

**BUREAU OF JUSTICE ASSISTANCE
STATEWIDE AUTOMATED VICTIM INFORMATION AND
NOTIFICATION (SAVIN) GRANT PROGRAM
PERFORMANCE MEASURES and PERFORMANCE
MEASUREMENT TOOL (PMT)**

FREQUENTLY ASKED QUESTIONS

The frequently asked questions (FAQs) document is derived from the most common questions asked about the Performance Measurement Tool (PMT). If you have any additional questions about the PMT that are not covered in the FAQs, please call (1-888/252-6867), or e-mail (bjapmt@csrincorporated.com) the PMT Help Desk.

Performance Measures

Q1. What date should we report in question 3? The date of our current grant or the actual start date of the program? For us, those are two different dates.

- A.** In question number 3 of the Baseline Capabilities section of the 2011 SAVIN questionnaire, you should enter the date your SAVIN program first began implementation, which is the launch date of the SAVIN system. This can also be referred to as the first date that notification was distributed. This should not be the date or time when only planning activities occurred.

Q2. How does BJA's SAVIN program define a confirmed notification?

- A.** Confirmed notification is any method of notification resulting in a subscriber verifying that he or she received the notification. One example of this is if a subscriber enters a Personal Identification Number (PIN) after receiving an automated notification.

Q3. Our SAVIN system integrates information from distinct systems—for example, county jails and the Department of Corrections. The county jail allows online registration, but the Department of Corrections system does not. How should I report on the type of registration options available in question 10 of the questionnaire?

- A.** Any system features from any entity that contributes information to your SAVIN system should be included in your response to question 10.

Q4. Is question 23, which asks for the number of counties or parishes connected to the SAVIN system, referring to correctional facilities, courts, or both?

- A.** This question refers to any county or parish that has a component connected to the SAVIN system. This could include courts or jails, or any agency that provides data or information to the SAVIN system.

Overall Reporting

Q5. How many places do I have to report?

- A.** The grantee (direct recipient of funds from BJA) will report to two places: the Grants Management System (GMS) and the Performance Measurement Tool (PMT).

Q6. What kind of information am I reporting to these agencies?

A. The PMT collects performance measurement data. Once you enter all your data in the PMT, you may create a quarterly report of that data for your records. Grantees will also create a GMS Report. This report is uploaded into the GMS by July 30 for the April–June aggregated report, and by January 30 for the October–December aggregated report.

The grantee accepts awards and can fill out financial documents, such as the SF269 (now called Form 425) in the GMS.

- The BJA PMT Web site is <https://www.bjaperformancetools.org>, and the PMT Help Desk number is 1-888/252-6867.
- The GMS Web site is <http://www.ojp.usdoj.gov/gmscbt>, and the GMS Help Desk number is 1-888/549-9901, Option 3.

Q7. When do I submit a PMT report to BJA through the GMS?

A. The grantee is required to enter data in the PMT on a quarterly schedule. The grantee is also required to create and upload a GMS report (which is a copy of the PMT report) semiannually. These GMS reports are due in the Grants Management System as follows:

- April–June aggregated report—due by July 30
- October–December aggregated report—due by January 30

Q8. Does the same ID and password work for both the PMT and the GMS?

A. No, the grantee will have a different user ID and password assigned for each system.

Q9. Can the PMT Help Desk help me with GMS-related questions?

A. The PMT and the GMS are independent systems managed by three different organizations. To receive the most accurate advice and assistance, contact the appropriate help desk number. These numbers are listed under question #6.

Q10. If we have activity that is a continuation of a previous award, do I still report in the PMT?

A. BJA requires grantees to enter performance measurement data in its new reporting tool, the PMT. At a minimum, you will need to report the status of this award. You will need to answer the question “Was there any grant activity during the reporting period?” Then, when needed, you will create a GMS report to upload to the GMS by the due date so the GMS can document that you have met the reporting requirements for that award. The GMS report created from the PMT also provides space to add comments so you can further explain the status of the award for that reporting period. These comments become a part of the report. If you have questions about this process, please contact the PMT Help Desk at 1-888/252-6867.

Q11. Where can I obtain a user ID and password for the PMT?

A. The user ID and password for each award are e-mailed to the primary point of contact for that award. The primary point of contact is established during the grant application progress and cannot be changed in the PMT. It is therefore up to the primary point of contact to determine whether or not to share the user ID and password with other staff.

Q12. I lost my user ID/password. How can I retrieve my login credentials?

A. You can retrieve your login information by contacting the PMT Help Desk, either by e-mail (bjapmt@csrincorporated.com) or by phone toll free at 1-888/252-6867. For security reasons, you may be asked to verify some information before your login credentials are provided.

Q13. How do I change the primary point of contact information in the PMT?

- A. To change the primary point of contact information, you must submit a Grant Adjustment Notice (GAN) through the Grants Management System (GMS), which can be accessed via the following URL: <https://grants.ojp.usdoj.gov/gmsexternal>. Please note that GANs are updated in the PMT once the GMS has reviewed and approved the GAN. This process can take up to 90 days to complete.

Reporting/Data Entry in the PMT

Q14. When I begin entering data, can I log out and finish at a later date?

- A. Yes, once you hit the Save button at the bottom of the screen, all your work up to that point is saved. When you log in again, you can resume entering data from where you last saved your work.

Q15. We already have a PMT account. Will new grant information be added to our already existing PMT account, or will we be given another user ID and password?

- A. If a grantee already has a user ID and password for the PMT, contact the PMT Help Desk and we can merge the new award with the existing user ID and password. **Please** call us **BEFORE** you enter any data using your new user ID and password, or the merge cannot be completed.

Q16. What happens if a grantee does not have the data available to complete the report?

- A. If data are not available for the reporting period, enter "0," NOT N/A. This will indicate that you do not have data to enter for the reporting period. Once you have received your data, you can go back to that reporting period and enter the information. BJA strongly encourages each grantee to make every effort to gather and enter data in a timely fashion.

Q17. How will the BJA PMT distinguish legitimate values of zero from missing data?

- A. Along with entering zero (0) as the data value for the reporting period and marking an indicator "not applicable" where appropriate, the grantee will create a GMS report. This report pulls in all reported data for the reporting period. It provides a function to *Add Comments*. Click this button to open a window that will allow you to explain the data reported (or not reported) for the period. For example, you may state that "For measure #1, the data are not available because X, Y, and Z happened, and therefore a value of 0 was entered. We plan to collect these data in the next reporting period."

Q18. How often will I be asked narrative questions?

- A. Narrative questions are asked every 6 or 12 months, depending on your grant program. Only grantees will need to submit narrative information.

Q19. How will I know when reporting is due in the PMT?

- A. The point of contact for the organization and any additional contacts entered in the PMT will receive an e-mail 45, 30, and 15 days before the data are due in the PMT. If the grantee does not submit data in the PMT, the grantee will receive a delinquency e-mail notice 5 days after the submission due date.

Operational vs. Not Operational

Q20. When would I select “no grant activity” (or not operational) to indicate that no funds were received yet?

- A.** This may be necessary for the first reporting period of the project. It is generally expected that the grantee will do what is necessary to collect and enter data for future reporting periods. Responding “no” to the question “Was there any grant activity during the reporting period?” indicates that activities proposed in the grant application did not occur, and no funds were spent during the specific reporting period.

Q21. What constitutes activity?

- A.** “Activity” involves execution of activities or projects outlined in the grant application—for example, purchasing the actual equipment, hiring staff, planning events and/or activities, and so on. Some examples that may not qualify as an “activity” are checking prices, requesting proposals from vendors, and communicating with vendors.

Q22. If there is no activity related to the grant during a reporting period, do we still need to report, or is there a short version for no activity?

- A.** All grantees are required to report on the status of the award once it is considered active. “Active” means it has been formally accepted by your organization’s authorized representative. If you have no activity to report, specify that the project was not operational for that reporting period. By indicating that your project is not operational, you will not be prompted to enter data on your purpose areas and activities.

Closing an Award and Reporting in the GMS

Q23. So I will not have to upload a GMS report before I complete my semiannual progress report in the GMS. Is that GMS report a submittal of all the quarterly reporting periods?

- A.** You are required to upload a report created from the PMT into the Grants Management System, twice a year, in January and July. The PMT will aggregate the two quarterly reporting periods into one 6-month GMS report, which the grantee will upload into the GMS by January 30 and July 30. It also will include the narrative information as entered during the April–June and October–December reporting periods.

Q24. Where do I go in the Grants Management System (GMS) to close out my award?

- A.** The Grants Management System (GMS) and the Performance Measurement Tool (PMT) are two independent systems. Because of this, the GMS should be contacted directly to receive the most accurate and timely advice. The GMS Help Desk number is: **1-888/549-9901, Option 3.**

Other Questions

Q25. Will I be prompted by e-mail to enter data, or do I just need to be aware of the reporting due dates?

- A.** Before the submission due dates, the BJA PMT Tools Help Desk will e-mail reminder notices that are sent from the bjapmt@csrincorporated.com e-mail address. The Point of Contact and, if applicable, the additional contact will receive an e-mail 45, 30, and 15 days before the PMT submission due date.

Q26. Once the grant has been expended, do I have to continue reporting in subsequent reporting periods?

A. As the grantee, you are required to report on the status of the award as long as it is “active.” You will have to consult with your SPA (BJA State Policy Advisor) about how to close out the grant in the GMS. Once you have closed out the award in the GMS, the PMT Help Desk will update the new award end date so that you are no longer notified about the PMT reporting requirements.

Q27. How do I find my State Policy Advisor (SPA)/program manager?

A. Go to <http://www.ojp.usdoj.gov/BJA/resource/staff.html>.