



Performance Reporting

Job Aid Reference Guide



Table of Contents

[4](#) [Overview](#)

Overview of Performance Reporting, submitting Performance Reports (PR), and PR due dates

[9](#) [Upload Performance Measurement Data](#)

Step by step instructions to complete and submit a PR using a Performance Measurement Tool (PMT) or other provided attachment

[17](#) [Submit Performance Report with Questions](#)

Step-by-step directions to complete and submit a PR using a question set

[33](#) [Change-Requested Performance Reports](#)

Steps for locating, processing, and submitting Change-Requested PRs

[53](#) [Performance Reporting Troubleshooting](#)

Tips for editing a PR

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) and is part of the training resource library accessible 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.

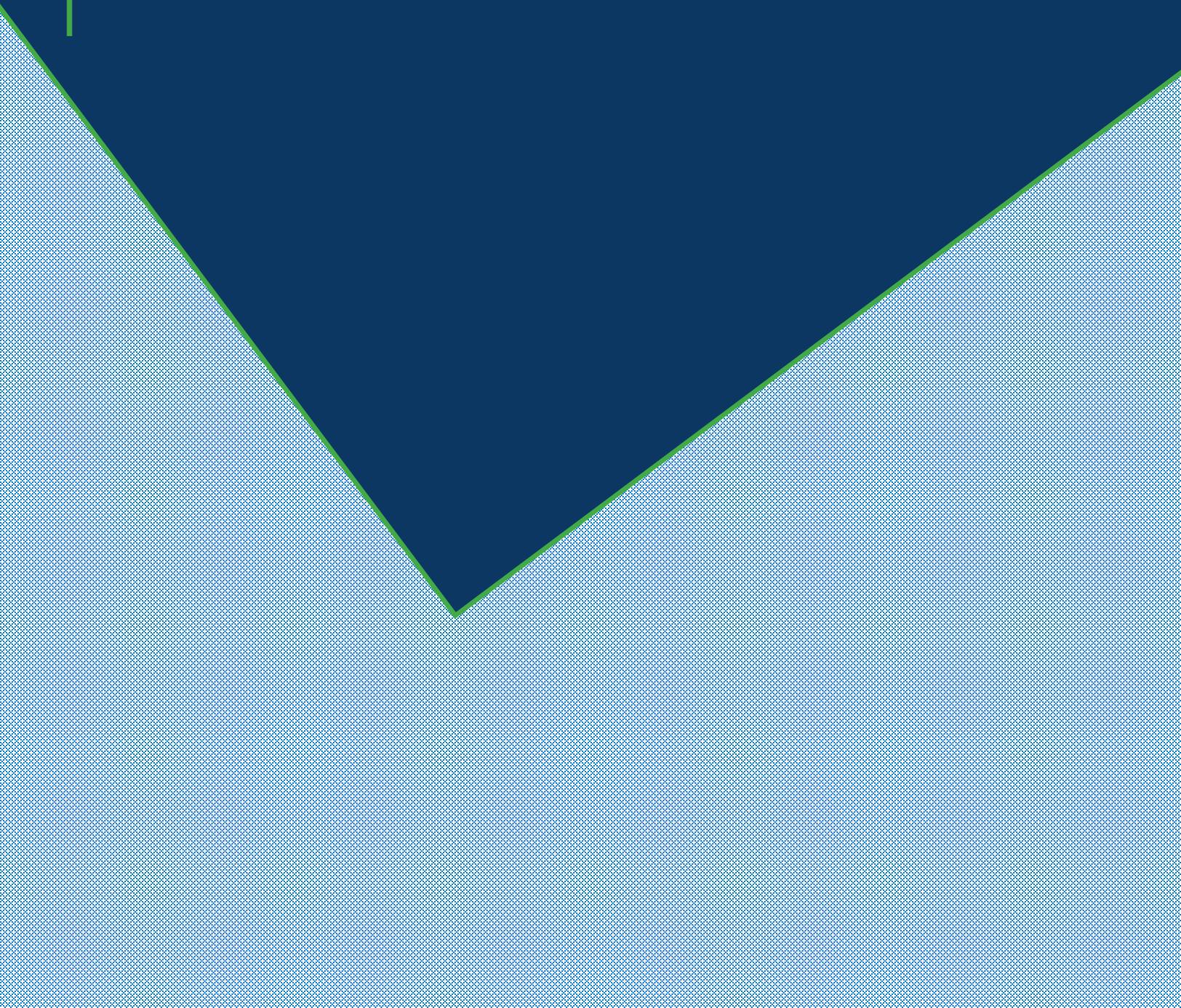


Home

Select the **Home** icon located at the bottom left corner of the page



Overview



Performance Reporting Overview

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

- Delinquent reports may result in a suspension of grant funds. Once the delinquent report is submitted, the suspension is lifted within 24 hours.
- The reporting cadence is determined by the solicitation, based on the program and funder.
- Reports are either **Regular** or **Final**. The Grant Award Administrator (GAA) can mark a report as the final performance report (PR), meaning 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; due date is determined by the program with which an award is made.
- 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 of the methods 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?

Yes

No

Respond to the Question Set

Upload a Report

For either method, grantees may upload additional files to relay information about project progress.

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

Performance Report Frequency and Due Dates

The following list details 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 31
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 will receive Performance Report-related email notifications and will be able to read email text:

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

Additionally, Performance Report-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 shows 'Case details' with the following information:

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

Below the case details is the 'Correspondence' section, which lists two email notifications:

- 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 interface also includes a sidebar with navigation options like Home, Entity Profile, and Applications, and a top navigation bar with the JUSTgrants logo and user information.



Upload Performance Measurement Data

Upload Performance Measurement Data:

Step 1a

Open
Performance
Report

Some grantees report in systems such as the Performance Management Tool. These grantees will notice that the system does not include a Performance Measure Question Set and 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 shows the JUSTgrants Justice Grants System interface. The user is logged in as 'justgrants026.grantawardadmin jgitsxt'. The 'My Worklist' section displays 1113 results in a table with columns: Case ID, Date Due, Case Type, Case Status, and Last Updated. A dropdown menu for 'Case Status' is open, showing options: 'New', 'Pending-Award External Assignee', 'Pending-ChangeRequest' (selected), and 'Pending-ChangeRequestCloseout'. A search text field and 'Apply'/'Cancel' buttons are also visible in the dropdown.

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

1a

Upload Performance Measurement Data:

Step 1b

Open Performance Report

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

1b) Select **Begin** on the **Programmatic** task line in the **Assignments** section or select **Begin** for the specific RP. If **Begin** does not appear, 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 appear if the PR is not assigned to the logged-in user, and therefore is not available for editing.

The screenshot shows the JUSTgrants Justice Grants System interface. The left sidebar contains a navigation menu with the following items: Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards (highlighted with a green circle and labeled '1b'), Monitoring, Federal Forms, and Training Resources. The main content area displays a table titled 'My Assigned Awards - JGII Test Org26' with 545 results. The table has the following columns: Award ID, Award Status, Grant Award Administrator, Role, Award Number, Managing Office, Program Office, and Solicitation Title. The table lists several awards, including FAW-113559, FAW-207085, FAW-307987, FAW-308587, FAW-212086, FAW-159090, FAW-189085, FAW-187184, FAW-166089, and FAW-168085.

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

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 window and review.

NOTE: Grantees who report in 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 grantee 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.

NOTE: The GAA can mark a performance report as final – all grant activities are complete, funds are obligated, and the award is ending early.

Performance Report
DUE 13 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

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 the 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 system interface for a Performance Report. The main content area is titled 'Performance Report (PR-361950)' and includes a table for 'Complete Performance Measure Question Set'. Below this table, there is a 'Comments' section with a text input field, a 'Comments History' table, and an 'Attachments' section with an 'Upload' button. The 'Comments' field and 'Upload' button are highlighted with green boxes and numbered 4 and 5 respectively. The 'Participants' list on the right includes users like 'justgrants02 grantswardadmin', 'JohnElectron@BusinessPoc.Doe', 'OranManaf@BJA', 'justgrants02 financialmanager', and 'justgrants02 authorize@rep'. The bottom of the page shows a progress bar for 'COMPLETE PERFORMANCE MEASURE SURVEY' and 'REVIEW PERFORMANCE REPORT'.

Upload Performance Measurement Data:

Step 6

Upload Attachments

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

The screenshot displays the JUSTgrants Performance Report interface. A modal dialog box titled "Attach file(s)" is open in the center, featuring a dashed box for file drops, a paperclip icon, and a "Select file(s)" button highlighted with a green box. A large green circle with the number "6" is overlaid on the dialog. The background interface includes a sidebar with navigation options like Home, Entity Profile, and Applications. The main content area shows a "Performance Report" for "BIA Ops Rateless Pursuit" with a table of "Complete Performance Measure Question Set" and sections for "Comments" and "Attachments".

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

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", a "File" field with "PROR_Test.docx", and a "Category" dropdown menu set to "Performance Report". A green circle with the number 7 is positioned around the Name field, a green circle with the number 8 is around the Category field, and a green circle with the number 9 is around the "Attach" button at the bottom right of the dialog. The background shows a "Performance Report" form with a table of "Complete Performance Measure Question Set" and a "Comments" section.

Upload Performance Measurement Data:

Step 10

Upload Attachments

10) 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.

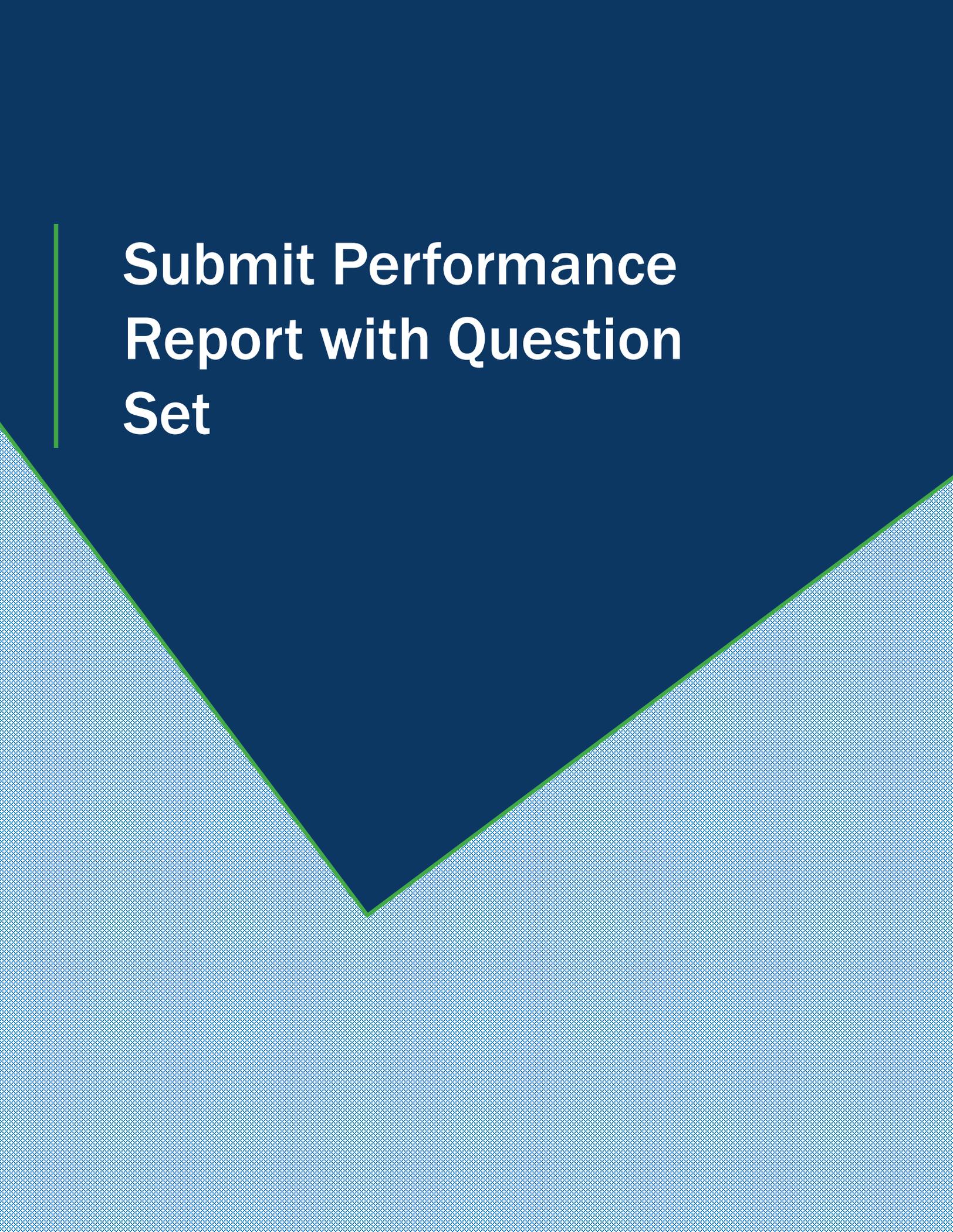
The screenshot displays the JUSTgrants interface for a Performance Report (PR-361950). The main content area shows a table for 'Complete Performance Measure Question Set' with one entry: 'BJA Ops Releasess Pursuit' (Status: New, Last Updated: 7/5/22 2:12 PM, Last updated by: Queue processor[FAWPRCreation]). Below this are sections for 'Comments', 'Comments History', and 'Attachments'. The 'Attachments' section shows a file named 'PRCR_10st.docx' (Category: Performance Report, Created by: justgrants02.grantwardadmin.jglsst, Date Added: 8/29/2022 2:30 PM). A green circle highlights the number '10' and a green box highlights the 'Save' and 'Submit' buttons. The bottom of the page shows a progress bar with 'COMPLETE PERFORMANCE MEASURE SURVEY' and 'REVIEW PERFORMANCE REPORT' steps, and a metadata table.

Question Set	Status	Last Updated	Last updated by
BJA Ops Releasess 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
PRCR_10st.docx	Performance Report	justgrants02.grantwardadmin.jglsst	8/29/2022 2:30 PM

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



**Submit Performance
Report with Question
Set**

Submit PR with Question Set:

Step 1a

Open
Performance
Report

Grantees 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 interface. On the left is a navigation sidebar with options like Home, Entity Profile, Entity Users, Entity Documents, Applications, Awards, Monitoring, Federal Forms, and Training Resources. The main content area shows a 'Welcome' message and an 'Alerts (1)' section with a special alert about training grants.gov. Below that is the 'My Worklist' section, which contains a table of 500 results. The table has columns for Case ID, Date Due, Urgency, Case Type, Case Status, and Last Updated. A green box highlights the table area. A dropdown menu is open over the 'Case Status' column, showing options: Pending-Award, Pending-ChangeRequest (selected), and Pending. A search text field and 'Apply'/'Cancel' buttons are also visible in the dropdown.

Case ID	Date Due	Urgency	Case Type	Case Status	Last Updated
PR-358471	01/01/2018	1688 Days Past Due	Performance Report	New	08/05/2022 01:42 PM
PR-358728	04/30/2018	1569 Days Past Due	Performance Report	New	08/08/2022 09:32 AM
PR-358472	01/01/2019	1323 Days Past Due	Performance Report	New	08/08/2022 01:42 PM
PR-358887	01/30/2019	1284 Days Past Due	Performance Report	New	03/23/2022 02:05 PM
PR-358288	03/30/2019	1235 Days Past Due	Performance Report	New	03/30/2022 10:57 AM
PR-358902	03/30/2019	1235 Days Past Due	Performance Report	New	03/30/2022 09:59 AM
PR-358883	03/30/2019	1235 Days Past Due	Performance Report	New	03/30/2022 09:59 AM
PR-358903	03/30/2019	1235 Days Past Due	Performance Report	New	03/30/2022 09:59 AM
PR-357061	03/30/2019	1235 Days Past Due	Performance Report	New	03/25/2022 09:08 AM
PR-358988	07/30/2019	1113 Days Past Due	Performance Report	New	03/23/2022 02:09 PM
PR-358929	07/30/2019	1113 Days Past Due	Performance Report	New	03/21/2022 03:29 PM
PR-358377	10/30/2019	1021 Days Past Due	Performance Report	New	03/31/2022 01:07 PM
PR-358387	10/30/2019	1021 Days Past Due	Performance Report	New	03/30/2022 10:45 PM
PR-358390	10/30/2019	1021 Days Past Due	Performance Report	New	03/30/2022 01:55 PM

Submit PR with Question Set:

Step 1b

Open
Performance
Report

Another method to locate the performance report is to open a **Funded Award** in edit mode and navigate to the Performance Report tab. Funded Awards are found in the **Awards** menu.

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

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

The screenshot displays the JUSTgrants system interface. On the left sidebar, the 'Awards' menu item is highlighted with a green box and a red circle containing the text '1b'. The main content area shows a table of Performance Reports (PRs) with columns for ID, Date Due, Urgency, Case Type, Case Status, and Last Updated. A 'Special Alert' banner is visible at the top of the main content area. A dropdown menu is open over the table, showing options like 'Pending-Award Passage Review', 'Pending-ChangeRequest', and 'Pending-'. The table contains 15 rows of PRs, all with 'Performance Report' as the Case Type and 'New' as the Case Status. The Urgency column shows various 'Days Past Due' values, ranging from 1112 to 1688 days. The Last Updated column shows dates from 03/03/2022 to 09/05/2022.

ID	Date Due	Urgency	Case Type	Case Status	Last Updated
PR-359471	01/01/2018	1688 Days Past Due	Performance Report	New	09/05/2022 01:42 PM
PR-358728	04/30/2018	1569 Days Past Due	Performance Report	New	06/08/2022 09:32 AM
PR-358472	01/01/2019	1323 Days Past Due	Performance Report	New	06/08/2022 01:42 PM
PR-358587	01/30/2019	1284 Days Past Due	Performance Report	New	03/23/2022 02:05 PM
PR-358288	03/30/2019	1235 Days Past Due	Performance Report	New	03/30/2022 10:57 AM
PR-358902	03/30/2019	1235 Days Past Due	Performance Report	New	03/30/2022 09:59 AM
PR-358083	03/30/2019	1235 Days Past Due	Performance Report	New	03/30/2022 09:59 AM
PR-358063	03/30/2019	1235 Days Past Due	Performance Report	New	03/30/2022 09:59 AM
PR-357061	03/30/2019	1235 Days Past Due	Performance Report	New	03/25/2022 09:08 AM
PR-358968	07/30/2019	1112 Days Past Due	Performance Report	New	03/23/2022 02:09 PM
PR-358929	07/30/2019	1112 Days Past Due	Performance Report	New	03/21/2022 03:29 PM
PR-358377	10/30/2019	1021 Days Past Due	Performance Report	New	03/31/2022 01:07 PM
PR-358367	10/30/2019	1021 Days Past Due	Performance Report	New	03/30/2022 10:45 PM
PR-358330	10/30/2019	1021 Days Past Due	Performance Report	New	03/30/2022 01:55 PM

Submit PR with Question Set:

Steps 2 - 4

Select Report Type

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

NOTE: PRs are generated based on frequency and due dates as determined in the solicitation. The grantor will provide guidance on what grantee should include in the performance report. **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 white border contains the text: "NOTE: If the GAA marks a report as Final – all grant activities are complete, funds are obligated, and the award is ending early." The interface includes a sidebar with navigation options, a main content area with a form, and a right-hand panel with case details and participants. Three green circles with numbers 2, 3, and 4 are overlaid on the interface to highlight specific steps: 2 points to the 'Type Of Performance Report' radio buttons (Final and Regular), 3 points to the 'Project Description' expandable section, and 4 points to the 'Performance Measure Question Set' table.

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

Submit PR with Question Set:

Step 5

Open Question Set

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

NOTE: 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 system interface. The main content area shows a table with columns for 'Task' and 'Assigned to'. A 'Begin' button is highlighted with a green box. A green circle with the number '5' is positioned above the button. The interface also includes a sidebar with navigation options, a top navigation bar, and a right sidebar with 'Case details' and 'Participants' sections.

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.

JUSTgrants
JUSTICE GRANTS SYSTEM

Home

Performance Report (PR-01/22)
BJA_FY18STOPTech_Final (C-299819)

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 Est 8. BJA Seven Narrative Questions

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 No
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

Privacy Policy Cancel Save Continue

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** does not submit the PR. Additional steps are needed before the PR can be submitted.

The screenshot displays the JUSTgrants Performance Report (PR-03105) interface. The title bar shows "Performance Report (PR-03105)" and "BJA_FY18STOPTech_Final (C-299819)". A progress bar at the top indicates the current step: "8. BJA Seven Narrative Questions". The main content area is titled "BJA Seven Narrative Questions" and contains the following text: "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". Below this are several text input fields for answers. The questions include: "What goals were accomplished, as they relate to your grant application?", "What problems/barriers did you encounter, if any, within the reporting period that prevented you from reaching your goals or milestones?", "Is there any assistance that BJA can provide to address any problems/barriers identified in question #5? - Yes/No", "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", and "What major activities are planned for the next 6 months?". At the bottom right, there are "Save" and "Finish" buttons. A large green circle with the number "8" is overlaid on the bottom right corner of the screenshot.

Submit PR with Question Set:

Step 9

Close Question Set

- 9) Select **Actions** in the upper right corner, then select **Close** to navigate back to the performance report for submission.

NOTE: The grantee can print a hard copy of the question set by selecting the **Print** option from the **Actions** dropdown menu. Print provides a view of the questions and answers. Although printing the document is not necessary, it can be useful for review.

The screenshot displays the JUSTgrants interface for administering a survey. The main content area shows a table of questions and answers. The 'Actions' dropdown menu is open in the top right corner, with the number 9 circled. The table contains the following data:

Question ID	Question Text	Answer
BJA__S_Q_14784_1	Is this the last reporting period for which the award will have data to report?	
BJA__S_Q_14785_1	Was there grant activity during the reporting period?	
BJA__S_Q_14786_1	Reason(s) for no grant activity during the reporting period - In procurement	false
BJA__S_Q_14787_1	Reason(s) for no grant activity during the reporting period - Project or budget not approved by agency, county, city, or governing agency	false
BJA__S_Q_14788_1	Reason(s) for no grant activity during the reporting period - Seeking subcontractors (Request for Proposal stage only)	false
BJA__S_Q_14789_1	Reason(s) for no grant activity during the reporting period - Waiting to hire project manager, additional staff, or coordinating staff	false
BJA__S_Q_14790_1	Reason(s) for no grant activity during the reporting period - Paying for the program using prior federal funds	false
BJA__S_Q_14791_1	Reason(s) for no grant activity during the reporting period - Administrative hold (e.g., court case pending)	false
BJA__S_Q_14792_1	Reason(s) for no grant activity during the reporting period - Still seeking budget BJA approval	false
BJA__S_Q_14793_1	Reason(s) for no grant activity during the reporting period - Waiting for partners or collaborators to complete the application	false
BJA__S_Q_14794_1	Reason(s) for no grant activity during the reporting period - Other: please describe	false
QUESTION_510	Prior to receiving the BJA grant funds, had your school developed and implemented an intervention team	
BJASTOPINT02	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.	
BJASTOPINT04	Since the start of the grant program, have BJA grant funds been used to expand or enhance existing intervention team(s). Examples include through training, membership increase, or access to programming.	No
BJASTOPINT04A	Did the grantee use grant funds to expand or enhance their intervention team by providing training to intervention team members during the reporting period	No
BJASTOPINT04B	Did the grantee use grant funds to expand or enhance their intervention team by enhancing intervention team by implementing a new model (e.g., CARE, BIT, etc.) during the reporting period	No
BJASTOPINT04C	Did the grantee use grant funds to expand or enhance their intervention team by increasing access to student programming during the reporting period	No
BJASTOPINT05	Please indicate the individuals represented on the intervention team since the start of the grant program (select all that apply)	
BJASTOPINT05A	Intervention Team: Superintendent/Assistant superintendents	false
BJASTOPINT05B	Intervention Team: School principal/Assistant principal	false
BJASTOPINT05C	Intervention Team: Faculty representative	false
BJASTOPINT05D	Intervention Team: Academic affairs representative	false
BJASTOPINT05E	Intervention Team: Parent Teacher Association (PTA) representative(s)	false
BJASTOPINT05F	Intervention Team: Guidance counselors	false
BJASTOPINT05G	Intervention Team: School psychologist (or other clinically licensed professional)	false
BJASTOPINT05H	Intervention Team: Case Manager	false
BJASTOPINT05I	Intervention Team: School Health professional (school nurse)	false
BJASTOPINT05J	Intervention Team: Public Relations/Media relations coordinator	false
BJASTOPINT05K	Intervention Team: Legal Counsel	false

Submit PR with Question Set: Steps 10 - 11

Re-open
Performance
Report

- 10) When the PR screen opens, the question set status shows as **Resolved-Completed**. (If there are no comments to make or documents to upload, skip to step 18.)
- 11) 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 main content area shows a 'Performance Report' for 'Annual-calendar vc' with a status of 'Resolved-Completed'. A table below lists 'Performance Measure Question Set' with 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 number '10' is circled around the 'Resolved-Completed' status, and the number '11' is circled around the 'Re-Open' button. The interface also includes a sidebar with navigation options, a top navigation bar, and a right-hand panel with case details and correspondence.

Submit PR with Question Set:

Steps 12 - 13

Upload Attachments

- 12) Type any relevant comments in the **Comments** field.
- 13) In the **Attachments** section, select **Upload** to upload 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 interface for a Performance Report. The page title is "Performance Report (PR-375575)" with a "NEW" tag. The legal entity name is "JGII Test Org26". A table shows a "Question Set" with status "Resolved-Completed" and a "Re-Open" button. A green circle labeled "12" highlights the "Comments" field. Below it is the "Comments History" section, which is currently empty. A green circle labeled "13" highlights the "Attachments" section, which contains an "Upload" button and a note: "The recommended files to upload are PDF, Microsoft Word and Excel." The interface includes a sidebar with navigation options like "Home", "Entity Profile", and "Entity Users". A right sidebar shows a list of users with roles like "Grant Award Administrator" and "Grant Manager". At the bottom, there are "Cancel", "Save", and "Submit" buttons.

Submit PR with Question Set:

Step 14

Upload Attachments

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

The screenshot displays the JUSTgrants Performance Report interface. A modal dialog box titled "Attach file(s)" is open in the center, featuring a dashed box for file selection, a paperclip icon, and a "Select file(s)" button highlighted with a green box. A green circle with the number "14" is overlaid on the dialog box. The background interface shows a "Performance Report (PR: 361950)" for "BIA Ops Rateless Pursuit" with a "Comments" section and an "Attachments" section. The "Attachments" section contains a table with columns for "Attachment Name", "File Size", and "Upload Date".

Attachment Name	File Size	Upload Date

Submit PR with Question Set:

Steps 15 - 17

Upload Attachments

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

The screenshot displays the JUSTgrants system interface for a 'Performance Report' (PR-361950). The main content area shows a 'Complete Performance Measure Question Set' table with one entry: 'BJA Ops Rateless Pursuit' (Status: New, Last Updated: 7/6/22 2:12 PM, Last updated by: Queue processor(FAW/PRCreation)). Below this is a 'Comments' section and an 'Attachments' section. An 'Attach file(s)' dialog box is open in the foreground, featuring a 'Name' field (15) with the value 'PRCR Test Document', a 'File' field (16) with the value 'PRCR_Test.docx', and a 'Category' field (16) with the value 'Performance Report'. The 'Attach' button is highlighted with a red circle (17). The background interface includes a sidebar with navigation options like 'Home', 'Entity Profile', and 'Applications', and a right-hand panel with 'Participants' and 'Actions'.

Submit PR with Question Set:

Step 18

Select Submit

18) 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.

The screenshot displays the JUSTgrants Performance Report interface. The main content area is titled "Complete Performance Measure Question Set" and contains a table with the following data:

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

Below the table, there are sections for "Comments", "Comments History", and "Attachments". The "Attachments" section shows a file named "PRCR_Test.docx" with a "Submit" button highlighted in a red box. A red circle with the number "18" is overlaid on the "Submit" button.

Submit PR with Question Set:

Step 19

Report Type

19) If the report type is final, this confirmation page will appear after selecting submit. Read the disclosure and 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 titled "Update Type of Performance to Final" is overlaid on the page. The dialog contains 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 "Confirm" button is highlighted with a green circle, and the number "19" is also circled in green. The background interface shows a sidebar with navigation options like Home, Entity Profile, and Entity Users. The main content area displays a table of comments and a list of attachments. At the bottom, there are buttons for "Cancel", "Save", and "Submit".

Submit PR with Question Set:

Step 20

Select Audit

20) Select **Audit** to view an up-to-date history of the actions taken on the PR.

NOTE: The status bar at the top of the page has changed to **Pending Review** and a notice is displayed that reads: “Thank you! This case has been routed for approval.” The Grant Award Administrator will also receive an email confirming the PR was submitted.

The screenshot displays the JUSTgrants interface for a Performance Report (PR-356812). The page is titled "Performance Report (PR-356812)" and includes a notification: "Thank you! This case has been routed for approval." The main content area shows details for the report, including Solicitation Title, Project Title, Project Period, and Grant Award Administrator. The left sidebar contains navigation options, and the bottom right corner shows a list of participants. A green circle highlights the number "20" in the sidebar, and a green arrow points to the notification message.

Information	Audit
PerformanceReportStartData	6/16/2022 2:52 PM
PerformanceReportEndData	12/31/2019 10:56 PM
PerformanceReportStartData	7/1/2019 1:00 AM
Report Number	---
Report Type	---
Type Of Performance	Final

Submit PR with Question Set: Audit History

Audit History

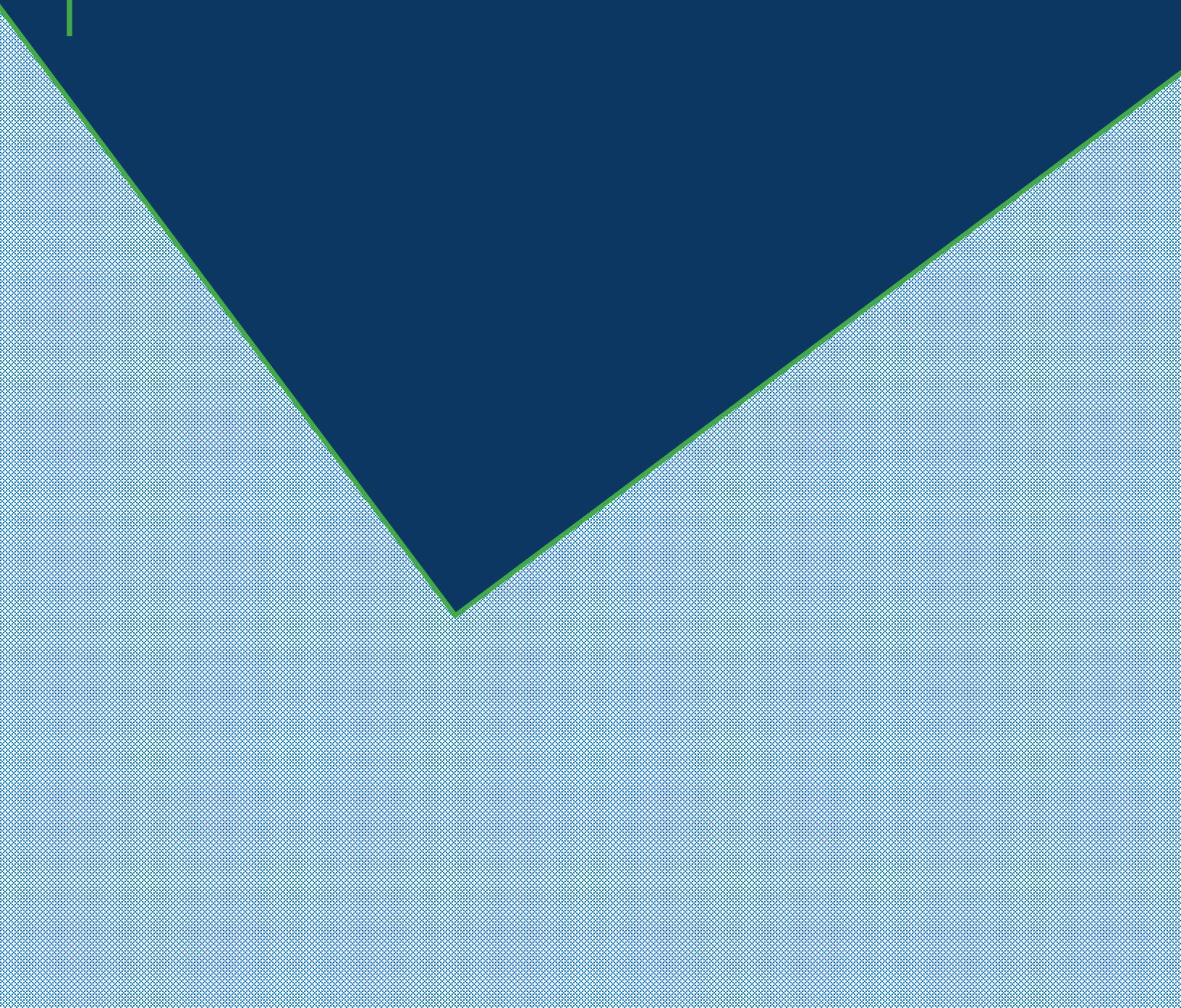
The **Audit** page displays an up-to-date historical description of all actions taken on the PR. Notice that the audit indicates the Performance Report was sent to the Grant Manager Reviewer for approval or rejection.

The screenshot displays the 'Performance Report (PR-356812)' page in the JUSTgrants system. The 'Audit' tab is selected, showing a list of historical actions. A green box highlights the 'Audit' tab in the top navigation, and a green arrow points to a specific audit entry in the table. The table has columns for 'Time', 'Description', and 'Performed by'. The audit entries include actions such as 'Assigned to GrantManagerReviewer to Please approve or reject this [1] Performance Report', 'Status changed to Pending-Review', and 'Case moved from Complete Performance Measure Survey to Review Performance Report via automatic stage transition'. The 'Performed by' column lists users like 'justgrants020.grantawardadmin@jstext' and 'GrantManagerReviewer@jstext'.

Time	Description	Performed by
08/22 5:23 PM	Assigned to GrantManagerReviewer to Please approve or reject this [1] Performance Report	justgrants020.grantawardadmin@jstext
08/22 5:23 PM	Status changed to Pending-Review	justgrants020.grantawardadmin@jstext
08/22 5:23 PM	Case moved from Complete Performance Measure Survey to Review Performance Report via automatic stage transition	justgrants020.grantawardadmin@jstext
08/22 5:23 PM	Assignment to 'complete task' completed by performing a 'Performance Report'.	justgrants020.grantawardadmin@jstext
08/22 5:15 PM	Assigned to justgrants020.grantawardadmin@jstext to 'complete task'	GrantManagerReviewer@jstext
08/22 5:15 PM	Case moved from Review Performance Report to Complete Performance Measure Survey via Change Stage flow shape	GrantManagerReviewer@jstext
08/22 5:15 PM	Change request initiated	GrantManagerReviewer@jstext
08/22 5:15 PM	Assignment to 'Please approve or reject this [1] completed by performing a 'Performance Report'.	GrantManagerReviewer@jstext
08/22 5:15 PM	Due date in 15 days	GrantManagerReviewer@jstext
08/22 3:41 PM	Assigned to GrantManagerReviewer to Please approve or reject this [1] Performance Report	justgrants020.grantawardadmin@jstext
08/22 3:41 PM	Status changed to Pending-Review	justgrants020.grantawardadmin@jstext
08/22 3:41 PM	Case moved from Complete Performance Measure Survey to Review Performance Report via automatic stage transition	justgrants020.grantawardadmin@jstext
08/22 3:41 PM	Assignment to 'complete task' completed by performing a 'Performance Report'.	justgrants020.grantawardadmin@jstext
08/22 3:40 PM	A file has been attached: PRCR_Test_2	justgrants020.grantawardadmin@jstext
08/22 3:38 PM	A PerformanceReport (PRCR_Test_2) attachment has been deleted	justgrants020.grantawardadmin@jstext
08/22 3:37 PM	A file has been attached: PRCR_Test_2	justgrants020.grantawardadmin@jstext
01/22 2:52 PM	Assigned to justgrants020.grantawardadmin@jstext to 'complete task'	GrantManagerReviewer@jstext
01/22 2:52 PM	Case moved from Review Performance Report to Complete Performance Measure Survey via Change Stage flow shape	GrantManagerReviewer@jstext
01/22 2:52 PM	Change request initiated	GrantManagerReviewer@jstext
01/22 2:52 PM	Assignment to 'Please approve or reject this [1] completed by performing a 'Performance Report'.	GrantManagerReviewer@jstext



Change-Requested Performance Report



Change-Requested Performance Report:

Step 1a

Open Performance Report

The Grant Manager may return a PR to a GAA directing edits to be made and resubmit the PR. This process is called 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 displays the JUSTgrants Justice Grants System interface. The user is logged in as 'justgrants026.grantawardadmin.jgitsext'. The 'My Worklist' section shows 1113 results. A table lists performance reports with columns for Case ID, Date Due, Case Type, Case Status, and Last Updated. A filter dropdown menu is open, showing 'Pending-ChangeRequest' selected. A circled '1a' is placed over the table area.

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-356867	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

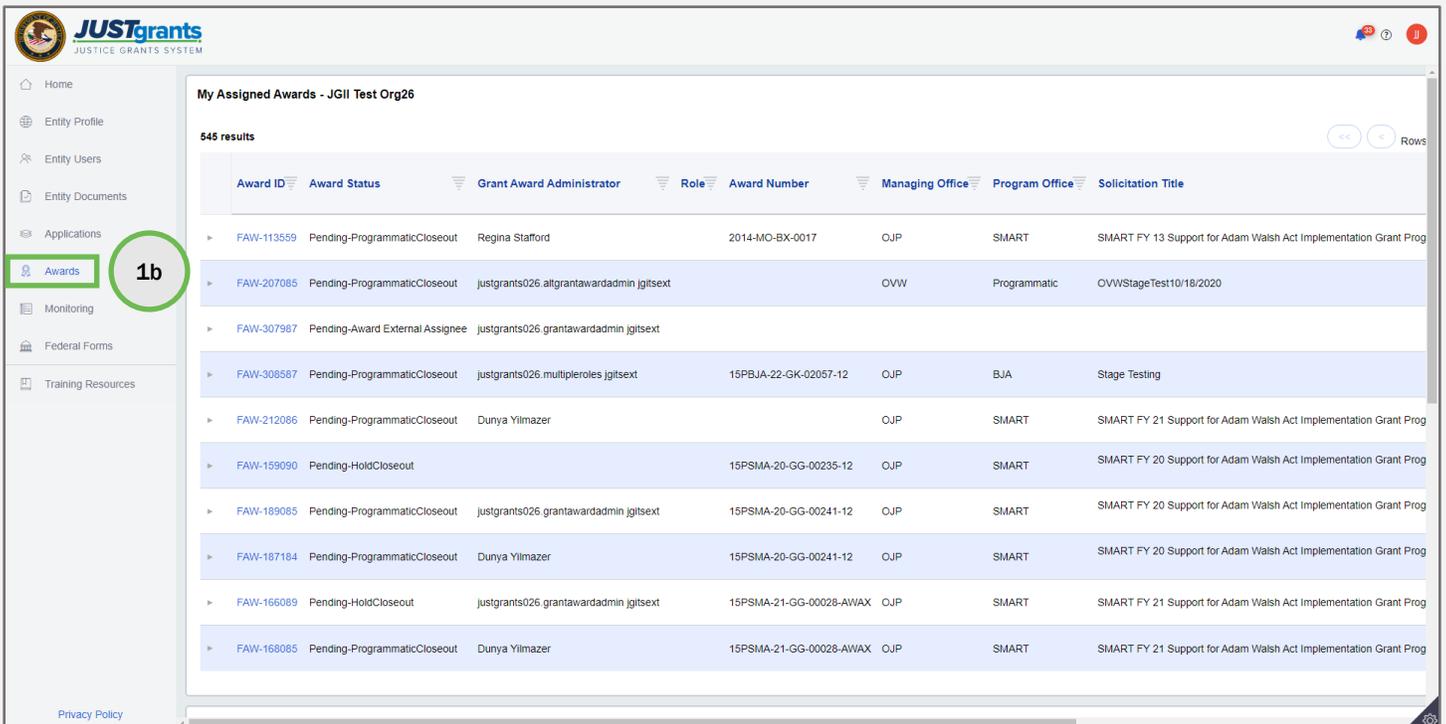
Change-Requested Performance Report:

Step 1b

Open Performance Report

Another method to locate the performance report is to open a **Funded Award** in edit mode and navigate to the **Performance Report** tab. Funded Awards 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** does not appear, the award may not be assigned to the current user.



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 action needed to be taken.

The screenshot shows a Microsoft Edge browser window displaying an email from the JUSTgrants system. The email is titled "Action Required: Performance Report for 15PSMA-22-GG-01939-AWAX Requires a Change". The email content includes the JUSTgrants logo and instructions for the Grant Award Administrator (GAA) to log in to the system and update the performance report. A green box highlights the email content, and a green arrow points from the "Correspondence" section on the right to the email. A green circle with the number "2" is overlaid on the "Re-Open" button at the bottom of the email view.

Change-Requested Performance Report:

Step 3

Review Grant Manager Comments

- 3) Review the Grant Management Comments for guidance from your grant manager about the required edits to your performance report. This may include direction to correct:
- 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 (Alternate GAA) should edit and resubmit the PR within 15 calendar days of receipt.

The screenshot displays the JUSTgrants system interface. The main content area shows a 'Performance Report (PR-376560)' for 'JGII Test Org26 (FAW-310473)'. A red warning 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 contains the following data:

Comment Date Time	Commented By	Comments
11/9/2022 2:19 PM	GrantManaReSMART 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_BWC_FY21 is not available for edit in this action.**
11/8/2022 2:22 PM	GrantManaReSMART jgitsint	Going to recall it - don't worry.
11/7/2022 3:22 PM	Sidney Coats	**Auto-generated addendum: Question Set BJA_BWC_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.

NOTE: PRs are generated based on frequency and due dates as determined in the solicitation. The grantor will provide guidance on what the grantee should include in the PR. Once **Final** is **selected and confirmed**, it is not possible to change back to **Regular** without technical assistance.

NOTE: The Grant Award Administrator can mark a report as final – all grant activities are complete, funds are obligated, and the award is ending early.

4

5

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

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 the number '6'. The table lists various questions with their IDs and descriptions. The right sidebar shows case details and participants.

Question ID	Description	Response
BJA__8__Q_204_1		
BJA__8__QQ_3_1		
BJA__8__Q_14780_1		
BJA__8__Q_14781_1		
BJA__8__Q_14782_1	Reason(s) for no grant activity during the reporting period - Seeking subcontractors (Request for Proposal stage only)	false
BJA__8__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_14784_1	Reason(s) for no grant activity during the reporting period - Paying for the program using prior federal funds	true
BJA__8__Q_14785_1	Reason(s) for no grant activity during the reporting period - Administrative hold (e.g., court case pending)	false
BJA__8__Q_14786_1	Reason(s) for no grant activity during the reporting period - Still seeking budget BJA approval	false
BJA__8__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_14788_1	Reason(s) for no grant activity during the reporting period - Other	false
BJA__8__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; 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 displays the JUSTgrants Performance Report interface. The page title is "Performance Report (PR-358433)" and the award is "BJA FY18STOPTech_Final (C-302289)". A green circle highlights the number "7" in the top right corner. The main content area contains a list of reasons for no grant activity during the reporting period, each with a checkbox. The reasons and their checkbox states are:

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

At the bottom right, a green circle highlights the number "8". The interface includes a sidebar with navigation options, a main content area with a list of reasons and checkboxes, and buttons for "Cancel", "Save", and "Continue".

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 for a Performance Report (PR-358433) titled "BJA_FY18STOPTech_Final (C-302289)". The progress bar at the top shows that questions 1 through 7 are completed, and question 8, "BJA Seven Narrative Questions", is currently active. The main content area contains the following text and form elements:

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 *

testing

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

f

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 *

f

Is there any assistance that BJA can provide to address any problems/barriers identified in question #3? - Yes/No *

Yes

No

Clear Selection

If yes, please explain. *

ff

At the bottom right, a green circle highlights the number "9", and a green box highlights the "Save" and "Finish" buttons.

Change-Requested Performance Report:

Step 10

Close Question Set

10) Select **Actions**, then select **Close** to navigate back to the PR.

NOTE: A copy of the questions can be printed by selecting **Print** from the **Actions** menu.

The screenshot displays the JUSTgrants Performance Report interface for report ID BJA_BWC_FY21 (C-301850). The main content area shows a table of questions and answers. The table has three columns: Question ID, Question Text, and Answer. The questions are related to the reporting period and TTA activity. The 'Answer' column contains 'Yes', 'true', or 'false' for most questions, and 'No' for the last one. In the top right corner, a green circle highlights the number '10'. A green box highlights the 'Actions' menu, which includes options like 'Refresh', 'Answer below questions', 'Print', and 'Close'.

Question ID	Question Text	Answer
BJA_BWC2021_Gen_1	Is this the last reporting period for which the award will have data to report? For example, were all funds expended and is the award in the process of closing out in the Justice Grants (JustGrants) System?	Yes
QUESTION_2400	Select your Body-Worn Camera Policy and Implementation Program (BWCP) grant award category.	
BJA_BWC2021_Gen_2	Did you initiate or maintain contact with the Training and Technical Assistance (TTA) provider during the reporting period? For the Body-Worn Camera (BWC) program, grant activity starts when you begin working with the TTA provider on policy development or policy certifications. If you select Yes, the program becomes operational and should remain so until the grant closes out.	Yes
BJA_BWC2021_Gen_2a	Type(s) of TTA activity during the reporting period - An introductory TTA call was held between the TTA provider and agency staff responsible for implementing the BWC program	true
QUESTION_2633	Type(s) of TTA activity during the reporting period - The TTA provider and agency developed a plan to meet regularly during the course of the grant award	
BJA_BWC2021_Gen_2b	Type(s) of TTA activity during the reporting period - The TTA provider and agency made progress on BWC policy scorecard approval or policy certification (e.g., TTA provided feedback or shared policy examples)	true
BJA_BWC2021_Gen_2c	Type(s) of TTA activity during the reporting period - The TTA provider and agency completed the BWC policy scorecard approval or policy certification	false
BJA_BWC2021_Gen_2d	Type(s) of TTA activity during the reporting period - The TTA provider and the agency engaged in other types of training or technical assistance not related to BWC policy development	false
BJA_BWC2021_Gen_2e	Type(s) of TTA activity during the reporting period - Other	false
BJA_BWC2021_Gen_2f	Type(s) of TTA activity during the reporting period - If Other, please explain	
BJA_BWC2021_Gen_2g	Reason(s) for no TTA activity during the reporting period - Was not aware that contact with the TTA provider is a condition of this grant	
BJA_BWC2021_Gen_2h	Reason(s) for no TTA activity during the reporting period - Have not yet had any contact with the TTA provider	
BJA_BWC2021_Gen_2i	Reason(s) for no TTA activity during the reporting period - Have not yet held a formal contact with the TTA provider but the contact is scheduled	
BJA_BWC2021_Gen_2j	Reason(s) for no TTA activity during the reporting period - Other	
BJA_BWC2021_Gen_2k	Reason(s) for no TTA activity during the reporting period - If Other, please explain	
BJA_BWC2021_Par_3	Have you conducted outreach (including training and other community meetings) for the community, criminal justice partners, or other outside organizations regarding officers' use of BWCs during the reporting period? Outreach refers to the process of engaging and informing the	No

Change-Requested Performance Report:

Step 11

Refresh Performance Report

11) Select **Actions**, then select **Refresh** to update the PR.

The screenshot displays the JUSTgrants interface for a Performance Report. The report is titled "Performance Report (PR-376560)" and is marked as "CHANGE REQUESTED". A warning message states "The report is past due (originally due 11/24/22)". The report details include:

- 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 jgibst
- Grant Award Administrator: justgrants026 grantawardadmin jgibstext
- FAW Case ID: FAW-310473
- Solicitation Category: N/A
- Federal Award Amount: \$5,000.00
- Program Office: BJA
- UEI: RKV2V7M6FJ03
- TIN: 260000000

The "Actions" menu is open, showing options: Review, Refresh, Print, and Close. The "Refresh" option is highlighted with a green circle and the number "11".

Below the report details, there is a "Performance Report" section with a table of "Question Sets to be Updated":

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

There is also a "Participants (7)" section listing users like "justgrants026 grantawardadmin jgibstext" and "JohnElectronicBusinessPoc Doe Entity Administrator".

Change-Requested Performance Report:

Steps 12 - 13

Re-Open Performance Report

- 12) When the PR screen opens, the question set status shows as **Resolved-Completed**. **Submit** is available at the bottom of the PR screen.
- 13) To edit the question set, select **Re-Open**. Click **Begin** to edit the question set.

The screenshot displays the JUSTgrants Performance Report interface. The main content area shows a 'Performance Report' for 'Annual-calendar vc' with a status of 'Resolved-Completed'. A table below lists 'Performance Measure Question Set' with 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 number '12' is circled around the 'Resolved-Completed' status, and the number '13' is circled around the 'Re-Open' button. The interface also includes a sidebar with navigation options, a top navigation bar, and a right-hand panel with 'Case details', 'Correspondence', and 'Participants'.

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

Change-Requested Performance Report:

Step 14

Comments

14) Type 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.

The screenshot displays the JUSTgrants system interface for a 'Performance Report' (PR-358433). The interface includes a sidebar with navigation options like Home, Entity Profile, and Applications. The main content area shows a table of 'Question Sets to be Updated' with columns for Question Set, Status, Last Updated, and Last updated by. Below this is a 'Comments' section with a text input field, which is highlighted with a green box and a circled '14'. Below the input field is a 'Comments History' table and a 'Grants Management Comments History' table. The right sidebar contains 'Open assignments' and 'Participants' sections.

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

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

Change-Requested Performance Report:

Step 15

Upload Attachments

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

The screenshot displays the JUSTgrants system interface for a Performance Report (PR-358433). The interface includes a sidebar with navigation options like Home, Entity Profile, and Entity Documents. The main content area shows the Grants Management Comments History table and the Attachments section. The Attachments section features an 'Upload' button, which is highlighted with a green box and a green circle containing the number '15'. Below the 'Upload' button, a message states: 'The recommended files to upload are PDF, Microsoft Word and Excel.' The interface also shows a 'Participants (5)' list on the right side and a progress bar at the bottom indicating the current step is 'REVIEW PERFORMANCE REPORT'.

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

Change-Requested Performance Report:

Step 16

Upload Attachments

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

The screenshot displays the JUSTgrants system interface. The main content area shows a 'Performance Report' for a 'Change Request' (PR-358433) with a deadline of 2 days ago. A table titled 'Grants Management Comments History' lists comments with columns for 'Comment Date Time', 'Commented By', and 'Comments'. A dialog box titled 'Attach file(s)' is open in the center, featuring a large green circle with the number '16' and a 'Select file(s)' button. The background interface includes a sidebar with navigation options like 'Home', 'Entity Profile', and 'Applications', and a 'Participants' list on the right side.

Change-Requested Performance Report:

Steps 17 - 19

Upload Attachments

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

The screenshot displays the JUSTgrants system interface. A modal dialog titled "Attach file(s)" is open, allowing for file uploads. The dialog includes a "Name" field with the value "Matrix", a "File" field with the value "FINAL_EXT_user_roles_matrix_050621.docx", and a "Category" dropdown menu set to "Performance Report". A blue "Attach" button is highlighted. The background shows a "Performance Report" page for a change request (PR-358433) with a table of comments and a list of participants.

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

Participants (5)

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

Change-Requested Performance Report:

Steps 20 - 21

Submit Performance Report

20) The uploaded attachment is displayed. Use the **trash can** icon to remove the uploaded attachment.

21) When finished completing 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 system interface for a Performance Report (PR-358433). The interface includes a sidebar with navigation options, a main content area with a comments history table, an attachments section, and a participants list. A green box highlights the attachment 'FINAL_EXT_user_roles_matrix_050621.docx' in the attachments list, and a red box highlights the 'Submit' button at the bottom right. A '20' in a green circle is placed near the attachment, and a '21' in a red circle is placed near the 'Submit' button.

Comment Date Time	Commented By	Comments
12/27/2022 12:21 PM	GrantManaReSMART jglsaint	Please review question set
11/28/2022 7:04 PM	GrantManaReSMART jglsaint	Please fix
11/8/2022 10:55 AM	GrantManaReSMART jglsaint	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.jglsaint	1/13/2023 1:25 PM

Change-Requested Performance Report:

Step 22

Final Performance Report

22) If the report type is final, this confirmation page will appear after selecting submit. Read the disclosure and select **Confirm**.

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

The screenshot displays the JUSTgrants web application interface. The main content area shows a 'Performance Report (PR-356812)' with a 'Change Requested' status. The report details include the legal entity name 'JGII Test Org26 Doing Business As' and a comment history table. A modal dialog titled 'Update Type of Performance to Final' is open, asking for confirmation to mark the report as final. The dialog contains 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 'Cancel' and 'Confirm' buttons. A green circle with the number '22' is overlaid on the dialog. The background interface shows a sidebar with navigation options like Home, Entity Profile, and Applications, and a main content area with a table of attachments and a history log.

Comment Date Time	Commented By	Comments
6/25/2022 5:07 PM	GrantMaraReOVW jgtsnt	Grants Management comments go here.
9/1/2022 2:48 PM	GrantMaraReOVW jgtsnt	If directions for Grantees are not sufficient, you can add more information/direction here.
9/1/2022 2:52 PM	GrantMaraReOVW jgtsnt	Request Change Request
9/1/2022 2:52 PM	GrantMaraReOVW jgtsnt	Information added here.

Name	Category
PRCR_Test_2.docx	Performance Report
PRCR_Test.docx	Performance Report

Time	Description	Performed by
9/9/22 2:40 PM	A file has been attached: PRCR_Test_2	justgrants20.grantawardadmin.jgtsnt
9/9/22 3:38 PM	A PerformanceReport (PRCR_Test_2) attachment has been deleted	justgrants20.grantawardadmin.jgtsnt
9/9/22 3:37 PM	A file has been attached: PRCR_Test_2	justgrants20.grantawardadmin.jgtsnt
9/1/22 2:52 PM	Assigned to justgrants20.grantawardadmin.jgtsnt to 'complete task'	GrantMaraReOVW jgtsnt
9/1/22 2:52 PM	Case moved from Review Performance Report to Complete Performance Measure Survey via Change Stage flow shape.	GrantMaraReOVW jgtsnt

Change-Requested Performance Report:

Step 23

Pending Review

23) The PR Status Bar at the top of the page shows the status has changed to **Pending Review**.

The screenshot displays the JUSTgrants interface for a Performance Report (PR-368433). The status is 'PENDING-REVIEW', highlighted with a green box and a circled '23'. The report details include:

- 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
- Project Period: 10/1/21 - 7/5/22
- Managing Office: OJP
- DOJ Grant Manager: GrantManaReSMART jgtsint
- Grant Award Administrator: justgrants026.grantawardadmin.jgtsex
- FAW Case ID: FAW-307917

The 'Performance Report' section shows the following details:

Start Date	End Date	Due Date
07/01/2021	12/31/2021	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.jgtsex (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)

- JohnElectronicBusinessPoc.Doe Entity Administrator

Change-Requested Performance Report:

Step 24

Audit Page

24) 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 displays the 'Performance Report (PR-356812)' page in the JUSTgrants system. The 'Audit' tab is selected, showing a history of actions. A green box highlights the 'Audit' tab, and a green circle with the number '24' highlights a specific row in the table. The table has three columns: Time, Description, and Performed by. The highlighted row shows an assignment to 'GrantManReOvw.jgtsnt' to 'Please approve or reject this [1] Performance Report'.

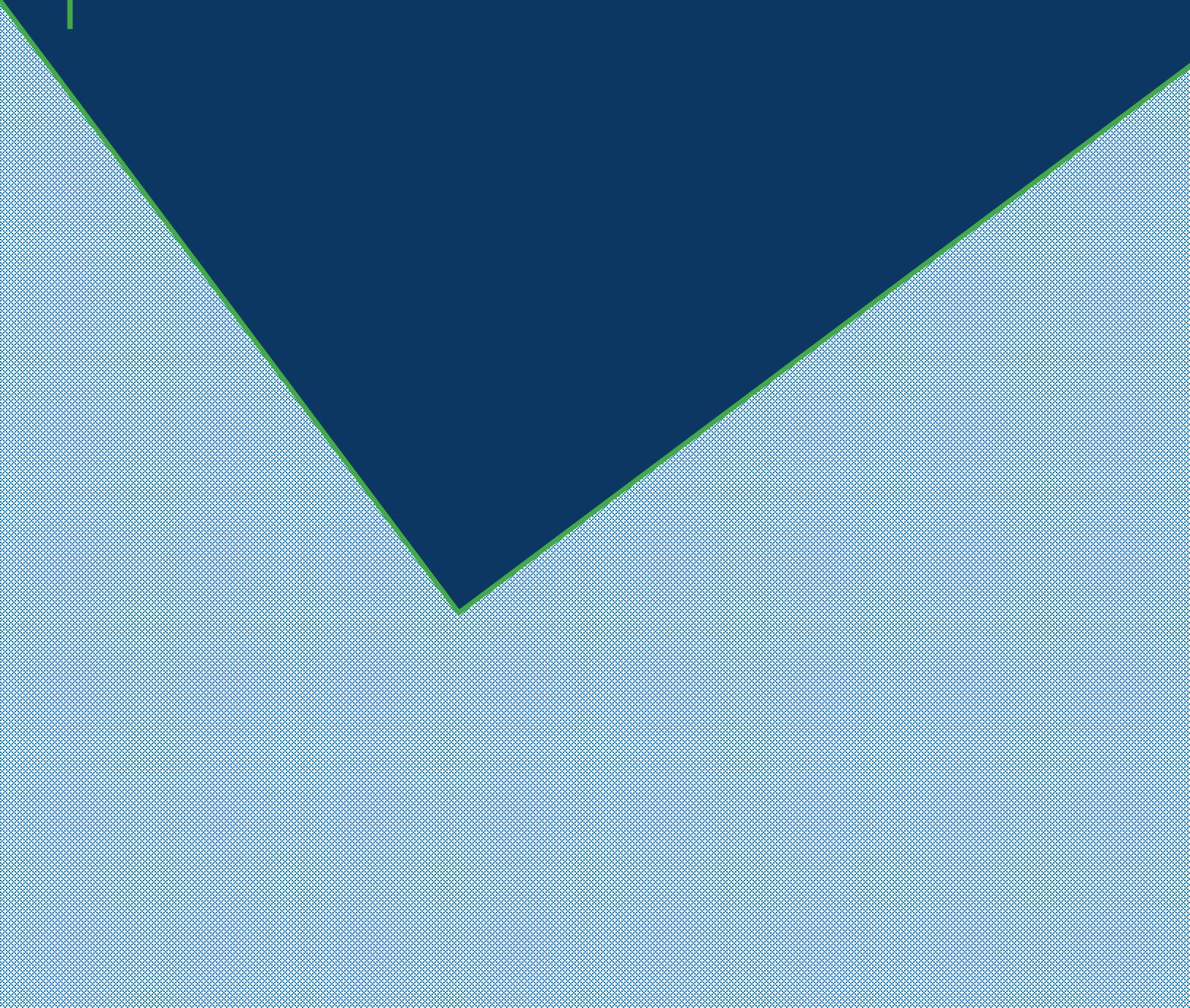
Time	Description	Performed by
08/22 5:23 PM	Assigned to GrantManReOvw.jgtsnt to 'Please approve or reject this [1] Performance Report'	justgrants020.grantawardadmin.jgtsnt
08/22 5:23 PM	Status changed to Pending-Review	justgrants020.grantawardadmin.jgtsnt
08/22 5:23 PM	Case moved from Complete Performance Measure Survey to Review Performance Report via automatic stage transition.	justgrants020.grantawardadmin.jgtsnt
08/22 5:23 PM	Assignment to 'complete task' completed by performing a 'Performance Report'.	justgrants020.grantawardadmin.jgtsnt
08/22 5:15 PM	Assigned to justgrants020.grantawardadmin.jgtsnt to 'complete task'	GrantManReOvw.jgtsnt
08/22 5:15 PM	Case moved from Review Performance Report to Complete Performance Measure Survey via Change Stage flow shape.	GrantManReOvw.jgtsnt
08/22 5:15 PM	Change request initiated	GrantManReOvw.jgtsnt
08/22 5:15 PM	Assignment to 'Please approve or reject this [1] completed by performing a 'Performance Report'.	GrantManReOvw.jgtsnt
08/22 5:15 PM	Due date in 15 days	GrantManReOvw.jgtsnt
08/22 3:41 PM	Assigned to GrantManReOvw.jgtsnt to 'Please approve or reject this [1] Performance Report'	justgrants020.grantawardadmin.jgtsnt
08/22 3:41 PM	Status changed to Pending-Review	justgrants020.grantawardadmin.jgtsnt
08/22 3:41 PM	Case moved from Complete Performance Measure Survey to Review Performance Report via automatic stage transition.	justgrants020.grantawardadmin.jgtsnt
08/22 3:41 PM	Assignment to 'complete task' completed by performing a 'Performance Report'.	justgrants020.grantawardadmin.jgtsnt
08/22 3:40 PM	A file has been attached: PRCR_Test_2	justgrants020.grantawardadmin.jgtsnt
08/22 3:38 PM	A PerformanceReport (PRCR_Test_2) attachment has been deleted	justgrants020.grantawardadmin.jgtsnt
08/22 3:37 PM	A file has been attached: PRCR_Test_2	justgrants020.grantawardadmin.jgtsnt
01/22 2:52 PM	Assigned to justgrants020.grantawardadmin.jgtsnt to 'complete task'	GrantManReOvw.jgtsnt
01/22 2:52 PM	Case moved from Review Performance Report to Complete Performance Measure Survey via Change Stage flow shape.	GrantManReOvw.jgtsnt
01/22 2:52 PM	Change request initiated	GrantManReOvw.jgtsnt
01/22 2:52 PM	Assignment to 'Please approve or reject this [1] completed by performing a 'Performance Report'.	GrantManReOvw.jgtsnt

Case narrative
Showing newest on top

- justgrants020.grantawardadmin.jgtsnt updated the case Performance Report (PR-356812). Status changed to Pending-Review. 12 minutes ago
- justgrants020.grantawardadmin.jgtsnt updated the case Performance Report (PR-356812). Status changed to Pending-Review. 2 hours 14 mins ago



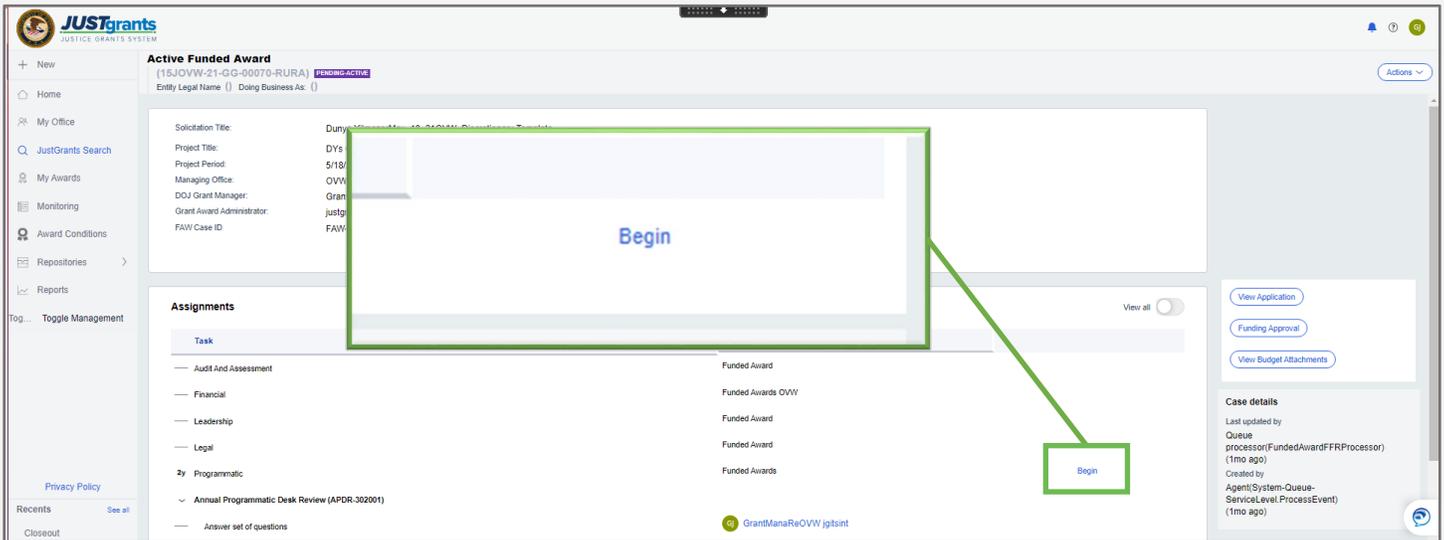
Performance Report Troubleshooting



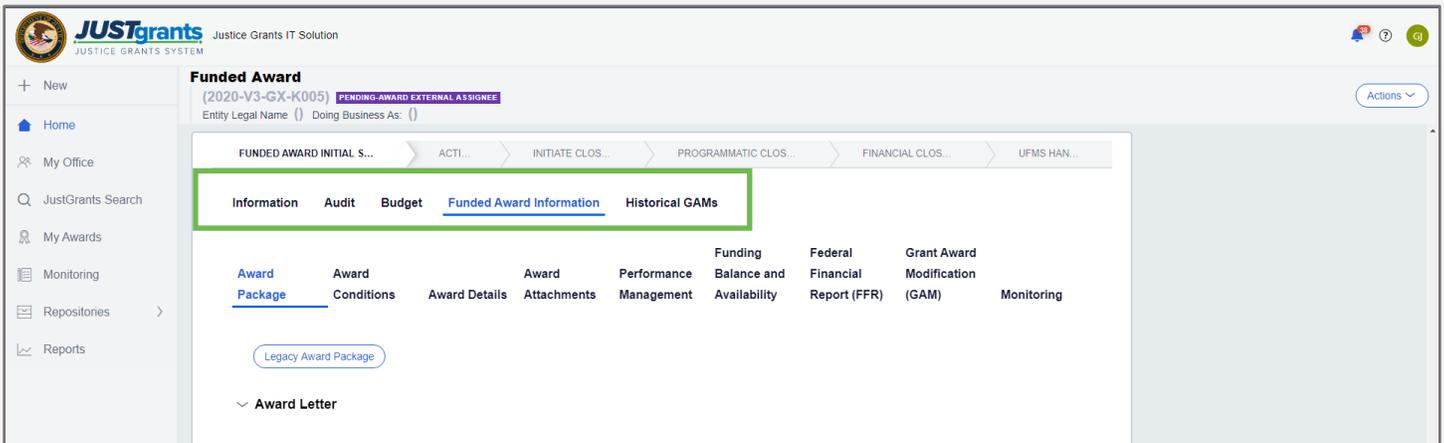
Performance Report Troubleshooting:

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** appear at the top of the screen.

Performance Report Troubleshooting:

Delinquent PR with Resolved-Completed Question Set

Troubleshooting

- 1) The PR shows as **Delinquent**, but the Question Set shows **Resolved-Completed**.
- 2) 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** in the lower right corner.

The screenshot displays the JUSTgrants Performance Report interface. The main content area shows a 'Performance Report (PR-361950)' for the entity '15SPBJA-22-GG-91883-MUMU'. The 'Complete Performance Measure Question Set' table indicates the 'Question Set' is 'BJA Ops Rentless Pursuit' with a status of 'New', last updated on 7/5/22 at 2:12 PM, and last updated by 'Queue processor(FAWPRCreation)'. Below this, the 'Comments' section is empty, and the 'Attachments' section shows a file named 'PRCR_Test.docx' uploaded on 8/29/2022 at 2:30 PM. The bottom of the page features a progress bar with 'COMPLETE PERFORMANCE MEASURE SURVEY' and 'REVIEW PERFORMANCE REPORT' steps, and a 'Submit' button.

March 2023

Version 2.0



JUSTgrants
JUSTICE GRANTS SYSTEM