

A photograph of the California State Capitol building, showing its iconic dome and classical architecture against a clear blue sky. An American flag is visible on the left side of the building.

Quarterly Progress & PMT Reports

2023 JAG

2023 JAG PROGRESS & PMT REPORTS: PURPOSE

- ◆ Provide regular detailed updates on project implementation and outcomes for monitoring purposes
- ◆ Provide a mechanism to identify issues and need for technical assistance.

2023 JAG PROGRESS & PMT REPORTS: DUE DATES

- ◆ Progress Reports & PMT Reports are due 15 days after the end of each quarter.
- ◆ A Schedule of the Due Dates is in your Grant Agreement Exhibit A
- ◆ **The Reporting Requirement for 06/01/23-06/30/23 has been waived**

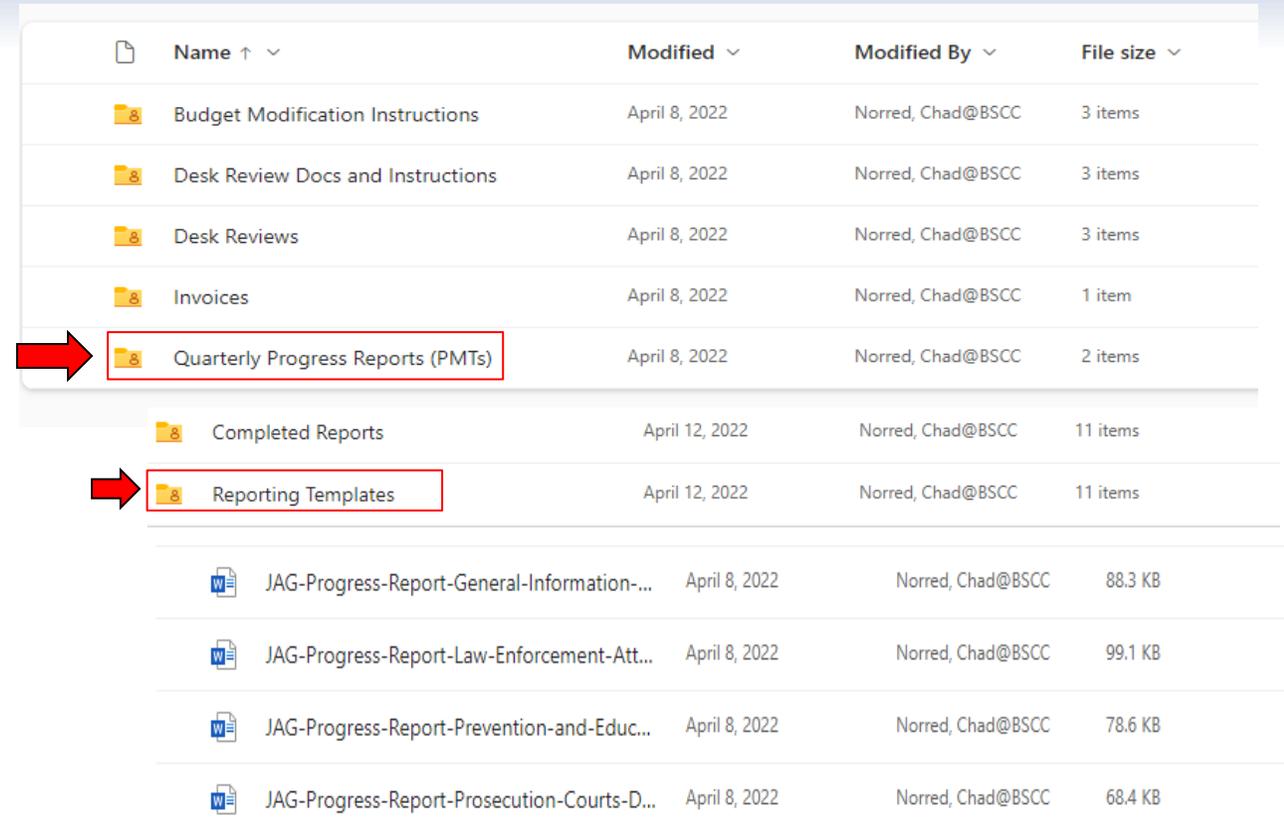
5. REPORTING REQUIREMENTS

A. Grantee will submit quarterly progress reports, including results for the federal performance indicators, in a format prescribed by the BSCC. These reports, which will describe progress made on program objectives and include required data, shall be submitted according to the following schedule:

Quarterly Progress Report Periods	Due no later than:
1. June 1, 2023 to June 30, 2023	July 15, 2023
2. July 1, 2023 to September 30, 2023	October 15, 2023
3. October 1, 2023 to December 31, 2023	January 15, 2024
4. January 1, 2024 to March 31, 2024	April 15, 2024
5. April 1, 2024 to June 30, 2024	July 15, 2024
6. July 1, 2024 to September 30, 2024	October 15, 2024
7. October 1, 2024 to December 31, 2024	January 15, 2025
8. January 1, 2025 to March 31, 2025	April 15, 2025
9. April 1, 2025 to June 30, 2025	July 15, 2025
10. July 1, 2025 to September 30, 2025	October 15, 2025
11. October 1, 2025 to December 31, 2025	January 15, 2026
12. January 1, 2026 to March 31, 2026	April 15, 2026
13. April 1, 2026 to June 30, 2026	July 15, 2026

2023 JAG PROGRESS & PMT REPORTS: COMPLETING QUARTERLY PROGRESS REPORTS

- ◆ Quarterly Progress Report (QPR) Templates are located on the OneDrive
- ◆ Each Grantee Must complete the General Information QPR and the corresponding QPR for each PPA their program addresses.



Name ↑	Modified	Modified By	File size
Budget Modification Instructions	April 8, 2022	Norred, Chad@BSCC	3 items
Desk Review Docs and Instructions	April 8, 2022	Norred, Chad@BSCC	3 items
Desk Reviews	April 8, 2022	Norred, Chad@BSCC	3 items
Invoices	April 8, 2022	Norred, Chad@BSCC	1 item
Quarterly Progress Reports (PMTs)	April 8, 2022	Norred, Chad@BSCC	2 items
Completed Reports	April 12, 2022	Norred, Chad@BSCC	11 items
Reporting Templates	April 12, 2022	Norred, Chad@BSCC	11 items
JAG-Progress-Report-General-Information-...	April 8, 2022	Norred, Chad@BSCC	88.3 KB
JAG-Progress-Report-Law-Enforcement-Att...	April 8, 2022	Norred, Chad@BSCC	99.1 KB
JAG-Progress-Report-Prevention-and-Educ...	April 8, 2022	Norred, Chad@BSCC	78.6 KB
JAG-Progress-Report-Prosecution-Courts-D...	April 8, 2022	Norred, Chad@BSCC	68.4 KB

2023 JAG PROGRESS & PMT REPORTS: COMPLETING QUARTERLY PROGRESS REPORTS

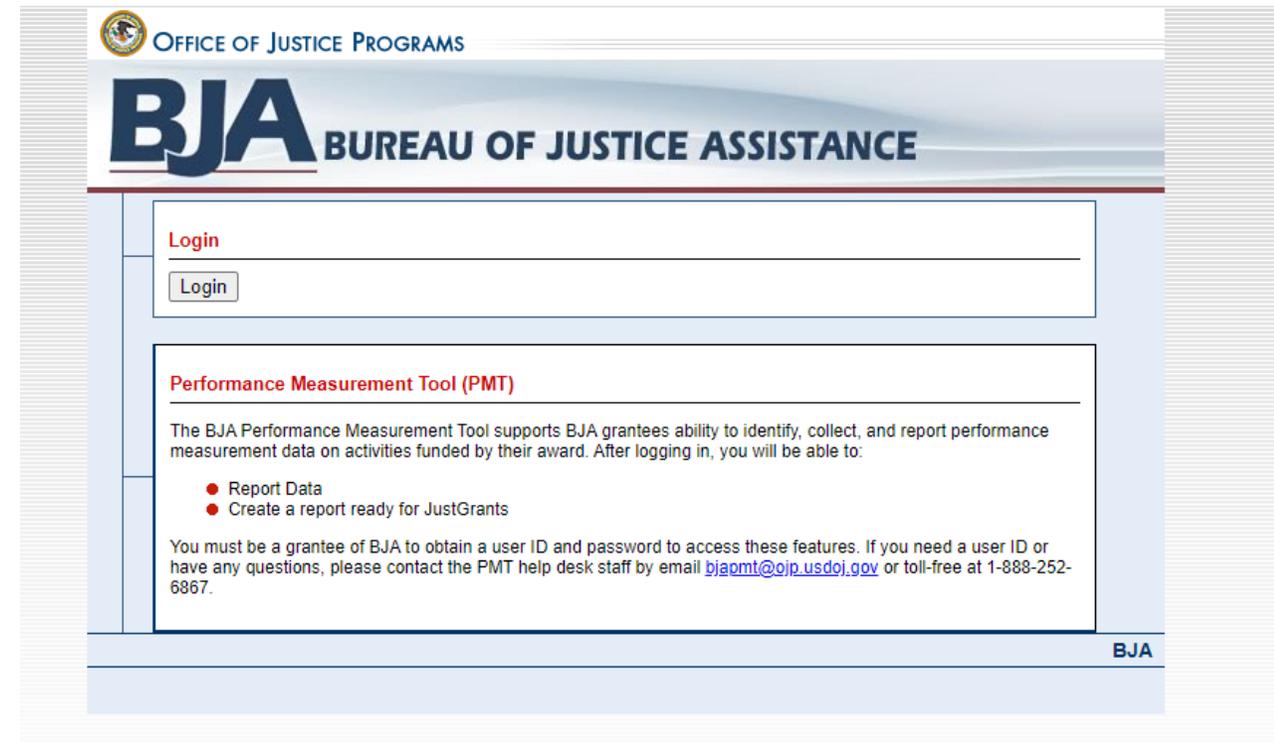
- ◆ To Complete the QPRs follow the instructions and answer all the questions on each form.
- ◆ Once Completed save the QPRs as a PDF, upload to the OneDrive, and send an email notification to the emails below:
- ◆ Chad.Norred@bscc.ca.gov
- ◆ JAGProgressReports@bscc.ca.gov

2023 JAG PROGRESS & PMT REPORTS: QUESTIONS



2023 JAG PROGRESS & PMT REPORTS: COMPLETING PERFORMANCE MEASUREMENT TOOL (PMT)

- ◆ JAG Grantees must also complete the BJA required quarterly Performance Measurement Tool (PMT).
- ◆ The PMT is located at <https://bjapmt.ojp.gov/>



The screenshot shows the login page for the BJA Performance Measurement Tool (PMT). At the top, it features the logo for the Office of Justice Programs and the Bureau of Justice Assistance (BJA). Below the logo is a login section with a text input field and a "Login" button. Underneath the login section is a section titled "Performance Measurement Tool (PMT)" which contains a brief description of the tool's purpose and a list of features: "Report Data" and "Create a report ready for JustGrants". A note at the bottom of this section states that users must be BJA grantees to access the tool and provides contact information for the PMT help desk staff. The BJA logo is visible in the bottom right corner of the page.

2023 JAG PROGRESS & PMT REPORTS: COMPLETING PERFORMANCE MEASUREMENT TOOL (PMT)

- ◆ The person designated to complete the PMT will receive an email with access to the site.
- ◆ That person will be able to access the site and login. (User Name = email)



U.S. DEPARTMENT OF JUSTICE

Office of Justice Programs

Building Solutions • Supporting Communities • Advancing Justice

Performance Measurement Platform

User Name **Password**

[Forgot Password](#)

2023 JAG PROGRESS & PMT REPORTS: COMPLETING PERFORMANCE MEASUREMENT TOOL (PMT)

- ◆ On the next Screen, Verify your Grant Information
- ◆ Then click “Begin Reporting Process” for the current Quarter.

Subrecipient Awards

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

[View All Reporting Periods](#)

JAG

Subaward Number	Amount of Subaward	Reporting Period	Data Entry Status
614-19 Start Date: Oct 01, 2019 End Date: Sep 30, 2021	\$253,000	October to December 2019	Complete View Data
		January to March 2020	Complete View Data
		April to June 2020	Complete View Data
		July to September 2020	Complete View Data
		October to December 2020	Complete View Data
		January to March 2021	Complete View Data
		April to June 2021	Complete View Data
		July to September 2021	In Progress Begin Reporting Process

#1

#2

2023 JAG PROGRESS & PMT REPORTS: COMPLETING PERFORMANCE MEASUREMENT TOOL (PMT)

- ◆ Complete the Requested Information on the report for each module
- ◆ Click “Save & Continue” to move on to the next module.

GENERAL INFORMATION MODULE

The General Information Module collects information on your award status and organization in general. It should be completed by all grantees and sub-grantees for each reporting period the award is active.

1. Have you completed all project activities and expended all funds this reporting period?
 - a. Yes - Final report will be created, closing out the PMT reporting requirements after this report is complete.
 - b. No - please continue
2. Was there grant activity during the reporting period?
 - a. Yes
 - b. No
3. What type of agency is this report for? Please check the response that best matches your organization type.
 - a. Law enforcement agency/law enforcement task force (sheriff, police department, highway patrol, university police, etc.)
 - b. Crime laboratory/forensics agency
 - c. Correctional agency
 - d. Community corrections agency (probation, parole, or other community supervision agency)
 - e. Prosecutor's office
 - f. Public defender's office
 - g. Court



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

2023 JAG PROGRESS & PMT REPORTS: COMPLETING PERFORMANCE MEASUREMENT TOOL (PMT)

- ◆ Upon completion of all modules, you will be asked to review your information and mark it complete.
- ◆ Check the box to mark the data as complete and click “Save”
- ◆ Note: Once you click save your data will be Locked and cannot be edited

Go Back to Data Entry Form

REVIEW

Reporting Period: 07/01/2021 - 09/30/2021 Award #: 614-19
Project Amount: \$253,000

Review and mark data complete below. Search:

Category	Question	Option	Response	Alert
General Information				
General Information Module				
	1. Have you completed all project activities and expended all funds this reporting period?	Yes	<input checked="" type="checkbox"/>	
		No	<input type="checkbox"/>	
	2. Was there grant activity during the reporting period?	Yes	<input checked="" type="checkbox"/>	
		No	<input type="checkbox"/>	
	3. What type of agency is this report for? Please check the response that best matches your organization type.	Law enforcement agency/law enforcement task force (sheriff, police department, highway patrol, university police, etc.)	<input checked="" type="checkbox"/>	

CONFIRMATION

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

2023 JAG PROGRESS & PMT REPORTS: QUESTIONS

