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

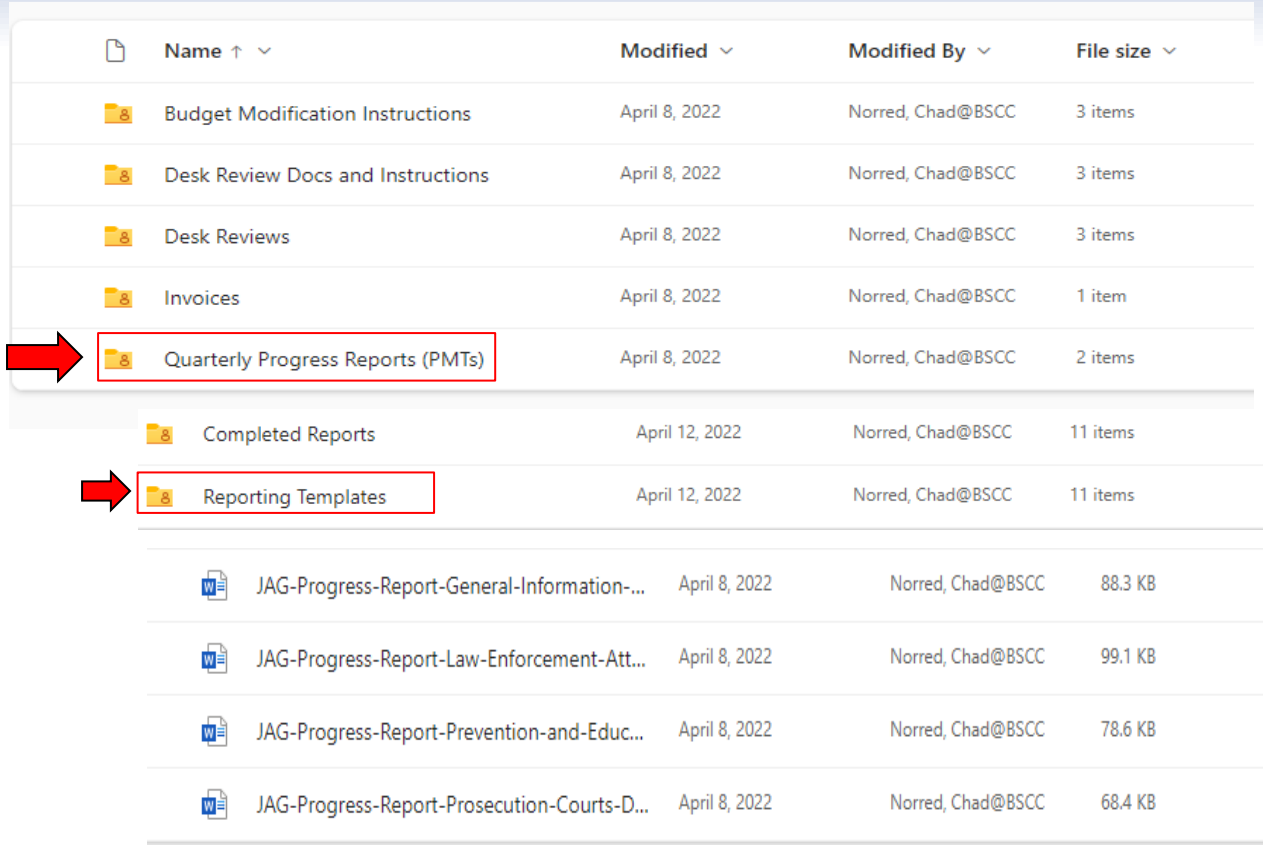
5. REPORTING REQUIREMENTS

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.



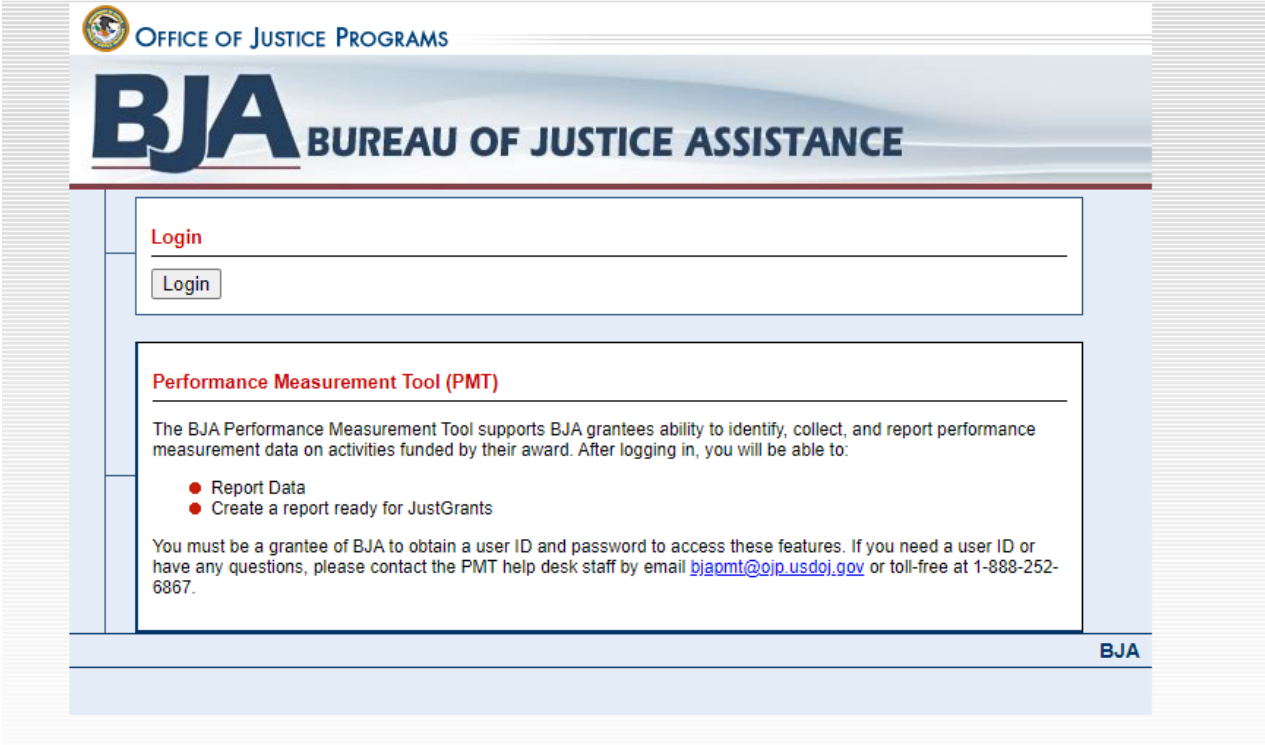
2023 JAG Progress & PMT Reports: Completing Quarterly Progress Reports

- 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

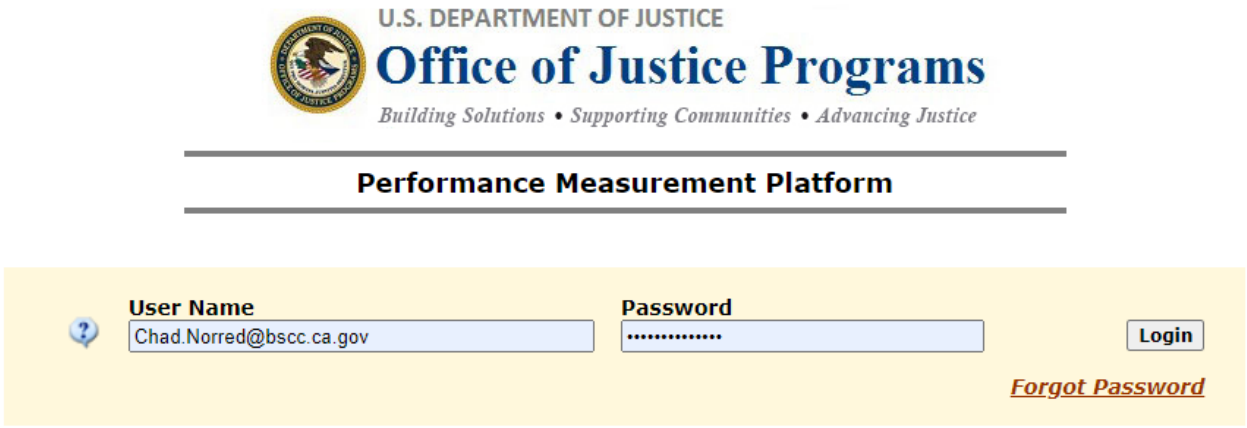
2023 JAG Progress & PMT Reports: Completing Performance Measurement Tool (PMT)

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



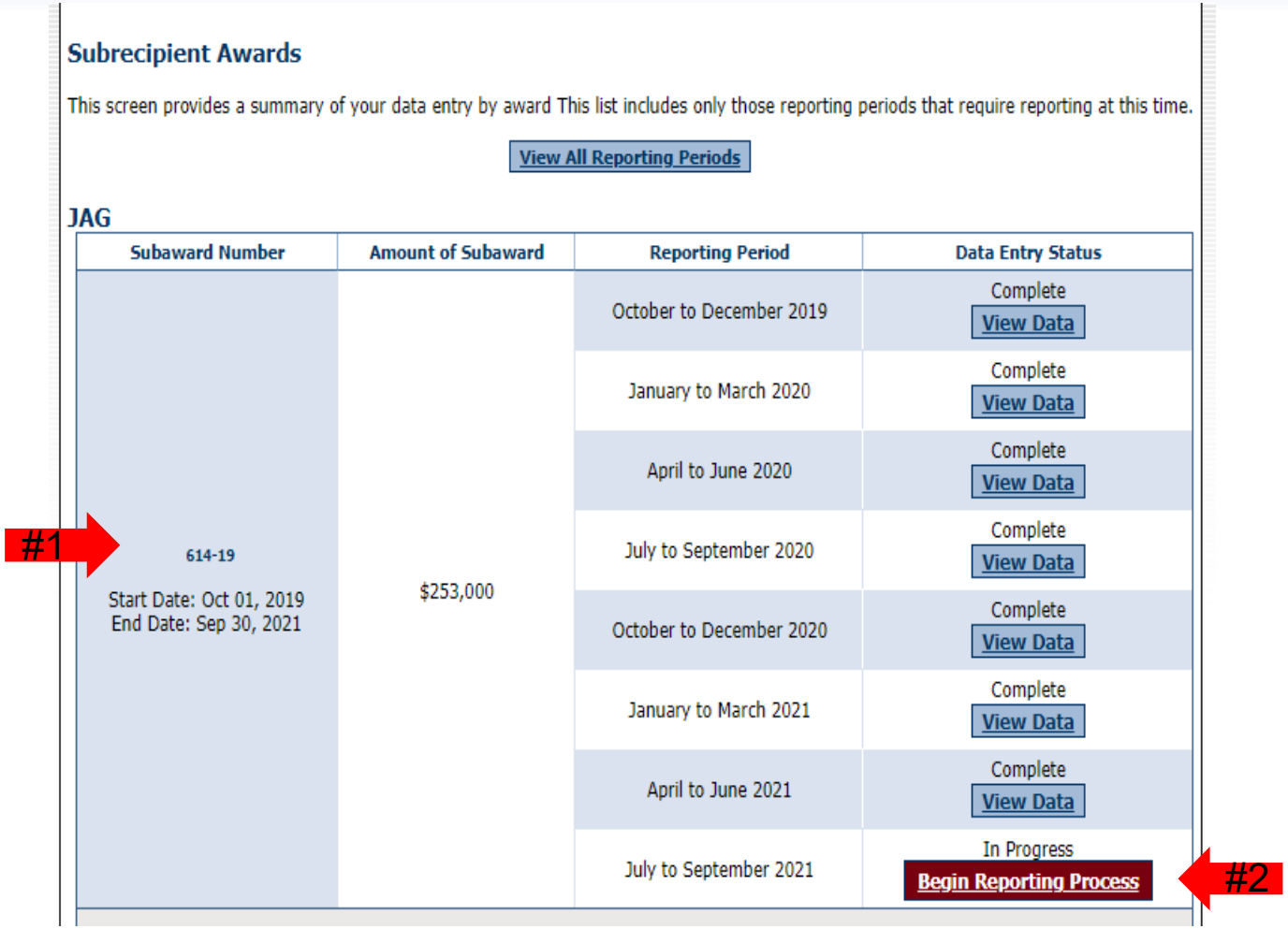
2023 JAG Progress & PMT Reports: Completing Performance Measurement Tool (PMT)

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



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.

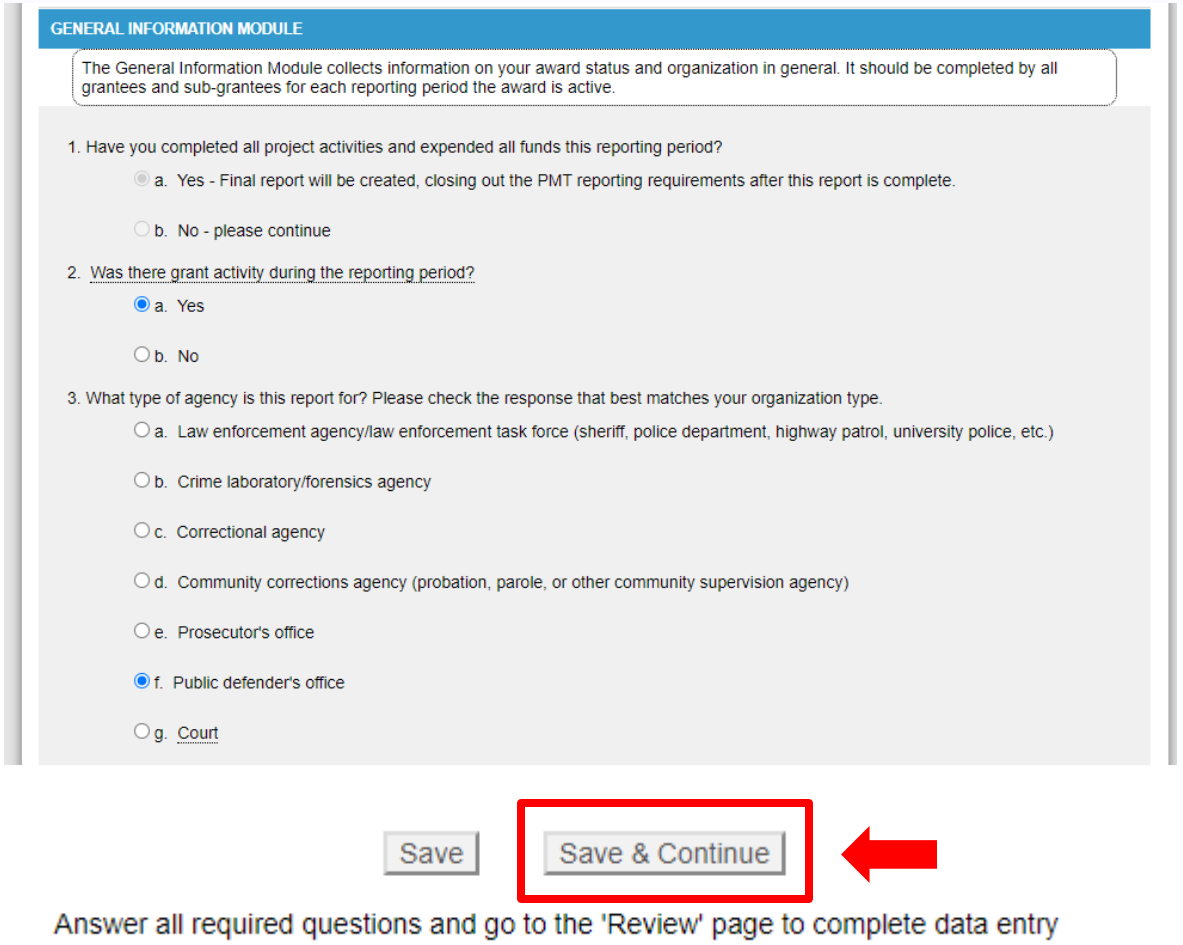
View All Reporting Periods

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

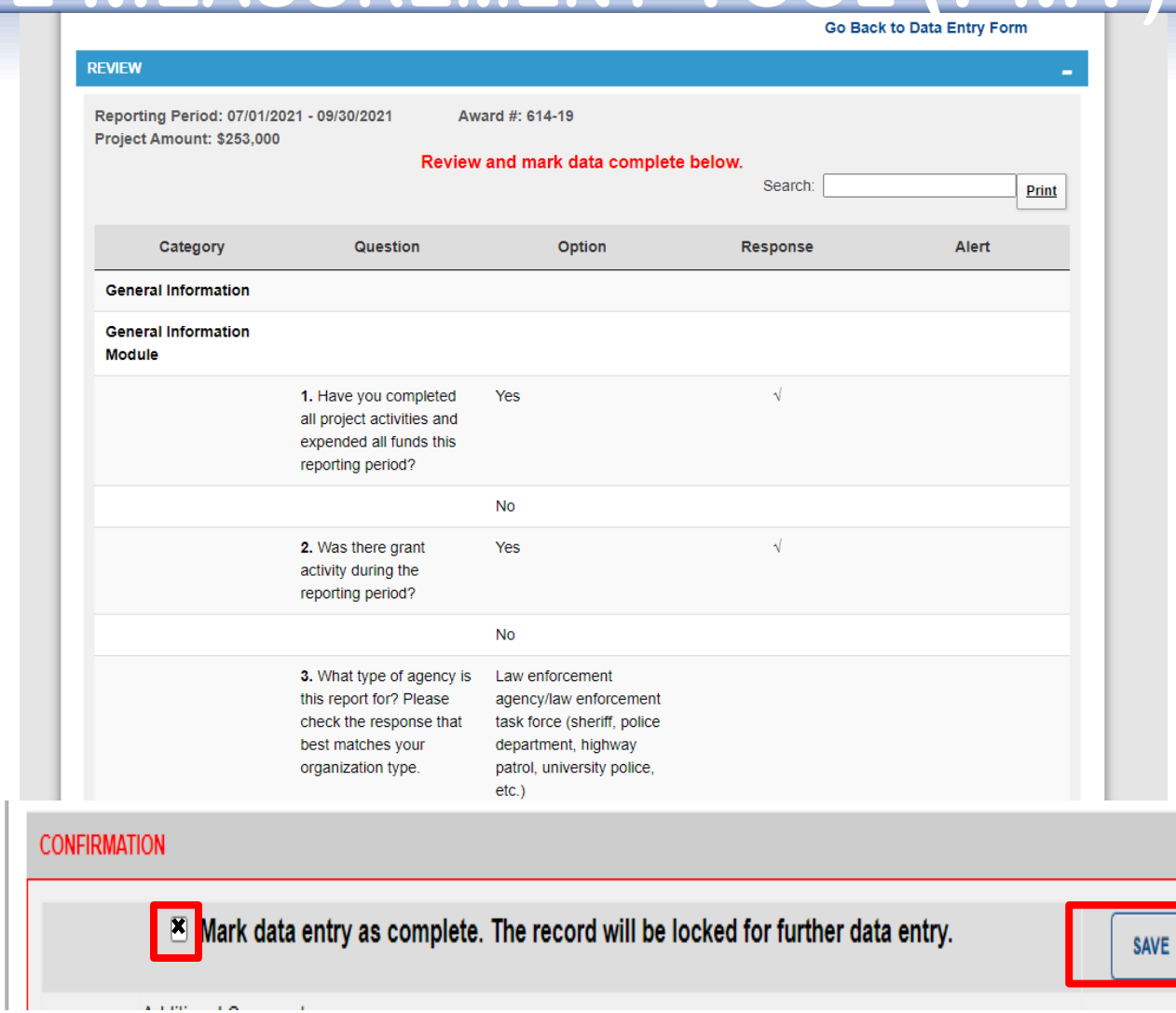
2023 JAG Progress & PMT Reports: Completing Performance Measurement Tool (PMT)

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



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



2023 JAG Progress & PMT Reports: Questions