



BUREAU OF JUSTICE ASSISTANCE

Performance Measurement Tool User Guide for

Project Safe Neighborhoods (PSN) Grantees

December 2016



GRANTEE	The primary recipient of a Federal award from BJA. This organization submits an application to BJA for the Federal award—for example, the state, local recipient, or fiscal agent.
GRANT	The funding or award received from BJA.
PROJECT DESCRIPTION	A short description of the project that the application represents, and the purpose of the requested funds.
REPORTING PERIOD	A time period in which activities were conducted and funds expended and obligated. This period falls within the grant's project period. <i>Example: January to March and April to June, for quarterly reporting.</i>

Program performance measures in the PMT are divided into two data types:

Program Performance Measures (Quantitative) and Goals & Objectives (Qualitative).

- **Program Performance Measures** are established to collect data on program activities funded by the grant award. The data will help to demonstrate how well grantees and BJA are meeting program goals.
- **Narrative questions** are asked of all grantees to help them further explain the status of their program's goals and objectives.

Complete all data entry in the PMT.

- **Then** you must create a report in the PMT that you will save to your computer and submit semiannually (in January and July) to BJA through the Grants Management System (GMS). During the nonsubmission periods, you are encouraged to create a report for your records. The GMS report submitted to BJA will include the previous 2 quarters (or 6 months) of data, information, and narrative that you entered in the PMT.

✓ Quarterly

- You are required to enter data for program performance measures in the PMT every 3 months.
- You have 30 days after the end of the reporting period to enter the data.
- You are encouraged to create a report for your records after each quarter's data entry.

✓ Semiannually

- You are required to answer narrative questions for the previous 6 months of activity (January–June and July–December) in the PMT.
- You must submit a report from the PMT to BJA **as an attachment to your Progress Report through the GMS in January and July of each year.**

✓ Closeout

- You are required to answer the narrative questions for the previous months of activity since your last PMT report submission to the GMS.
- You are required to submit a *PMT Final Report* to BJA **as an attachment to the *Final Progress Report* through the GMS.**



PMT Reporting Schedule

Reporting Period	Type of Data Required	PMT Due Date	Upload to GMS? When?
January 1–March 31	Program Performance Measures	April 30	No
April 1–June 30	Program Performance Measures <i>and</i> Narrative	July 30	Yes July 30
July 1–September 30	Program Performance Measures	October 30	No
October 1–December 31	Program Performance Measures <i>and</i> Narrative	January 30	Yes January 30



PMT Step by Step

Step 1: Log In (*slides 7–10*)

Step 2: Profile (*slides 11–12*)

Step 3: Information and Resources (*slide 13*)

Step 4: Federal Awards (*slides 14–15*)

Step 5: Award Administration & Grant Activity (*slides 16–17*)

Step 6: Data Entry & Review (*slides 18–24*)

Step 7: Create a Report (*slides 25–27*)

Step 8: Upload Report into the GMS (*slide 28*)

FAQs, Helpful Hints, and Resources (*slides 29–33*)

The screenshot shows the BJA PMT login page. At the top left is the BJA logo and the text "OFFICE OF JUSTICE PROGRAMS". To the right, a callout box contains the URL "https://bjapmt.ojp.gov". Below the logo is the text "BJA BUREAU OF JUSTICE ASSISTANCE". The main content area has three sections: "Notice to PMT Users", "Performance Measurement Tool (PMT)", and "The Human Trafficking Reporting System (HTRS)". In the "Notice to PMT Users" section, there is a "Login" button circled in red. A callout box next to it says "The BJA PMT is designed to support grantees by recording progress for the grant program." Another callout box next to the "Login" button says "Click on Login to continue." The "Performance Measurement Tool (PMT)" section lists two bullet points: "Report Data" and "Create a report ready for the Grants Management System (GMS)". The "The Human Trafficking Reporting System (HTRS)" section welcomes grantees to the PMT and states that the HTRS system is no longer operational.

OFFICE OF JUSTICE PROGRAMS

<https://bjapmt.ojp.gov>

BJA BUREAU OF JUSTICE ASSISTANCE

Notice to PMT Users

The BJA PMT has a new improved login and user account management process. To maintain access, click **Login** below and follow the **Update Account** instructions. New users should contact their grant manager or the PMT help desk or your grantor if you are a subrecipient.

Login

The BJA PMT is designed to support grantees by recording progress for the grant program.

Click on **Login** to continue.

Performance Measurement Tool (PMT)

The BJA Performance Measurement Tool supports BJA grantees ability to identify, collect, and report performance measurement data on activities funded by their award. After logging in, you will be able to:

- Report Data
- Create a report ready for the Grants Management System (GMS)

You must be a grantee of BJA to obtain a user ID and password to access these features. If you need a user ID or have any questions, please contact the PMT help desk staff by email _____ or toll-free at 1-888-252-6867.

The Human Trafficking Reporting System (HTRS)

Welcome Human Trafficking Enhanced Collaborative Model (HT ECM) grantees to the PMT!

Formerly, human trafficking grantees were reporting their data in the Human Trafficking Reporting System (HTRS). The HTRS system is no longer operational. All current and future BJA human trafficking grantees now report in the PMT.



U.S. DEPARTMENT OF JUSTICE
Office of Justice Programs
Innovation • Partnerships • Safer Neighborhoods

Performance Measurement Platform

 **User Name**
Email Address

Password
Maximum of 3 attempts

[Forgot Password](#)

Please note: JavaScript must be enabled to use this site. If not, site navigation will not work properly. If you need to enable JavaScript, click [here](#) to find out how.

BJA **OVC** **OJJDP** **NIJ**

[Privacy](#) | [FOIA](#)



Step 1: Log In

From: OJP PMP Administrator
Subject: [BULK] OJP Performance Measurement Platform – New Account
Importance: Low

An account has been established for you in the PMT. Please click on the link below to complete your account setup.

If, for some reason, the link does not work, copy the link and paste it into the Address Field of your web browser.

For any issues or questions, please contact the Help Desk at [redacted] or call to [redacted].

Thank you.

OJP PMP Administrator
 CSR, Incorporated, contractor for:
 Office of Justice Programs (OJP)

The primary grantee or grant point of contact (POC) listed in GMS will receive an e-mail from BJA PMT with instructions on how to create a new user account. The grantee POC may then add additional users. This includes subgrantees, if applicable.

General Profile	
Last Name:	<input type="text"/>
First Name:	<input type="text"/>
Email Address:	<input type="text"/> <small>Also used as a User Name for signing onto the system</small>
Phone Number:	<input type="text"/>
Security Profile	
Security Challenge:	<input type="text"/> <small>A word, phrase, statement, or question (up to 75 characters in length) the answer to which may aid in verifying your identity. Used for resetting password.</small>
Security Response:	<input type="text"/> <small>Response to Challenge recorded above. If you have already set your response, leaving this field blank will preserve your previous setting.</small>
Verify Security Response:	<input type="text"/>
Create Password:	<input type="text"/>
Verify Password:	<input type="text"/>
<input type="button" value="Update"/>	
Required Entry	
<small>Passwords must conform to the following requirements:</small>	
<small>At least 12 characters in length</small>	
<small>Contains alpha characters of both upper and lower case -- at least one of each</small>	
<small>Contains at least one number</small>	
<small>Contains at least one special character, as follows:</small>	
<small>~ ! @ ## \$ % ^ & * () - _ + ` { } : < > ? [] \ ; " , . /</small>	

Enter information in all required fields, and click **Update** to continue.



The screenshot shows the login page for the Office of Justice Programs Performance Measurement Platform. At the top left is the U.S. Department of Justice seal. To its right, the text reads "U.S. DEPARTMENT OF JUSTICE" in a small font, followed by "Office of Justice Programs" in a large, bold, blue font. Below this is the tagline "Innovation • Partnerships • Safer Neighborhoods". A horizontal line separates this header from the main content area. Below the line, the text "Performance Measurement Platform" is centered. Further down, the word "Logout" is centered in red. Below "Logout" is a dark blue horizontal bar containing four white text links: "Home", "Update My Account", "Change Password", and "Admin". Below this bar, the text "BJA PMT" is centered in blue and highlighted with a yellow background.

Here you can update or change your account and password by clicking on the corresponding links.

Click on **BJA PMT** to continue.

Select the **Grantee Organization** or **Subgrantee Organization** profile, depending on your role, to enter/edit data.

Select a profile:

GRANTEE ORGANIZATION



SUBGRANTEE ORGANIZATION



The screenshot shows the 'Profile' page in the BJA PMT system. The page has a navigation bar with 'Info & Resources', 'Profile', 'Federal Awards', 'Manage Subrecipients', and 'Reports'. The 'Profile' section contains a text block stating that information is retrieved from the GMS system and contact with the State Policy Advisor. Below this are two links: 'Select another profile' and 'Manage Users', both circled in red. A red arrow points from 'Select another profile' to a 'Select a profile:' dropdown menu. Another red arrow points from 'Manage Users' to a 'List Current Users' table. The table has columns for 'User Name', 'Phone', and 'Email', with one row showing 'Traci Dove' and 'TDove@red.net'. Below the table are buttons for 'Add a new user' and 'Return to PMT Profile'. To the right of the table is a 'Create' form with fields for 'Last Name' and 'Email', both marked as 'Required Field', and a 'Phone' field. A 'Save' button is at the bottom of the form. At the bottom of the page are sections for 'GRANTEE ORGANIZATION' and 'SUBGRANTEE ORGANIZATION', each with a '+' icon.

Check your profile for accuracy.
If you need to make any changes, update your contact information in the GMS system and contact your State Policy Advisor.

Click on **Select another profile** to go back to the list of your assigned profiles.

Click on **Manage Users** and **Add a new user** or **Delete** to update the list of users.

NOTE: Only add users who need access to the BJA PMT to complete data entry and reporting. Adding a user automatically sends that person an e-mail with a link to create and complete a user account.

Step 3: Information and Resources

[Info & Resources](#)
[Profile](#)
[Federal Awards](#)
[Reports](#)
[Help](#)
[Log Out](#)

Information and Resources

Please be aware that your session will time out 30 minutes after you stop saving data. To avoid this, please click the Save button before leaving the system unattended or when you're finished entering data.

You are responsible for creating a report from the Performance Measurement Tool that Grants Management System (GMS). Please see the reporting schedule below for your due date. You are encouraged to create a report for your records.

Reporting Schedule			
BJA Grant Program	Type of Data Required	Reporting Period	PMT
ARRA JAG & JAG	Program Performance Measures	January 1 - March 31	April 30
	Program Performance Measures	April 1 - June 30	No
	Program Performance Measures & Narrative	July 1 - September 30	October 31
	Program Performance Measures	October 1 - December 31	January 30
CAGI CFTL Drug Courts IASAP IPEP JRJ JMHCP PDMP RSAT SAVIN Second Chance SPI TCAP ---	Program Performance Measures	January 1 - March 31	April 30
	Program Performance Measures & Narrative	April 1 - June 30	No
	Program Performance Measures	July 1 - September 30	October 31
	Program Performance Measures & Narrative	October 1 - December 31	January 30

Use the navigation bar at the top to access different pages in the system.

Do not use the back arrow on your browser.

Remember: The system will time out after **30 minutes** of inactivity.

You can find the following on the **Information and Resources** page:

- PMT Reporting Schedule
- Recorded Webinar Trainings
- PMT User Guide
- Performance Measures
- Frequently Asked Questions (FAQs)
- Other Resources

Step 4: Federal Awards

[Info & Resources](#) [Profile](#) [Federal Awards](#)

Grantee Federal Awards

This screen provides a summary of your data entry and report status This list includes this time.

[View All Reporting Periods](#)

PSN

Federal Award Number	Award Amount	Reporting Period	Data Entry Status	Report Status
2015-GP-BX-TEST Start Date: Oct 01, 2015 End Date: Sep 30, 2017	\$294,946	October to December 2016 REMINDER: Upload this <i>GMS</i> report into GMS by 1/30	Not Started Begin Reporting Process	Not Created Create GMS Report

For more information contact [Toll-free Technical Assistance Helpdesk Number: 1-888-252-6867](#)

The **Federal Awards** page gives an overview of data entry for all awards. Select the reporting period, and click **Begin Reporting Process**.

Each page has the contact information for the PMT Help Desk.

Status on the **Federal Awards** page:

Not Started: Grantee has NOT saved any data.

In Progress: Grantee has begun entering data but has not completed the data entry process.

Complete: Grantee has entered and saved data; the record is marked as complete.

Not Operational: Grantee indicated that no activity occurred and no funds were expended during the reporting period; data entry is complete.

If this is the last reporting period for which the award will have data to report, check **Yes**. Select this if, for example, the award has expended all funds, and you are in the process of closing out or submitting a final progress report in GMS.

BJA PMT Home **Enter Data** Logout

Reporting Period: 01/01/2016 - 03/31/2016 Award #: Project

Award Administration Grant Activity Review

Is this the last reporting period for which the award will have data to report?

Yes (If Yes, answer the "Final Report" and "Goals and Objectives" questions and create a final report.)

No

Save Save & Continue

BJA PMT Home **Enter Data** Logout

Reporting Period: 01/01/2016 - 03/31/2016
Your data has been saved

Award Administration **Grant Activity** Review

1. Was there grant activity during the reporting period?

Yes

No (If No, please select from the following responses)

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

Back Save Save & Continue

The **Grant Activity** page is intended to determine whether or not there was any grant activity during the reporting period.

Check **Yes** if there was grant activity.

Check **No** if no activity occurred and no funds were expended, and select a reason (or all that apply) from the list.

Step 6: Data Entry

The **BJA PMT Home** button will allow you to navigate back to the **Federal Awards** page. The **Logout** button will automatically log you out of your award and allow you to select and access a different account.

The screenshot displays the BJA PMT Home interface. At the top, there are two buttons: "BJA PMT Home" and "Logout", both of which are circled in red. Below these buttons, the reporting period is "10/01/2016 - 12/31/2016", the award number is "2015-GP-BX-TEST", and the project amount is "\$294,946". A grid of navigation buttons is shown, including "Award Administration", "Grant Activity", "Site/Project Information", "Planning and Understanding the Problem", "Data Tracking and Data Analysis", "Training and Technical Assistance", "Task Force Partnerships", "Response to Problem", "Prevention and Community Empowerment", "Program Impact", "Goals and Objectives Module", and "Review". The "Grant Activity" button is highlighted in dark grey. A red oval encircles the entire grid of buttons. Below the navigation buttons, a question is displayed: "1. Was there grant activity during the reporting period?" with a radio button selected for "A. Yes".

These buttons allow you to return to any page to view and/or edit data.

BJA PMT Home Logout

Reporting Period: 10/01/2016 - 12/31/2016 Award #: 2015-GP-BX-7

Award Administration Grant Activity **Site/Project Information** Planning

Data Tracking and Data Analysis Training and Technical Assistance

Prevention and Community Empowerment Program Impact Goals and Objectives Module Review

This section's purpose is to collect baseline information about your PSN project. All of these questions are required during the first reporting period and will carry forward into subsequent reporting periods. You responses can be updated as needed.

3. What was the start date (month/year) of your PSN program

A. (Month/Year)

4. Please provide the **primary** point of contact (POC) for the PSN initiative

A. Name

Answer all required questions and go to the 'Review' page to complete data entry

You need to provide answers for all baseline measures. Report these measures during the first reporting period after the start of the PSN grant. Click **Save** when you are finished.

BJA PMT Home Logout

Reporting Period: 10/01/2016 - 12/31/2016 Award #: 2015-GP-BX-TEST Project Amount: \$294,946

Award Administration Grant Activity Site/Project Information Planning and Understanding the Problem

Data Tracking and Data Analysis Training and Technical Assistance Task Force Partnerships Response to Problem

Prevention and Community Empowerment Program Impact Goals and Objectives Module Review

Data tracking and analysis are important to assist in targeting responses appropriately. Data tracking and analysis are also used to assure the program is being implemented as planned so the targeted response can be improved if needed. This section asks specific questions about analysis you conducted as part of your PSN program and how you use this analysis in the response/implementation process. Overall OJP program measures related to this section include:

- Percentage of PSN sites performing data analysis, and
- Percentage of PSN sites using certain data.

14. Which of the following groups performed data analysis for the PSN program during this reporting period?

A. Data was not analyzed this reporting period (skip to question 18)

B. Sworn employees of the police agency

Back Save Save & Continue

Answer all required questions and go to the 'Review' page to complete data entry

Enter data for all fields. When you are finished, click **Save & Continue** to move on to the next tab. Click **Save** if you need to save your data and continue working on the rest of your questions later.

Step 6: Data Entry (Goals and Objectives)

BJA PMT Home	Logout		
Reporting Period: 10/01/2016 - 12/31/2016	Award #: 2015-GP-BX-TEST	Project Amount: \$294,946	
Award Administration	Grant Activity	Site/Project Information	Planning and Understanding the Problem
Data Tracking and Data Analysis	Training and Technical Assistance	Task Force Partnerships	Response to Problem
Prevention and Community Empowerment	Program Impact	Goals and Objectives Module	Review

GOALS

1. Please identify the goal(s) you hope to achieve with your funding. If you have multiple goals, please report on each separately (one at a time), and repeat questions 1-4 for each goal.

You have characters left. (Maximum characters: 5000)

Your response to the **Goals and Objectives** questions should reflect activity during the previous **6-month** period (January–June or July–December), regardless of whether or not your award was “operational.”

If you’re closing out the award and this is the last reporting period of data submitted in the PMT, your response should reflect activity since your last *GMS Report* or last submission of goals and objectives data in the PMT.

Step 6: Data Entry (Goals and Objectives)

5. Do you have another goal you hope to achieve with your grant funding?

- Yes (repeat questions 1–4 for each additional goal)
- No (please go to next question)

[Add Another Entry](#) [Delete Entry](#)

GOALS	+
ACTIVITY	-
6. Did you receive or do you desire any assistance from BJA or a BJA-funded technical assistance provider?	
<input type="radio"/> A. Yes, we received assistance <input type="text"/> (please describe).	
<input type="radio"/> B. Yes, we would like assistance or additional assistance <input type="text"/> (please describe).	
<input type="radio"/> C. No	

On the **Goals and Objectives** tab, you will answer questions regarding each of your program's goals. Click on **Add Another Entry** or **Delete Entry** to add or delete a goal entry. Once you have answered all questions, click on the **Activity** tab to finish answering questions for the section.

BJA PMT Home Logout

[Go Back to Data Entry Form](#)

REVIEW

Reporting Period: 10/01/2016 - 12/31/2016 Award #: 2015-GP-BX-TEST
Project Amount: \$294,946
Number of unanswered questions: 8

Enter data for any Required or missing fields identified in the Alert column below and mark your data complete once all required data has been entered. If any changes need to be made to a complete report, contact your grantee to request your report be unlocked.

Search:

Category	Question	Option	Response	Alert
Award Administration	Is this the last reporting period for which the award will have data to	Yes		

The **Review** page allows you to view any questions that need to be answered. You are able to view the **Number of unanswered questions** at the top right. Click **Go Back to Data Entry Form** to edit any missing data.

Step 6: Data Entry (Review)

Once you have completed all data entry, check the **Mark data entry as complete** box and click **Save**.

This action will **PREVENT** you from further entering or editing data or information. Please be sure your data entry is final before checking the **Mark data entry as complete** box.

CONFIRMATION

Mark data entry as complete. The record will be locked for further data entry.

SAVE

Additional Comments

You have 5000 characters left. (Maximum characters: 5000)

If you want to further explain the data you reported, enter text in the **Additional Comments** box.

Step 7: Create a Report

Grantee Federal Awards

This screen provides a summary of your data entry and report status. This list includes only those reporting periods that require reporting at this time.

[View All Reporting Periods](#)

Click **Create a
GMS Report**

PSN

Federal Award Number	Award Amount	Reporting Period	Data Entry Status	Report Status
2015-GP-BX-TEST Start Date: Oct 01, 2015 End Date: Sep 30, 2017	\$294,946	October to December 2016 REMINDER: Upload this <i>GMS report</i> into GMS by 1/30	Complete Enter/Edit Data	Ready to Create Create GMS Report

Program: SAKI

Reporting Period: Apr - Jun 16

2015-AK-BX-K006

Data Completion

Click the button "Create a GMS Report", the record will be locked to any further data entry. To go back, click the "FEDERAL AWARDS" tab on the navigation bar.

[Create a GMS Report](#)

This screen shot is used as an example for training purposes only.

[Information & Resources](#) [Profile](#) [Federal Awards](#) [Home](#) [Reports](#) [Help](#) [Log Out](#)

User Feedback Form for the BJA Performance Measurement Tool

Thank you for using the BJA Performance Measurement Tool. You have been selected to answer a few questions to help BJA continue providing high quality training and technical assistance to its grantees.

We value your input, however completion of this form is optional. If you do not want to provide feedback, please click the **Decline Participation** button at the bottom of this page.

1. For what program are you using the Performance Measurement Tool?

Anti-Gang Initiative Grant
 ... Grant
 ... Abuse Treatment Grant
 ... Health Collaboration Program Grant
 ... Measurement Tool? (Check only one radio button)

2. How would you rate each of the following aspects of the Performance Measurement Tool, how would you rate each of the following aspects

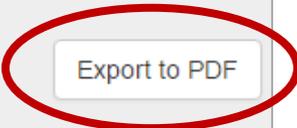
	Excellent	Good	Satisfactory	Fair	Poor	Did not attempt
Obtaining your UserID/Password	<input type="radio"/>					
Logging into the site	<input type="radio"/>					
Navigating through the system	<input type="radio"/>					
Locating needed information within the system	<input type="radio"/>					
System instructions/directions	<input type="radio"/>					
Generating your GMS attachment	<input type="radio"/>					
Overall system organization	<input type="radio"/>					

Wait—before you go!
Please let us know about your experience using the PMT, and how the system could help you use your data better!



After you complete data entry in the PMT, create a report:

- Click **Export to PDF**.
- Click **Save** to save it to your computer.
- Upload the file as an attachment to progress reports in the **GMS** in January, July, and at the close of the award.



Export to PDF

GMS Report PROJECT SAFE NEIGHBORHOODS (PSN) 2015-GP-BX-TEST Report Period: 01 Oct 2016 - 31 Dec 2016

The following report covers grantee reported activity for grant number 2015-GP-BX-TEST awarded to PSN Test for the period 01 Oct 2015 - 31 Dec 2016. The award, in the amount of \$294,946.00, was issued as part of the BJA FY 15 PSN: 2 solicitation. Any funds reported only represent an estimate of dollars allocated or used for activities covered by this award.

This report covers 1 reporting period(s) of data, represented as follows:

- 01 Oct 2016 - 31 Dec 2016

Project Description

The Project Safe Neighborhoods (PSN) Program is designed to create safer neighborhoods through a sustained reduction in gun crime and

Step 8: Upload Report into the GMS

- After you have saved the *PMT Report* to your computer, return to the **Federal Awards** page to view the data entry and report status. These statuses should appear as **Completed** and **Created**. This is your confirmation that data entry is complete in the PMT for the quarter.
- Log out of the PMT, and prepare for the next round of performance measures data collection and reporting.
- Please check your award's special conditions and/or check with your SPA to determine if you have other reporting requirements.
- In **January, July**, and **at the close of your award**, upload your *Report* and any other progress reports into the GMS.

What if...

“I get an error message”

- Follow the instructions to correct any errors or discrepancies.
- Check the **Federal Awards** page to make sure you have completed data entry.
- If you have questions, contact the PMT Help Desk.

“I need to edit data that I submitted, and I have created a report”

- Contact the PMT Help Desk to request that the report be unlocked.

“The award point of contact information on the **Profile page in the PMT is not correct”**

- New and longstanding PMT users are asked to make sure the **Profile** page has correct and complete contact information. If contact information is not correct, you must FIRST update the information in the GMS. Also, please be sure to update the additional contact information in the PMT. This is vital for us to keep you updated on changes and requests.

“I lost my data!”

- Please be aware that your session in the PMT will time out 30 minutes after you stop saving data. To avoid reentering data, click the **Save** button before leaving the system unattended or when you're finished entering data.

If you have a question about what a performance measure means . . .

- On the data entry page, each measure that is underlined has a definition of that measure. Hover over a question to view a definition of that measure. See the next slide for an example.

BJA PMT Home Logout

Reporting Period: 10/01/2016 - 12/31/2016 Award #: 2015-GP-BX-TEST Project Amount: \$294,946

Award Administration Grant Activity Site/Project Information Planning and Understanding the Problem

Data Tracking and Data Analysis Training and Technical Assistance Task Force Partnerships Response to Problem

Prevention and Community Empowerment Program Impact Goals and Objectives Module Review

Is this the last reporting period for which the award will have data to report?

A. Yes **If Yes, answer the Closeout question, and create a final report.**

B. For example, all funds have been expended and the award is in the process of closing out in the Grants Management System (GMS). If you select yes to this question, you will be directed to answer the questions in the final report section. These are one-time-only questions that you will answer prior to report closeout.

For technical assistance, please call toll-free 1 (888) 252-6867.

Hovering over a question will give you instructions or an explanation of what the question is asking for.



Thank you!

On behalf of BJA and the PMT team, we thank you for your dedication and hard work!

- PMT Web Site:
<https://bjapmt.ojp.gov>
- PMT Help Desk:
 - Monday–Friday 8:30 a.m.–5:30 p.m. EST
 - Toll-free number: 1-888-252-6867
 - E-mail:
bjapmt@usdoj.gov