Deliverable Entry Guide

Overview

Deliverables are the actions your organization completes to fulfill the objectives outlined in your award. Specifically, deliverables are tangible, reusable artifacts that can be referenced and used by others, such as a document, tool, training, curriculum, newsletter, web page, or system.

BJA uses aggregated deliverable data to identify best practices, needs, and trends in the criminal justice field. This data includes audience served, and topics/subject matter needs of deliverables provided. Deliverable information is also used by BJA managers to ensure grant activities are progressing on track and to identify where additional support may be needed.

Deliverables should be identified in the BJA Training and Technical Assistance Reporting Portal (TTARP) during the planning stages and then updated through the progressions of the activity, as necessary.

Creating a Deliverable

Go to the **BJA NTTAC website** and the ***TTA Reporting Portal*** button on the top right side of the screen. Once there, there are three different ways to add a new deliverable to your award.

Method One: Through the *Funding Records* Page

Once on the **TTA Reporting Portal** page, select the ***Funding Records*** option on the far left-side of the screen. Find the aware for which deliverables need to be added. If you do not see the award listed, please follow the instructions outlined the **Creating a BJA TTA Reporting Portal Account** guide to request access from the Grantee User affiliated with your organization.

1. Under the *Actions* column on the left side of the screen, select the plus sign (+) over the *DLV* text (figure 1)
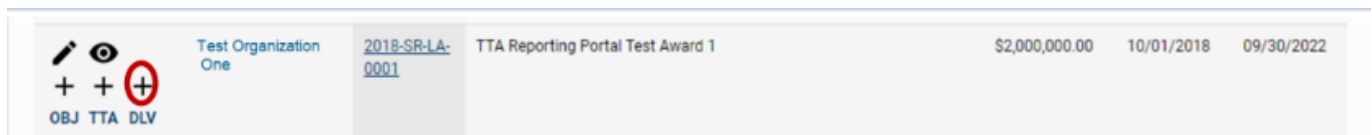

Figure 1. Funding Records Award Information: Add Deliverable Web Page

Method Two: Through the Top of the Deliverable Inventory Page

Once on the **TTA Reporting Portal** page, select the ***Deliverable Inventory*** option on the left-side of the screen.

1. On the top-left side of the page, click **Add Deliverable** button (figure 2)

Figure 2. Providers Deliverable Inventory Web Page

Method Three: Through Cloning an Existing Deliverable on the Deliverable Inventory Page

Once on the **TTA Reporting Portal** page, select the *TTA Inventory* option on the left-side of the screen.

1. Find the existing deliverable that you would like to clone
2. Under the Actions column on the left side of the screen, select the piece of paper icon and confirm that you want to clone the deliverable (figure 3).

Figure 3. Deliverable: Clone Deliverable Web Page

Entering the Necessary Information

Regardless of how you initiate the deliverable, you will need to complete the following sections (figure 4). For additional details and definitions of the entry field, please see pages 54-64 of the **Reporting Portal User Guide**. As you complete a section, use the **Save** and **Continue** button to progress forward.

When you save, you will receive an error message if the required fields (indicated by a *) are not completed. Required fields will need to be updated before moving forward. The default status of a created TTA activity is Active.

The ability to change the status to *Completed* is not available until the *Complete TTA/Performance Metrics* section.

Figure 4. Deliverable Creation Sections Web Page

    a.) General Information

       i. In this section you will enter the details of the deliverable, including the title, the description, and whether it is available in different languages, or available to the public. Be sure to connect this deliverable to an award objective to create the connection between your activities and the grant's goals.

    b.) Target Audience/Demographics

       i. In this section you will provide details about the audience for your deliverable.

  c.) *Complete TTA/Performance Metrics*

       i. This section should only be completed once the deliverable is completed. The **Status of Request** field must be changed to **Completed** to edit the other data entry fields in this section.

      ii. In this section you will provide the performance metrics related to the deliverable. Performance metrics assist BJA in assessing the activities provided. For additional information on the different types of performance metrics, you can view the **TTARP Performance Metrics Extract from Data Dictionary** on the BJA TTARP Interest Group.

  d.) *Submit*

      i.) Even if a deliverable has ***Pending*** or ***Active*** status, it should still be included in the Semiannual Grant Report to provide BJA with an accurate picture of award activity. In order for a deliverable to appear in the **Deliverable Inventory** or on the **Semiannual Grant Report**, you must submit it in this final section. Review the information listed and if it appears accurate, click ***Submit.*** You can go back and edit the information after submitting but you will not be able to delete the deliverable

      ii.) If you are not ready to submit, you can click ***Save*** and navigate to another part of the TTARP.

BJA TTARP Data Entry

When should I begin to enter information about my activities?

The BJA TTARP allows users to update activities in an ongoing manner throughout the award period. Grantees are encouraged to enter activities such as objectives, TTAs, and deliverables as soon as work begins on them. TTAs and deliverables should be marked as Completed (and performance measures entered) soon after work on the TTA or deliverable has concluded.

How do I delete TTAs/Deliverables?

You cannot delete a TTA or deliverable. Instead, you should mark the items as canceled. Canceled TTAs and deliverables will not be included in your Semiannual Grant Report, and you will not be asked for reporting metrics on those items.

What do I do if I entered a TTA/Deliverable for the wrong award?

If you accidentally selected an incorrect award reference for a TTA/deliverable, you will not be able to delete it. Instead, clone the TTA/deliverable, and select the correct award reference. The previous TTA/deliverable associated with the incorrect award should be marked as canceled.

How do I bulk upload or import TTA/Deliverables?

The Import Tool on the BJA TTARP allows grantees to use Excel file templates to record their data and then upload it to the portal. The **Using the Import Tool** guide contains full instructions. If you run into errors, please contact BJA NTTAC team to troubleshoot. We recommend that you do not run the same file multiple times – this could result in the creation of duplicate entries. If you identify duplicate entries created by the Import Tool, mark the duplicated items as cancelled.

When can I report performance metrics on my TTAs/Deliverables?

Once a TTA activity or deliverable has been completed, you need to change the status to complete and record performance metrics. Navigate to the TTA Inventory/Deliverable Inventory tab, search for your TTA/deliverable, and select the Edit icon. Then complete the following steps:

- Navigate to the Complete TTA/Performance Metrics or Complete Deliverable/Performance Metrics tab.
- Change the Status drop-down to Completed.
- Enter the completion date in the TTA Actual End Date/Actual Completion Date field.
- Enter the performance metrics for the TTA/deliverable.

Updating the Status of a Deliverable

Go to the **BJA NTTAC website** and select the *TTA Reporting Portal* button on the top right side of the screen. Once there, there are two different ways to update an existing deliverable.

Method One: Through the Funding Records Page

Once on the **TTA Reporting Portal** page, select the *Funding Records* option on the far left-side of the screen. Find the award for which deliverables need to be updated. If you do not see the award listed, please follow the instructions outlined the **Creating a BJA TTA Reporting Portal Account** guide to request access from the Grantee User affiliated with your organization.

1. Under the *Actions* column on the left side of the screen, select the eye icon (Figure 5)
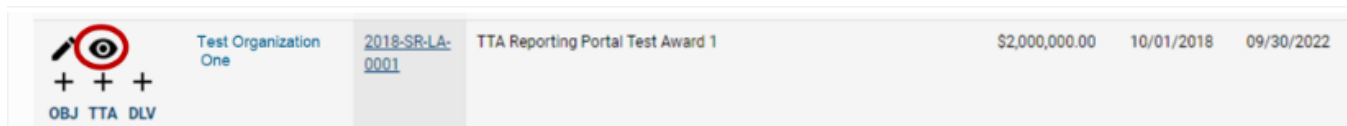

Figure 5. Funding Records Award Information: View Deliverable Web Page

2. Scroll down to the section that says **Related Deliverables** and find the deliverable you wish to edit. Under the *Actions* column on the left side of the screen, select the pencil icon.

Method Two: Through the Top of the Deliverable Inventory Page

Once on the **TTA Reporting Portal** page, select the *TTA Inventory* option on the left-side of the screen.

1. Locate the deliverable you wish to edit. Under the Actions column on the left side of the screen, select the pencil icon (figure 6)

Actions	Award Number	Deliverable Title	Status^	Deliverable Type	Deliverable POC	Anticipated Completion Date
✏️ 👁 📋	15PBJA-21-GK-02617-MUMU	Test Deliverable one	Active	Fact Sheet	Test Grant Reporting	Wednesday, June 29, 2022

Figure 6. Deliverable Inventory: Edit Deliverables Web Page

2. If you do not see the TTA activity listed, it is possible that the entry was not submitted when it was created. At the top of the **TTA Inventory** page, select *Unsubmitted Deliverables* (figure 7).

Figure 7. Providers Deliverable Inventory: Unsubmitted Deliverables Web Page

Update the Necessary Information

See the above section *Entering Necessary Information* for guidance on what to include in each section. If the deliverable is complete, remember you can only change the status to **Completed** in the **Complete Deliverable/Performance Metrics** section.

Regardless of the edits made, be sure to submit your deliverable in the Submit section for it

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