**Categorical Assistance Performance Reporting Guidelines**



**for Bureau of Justice Statistics (BJS) SJS-SAC Award Recipients**

All BJS award recipients are required to report on the progress of grant activities as a condition of funding. These guidelines describe BJS’s performance reporting requirements for the State Justice Statistics Program for Statistical Analysis Centers (SJS-SAC) and offer guidance on what information to report for each reporting category. Award recipients must submit performance reports through the Office of Justice Programs’ (OJP) Justice Grants System (JustGrants). The JustGrants performance report module includes additional reporting instructions and questions.[[1]](#footnote-1)

**Performance Reporting Categories.** Award recipients should structure their semi-annual and final performance reports to address the following categories -

1. Accomplishments
2. Products
3. Changes/Problems
4. Performance Measures
5. Budget Information
6. Special Reporting Requirements

**Performance Reporting Instructions.** Award recipients should follow the instructions in JustGrants to report on performance and progress. The following sections provide examples of what information should be reported under each reporting category in JustGrants -

1. **Accomplishments.** To enable BJS to assess whether satisfactory progress has been made during the reporting period, the report should provide information on what was accomplished and learned. Award recipients should address the following points, as applicable:

* **What are the major goals of each project, and what was accomplished under each goal?**
  + List the major goals of each project, by project title and focus area highlighted in the solicitation, and report on major activities and accomplishments achieved during the current reporting period (or cumulative progress for final performance reports).
  + As applicable, explain any significant changes in approach or methods from the original agency approved application or plan.
* **Is the project on schedule according to the approved timeline?** 
  + Provide the completion dates or the percentage of completion for each major project activity or goal.
  + For activities/goals that are not on target, provide a corrective action plan to resolve implementation problems, and state the effect these problems had on achieving the project’s goals.
  + Provide an updated project timeline.
* **What work is planned for the next reporting period?**
  + Briefly describe plans and expected progress towards goals for the upcoming reporting period.

1. **Products.** To enable BJS to evaluate the quality of grant products produced and the efficacy with which the results are being disseminated to and used by others, award recipients should address -

* **What work products (deliverables) are currently in progress and/or have been completed during the reporting period?** Award recipients should provide, as applicable, URL links to and/or copies of draft or final products completed during the reporting period, including:
* Reports and other publications
* Evaluations/surveys/survey instruments
* Website enhancements
* Presentations, webinars, trainings, etc.
* Data collections
* Databases/Datasets

1. **Changes/Problems.** To advise BJS of implementation delays or potential changes to the approved deliverables,[[2]](#footnote-2) or to enable BJS to identify needed technical assistance, in this section award recipients should address, as applicable -

* **Has the work plan changed from what was approved in the application?** Describe any changes in approach during the reporting period and reasons for these changes.
* **Are there any actual or anticipated problems managing the project or any delays, issues, or challenges?** Describe problems or delays encountered during the reporting period and actions or plans to resolve them.

1. **Performance Measures**. To enable BJS to assess the impact and evaluate how the grant-funded projects are contributing to NCHIP and NARIP goals, award recipients should—

* **Report, in quantifiable terms to the extent practical, individual performance measures detailed in the funding opportunity announcement or application.** 
  + Measures should be reported for activities completed during the award period for semi—annual performance reports
  + Cumulative totals should be reported for final performance reports.
* **Describe any best practices emerged during the reporting period.**

1. **Budgetary information.** To enable BJS to assess the rate of expenditures relative to the reported programmatic progress, award recipients should provide information, as applicable, on:
   * **How much funding was obligated or expended during the reporting period?** Provide a brief explanation of the funds expended during the reporting period and a description of expenditures made (items/services purchased, etc.).
   * **What is the current unexpended fund balance, if applicable?** Award recipients should address:
     1. What is the current unexpended fund balance?
     2. Do you anticipate that funds will be fully obligated or expended by the project period end date? If not, provide an explanation.
     3. In final performance reports, provide a justification for remaining grant funds and explain what resulted in the unexpended fund balance.
2. **Special Reporting Requirements.** Award recipients should respond to any special reporting requirements specified in the award terms and conditions, as well as any award-specific reporting requirements. Award recipients should report information on —

* **IRB review.** Report on the status of IRB review.
  + If an IRB determination has not yet been issued, report on the anticipated review timeline
  + Grant-funded activities involving human subjects **may not begin** until an award recipient submits a decision of IRB approval or exemption to BJS.
* **Privacy Certification requirements.** Provide an updated staffing list of individuals with access to identifiable information collected or handled in conjunction with the BJS-funded activities.

Award recipients should refer to the solicitation and/or consult with the BJS Program Manager for specific guidance on other special reporting requirements.

**Reporting Schedule and Submission Instructions.** Most BJS projects require semiannual reporting and follow a prescribed submission schedule as follows -

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| --- | --- |
| **Semiannual Reporting Schedule** | |
| **Reporting period:** | **Due no later than:\*\*** |
| January 1–June 30  July 1–December 31  Final Report\* | July 30  January 30  90 days after award end date |
| \*Final performance reports must be approved by the BJS Program Manager before the grant closeout package can be submitted (due no later than 90 days after the grant end date). Award recipients should submit final performance reports via JustGrants **no later than two weeks before the due date** to allow sufficient time for review and follow up.  \*\*Delinquent reports will result in a hold on grant funds due to noncompliance with reporting requirements. | |

Performance Reports must be submitted via JustGrants. Award recipients should contact the JustGrants Helpdesk at 1–888–549–9901 (choose option 3) or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) for technical assistance with JustGrants, including help with performance report submissions. More resources are available at <https://justicegrants.usdoj.gov/user-support#kyr8hn>.

1. It is the award recipient’s responsibility to understand and comply with all BJS reporting requirements as specified in the program solicitation, in the special conditions assigned to the award, and in the JustGrants question set. [↑](#footnote-ref-1)
2. Award recipients must submit a Grant Award Modification (GAM) through JustGrants to request any significant modifications to the approved project scope. BJS approval must be documented in JustGrants before any such changes are made to the approved work plan or budget. [↑](#footnote-ref-2)