

BJA TTA Reporting Portal: Award Planning Worksheet

Purpose

The Award Planning Worksheet is an interactive resource that will help guide Bureau of Justice Assistance (BJA) training and technical assistance (TTA) grantees in their discussions with BJA staff and assist in the development of a standard operating procedure for reporting TTA and deliverable activities in the BJA TTA Reporting Portal (TTARP).

The TTARP collects detailed information about TTA and deliverable activities supported by BJA TTA awards. The information provided in the Award Planning Worksheet can be revisited if the scope or TTA and deliverable activities performed under an award change or evolve over time.

General Award Information

Fill the table with your award information. Please contact your BJA grant manager or policy advisor if you have any questions or concerns about the award information.

TTA Provider	
Award Number	
Project Title	
BJA Policy Advisor	
BJA Grant Manager	

Data Entry

Discuss how you plan to enter information throughout the course of the award period. A TTA grantee can have multiple users with access to an award for purposes of supervision and/or data entry. BJA NTTAC recommends that TTA providers identify staff member(s) who will be responsible for entering data into the system. To create accounts, you can follow the steps outlined in the [Creating a BJA TTA Reporting Portal Account](#) guide.

Users with grantee level access:

Grantee users can access all awards and information associated with a BJA grantee organization. This type of user also has the ability to manage access levels for other users associated with their organization. There can be multiple users with this level of access. Identify the users at your organization who will have grantee level access.

Users with TTA user level access:

TTA users can only access the information for specific awards as determined by the grantee users. Users granted access to an award can create/edit TTAs and deliverables. Identify the individuals who will need access to specific awards either to enter data or in a supervisory capacity.

Award	TTA User 1	TTA User 2	TTA User 3

Frequency of updates:

Estimate the frequency of data entry/updates into the TTARP. The NTTAC team strongly recommends that providers enter data in the TTARP on a regular basis (weekly or monthly) to provide BJA with the most updated and accurate information available. TTARP updates are required at minimum twice a year of comply with the Semiannual Grant Report requirements. Award activity for January through June must be entered by July 30th and activity for July through December must be entered by January 30th. The [Semiannual Report Guide](#) has additional details.

In the table below, identify users/POCs who will collect data and report in the TTA Reporting Portal for each specific award and how frequently it will be updated.

Award	User Entering Data	Frequency of Updates

Objectives

Review the goals/objectives/mission in the solicitation and the award proposal. After reviewing your award, enter all award objectives into the TTARP. TTAs and deliverables must be aligned to an objective. Refer to the [Objectives Entry Guide](#) for additional guidance on how to articulate objectives in the TTARP.

Objective ID:	
Objective Title:	
Objective Description:	
Objective ID:	
Objective Title:	
Objective Description:	

TTAs and Deliverables

Identify the types of TTAs and deliverables funded by the award.

1. Identify the method for capturing the associated TTAs and deliverables (establish consistency in terminology).
2. Align TTAs and deliverables to an objective listed in the previous section.
3. Provide detailed description of the TTA or deliverable to ensure that BJA has a clear understanding of the work being performed.
4. Determine keywords or tags and applicable target audiences associated with the project to facilitate filter searches.
5. Identify data collection methodology for performance metrics aligned to the types of TTAs and deliverables.

For specific guidance on navigating the system and examples of reporting data, please refer to the [Reporting Portal User Guide](#). Refer to the [TTARP Data Dictionary](#) for guidance on content types and required data fields.

TTAs:

Data Field	Description
TTA Type	Refer to the TTARP Data Dictionary and list the TTA types applicable to your work under the award.
Associated Objective	Align TTA activity with the objective captured in the previous section. The activity associated with this objective should be reported as a TTA related to this objective.
TTA Description	Provide a detailed description of the work being performed. The description should include the need the TTA will address, the relationship among entities being served, TTA services to be delivered, any deliverables you will create or use as a part of the TTA, and the intended outcomes or impacts of the TTA.
Keywords/Tags	Capture keywords/tags describing the TTA to facilitate system filter searches. For example, strategic planning, body-worn camera, etc.

Deliverables:

Data Field	Description
Deliverable Type	Refer to the TTARP Data Dictionary and list the applicable deliverable type.
Associated Objective	Align the deliverable with the objective captured in the previous section. The activity associated with this objective should be reported as a related deliverable to this objective.
Deliverable Description	Provide a detailed description of the deliverable being created. This description should include the topic of the deliverable, the relationship between the deliverable and any associated TTAs, an outline of the deliverable's content, and the intended outcomes or impacts of the deliverable.
Keywords/Tags	Capture keywords/tags describing the deliverable to facilitate system filter searches. For example, strategic planning document, survey instrument, recommendations report, etc.

Performance metrics

Identify data for reporting performance metrics by TTA/deliverable type. Refer to the [TTARP Data Dictionary](#) to determine the performance metrics relevant to the TTA/deliverable type to which your activities will be captured.

TTA Reporting Portal Resources

BJA NTTAC Team

Team members will respond to requests for assistance regarding the user registration process, technical difficulties, and data entry questions at bjanttac@usdoj.gov.

Online Resources

TTARP resources can be accessed via the [TTA Resources Page](#).

Training Resources

Type of Training/Tool	Purpose
Coaching Session	Upon request, BJA NTTAC staff provide one-on-one or small group sessions to customize support for a TTA provider or BJA staff user.
Full System Training	BJA NTTAC staff provides a virtual training on the TTARP prior to each reporting period deadline. This training prepares users to navigate and enter data into the TTARP and raises awareness of system functionality.
Help Desk	BJA NTTAC staff provides immediate assistance to users with questions or technical difficulties via phone or email.
Office Hours	The BJA NTTAC team holds a live question-and-answer session prior to each reporting period deadline to field questions from TTA providers and provide system demonstrations.
Tutorial	BJA NTTAC staff demonstrate how to perform specific activities in the TTA system during a 10-minute recorded session.
Webinar	BJA NTTAC webinars explore specific system features in greater depth and foster peer-to-peer learning by partnering with and highlighting strategies used by TTA providers during 30-minute live virtual trainings.

Please contact the BJA NTTAC Team at BJANTTAC@ojp.usdoj.gov or 1-833-872-5174 for assistance or to ask questions about the BJA TTARP.

Award Planning Worksheet • Updated December 2022