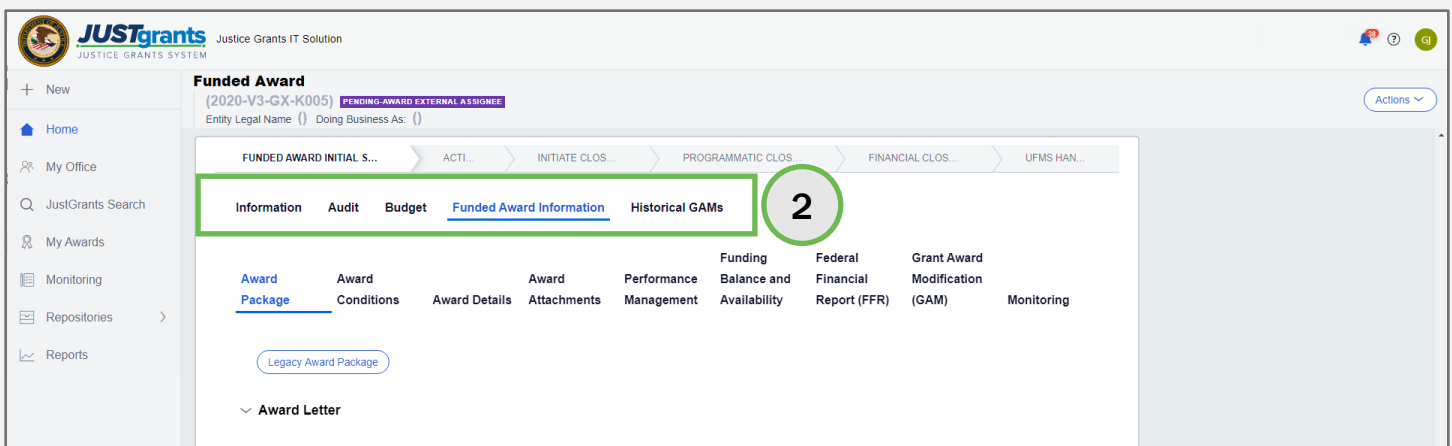
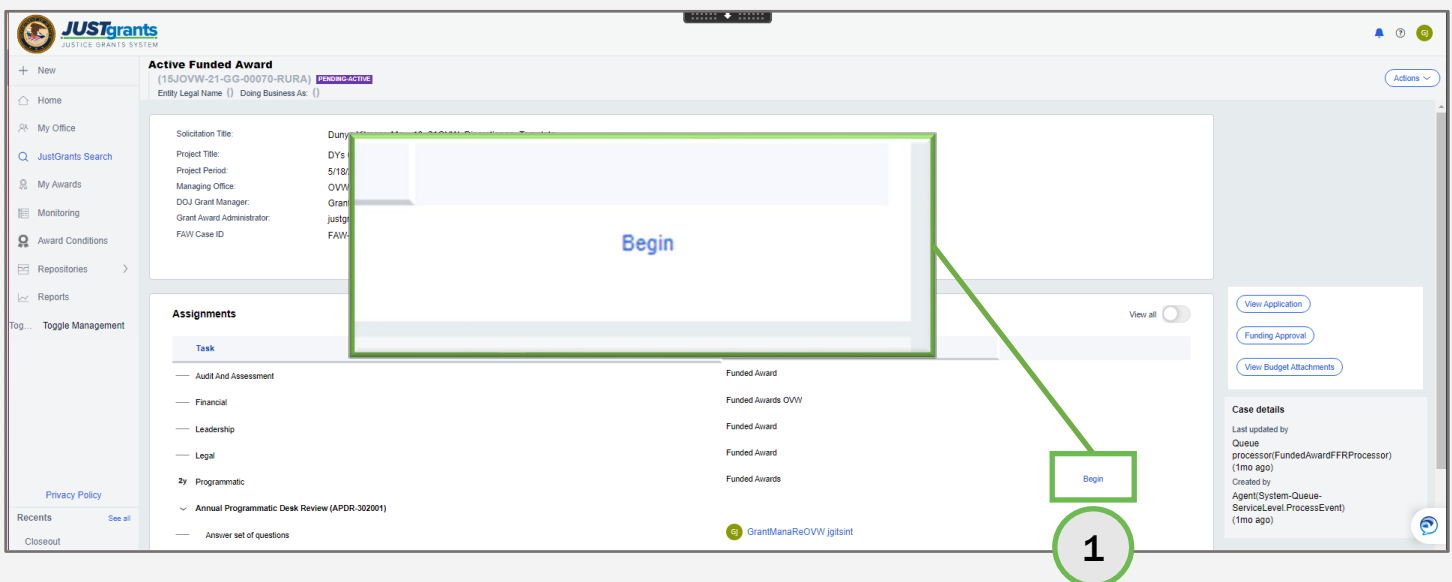
Performance Report Troubleshooting

Performance Report Troubleshooting

Open Award In Edit Mode

Troubleshooting

- 1) To open an award in edit mode, select **Begin** on the **Assignments** screen after selecting the award from the **Awards** menu.
- 2) If **Begin** does not appear when opening an award, the award may be in read-only mode (cannot be edited). Another indicator that the award is opening in read-only mode is if the **Funded Award Labels** is displayed.



Performance Report Troubleshooting

Delinquent PR with Resolved-Completed Question Set

Troubleshooting

If the PR shows as **Delinquent**, but the Question Set shows **Resolved-Completed**, Ensure the GAA selected **Submit** on the PR after having completed the Question Set. Navigate to the PR from **My Worklist** or from the **FAW**, open the PR and select **Submit**.

The screenshot displays the JUSTgrants Performance Report interface. The top navigation bar includes links for Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, and Training Resources. The main content area shows a Performance Report (PR-361950) for the entity (1SPBJA-22-GG-91883-MUMU). The report is in a 'Delinquent' status, and the Question Set is 'Resolved-Completed'. The 'Complete Performance Measure Question Set' table shows a single entry for 'BJA Ops Rateless Pursuit' with a status of 'New' and a last updated time of '7/5/22 2:12 PM'. The 'Comments' section is empty, and the 'Attachments' section shows a file named 'PRCH_Test.docx' uploaded by 'justgrants20.grantawardadmin.jgtest' on '8/25/2022 2:10 PM'. The bottom section contains a 'COMPLETE PERFORMANCE MEASURE SURVEY' progress bar and a 'REVIEW PERFORMANCE REPORT' button.

Question Set	Status	Last Updated	Last updated by
BJA Ops Rateless Pursuit	New	7/5/22 2:12 PM	Queue processor(FAWPRCreation)

Comment Date Time	Commented By	Comments
No items		

Name	Category	Created by	Date Added
PRCH_Test.docx	Performance Report	justgrants20.grantawardadmin.jgtest	8/25/2022 2:10 PM

COMPLETE PERFORMANCE MEASURE SURVEY

REVIEW PERFORMANCE REPORT

September 2026

Version 3.3



JUSTgrants
JUSTICE GRANTS SYSTEM