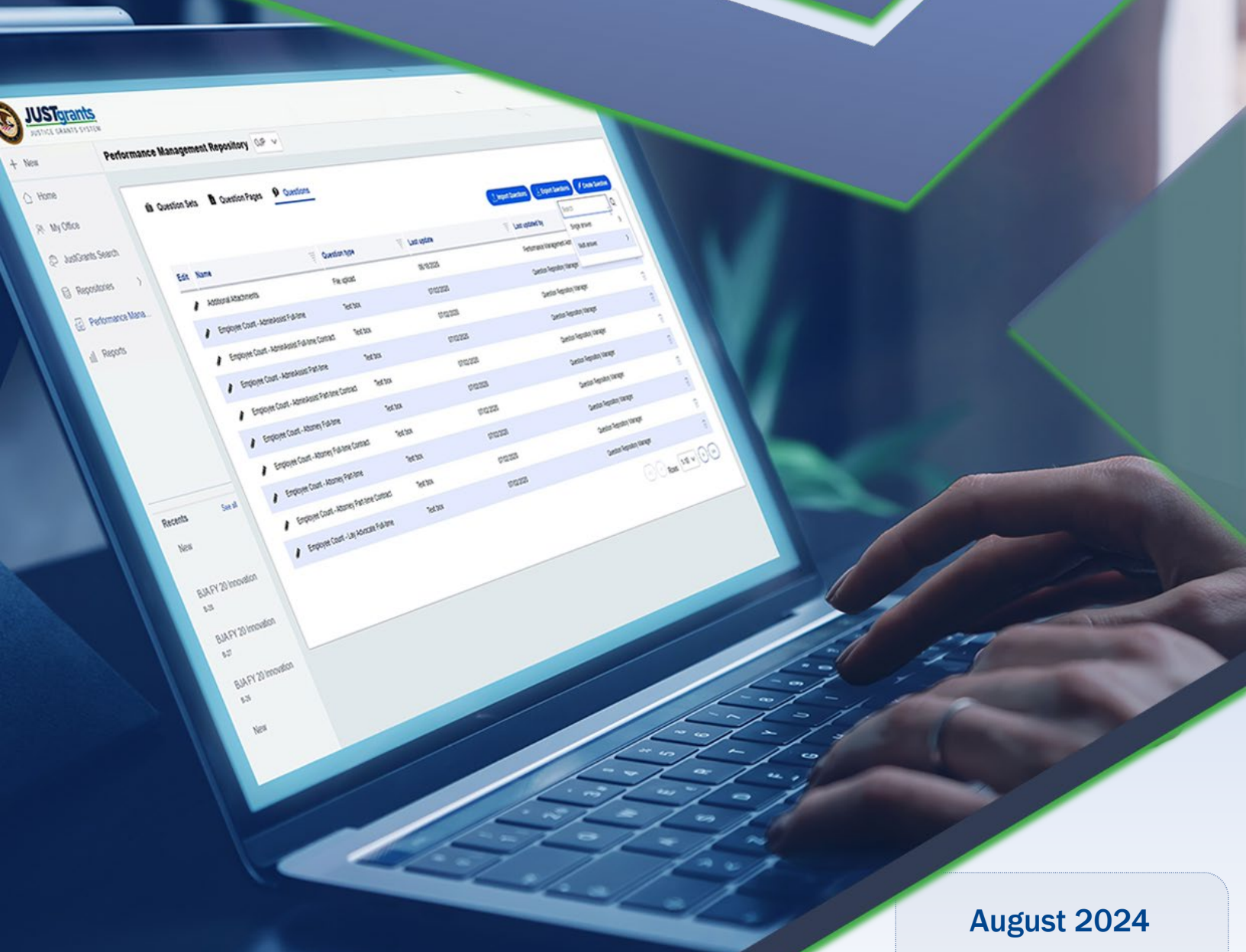




# Performance Reporting

*Job Aid Reference Guide*



# Table of Contents

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



# 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). It 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.



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

→ No

Or

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

→ Yes

## Is there a question set associated with the PR?

↓  
Yes  
↓

↓  
No  
↓

Respond to the Question Set

Upload a Report

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                  |
|--|----------------------------------|----------------------------------|
| <b>~ QUARTERLY (OJP) ~</b>                   |                                  |                                  |
| January 1                                    | March 31                         | April 30                         |
| April 1                                      | June 30                          | July 30                          |
| July 1                                       | September 30                     | October 30                       |
| October 1                                    | December 31                      | January 30                       |
| <b>~ SEMI-ANNUAL REGULAR (OJP and OVW) ~</b> |                                  |                                  |
| January 1                                    | June 30                          | July 30                          |
| July 1                                       | December 31                      | January 30                       |
| <b>~ ANNUAL FISCAL YEAR ~</b>                |                                  |                                  |
| October 1                                    | September 30                     | October 30                       |
| <b>~ ANNUAL CALENDAR ~</b>                   |                                  |                                  |
| January 1                                    | December 31                      | January 30                       |
| <b>~ COPS SEMI-ANNUAL ~</b>                  |                                  |                                  |
| February 1                                   | July 31                          | August 31                        |
| August 1                                     | January 31                       | March 2                          |
| <b>~ OVW ANNUAL ~</b>                        |                                  |                                  |
| January 1                                    | December 31                      | March 30                         |
| <b>~ ANNUAL OTHER ~</b>                      |                                  |                                  |
| 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 Justice Grants System interface. The main content area shows a 'Performance Report' case (PR-358433) for 'Legal Entity Name (JGII Test Org28)'. A red banner indicates 'The deadline was 1 day ago'. A callout box highlights the 'Case details' and 'Correspondence' sections. The 'Case details' section shows the case was last updated by 'Pega Email Bot (1d ago)' and created by 'justgrants026.grantawardadmin jgitsext (9mo ago)'. The 'Correspondence' section lists two action items: 'Action Required: Performance Report...' from 'GrantManaReSMART jgitsint' on Dec 27, 2022, and another on Nov 28, 2022. The interface also includes a sidebar with navigation options like Home, Entity Profile, and Applications, and a top navigation bar with the JUSTgrants logo.





# 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 shows the JUSTgrants system interface. The user is logged in as 'justgrants026.grantawardadmin jgitsext'. The 'My Worklist' section displays 1612 results in a table with columns: Case ID, Due Date, Case Type, Award, Solicitation Title, Office, and Status. A filter dropdown menu is open, showing 'Pending-ChangeRequest' selected. A green box highlights the 'My Worklist' section and the filter menu. A circled '1a' is placed on the left side of the screenshot.

| 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 accessible if the PR is not assigned to the logged-in user, and therefore is not available for editing.

The screenshot displays the JUSTgrants interface. On the left sidebar, the 'Awards' menu item is highlighted with a red circle. Next to it, a red circle contains the text '1b'. The main content area shows a table of awards under the heading 'Awards - New JGII Test QA Organization 26 New JGII Test QA Organization 26 Doing Business As'. The table has columns for Award ID, Solicitation Title, Award Status, Grant Award Administrator, Program Office, Start Date, End Date, and Amount. The table lists several awards, including '2014-MQ-BX-0017', 'OWWStageTest10/18/2020', and several 'SMART FY 20 Support for Adam Walsh Act L...' awards. At the bottom of the page, there are links for 'Training Resources' and 'Privacy Policy'.

# 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.

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

| 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, there are three sections: "Comments", "Comments History", and "Attachments".

- The "Comments" section contains a text input field, which is highlighted with a green circle and the number "4".
- The "Comments History" section contains a table with columns "Comment Date Time", "Commented By", and "Comments", which is highlighted with a green circle and the number "5".
- The "Attachments" section contains an "Upload" button and a note: "The recommended files to upload are PDF, Microsoft Word and Excel".

At the bottom of the interface, there is a "COMPLETE PERFORMANCE MEASURE SURVEY" progress bar and a "REVIEW PERFORMANCE REPORT" section with a table of information and audit data.

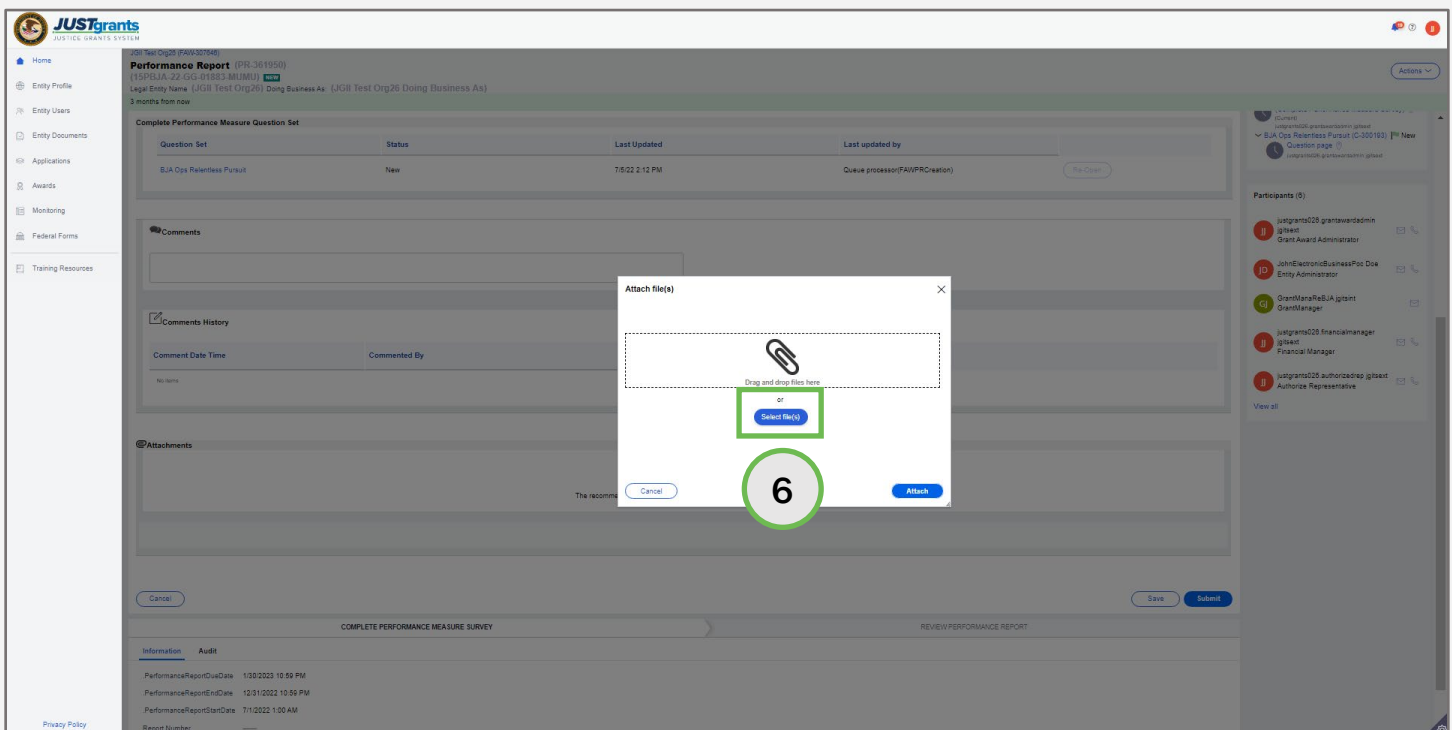
| Information                 | Audit               |
|-----------------------------|---------------------|
| PerformanceReportCreateDate | 1/30/2022 10:59 PM  |
| PerformanceReportEndDate    | 12/31/2022 10:59 PM |
| PerformanceReportStartDate  | 7/1/2022 1:00 AM    |
| Report Number               |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

# 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 shows the JUSTgrants system interface. A dialog box titled "Attach file(s)" is open in the center. The dialog box has a "Name" field with the text "PROR Test Document", a "File" field with the text "PROR\_Test.docx", and a "Category" dropdown menu set to "Performance Report". There is an "Attach" button at the bottom right of the dialog box. Three red circles with numbers 7, 8, and 9 are overlaid on the Name field, the Category dropdown, and the Attach button respectively. The background shows a "Performance Report" form with a table of "Complete Performance Measure Question Set" and a "Comments" section.



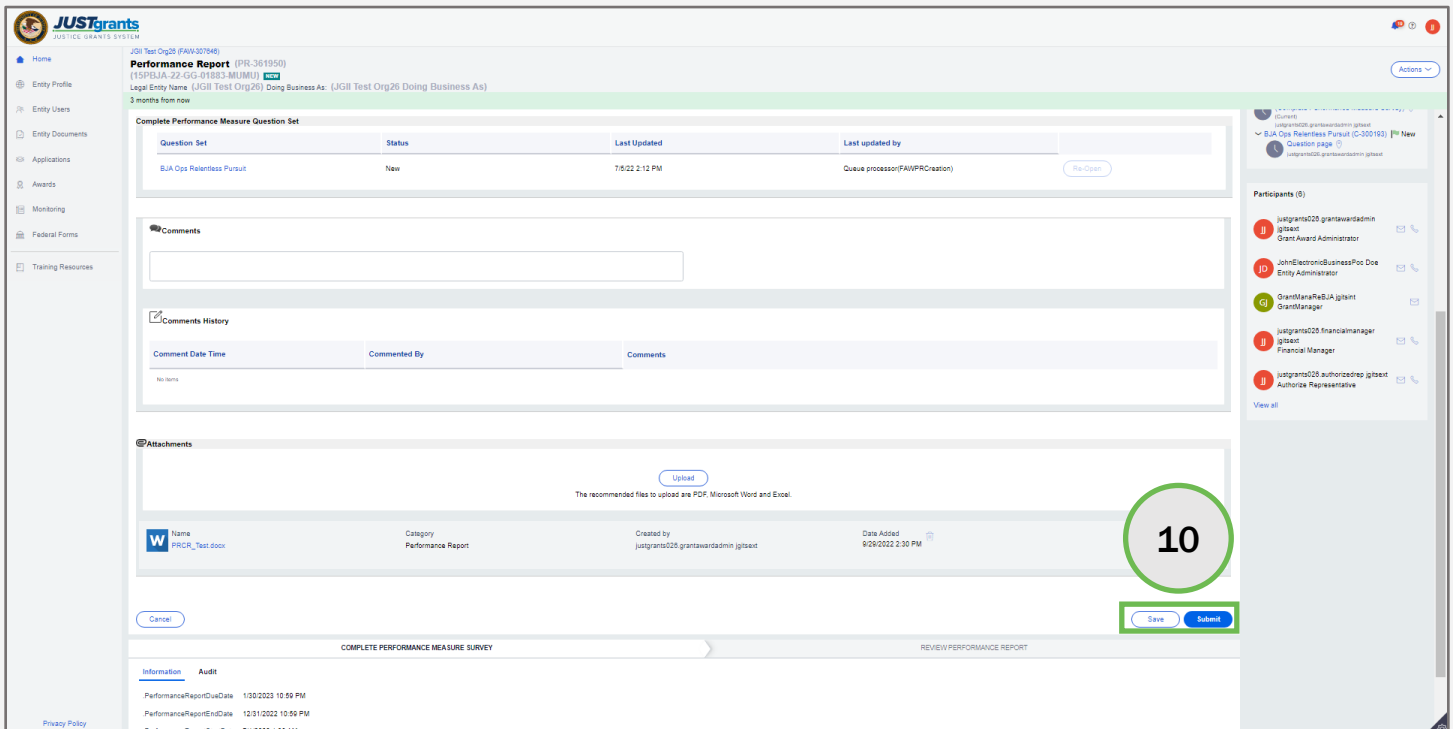
# Upload Performance Measurement Data

## 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.





**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 shows the JUSTgrants system interface. The user is logged in as 'justgrants026.grantawardadmin jgitsext'. The 'My Worklist' section displays 1612 results in a table. A green box highlights the table, and another green box highlights a filter dropdown menu. The table has columns for Case ID, Due Date, Case Type, Award, Solicitation Title, Office, and Status. The filter dropdown menu is open, showing options for 'Clear Filter', 'External Assignee', 'Pending-ChangeRequest' (checked), 'Pending-Draft', and 'PR-Delinquent'. The 'Apply' button is highlighted.

| Case ID                   | Due Date   | Case Type          | Award                   | Solicitation Title    | Office  | Status        |
|---------------------------|------------|--------------------|-------------------------|-----------------------|---------|---------------|
| <a href="#">PR-358738</a> | 04/30/2018 | Performance Report | 15JOVW-22-GG-01969-STOP | FY22 OVW Solicitation |         |               |
| <a href="#">PR-358472</a> | 01/01/2019 | Performance Report | 15PSMA-21-GG-00380-MUMU | --                    |         |               |
| <a href="#">PR-384269</a> | 03/30/2019 | Performance Report | 15PBJA-22-GK-01909-AWAX | test PR               |         |               |
| <a href="#">PR-358288</a> | 03/30/2019 | Performance Report | 15PBJA-22-GK-01909-AWAX | test PR               |         |               |
| <a href="#">PR-358083</a> | 03/30/2019 | Performance Report | 15PBJA-22-GG-01891-12   | Annual-calendar vc    | OJP-BJA | PR-Delinquent |
| <a href="#">PR-358063</a> | 03/30/2019 | Performance Report | 15PBJA-22-GG-01891-12   | Annual-calendar vc    | OJP-BJA | PR-Delinquent |
| <a href="#">PR-357061</a> | 03/30/2019 | Performance Report | 15PBJA-22-GG-01891-12   | Annual-calendar vc    | OJP-BJA | PR-Delinquent |
| <a href="#">PR-356829</a> | 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 shows the JUSTgrants interface. On the left is a navigation menu with 'Awards' highlighted and circled in green, with a '1b' callout. The main content area is titled 'Awards - New JGII Test QA Organization 26 New JGII Test QA Organization 26 Doing Business As'. It displays 'My Assigned Awards' with 870 results. A table lists several 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 like '2014-MQ-BX-0017', 'OWWStageTest10/18/2020', and several '15PSMA' awards. 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-MUUMU |   | 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 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." Three green circles with numbers 2, 3, and 4 are overlaid on the interface. Circle 2 points to the "Type Of Performance Report" section, which has radio buttons for "Final" and "Regular". Circle 3 points to the "Project Description" section, which is currently collapsed. Circle 4 points to a table of "Performance Measure Question Set" with columns for "Question Set", "Status", "Last Updated", and "Last updated by". The table contains one row with "BJA\_NFSIA\_FY21" as the question set, "New" as the status, and "2/23 7:34 AM" as the last updated time. The interface also shows a sidebar with navigation options, a top navigation bar, and a right sidebar with case details, correspondence, and participants.

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

**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 of question sets. A green box highlights a 'Begin' button next to a question set entry. A green circle with the number '5' is positioned above the 'Begin' button. The interface includes a sidebar with navigation options, a top navigation bar, and a right sidebar with case details and participants.

| Task          | Assigned to                           |
|---------------|---------------------------------------|
| Question page | justgrants028.grantawardadmin.jglsnet |

| Question ID      | Reason(s)  |
|------------------|--|
| BJA__8_Q_14704_1 | Reason(s) for no grant activity during the reporting period - Waiting for partners or collaborators to complete the application  |
| BJA__8_Q_14705_1 | Reason(s) for no grant activity during the reporting period - Other  |
| BJA__8_Q_14706_1 | Reason(s) for no grant activity during the reporting period - If Other, please describe  |
| BJA__8_Q_14707_1 | Prior to receiving the BJA grant funds, had your school developed and implemented an Intervention team   |
| BJA__8_Q_14708_1 | If your campus did not have an intervention team prior to receiving BJA grant funds, indicate the date the intervention team was established upon receiving BJA grant funding, otherwise please leave blank. |
| BJA__8_Q_14709_1 | 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.   |
| BJA__8_Q_14710_1 | Did the grantee use grant funds to expand or enhance their intervention team by providing training to intervention team members during the reporting period.   |
| BJA__8_Q_14711_1 | 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.                 |
| BJA__8_Q_14712_1 | Did the grantee use grant funds to expand or enhance their intervention team by increasing access to student programming during the reporting period.  |
| QUESTION_510     | Please indicate the individuals represented on the intervention team since the start of the grant program (select all that apply)  |
| BJASTOPINT02     | Intervention Team: Superintendent/Assistant superintendents  |
| BJASTOPINT04     | Intervention Team: School principal/Assistant principal  |
| BJASTOPINT04A    | Intervention Team: Faculty representative  |
| BJASTOPINT04B    | Intervention Team: Academic affairs representative   |
| BJASTOPINT04C    | Intervention Team: Parent Teacher Association (PTA) representative(s)  |
| BJASTOPINT04D    | Intervention Team: Guidance counselors   |

# 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

Entity Profile

Entity Users

Entity Documents

Applications

Awards

Monitoring

Federal Forms

Training Resources

Performance Report (PR-03/20)

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

The screenshot displays the JUSTgrants Performance Reporting interface. The main content area is titled "BJA Seven Narrative Questions" and contains the following text and form elements:

- Progress bar at the top: 1. BJA Award Admin (checked), 2. BJA FY18 STOP\_NT\_y1 (checked), 3. BJA FY18 STOP MD Team (checked), 4. BJA STOP Tech Assessments (checked), 5. BJA\_STOP\_AS\_y1 (checked), 6. BJA\_STOP\_Tech2\_y1 (checked), 7. BJA FY18 STOP Tech Enh (checked), 8. BJA Seven Narrative Questions (active).
- Section title: **BJA Seven Narrative Questions**
- Instruction: Please answer the following questions every semiannual reporting period (January and July of each year), based on your grant-funded activities.
- Question 1: What were your accomplishments during reporting period? - Open ended text response. (Text input field)
- Question 2: What goals were accomplished, as they relate to your grant application? - Open ended text response. (Text input field)
- Question 3: 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. (Text input field)
- Question 4: Is there any assistance that BJA can provide to address any problems/barriers identified in question #3? - Yes/No. (Radio buttons for Yes and No, with a "Clear Selection" link below)
- Question 5: 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. (Radio buttons for Yes and No, with a "Clear Selection" link below)
- Question 6: What major activities are planned for the next 6 months? - Open ended text response. (Text input field)
- Question 7: 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. (Text input field)

At the bottom of the page, there is a "Back" button on the left and "Save" and "Finish" buttons on the right. A large green circle with the number "8" is overlaid on the bottom right corner of the screenshot.

# 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 interface for a Performance Report. The main content area shows a table with the following data:

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

Two green circles with numbers 9 and 10 are overlaid on the image. Circle 9 is positioned over the 'Resolved-Completed' status cell, and circle 10 is positioned over the 'Re-Open' button in the 'Last updated by' column. The 'Re-Open' button is highlighted with a green box.

Other visible elements include the sidebar navigation menu, the 'Performance Report' header with 'DUE IN 3 MONTHS FROM NOW', and a 'Case details' sidebar on the right.

# 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.

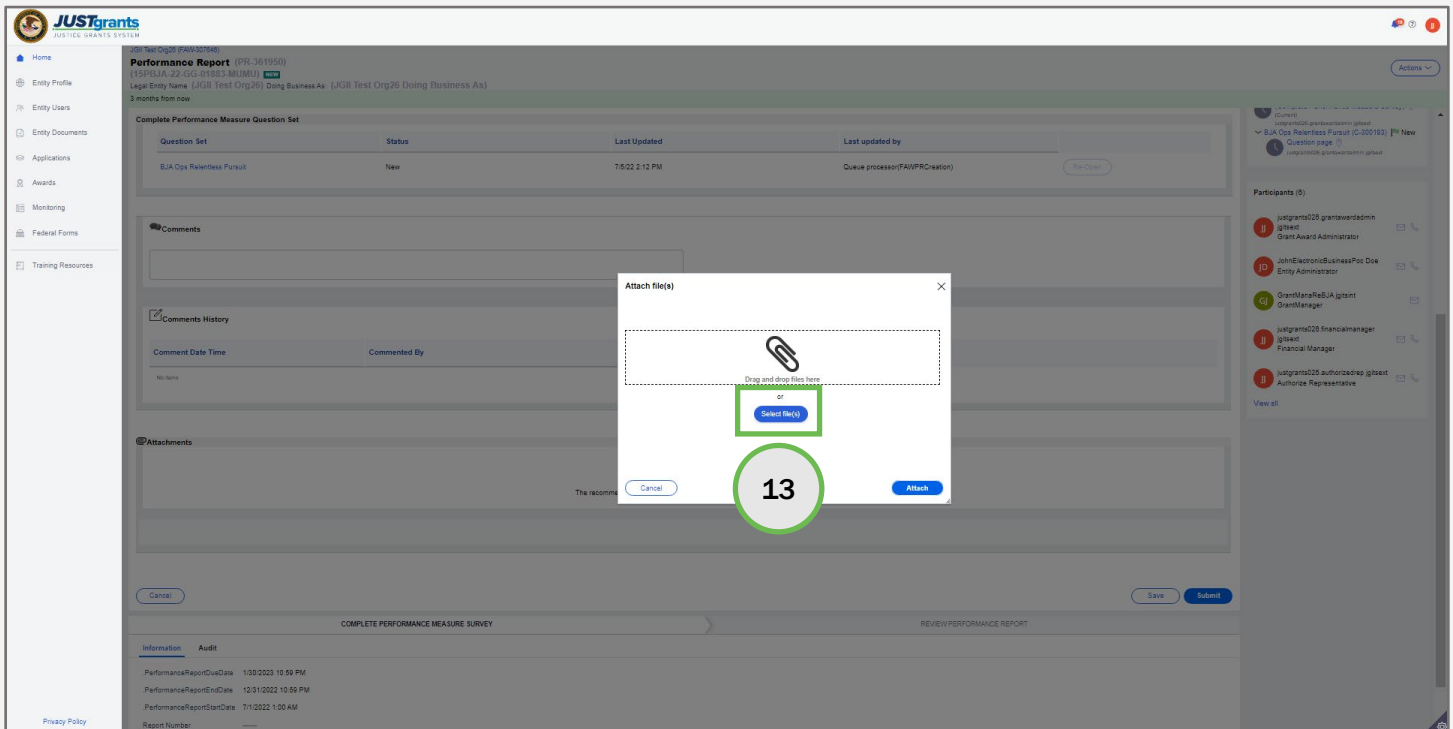
The screenshot displays the JUSTgrants interface for a Performance Report. The page title is "Performance Report (PR-375575)" with a "NEW" tag. The legal entity name is "JGII Test Org26". A table shows the "Question Set" "BJA\_NFSIA\_FY21" with a status of "Resolved-Completed" and a "Re-Open" button. The "Comments" section is highlighted with a green box and a circled "11", showing a text input field. Below it is the "Comments History" section, which is currently empty. The "Attachments" section is also highlighted with a green box and a circled "12", featuring 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, including "Grant Award Administrator" and "JohnElectronicBusinessPoc Doe". At the bottom, there are "Cancel", "Save", and "Submit" buttons, and a progress indicator showing "COMPLETE PERFORMANCE MEASURE SURVEY" and "REVIEW PERFORMANCE REPORT".

# 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 for a 'Performance Report' (PR-361950). The main content area shows a table for 'Complete Performance Measure Question Set' with one entry: 'BJA Ops Relentless 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, showing a file selection process. The dialog box has a 'Name' field with the value 'PRCR Test Document', a 'File' field with the value 'PRCR\_Test.docx', and a 'Category' field with the value 'Performance Report'. The 'Attach' button is highlighted. Red circles with numbers 14, 15, and 16 point to the Name field, the Category field, and the Attach button respectively.

# 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.

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 green box. A green circle with the number "17" is overlaid on the "Submit" button.

# 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 web application interface. The main content area shows a 'Performance Report' (PR-356812) with a table of comments and a list of attachments. A modal dialog box is open in the center, titled 'Update Type of Performance to 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 'Confirm' button is highlighted with a green circle and the number '18'. Below the dialog, the 'Submit' button is visible. The bottom of the screen shows a 'History' table with columns for Time, Description, and Performed by.

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



# 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.

**19**

**Performance Report (PR-358092)**  
(15PBJA-22-GG-01891-12) **PENDING-REPOSITORYUPLOAD**  
Awarded Entity Legal Name (JGII Test Org26) Doing Business As: (New 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      Solicitation Category: N/A  
Project Title: Dunya Yilmazer Feb0222 FY22 Adam Walsh Act \$16.750 - Support for Adam Walsh Federal Award Amount \$3,000.00  
Act Implementation Grant Program \_ Individual Applicant      Program Office: BJA  
Project Period: 10/1/18 - 12/31/22      UEl: RKV2V7M6FJ03  
Managing Office: OJP      TIN: \*\*\*\*\*0000  
DOJ Grant Manager: Melissa Harrington  
Grant Award Administrator: justgrants026.grantawardadmin jgitsext  
FAW Case ID: FAW-307810

**Audit**

| 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 |

**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)**

# 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 shows the JUSTGrants interface for a Performance Report (PR-355812). The 'Audit' tab is selected in the left sidebar. The main content area displays a table of audit history with the following columns: Time, Description, and Performed by. The table contains 18 rows of audit events. A green box highlights the 'Audit' tab in the sidebar, and a green arrow points to the 'Audit' link. Another green arrow points to a specific audit entry in the table: 'Assigned to GrantMnReOVW (grant) to 'Please approve or reject this (1)' Performance Report'.

| Time          | Description  | Performed by                          |
|---------------|--|---------------------------------------|
| 09/22 5:23 PM | Assigned to GrantMnReOVW (grant) to 'Please approve or reject this (1)' Performance Report                       | justgrants026 grantawardadmin (grant) |
| 09/22 5:23 PM | Status changed to Pending-Review   | justgrants026 grantawardadmin (grant) |
| 09/22 5:23 PM | Case moved from Complete Performance Measure Survey to Review Performance Report via automatic stage transition. | justgrants026 grantawardadmin (grant) |
| 09/22 5:23 PM | Assignment to 'complete task' completed by performing a 'Performance Report'.                                    | justgrants026 grantawardadmin (grant) |
| 09/22 5:19 PM | Assigned to justgrants026 grantawardadmin (grant) to 'complete task'   | GrantMnReOVW (grant)                  |
| 09/22 5:19 PM | Case moved from Review Performance Report to Complete Performance Measure Survey via Change Stage flow shape     | GrantMnReOVW (grant)                  |
| 09/22 5:19 PM | Change request initiated   | GrantMnReOVW (grant)                  |
| 09/22 5:15 PM | Assignment to 'Please approve or reject this (1)' completed by performing a 'Performance Report'.                | GrantMnReOVW (grant)                  |
| 09/22 5:15 PM | Due date in 15 days  | GrantMnReOVW (grant)                  |
| 09/22 3:41 PM | Assigned to GrantMnReOVW (grant) to 'Please approve or reject this (1)' Performance Report                       | justgrants026 grantawardadmin (grant) |
| 09/22 3:41 PM | Status changed to Pending-Review   | justgrants026 grantawardadmin (grant) |
| 09/22 3:41 PM | Case moved from Complete Performance Measure Survey to Review Performance Report via automatic stage transition. | justgrants026 grantawardadmin (grant) |
| 09/22 3:41 PM | Assignment to 'complete task' completed by performing a 'Performance Report'.                                    | justgrants026 grantawardadmin (grant) |
| 09/22 3:40 PM | A file has been attached: PRCR_Test_2  | justgrants026 grantawardadmin (grant) |
| 09/22 3:39 PM | A PerformanceReport (PRCR_Test_2) attachment has been deleted  | justgrants026 grantawardadmin (grant) |
| 09/22 3:37 PM | A file has been attached: PRCR_Test_2  | justgrants026 grantawardadmin (grant) |
| 09/22 2:52 PM | Assigned to justgrants026 grantawardadmin (grant) to 'complete task'   | GrantMnReOVW (grant)                  |
| 09/22 2:52 PM | Case moved from Review Performance Report to Complete Performance Measure Survey via Change Stage flow shape     | GrantMnReOVW (grant)                  |
| 09/22 2:52 PM | Change request initiated   | GrantMnReOVW (grant)                  |
| 09/22 2:52 PM | Assignment to 'Please approve or reject this (1)' completed by performing a 'Performance Report'.                | GrantMnReOVW (grant)                  |



# 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 options: 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 that is the 'My Worklist' section, which contains a table with 1113 results. The table has columns for Case ID, Date Due, Case Type, Case Status, and Last Updated. A dropdown menu for 'Case Status' is open, showing options: Pending-Award External Assignee, Pending-ChangeRequest (selected), and Pending-ChangeRequestCloseout. A search text field and 'Apply' and 'Cancel' buttons are also visible in the dropdown. A green circle with the number '1a' is overlaid on the left sidebar.

| 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-358867 | 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 |      |                         | OVW             | 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

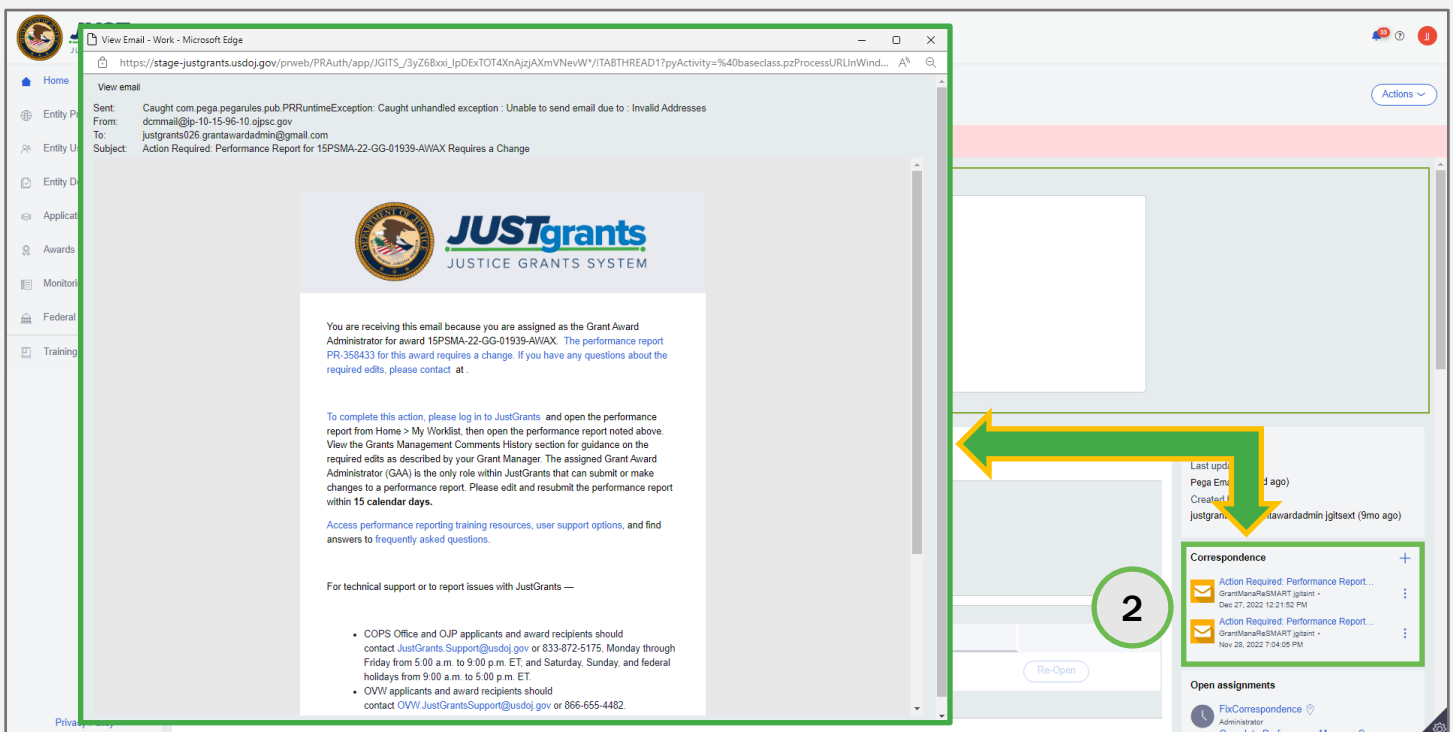
# Change-Requested Performance Report

## 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 main content area displays a Performance Report for a change request. A red warning banner indicates the report is past due. Below this, there are sections for 'Previous Question Sets (Read Only)', 'Comments', and 'Comments History'. A table titled 'Grants Management Comments History' is highlighted with a green border and a green circle containing the number 3. The table contains the following data:

| Comment Date Time | Commented By             | Comments  |
|-------------------|--------------------------|---|
| 11/9/2022 2:19 PM | GrantManaReSMART jglsint | 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 jglsint | 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:** Once **Final** is selected and confirmed, it is not possible to change back to **Regular** without technical assistance.

**NOTE:** 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. A red warning banner at the top indicates "The report is past due (originally due 11/24/22)". The main content area shows a "Performance Report" for "Data for Testing Story". A table lists report details: 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. A section for "Performance Report" shows "Start Date" (03/01/2022), "End Date" (12/31/2022), and "Due Date" (11/24/2022). Under "Type Of Performance Report", "Regular" is selected with a radio button, and "Final" is unselected. A table titled "Question Sets to be Updated" shows a row for "BJA\_BWC\_FY21" with status "New", last updated "11/28/22 6:49 PM", and last updated by "justgrants026.grantawardadmin.jgitsext". A "Re-Open" button is next to it. The right sidebar shows "Case details", "Correspondence", and "Participants (7)".

# 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' in a circle. The table includes columns for Question ID, Reason(s) for no grant activity, and a status column. The 'Begin' button is located in the top right corner of the question set. The interface also shows a sidebar with navigation options, a top navigation bar, and a right sidebar with case details and participants.

| Question ID       | Reason(s) for no grant activity during the reporting period  | Status |
|-------------------|--|--------|
| BJA__8__Q_204_1   |  |        |
| BJA__8__Q_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; 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. The main content area is titled "Performance Report (PR-358433)" and "BJA FY18STOPTech\_Final (C-302289)". A green circle with the number "7" is overlaid on the top right of the main content area. The interface shows a list of reasons for no grant activity during the reporting period, each with a checkbox. The "Yes" radio button is selected. The reasons and their corresponding checkboxes are:

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

At the bottom of the form, there are "Cancel", "Save", and "Continue" buttons. A green circle with the number "8" is overlaid on the "Continue" button.

# 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 with the number 9 is overlaid on the page, and a green box highlights the "Save" and "Finish" buttons.

# 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 main content area shows a table of Performance Measure Question Sets. The first row is highlighted, showing the question set 'BJA\_NFSIA\_FY21' with a status of 'Resolved-Completed' and a 'Re-Open' button. The status and button are circled in green, with the numbers 10 and 11 respectively. The interface also includes a sidebar with navigation options, a top navigation bar, and a right-hand panel with case details 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 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.

The screenshot displays the JUSTgrants system interface for a 'Performance Report' (PR-358433) under the 'CHANGE REQUEST' category. The report is for 'Legal Entity Name (JGII Test Org26) Doing Business As: (JGII Test Org26 Doing Business As)'. A red banner indicates 'The deadline was 2 days ago'. The main content area shows 'Question Sets to be Updated' with a table listing 'BJA\_FY18STOPTech\_Final' as 'Resolved-Completed' on 1/13/23. Below this is a 'Comments' section with a text input field highlighted by a green box and a circled '12'. The 'Comments History' table is currently empty. The 'Grants Management Comments History' table shows three entries from 12/27/2022, 11/28/2022, and 11/18/2022. The right sidebar contains 'Open assignments' and 'Participants (5)'.

| 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                 |
| 11/18/2022 10:55 AM | GrantManaReSMART.jgtsint | Complex                    |

# 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.

The screenshot displays the JUSTgrants system interface for a Performance Report. The page title is "Performance Report (PR-358433)" with a "CHANGE REQUEST" status. The legal entity name is "JGII Test Org26 Doing Business As". A red banner indicates "The deadline was 2 days ago".

The "Grants Management Comments History" table is as follows:

| 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                         |

The "Attachments" section features an "Upload" button, which is highlighted with a green box and a green circle containing the number "14". Below the button, it states: "The recommended files to upload are PDF, Microsoft Word and Excel." The interface also includes a "Participants (5)" list on the right and navigation buttons like "Cancel", "Save", and "Submit" at the bottom.

# 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. The main content area shows a 'Performance Report' for PR-358433, with a 'CHANGE REQUEST' status. 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 '15' inside, a dashed box for file selection, 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 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 displays the JUSTgrants system interface. A modal dialog titled "Attach file(s)" is open, allowing for file uploads. The dialog includes a "Name" field (circled 16) containing "Matrix", a "File" field (circled 17) containing "FINAL\_EXT\_user\_roles\_matrix\_050621.docx", and a "Category" dropdown menu set to "Performance Report". An "Attach" button (circled 18) 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 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 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 section, and a red box highlights the 'Submit' button at the bottom right. A red banner at the top indicates 'The deadline was 2 days ago'.

| 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.jglsixt | 1/13/2023 1:25 PM |

Participants (5)

- JohnElectronicBusinessPoc.Doe Entity Administrator
- justgrants026.grantawardadmin.jglsixt Grant Award Administrator
- justgrants026.financialmanager.jglsixt Financial Manager
- justgrants026.authorizedrap.jglsixt Authorize Representative
- JohnElectronicBusinessPoc.Doe Application Submitter

# 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 Performance Report interface. A confirmation dialog box is overlaid on the page, titled "Update Type of Performance to 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 "21" is positioned over the "Confirm" button. The background interface shows a sidebar with navigation options like Home, Entity Profile, and Applications. The main content area displays a Performance Report (PR-356812) with a table of comments and a list of attachments. At the bottom, there are sections for "COMPLETE PERFORMANCE MEASURE SURVEY" and "REVIEW PERFORMANCE REPORT".

# Change-Requested Performance Report

Step 22

Pending Review

22) The PR status has changed to Pending Review.

The screenshot displays the JUSTgrants interface for a Performance Report (PR-368433) with a status of 'PENDING-REVIEW'. A green circle highlights the number '22' in the top right corner of the report header. 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.jgtsint
- FAW Case ID: FAW-307917
- Federal Award Amount: \$2,000.00
- Program Office: SMART
- UEI: RKVZV7M6FJ03
- TIN: 260000000

The Performance Report summary shows a start date of 07/01/2021, an end date of 12/31/2021, and a due date of 01/11/2023. The type of performance is 'Regular'.

The Performance Measure Survey table is as follows:

| 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 include: Last updated by Pega Email Bot (1m ago), Created by justgrants026.grantawardadmin.jgtsint (9mo ago). Correspondence includes two action required emails from GrantManaReSMART jgtsint. Participants include 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 system interface. The main content area displays the 'Performance Report (PR-355812)' page. The 'Audit' tab is selected and highlighted with a green box. Below the tab, a table lists the history of actions taken on the report. The table has three columns: 'Time', 'Description', and 'Performed by'. A green circle with the number '23' highlights a specific row in the table, which corresponds to the action 'Assigned to GrantManagerReviewer to Please approve or reject this (1) Performance Report'.

| Time          | Description  | Performed by                         |
|---------------|--|--------------------------------------|
| 08/22 5:23 PM | Assigned to GrantManagerReviewer to Please approve or reject this (1) Performance Report                         | justgrants028.grantawardadmin@jstest |
| 08/22 5:23 PM | Status changed to Pending-Review   | justgrants028.grantawardadmin@jstest |
| 08/22 5:23 PM | Case moved from Complete Performance Measure Survey to Review Performance Report via automatic stage transition. | justgrants028.grantawardadmin@jstest |
| 08/22 5:23 PM | Assignment to 'complete task' completed by performing a 'Performance Report'.                                    | justgrants028.grantawardadmin@jstest |
| 08/22 5:15 PM | Assigned to justgrants028.grantawardadmin@jstest to 'complete task'  | GrantManagerReviewer@jstest          |
| 08/22 5:15 PM | Case moved from Review Performance Report to Complete Performance Measure Survey via Change Stage flow shape.    | GrantManagerReviewer@jstest          |
| 08/22 5:15 PM | Change request initiated   | GrantManagerReviewer@jstest          |
| 08/22 5:15 PM | Assignment to 'Please approve or reject this (1)' completed by performing a 'Performance Report'.                | GrantManagerReviewer@jstest          |
| 08/22 5:15 PM | Due date in 15 days  | GrantManagerReviewer@jstest          |
| 08/22 3:41 PM | Assigned to GrantManagerReviewer to Please approve or reject this (1) Performance Report                         | justgrants028.grantawardadmin@jstest |
| 08/22 3:41 PM | Status changed to Pending-Review   | justgrants028.grantawardadmin@jstest |
| 08/22 3:41 PM | Case moved from Complete Performance Measure Survey to Review Performance Report via automatic stage transition. | justgrants028.grantawardadmin@jstest |
| 08/22 3:41 PM | Assignment to 'complete task' completed by performing a 'Performance Report'.                                    | justgrants028.grantawardadmin@jstest |
| 08/22 3:40 PM | A file has been attached: PRCR_Test_2  | justgrants028.grantawardadmin@jstest |
| 08/22 3:38 PM | A PerformanceReport (PRCR_Test_2) attachment has been deleted  | justgrants028.grantawardadmin@jstest |
| 08/22 3:37 PM | A file has been attached: PRCR_Test_2  | justgrants028.grantawardadmin@jstest |
| 08/22 2:52 PM | Assigned to justgrants028.grantawardadmin@jstest to 'complete task'  | GrantManagerReviewer@jstest          |
| 08/22 2:52 PM | Case moved from Review Performance Report to Complete Performance Measure Survey via Change Stage flow shape.    | GrantManagerReviewer@jstest          |
| 08/22 2:52 PM | Change request initiated   | GrantManagerReviewer@jstest          |
| 08/22 2:52 PM | Assignment to 'Please approve or reject this (1)' completed by performing a 'Performance Report'.                | GrantManagerReviewer@jstest          |



# Performance Report Troubleshooting

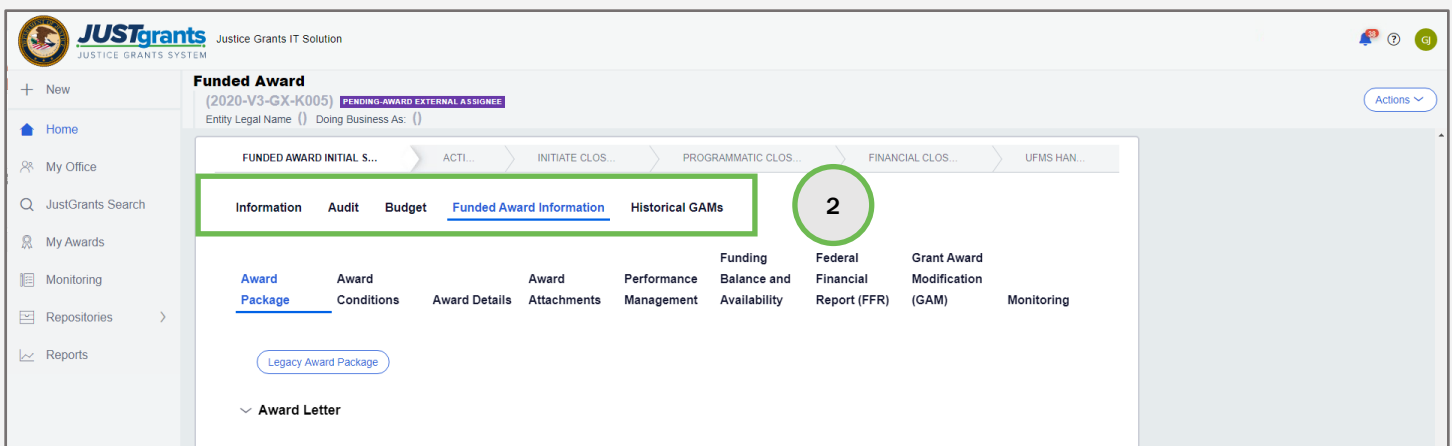
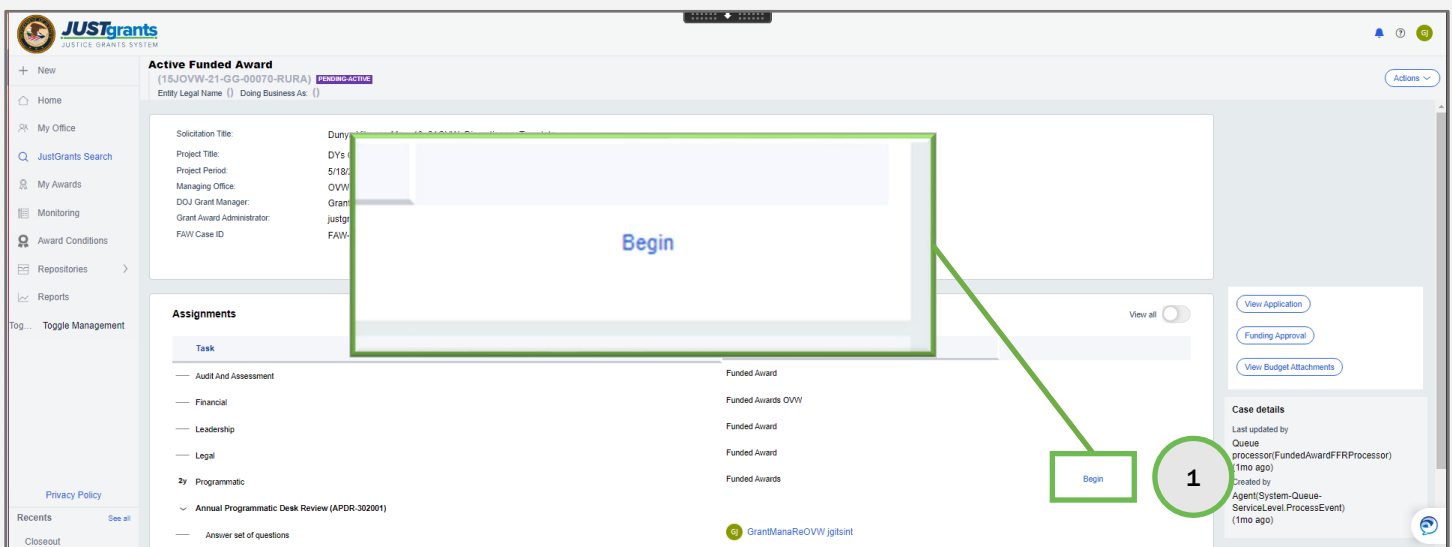


# Performance Report Troubleshooting

## 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 Justice Grants System interface. The main content area shows a Performance Report (PR-361950) for the entity (1SPBJA-22-GG-91883-MUMU). The PR status is 'Delinquent' (indicated by a red 'D' icon). The associated Question Set is 'BJA Ops Releasess Pursuit', which is in a 'Resolved-Completed' state (indicated by a green 'C' icon). The PR was last updated on 7/5/22 at 2:12 PM by the 'Queue processor(FAWPRCreation)'. The interface includes a 'Comments' section, a 'Comments History' table (currently empty), and an 'Attachments' section with one file named 'PRCR\_Test.docx'. At the bottom, there are 'Cancel', 'Save', and 'Submit' buttons. A progress bar at the very bottom shows the current step as 'COMPLETE PERFORMANCE MEASURE SURVEY'.



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Version 3.0



**JUST**grants  
JUSTICE GRANTS SYSTEM