



# Reporting Portal User Guide

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## Table of Contents

|       |   |    |
|-------|---|----|
| 1.    | Introduction .....  | 3  |
| 1.1   | Purpose of this User Guide .....  | 3  |
| 1.2   | Definitions of Common Terms Used in the TTA Reporting Portal .....              | 3  |
| 2.    | New User Registration .....   | 5  |
| 2.1   | Complete User Registration to Access the TTA Collaboration Portal .....         | 5  |
| 2.2   | Complete Registration to the TTA Reporting Portal .....                         | 7  |
| 2.3   | Submit Award Access Requests to the TTA Reporting Portal .....                  | 8  |
| 2.4   | Password Resets and Account Reactivation .....                                  | 10 |
| 2.4.1 | Password Reset .....  | 10 |
| 2.4.2 | Account Reactivation .....  | 12 |
| 3.    | Grantee User Role Responsibilities .....  | 13 |
| 3.1   | Manage TTA Reporting Portal Access Requests for Your Provider Affiliation ..... | 13 |
| 3.2   | Manage TTA Reporting Portal Access Requests for Your Provider Affiliation ..... | 14 |
| 3.3   | Manage TTA User Access Requests for Your Provider Affiliation .....             | 14 |
| 4.    | Navigation .....  | 16 |
| 4.1   | Logging in to the BJA NTTAC Website .....                                       | 16 |
| 4.2   | Using the Menu Bar .....  | 17 |
| 4.3   | Accessing the TTA Reporting Portal .....  | 18 |
| 4.3.1 | Search Funding Records .....  | 19 |
| 4.3.2 | Search the TTA Inventory .....  | 20 |
| 4.3.3 | Search the Deliverable Inventory .....  | 22 |
| 4.3.4 | TTA Map .....   | 23 |
| 4.4   | TTARS Archive .....   | 25 |
| 4.5   | TTA Collaboration Portal .....  | 27 |
| 4.6   | TTA Catalog .....   | 29 |
| 4.7   | My Content .....  | 32 |
| 5.    | Funding Records .....   | 34 |
| 5.1   | Review and Edit Award Records .....   | 35 |
| 5.2   | Add Objectives .....  | 36 |
| 5.2.1 | Edit Objectives .....   | 37 |
| 6.    | TTA Inventory .....   | 38 |
| 6.1   | Add A TTA .....   | 39 |
| 6.1.1 | TTA: General Information .....  | 41 |
| 6.1.2 | TTA: Dates/Events .....   | 46 |
| 6.1.3 | TTA: Target Audience/Demographics .....   | 55 |

|  |    |
|--|----|
| 6.1.4 TTA: Add Milestones .....  | 55 |
| 6.1.5 TTA: Complete a TTA and Add Performance Metrics.....                                 | 56 |
| 6.1.6 TTA: Submit.....   | 58 |
| 6.2 Clone a TTA.....   | 60 |
| 7. Deliverable Inventory.....  | 62 |
| 7.1 Add a Deliverable.....   | 63 |
| 7.1.1 Deliverable: General Information.....  | 65 |
| 7.1.2 Deliverable: Target Audience/Demographics.....                                       | 69 |
| 7. 1.3 Deliverable: Add Milestones .....   | 71 |
| 7.1.4 Deliverable: Complete a Deliverable and Add Performance Metrics .....                | 71 |
| 7.1.5 Deliverable: Submit .....  | 73 |
| 7.2 Clone a Deliverable .....  | 75 |
| 7.3 Add a Derived Deliverable.....   | 76 |
| 8. Imports .....   | 79 |
| 8.1 Preparing a CSV File for Import.....   | 79 |
| 8.2 Importing Deliverables, Events, TTAs and TTA and Deliverable Performance Metrics ..... | 80 |
| 9. Semiannual Grant Report .....   | 84 |
| 10. Policy Associate Reports (BJA and BJA NTTAC Staff Only) .....                          | 89 |
| 10.1 Generating BJA Policy Associate Reports .....   | 90 |
| 10.2 Manipulating and Exporting the Results .....  | 91 |

## 1. Introduction

### 1.1 Purpose of this User Guide

The Bureau of Justice Assistance (BJA) Training and Technical Assistance (TTA) Reporting Portal User Guide provides basic instructions for creating a new account, accessing the system, and navigating the system. The BJA TTA Reporting Portal (TTA Reporting Portal) is designed to help BJA staff and TTA providers manage, track, and report on TTA services. BJA TTA grantees should use the User Guide along with the BJA TTA Reporting Portal Data Dictionary when working in the TTA Reporting Portal. The Data Dictionary will provide additional guidance on definitions of data fields, selection options for the multiple field selection lists, and performance metrics for each type of TTA and deliverable.

In October 2020, the JustGrants system launched to support grant management activities at the Office of Justice Programs (OJP). **BJA TTA grantees are still required to report TTA and deliverable activity in the TTA Reporting Portal.** In addition, TTA grantees will follow the same methodology as they have in the past regarding semiannual progress reporting **EXCEPT**, they will now upload their reports from the TTA Reporting Portal into JustGrants instead of the Grant Management System. BJA and the BJA NTTAC Team will inform grantees of any reporting changes as the JustGrants system continues to be developed and integrate systems.

To learn more about TTA reporting, go to the [TTARP Resources Page](#).

If you need further assistance or have questions about the TTA Reporting Portal, please contact BJA National Training and Technical Assistance (NTTAC) Concierge Team via email at [bjanttac@usdoj.gov](mailto:bjanttac@usdoj.gov) or via phone at 1-833-872-5174.

### 1.2 Definitions of Common Terms Used in the TTA Reporting Portal

The following is a list of key terms and definitions that are used in the TTA Reporting Portal.

| Key Term     | Description   |
|--------------|---|
| <b>Award</b> | A cooperative agreement, grant, contract, BJA NTTAC engagement, or other mechanism through which providers are funded and tasked with delivering TTA services to the field. |

| Key Term                  | Description  |
|---------------------------|--|
| <b>Deliverable</b>        | A tangible, reusable artifact that can be referenced and used by others, such as a document, tool, training curriculum, newsletter, website, or system.  |
| <b>TTA Event</b>          | A scheduled occasion with defined start and end time when TTA is delivered. Examples are a training, webinar, conference, in-person or virtual meeting, or site visit.   |
| <b>Objective</b>          | An outcome or collection of distinctly defined outputs (deliverables and/or TTA activities) defined in the funding agreement that guide the development of deliverables and the execution of TTAs. Each deliverable and TTA should clearly align to one award objective. |
| <b>Performance Metric</b> | Output-focused data that is collected for a particular TTA engagement or deliverable. Performance metrics are dependent on the TTA type or deliverable type selected in the TTA Reporting Portal.  |
| <b>TTA Event</b>          | A scheduled occasion with defined start and end time when TTA is delivered. Examples are a training, webinar, conference, in-person or virtual meeting, or site visit.   |

## 2. New User Registration

There is a **three-part** process for gaining access to the TTA Reporting Portal. These parts are designed to ensure the security of the site:

- **Part 1:** Create an account on the BJA NTTAC site.
- **Part 2:** Request access to the TTA Reporting Portal.
- **Part 3:** Request access to specific awards.

If you already have an account for BJA NTTAC site and can access the TTA Collaboration Portal, skip to [section 2.2 Complete Registration to the TTAP Reporting Portal](#) for further guidance

### 2.1 Complete User Registration to Access the TTA Collaboration Portal

Access to the BJA TTA Collaboration Portal (TTA Collaboration Portal) and TTA Reporting Portal are granted through the same account and login. To register as a user for the TTA Collaboration Portal, go to the BJA NTTAC website (<https://BJATTA.bja.ojp.gov/>) and select the *Create Account* link at the top-right corner of the screen. This action will direct you to the *Create New Account* web page. There are five types of user accounts (figure 1).



Figure 1: BJA NTTAC System Account Types

| Account Type       | Description   |
|--------------------|---|
| <b>BJA Account</b> | BJA staff that need an account to view and manage BJA TTA grants. |

| Account Type                           | Description   |
|--|---|
| <b>Requestor Account</b>               | State, local, or tribal criminal justice agencies and organizations interested in submitting a TTA request.   |
| <b>BJA TTA Grant Reporting Account</b> | Organizations selected and funded by BJA grants to provide TTA. Organizations were both BJA grants and BJA NTTAC engagements should create a “BJA TTA Grant Reporting Account.” |
| <b>BJA NTTAC Provider Account</b>      | Individuals who would like to apply to become a BJA NTTAC TTA provider.   |
| <b>Offices of the U.S. Attorneys</b>   | Staff who work for one of the Offices of the U.S. Attorneys.  |

Select the “BJA TTA Grant Reporting Account” box.

Complete the BJA TTA Grant Reporting Account registration information (figure 2).

Figure 2: TTA Grant Reporting Account Registration Web Page

| Account Type     | Description   |
|------------------|---|
| <b>Full Name</b> | Enter your first and last name, which are required. If you have credentials (e.g., JD, PMP, PhD), please include them in the “Credentials” field. |
| <b>Username</b>  | Create a username that you will use to log in to the TTA Collaboration Portal.  |

| Account Type                                   | Description  |
|--|--|
| <b>Email address/Confirm email address</b>     | Enter your work email address. This email address will be used to help expedite the registration process and confirm your provider affiliation. We also use this for any communications sent from the system.  |
| <b>Password</b>                                | Set your password for the system using the password requirements guidance. The password must be at least 12 characters; must contain at least one lowercase character, one uppercase character, one digit, and one punctuation mark; and must not match the last six passwords. Password strength will display as “Good,” and the bar will turn gold when the password meets the minimum requirements. |
| <b>Confirm Password</b>                        | Reenter your password. A note will appear indicating that the confirmed password matches the password, and the password box will turn green.   |
| <b>Justice Community Bulletin Subscription</b> | Check the box if you would like to receive the biweekly Justice Community Bulletin newsletter.   |
| <b>Provide Affiliation</b>                     | From the drop-down list, select the organization with which you are affiliated.  |
| <b>CAPTCHA</b>                                 | The questions test whether or not you are a human visitor to prevent automated spam submissions.   |

Select the “Create New Account” button.

After selecting the “Create New Account” button, a “Registration Successful” message will appear. You will receive an email with a link to validate your email address. Follow the guidance provided in the email. The system sends email almost immediately after the request is submitted; if you do not receive a validation email, please check your “Spam” or “Junk” folders and contact BJA NTTAC at [bjanttac@usdoj.gov](mailto:bjanttac@usdoj.gov).

## 2.2 Complete Registration to the TTA Reporting Portal

Once you have access to the TTA Collaboration Portal, you can request access to the TTA Reporting Portal, if appropriate. To request access to the TTA Reporting Portal, navigate to the *My Access* link in the top-right corner of the page. Select the “TTA Reporting Portal” checkbox and select the “Send Request” button to submit your TTA Reporting Portal access request (figure 3)



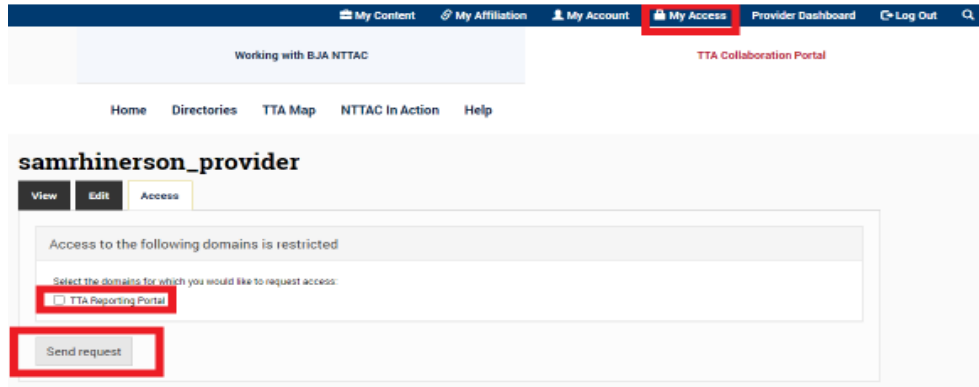


Figure 3. TTA Reporting Portal Access Request

After you successfully submit your request, you will receive a message indicating that your request for access is pending.

Access requests for the TTA Reporting Portal are routed to the Grantee User(s) for your organization and to the BJA NTTAC Concierge Team. It is the Grantee User assigned, a member of the BJA NTTAC Concierge Team will manage access requests to the TTA Reporting Portal. Once access has been granted, the *TTA Reporting Portal* tab will be visible next to the *TTA Collaboration Portal* tab. Also, when navigating to *My Access*, a message regarding the status of the request (pending, approved, or denied) appears.

### 2.3 Submit Award Access Requests to the TTA Reporting Portal

Now that you have successfully received access to the TTA Reporting Portal, you may request access to the award(s) for your organization. There are two access types for the TTA Reporting Portal:

| Access Type         | Description  |
|---------------------|--|
| <b>Grantee User</b> | This role provides the user with access to all awards for the provider organization. In addition, Grantee Users have the authority to manage user access for the provider organization by approving or denying requests or assigning access as requested |
| <b>TTA User</b>     | This role provides the user with access to specific awards within the provider organization. Users will only be able to view or edit information related to those specific awards.   |

Follow the steps below to request Grantee Users access (figure 4):

- Navigate to the *My Access* link in the top-right corner of the page.
- Select the “Grantee User” radio button (as a reminder, this will give access to all awards).
- Select the “Send Request” button to submit your access request.

Further refine your access to the Reporting Portal

Now that you have access to the Reporting Portal, you can request to be either a Grantee User with access to all awards for this provider or a TTA User with access to only specific awards.

Are you a Grantee User or a TTA User?

Grantee User

TTA User

Send request

*Figure 4: Grantee User Access Request Form*

Access requests are routed to the Grantee User(s) for your organization and to the BJA NTTAC Concierge Team. It is the Grantee User’s responsibility to review and either approve or disapprove access requests. If your organization does not yet have a Grantee User assigned, a member of the BJA NTTAC Concierge Team will manage access requests for the TTA Reporting Portal. Once access has been granted, you will be able to see all awards for your organization when navigating to the *TTA Reporting Portal* tab. Also, when navigating to *My Access*, a message regarding the status of the request (pending, approved, or denied) appears.

Follow the steps below to request TTA User access (figure 5):

- Navigate to the *My Access* link in the top-right corner of the page.
- Select the “TTA User” radio button. A list of awards for your organization will appear.
- Select the award(s) to which you are requesting access.
- Select the “Send Request” button to submit your access request.

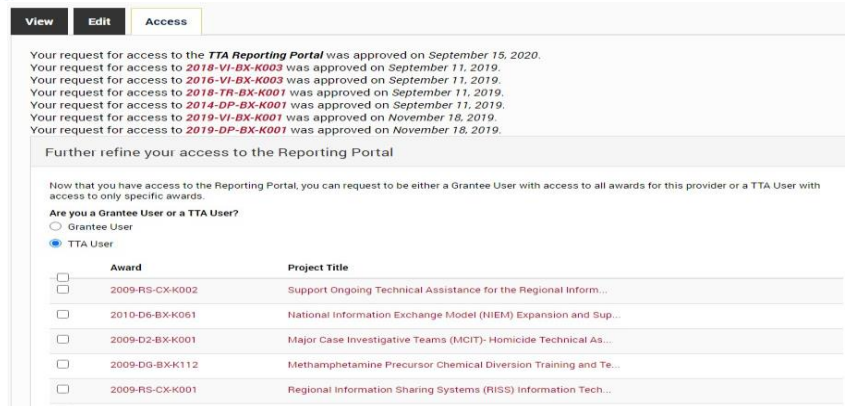


Figure 5: TTA User Access Request Web Page

Access requests are routed to the Grantee User(s) for your organization and to the BJA NTTAC Concierge Team. It is the Grantee User's responsibility to review and either approve or disapprove access requests. If your organization does not yet have a Grantee User assigned, a member of the BJA NTTAC Concierge Team will manage access requests for the TTA Reporting Portal. Once access has been granted, you will be able to see only the awards for which your access was approved when navigating to the TTA Reporting Portal tab. Also, when navigating to My Access, a message regarding the status of the request for each award (pending, approved, or denied) appears.

## 2.4 Password Resets and Account Reactivation

### 2.4.1 Password Reset

To comply with OJP security requirements, user passwords for the TTA system expire every 90 days. The system will email you a notification when your password is set to expire. Upon receiving the notification, you should log in to the system and change your password. It is a best practice not to change any other settings in your profile while updating your password. Follow the steps below to reset a password (figure 6):

- Navigate to the *My Account* link in the top-right corner of the page.
- Select the *Edit* tab.

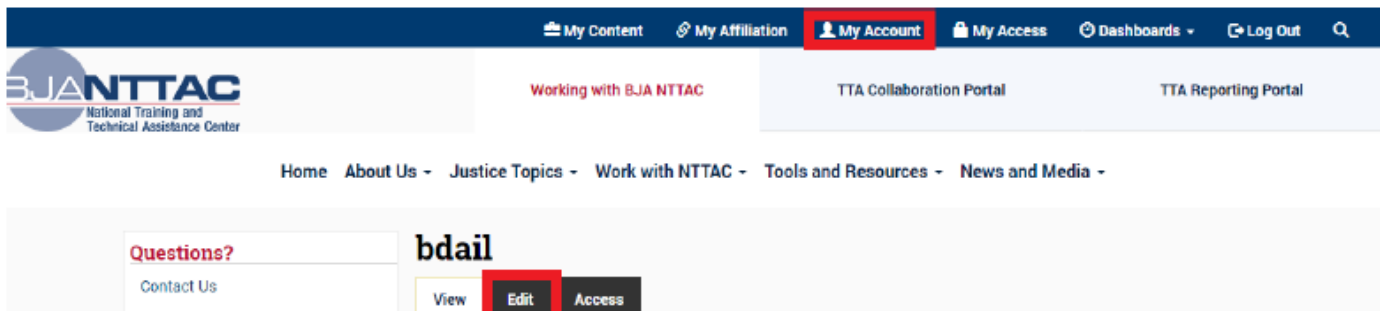


Figure 6. User Account Details

- Enter your current password in the “Current password” field located in the middle of the page.
- Enter and confirm a new password in the “Password” and “Confirm Password” fields. The password must be at least 12 characters; must contain at least one lowercase character, one uppercase character, one digit, and one punctuation mark; and must not match the last six passwords. Password strength will display a green checkmark and the bar will turn green when the password meets the minimum requirement (figure 7).
- Click the “Save” button at the bottom of the page.

The system will generate a message confirming that your new password has been saved.

The screenshot shows a web form for updating user account details. It includes the following sections:

- Email address \***: A text input field containing "Rhinerson\_Samantha@bah.com". Below it is a note: "A valid email address. All emails from the system will be sent to this address. The email address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by email."
- Current password**: A text input field. Below it is a note: "Enter your current password to change the Email address or Password. If you do not know your current password, log out now and then request a new password."
- Password Requirements**: A list of requirements:
  - Password must be at least 12 characters in length.
  - Password must contain at least one lowercase character.
  - Password must not match last 6 passwords.
  - Password may only be changed in 24 hours from the last change.
  - Password must contain at least one punctuation (not whitespace or an alphanumeric) character.
  - Password must contain at least one uppercase character.
  - Password must contain at least one digit.
  - Password must contain at least one letter.
- Password**: A text input field with a green border and a green checkmark to its left.
- Confirm password**: A text input field with a green border and a green checkmark to its left.
- At the bottom, a note reads: "To change the current user password, enter the new password in both fields."


Figure 7. Password Requirements

If you forgot your password, click *Forgot your password?* link on the login page and enter your email address to have the system send an email with a one-time use link to create a new password.

## 2.4.2 Account Reactivation

In addition to the above protocol, OJP security requirements mandate that inactive accounts be blocked after 90 days of inactivity. If your account has been blocked, you will receive an error message indicating the account is blocked when attempting to log in (figure 8).

### User account

A screenshot of a user account error message. The message is displayed in a red-bordered box with a red 'X' icon in the top right corner. The text inside the box reads: "The username *srhinerson* has not been activated or is blocked. If you wish, you may **automatically request account reactivation**. You may contact BJA NTTAC at [BJANTTAC@ojp.usdoj.gov](mailto:BJANTTAC@ojp.usdoj.gov) or 1-833-872-5174 if you need further assistance." The word "automatically" is bolded in the original image.

The username *srhinerson* has not been activated or is blocked.  
If you wish, you may **automatically request account reactivation**.  
You may contact BJA NTTAC at [BJANTTAC@ojp.usdoj.gov](mailto:BJANTTAC@ojp.usdoj.gov) or 1-833-872-5174 if you need further assistance.

*Figure 8. Account Reactivation Error Message*

To request account reactivation, click the *automatically request account reactivation* link. This will take you to a web page where you must respond to the CAPTCHA and click “Submit” button. After clicking “Submit”, you will receive a green message indicating the account reactivation request was successfully submitted. In addition, you will be copied on an email to the BJA NTTAC Team requesting the account reactivation.

When your account has been reactivated, you will receive an automated email from the TTA system indicating the account is now active. The email will include a one-time login link and take you to a page to set your new password for the site.

Alternately, please email the BJA NTTAC Concierge Team at [bjanttac@ojp.usdoj.gov](mailto:bjanttac@ojp.usdoj.gov) to unblock your account. Please allow up to two business days for your account to be unblocked.

### 3. Grantee User Role Responsibilities

#### 3.1 Manage TTA Reporting Portal Access Requests for Your Provider Affiliation

As a Grantee User, you will receive email notifications when users are in your provider affiliation submit TTA Reporting Portal access requests. In addition, when logged in to the TTA system, you will see a red bubble in the top-left corner of the page. The red bubble indicates TTA Reporting Portal access requests are pending, and the number within the bubble indicates the number of pending requests (figure 9).

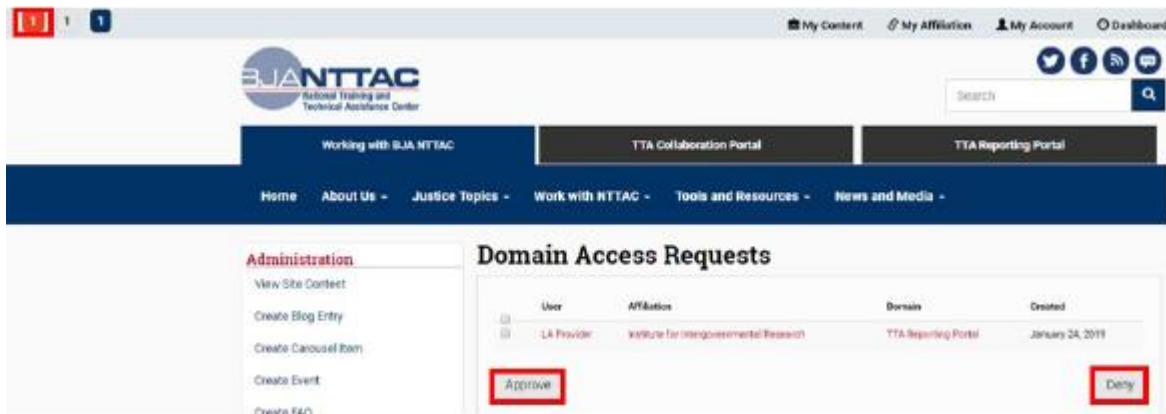


Figure 9. TTA Reporting Portal Access Request

Select the red bubble to review the requests. To approve or deny a request, select the checkbox next to the user’s name, and then select the “Approve” or “Deny” button. A message will appear at the top of the screen confirming (figure 10).

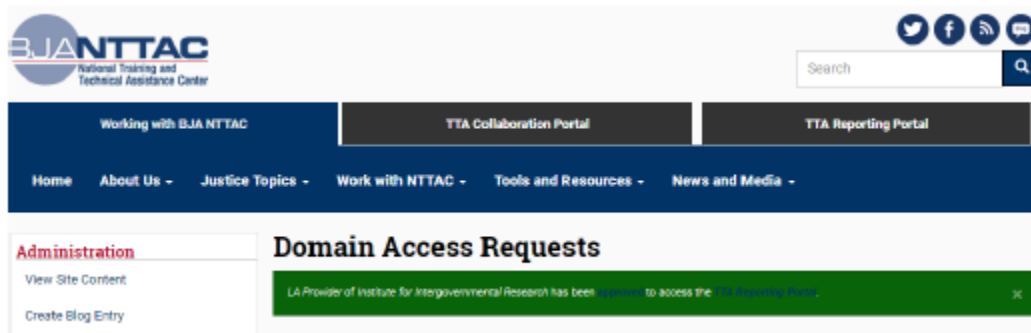


Figure 10. TTA Reporting Portal Access Request Confirmation Message

### 3.2 Manage TTA Reporting Portal Access Requests for Your Provider Affiliation

As a Grantee User, you will receive an email notification when users in your provider affiliation submit Grantee User access requests. In addition, when logged in to the TTA system, you will see a white bubble in the top-left corner of the page. The white bubble indicates Grantee User access requests are pending, and the number within the bubble indicates the number of pending requests (figure 11).

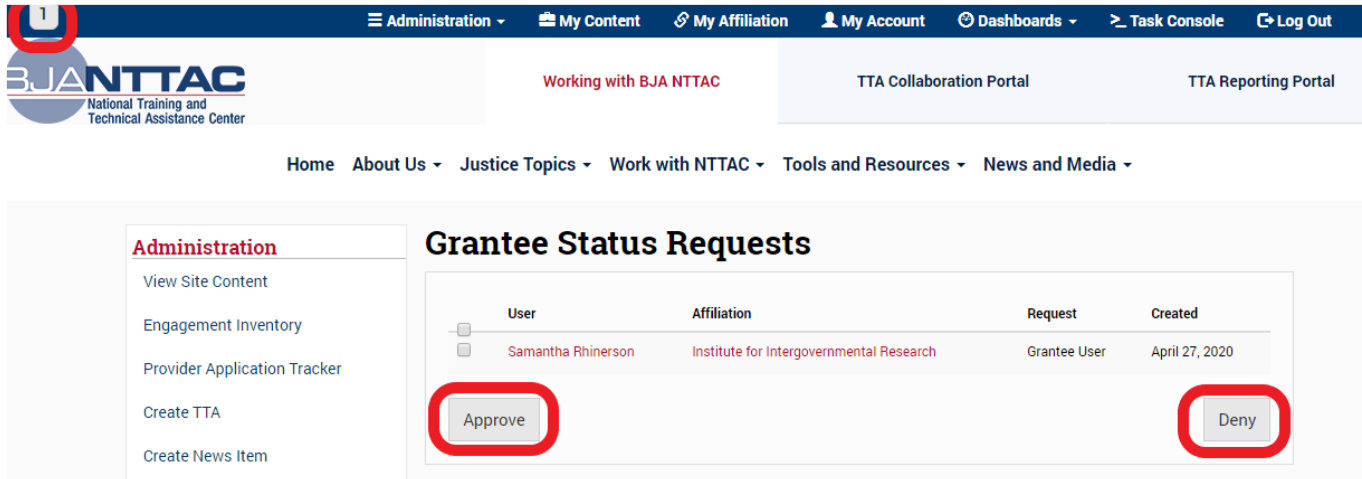


Figure 11: Grantee User Access Request

Select the white bubble to review the requests. To approve or deny a request, select the checkbox next to the user’s name, and then select the “Approve” or “Deny” button. A message will appear at the top of the screen confirming the action taken.

### 3.3 Manage TTA User Access Requests for Your Provider Affiliation

As a Grantee User, you will receive an email notification when users in your provider affiliation request TTA User access. In addition, when logged in to the TTA system, you will see a blue bubble in the top-left corner of the page. The blue bubble indicates that TTA User access requests are pending, and the number within the bubble indicates the number of pending requests (figure 12).

Administration - My Content My Affiliation My Account Dashboards - Task Console Log Out

Working with BJA NNTAC TTA Collaboration Portal TTA Reporting Portal

Home About Us - Justice Topics - Work with NNTAC - Tools and Resources - News and Media -

**Award Access Requests**

| User  | Affiliation                              | Award           | Created        |
|---|--|-----------------|----------------|
| <input type="checkbox"/> Samantha Rhinerson | Institute for Intergovernmental Research | 2019-DG-BX-K002 | April 27, 2020 |

Approve Deny

Figure 12: TTA User Access Request

Select the blue bubble to review the requests. To approve or deny a request, select the checkbox next to the user’s name, and then select the “Approve” or “Deny” button. A message will appear at the top of the screen confirming the action taken.

Another method to manage TTA Users for your provider organization is to navigate to each award directly to view the TTA Users for a specific award. Navigate to the *TTA Reporting Portal* tab; by default, you are taken to the *Funding Records* web page, which displays all award for your organization. To view and manage TTA Users, select the “Edit Award” icon from the “Actions” column.

Scroll down to the “TTA User” field. Here, you can see if there are any users who currently have TTA User access to the award (figure 13). You may also add or remove users from the “TTA User” field as appropriate. You will only see a list of users who currently have access to the TTA Reporting Portal. If you do not see the name of the user, you are looking for, that individual must first request access to the TTA Reporting Portal before you can grant the individual further access. Remember to scroll to the bottom of the page and select the “Save” button to save any changes made.

TTA User

Search the Left Column

|  |  |  |
|--|--|--|
| Abernathy, Christina<br>Agrillo, Eric<br>Aiuto, nja_provider<br>Ali Provider, Shaun<br>Arreola Provider, Laura | Select & Add ><br>< Select & Remove<br>Add All ><br>< Remove All | Lah Provider, James<br>Madan Provider, Anu<br>Shea Provider, Joselle |
|--|--|--|

Figure 13: Example List of TTA Users with Award Access



## 4. Navigation

### 4.1 Logging in to the BJA NTTAC Website

To log in to the BJA NTTAC website, please navigate to <https://BJATTA.bja.ojp.gov/> in your browser. In the top-right corner of the page, select the *Log In* link (figure 14 and 15).



Figure 14: BJA NTTAC Log In Button in the Menu Bar

On the following page, enter your username and password, and select the “Log In” button.

A screenshot of the 'User account' page on the BJA NTTAC website. The page has a light gray background. At the top left, the heading 'User account' is displayed in bold black text. Below this heading is a 'Disclaimer' section with a red underline. The disclaimer text explains that the user is accessing a U.S. Government information system and outlines the consequences of unauthorized use. Below the disclaimer is a 'Privacy Policy' link. A red-bordered box highlights the 'Log In' button, which is a blue rectangle with a white right-pointing arrow and the text 'Log in'. Above the button, there are two input fields: one for 'Username or email address' and one for 'Password'. The password field is marked with an asterisk and a note that the password is case sensitive. A red-bordered box also highlights the 'Forgot your password?' link located below the password field.

Figure 15: BJA NTTAC Log In Button on the User Account Web Page

**Tip:** On the login page, be sure to review the Disclaimer, Privacy Policy, and BJA NTTAC Rules of Behavior associated with use of the TTA Reporting Portal.

## 4.2 Using the Menu Bar

Upon successfully logging into the BJA NTTAC website, the *Working with the BJA NTTAC* web page displays. The top menu bar can be used to navigate between the three primary sections of the site (figure 16).

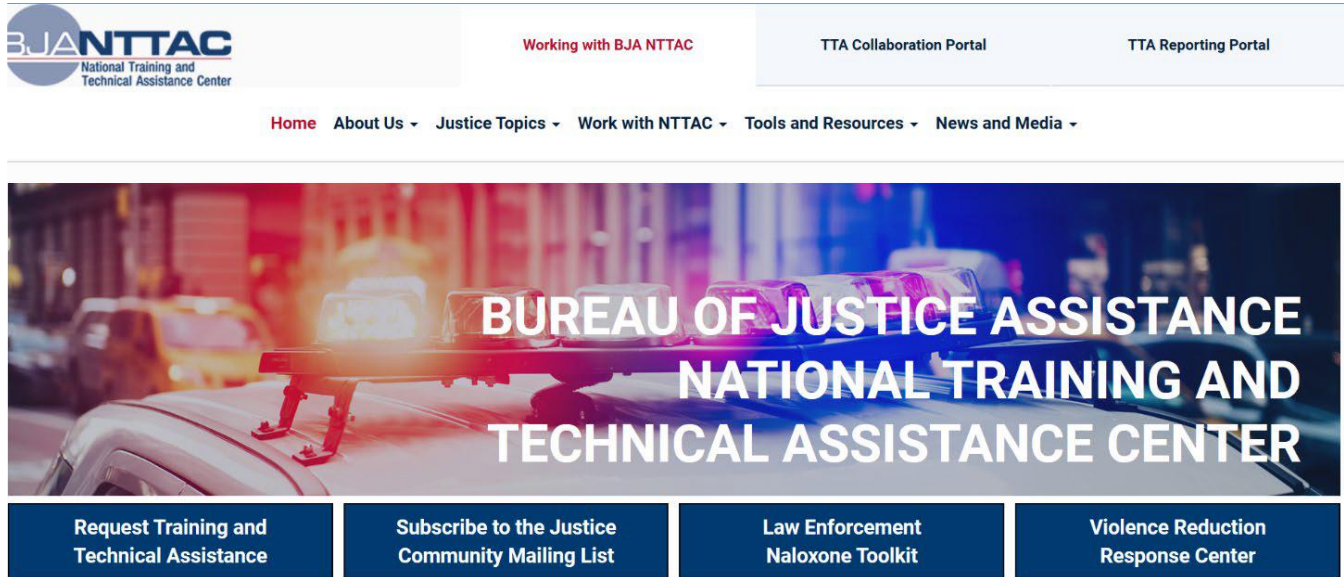


Figure 16: TTA System Home Page and Menu Bar

The three primary sections of the site are:

| Section                         | Description   |
|---------------------------------|---|
| <b>Working with BJA NTTAC</b>   | This is the BJA NTTAC public-facing site. This section will enable you to browse through pages on the public site.  |
| <b>TTA Collaboration Portal</b> | This is private to registered users, which includes BJA staff, BJA NTTAC staff, and members of TTA grantee organizations. This section facilitates information sharing and will allow you to view TTA Collaboration Portal posts, join interest groups, and view directories. |
| <b>TTA Reporting Portal</b>     | This is private to select registered users responsible for reporting on their organizations' TTA and deliverable activity to BJA. BJA staff and BJA NTTAC have access to view data for all TTA grantee organizations.   |

The lower menu bar helps with navigation within a primary section (figure 17). The tab on the top menu bar indicates which section of the site you are in. For example, in the

screenshot below, the lower menu bar provides navigational links for the TTA Collaboration Portal.

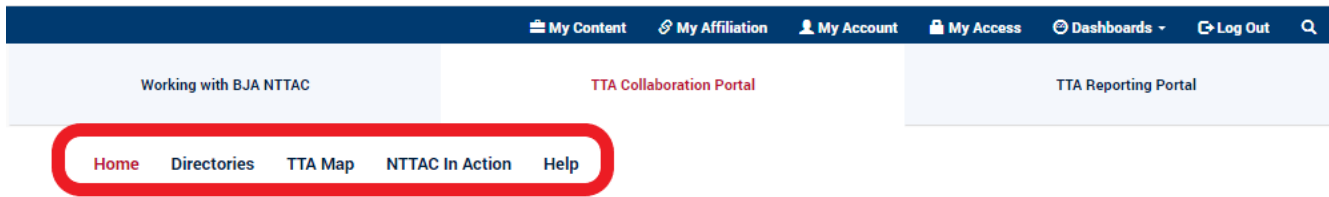


Figure 17: TTA System Submenu

### 4.3 Accessing the TTA Reporting Portal

To navigate to the TTA Reporting Portal, select the *TTA Reporting Portal* tab from the top menu (figure 18). This will take you to the *Funding Records* web page, which serves as the home page for the TTA Reporting Portal. This is where you can view all the awards to which you have access.



Figure 18: TTA Reporting Portal Menu Access Tab

The primary navigation links for the TTA Reporting Portal, as seen in the lower menu, are:

| Link                         | Description   |
|------------------------------|---|
| <b>Funding Records</b>       | Displays all award in the TTA system to which you have access for your provider affiliation. Awards may be viewed or edited, and objectives, TTAs, and deliverables may be added to an award.   |
| <b>TTA Inventory</b>         | Displays all TTAs in the system that are associated with the awards to which you have access. Search fields are available to help you filter by specific criteria or identify a specific TTA. From the <i>TTA Inventory</i> web page, you may add new TTAs, clone TTAs, edit existing TTAs, or view more information on existing TTAs.  |
| <b>Deliverable Inventory</b> | Display all deliverables in the system that are associated with the awards to which you have access. Search fields are available to help you filter by specific criteria or search for a specific deliverable. From the <i>Deliverable Inventory</i> web page, you may add new deliverables, clone deliverables, edit existing deliverables, or view more information on existing deliverables. |

| Link                 | Description  |
|----------------------|--|
| <b>Reports</b>       | Provide access to defined reports in the system. Currently, the required “Semiannual Grant Report,” the “Provider TTA Inventory with Performance Metrics,” and the “Provider Deliverable Inventory with Performance Metrics” can be generated here |
| <b>Imports</b>       | Enables you to perform bulk upload or data imports for TTAs, deliverables, event information, and select TTA type performance metrics as needed.   |
| <b>TTA Map</b>       | Displays TTAs in a map view. Filters are available to search the TTA Map on all active and completed TTAs in the system across all providers, including BJA NTTAC.   |
| <b>TTARS Archive</b> | Enables grantee users and BJA Staff to access read-only data from the decommissioned Training and Technical Assistance Reporting System (TTARS).   |

### 4.3.1 Search Funding Records

The *Funding Records* web page is the home page of the TTA Reporting Portal (figure 19). This web page provides an overview of all the awards to which the provider has access. BJA staff and BJA NTTAC staff have special permissions; therefore, they have access to all awards. The search filters are available to help you narrow down the awards list. For example, you can search based on active awards, program area, or keyword. Each search filter derives specific data about awards. Providers and BJA staff can specify relevant search filters and click the “Apply” button to refine the list of award results.

Figure 19: Funding Records Web Page

The table below outlines the filter and functions available on the *Funding Records* web page.

| Data Filter Field                 | Description  |
|-----------------------------------|--|
| <b>Award Number</b>               | Identify awards by award number (e.g., 2015-EX-EX-X001). The drop-down menu above the field enables users to specify which logical statement is used with the searched value.  |
| <b>Award Open/Closed</b>          | An award is considered "Open" if it still active in JustGrants (i.e., the JustGrants Status Code is "Awarded" but not yet "Accepted" or "Active"). An award is considered "Closed" when it has been programmatically closed in JustGrants, and the grantee is no longer required to reporting the TTA Reporting Portal |
| <b>Award Primary Program Area</b> | Identify awards by the selected program area.  |
| <b>PoC Name</b>                   | Identify awards by searching for the point of contact (PoC).   |
| <b>Project Period End Date</b>    | Identify awards by the end date within a specified date range.   |
| <b>Total Award Value</b>          | Identify awards within a specified value range.  |
| <b>Keyword Search</b>             | Search across applicant's legal name, project title, project description, project impact, award primary partners, and full solicitation title for key terms. Use double quotes to search for exact word strings  |
| <b>State</b>                      | Identify awards by providers' address state.   |

Once the desired search results are generated by clicking green "Apply" button, the "CSV" button at the bottom of each page enables you to export and save the results into an Excel spreadsheet to further sort, filter, and manipulate the data. Once a search is completed, the "Reset" button will reset all filter and return the full list of awards.

#### 4.3.2 Search the TTA Inventory

The *TTA Inventory* tab serves as a repository for all TTA activities that are associated with awards in the TTA Reporting Portal (figure 20). The initial search fields include quick reference options such as award number, program area, TTA status, and TTA provider PoC. Each search filter derives specific data about TTAs. Search filter can be used to narrow the scope of searcher to address data needs, ascertain the status of TTA activities under specific awards, and include the results in reports and presentations.

## Providers TTA Inventory

The screenshot shows the 'Providers TTA Inventory' web page. At the top, there are navigation buttons: 'Add TTA', 'Unsubmitted TTAs', and 'Search TTA Inventory'. Below these is a 'Search Filters' section with four dropdown menus: 'Award Number' (set to 'Contains'), 'Program Area' (set to '- Any -'), 'Status of TTA' (set to 'Is one of'), and 'TTA Provider PoC' (set to '- Any -'). Under 'Status of TTA', there are checkboxes for 'Active', 'Canceled', 'Completed', 'Pending', and 'Referred'. A red box highlights the 'Advanced options' button. At the bottom left, there is an 'Items per page' dropdown set to '25' and 'Apply' and 'Reset' buttons.

Figure 20: TTA Inventory Web Page

“Advanced option” reveals additional data fields to help narrow TTA searches. Individual TTA entries will be displayed in the results table. The table below outlines each of the advanced filters and functions available in the TTA Inventory.

| Data Filter Field        | Description  |
|--------------------------|--|
| <b>TTA Type</b>          | Identify TTAs by the selected type(s).   |
| <b>TTA Category</b>      | Identify TTAs by the selected category(s).   |
| <b>Tag(s)</b>            | Identify TTAs by their associated tag(s). The TTA Reporting Portal will auto-suggest tags in this data filter field. If the tag does not auto-complete, it does not exist in the system.   |
| <b>Keyword(s)</b>        | Search across the TTA title, TTA short name, description, NTTAC ID, and other relevant information fields for the identified key terms. Use double quotes to search for the exact word strings.  |
| <b>Award Open/Closed</b> | An award is considered “Open” if it is still active in JustGrants (i.e., the JustGrant Status Code is “Awarded, but not yet Accepted or “Active”). An award is considered “Closed” when it has been programmatically closed in JustGrants and the grantee is no longer required to report in the TTA Reporting Portal. |
| <b>Event Date</b>        | Identify TTAs with an event end date within a specified date range.  |
| <b>Active Date Range</b> | Identify TTAs that are active within a specified date range.   |
| <b>State</b>             | Identify TTAs by the TTA event state and/or recipient agency state.  |

| Data Filter Field                          | Description  |
|--|--|
| <b>City</b>                                | Identify TTAs by event city and/or recipient agency city. The default is for users to enter the exact city name. Users can also search on a partial city name or can perform proximity searches to view TTA activity within a certain number of miles from a zip code, specific address, or landmark |
| <b>County</b>                              | Identify TTAs by event county and/or recipient agency county. The default will accept a full or partial country name.  |
| <b>Target Audience</b>                     | Identify TTAs by the audience targeted.  |
| <b>Demographics (Age, Ethnicity, Race)</b> | Identify TTAs by the demographic targeted.   |

Once the desired search results are generated by clicking the green “Apply” button, the “CSV” button at the bottom of each page enables you to export and save the results into an Excel spreadsheet for further sorting, filtering, and manipulating. Once a search is completed, the “Reset” button will reset all filters and return the full list of TTAs.

#### 4.3.3 Search the Deliverable Inventory

The Deliverable Inventory tab serves as a repository of all deliverables that are associated with awards (figure 21). The initial search fields include quick reference options such as award number, program area, deliverable status, and the deliverable provider PoC.

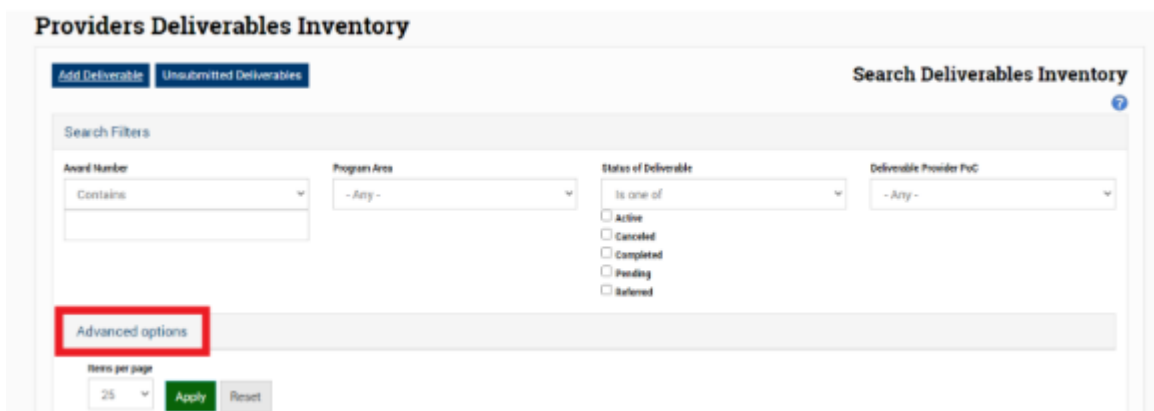


Figure 21: Providers Deliverables Inventory Web Page

Advanced options reveal additional data fields to help narrow searches by deliverable type, tags, keywords, open or closed status of the award, and date ranges. Individual

| Data Filter Field                         | Description  |
|---|--|
| <b>Deliverable Type</b>                   | Identify deliverables by the selected deliverable type(s).   |
| <b>Tag(s)</b>                             | Identify deliverables by their associated tag(s). The TTA Reporting Portal will auto-suggest tags in this data filter field. If the field does not auto-suggest a tag, it does not exist in the system.  |
| <b>Keyword(s)</b>                         | Identify deliverables by searching across the title, description, unique identifier, and other relevant information field for the identified key terms. Use double quotes to search for exact word strings.  |
| <b>Award Open/Closed</b>                  | An award is considered “Open” if it still active in JustGrants (i.e., the JustGrants Status Code is “Awarded, but not yet Accepted” or “Active”). An award is considered “Closed” when it has been programmatically closed in JustGrants, and the grantee is no longer required to report in the TTA Reporting Portal. |
| <b>End Date Range</b>                     | Identify deliverables within a specified date range by its completion date.  |
| <b>Target Audience</b>                    | Identify deliverables by audience(s) targeted.   |
| <b>Demographic (Age, Ethnicity, Race)</b> | Identify deliverables by the demographic(s) targeted.  |

deliverable entries will be displayed in the results table. The table below outlines each of the advanced filters and functions available in the Deliverable Inventory.

Once the desired search results are generated by clicking the green “Apply” button, the “CSV” button at the bottom of each page enable you to export and save the results into an Excel spreadsheet for further sorting, filtering, and manipulating. Once a search is completed, the “Reset” button will reset all filters and return the full list of deliverables.

#### 4.3.4 TTA Map

The TTA Map displays where TTA is happening the country.<sup>1</sup> This information can be viewed by all TTA Reporting Portal and TTA Collaboration Portal users. The TTA Map displays the locations associated with active and completed TTAs for both open and closed awards in the TTA Inventory within the TTA Reporting Portal. The data in the TTA Map can be searched using keywords and tags, as well as by date range, type(s) of TTA,

<sup>1</sup> All TTA types are represented except “Request for Information/Helpdesk”, “Training Delivery – Live Video (VTC)”, “Training Delivery – Phone (teleconference)”, “Training Delivery – Online Training,” and “Training Delivery – Webinar.” These TTA activities are generally delivered from the offices of TTA providers.



provider, and program areas, among other options (figure 22). You can zoom on the TTA Map to:

- Learn about TTA activity in a particular geographic area.
- Apply search filters to see where particular types of TTA services are delivered.
- Search by date ranges, provider, or award number.

Search filters located in the TTA Map enables users to quickly explore displayed TTA support. The default view of the map displays North America. To change the map view, users can use the zoom in button (+) or zoom out button (-) located in the lower-right corner of the map. Additionally, users can use the “Full USA” or “CONUS” buttons at the top of the map to reset the map view parameters. Use the open data field at the top of the TTA Map to search for TTAs by location (e.g., landmark, city, zip code, or state). The system will auto-generate options to select from a drop-down list as you begin to type the desired location. To view TTA locations in a particular city or state:

- Enter a location in the field at the top of the map. The system will auto-suggest options for the city and state.
- Select the desired location from the drop-down list.
- Use the “Distance Filter (miles)” to include TTA locations within a specified radius of the location indicated (see figure 22).
- Save images of the map by using your computer’s “Print Screen” function or another similar feature.

Award

Enter full or partial award number(s) to search; separate each by a comma or a space to search for multiple awards.  
 Enter any part of award number(s) you wish to find, separated by comma or space. Awards containing any part are returned.

Provider  
 - Any -

Active Date Range  
 Range Start  
 E.g., 06/29/2018  
 Range End  
 E.g., 06/29/2018  
 Distance Filter (miles)  
 Use the text field at the top of the map to choose a location or just pan and zoom.

Type

- Focus /Advisory Group
- Fund Speaker
- Working Session
- Host Conference
- Investigative Support
- Justice Services
- Operational Oversight / Audits
- Peer-to-peer Support
- Policy Development / Adoption
- Program / Practice Implementation
- Program Implementation Management / Support
- Provision of Resources / Systems
- Scholarship Support
- Study/Evaluation
- Training Delivery - Classroom Training / Onsite

Program Area

- Adjudication / Courts
- Corrections
- Crime Prevention
- Justice Information Sharing
- Law Enforcement
- Substance Abuse/Drugs
- Victims of Crime

Status

- Active
- Completed

TTA Award Source

- NTAC TTAs
- Provider TTAs

Special Populations

- Juvenile Justice
- Tribal Justice

Category

- Conferences
- Direct SLT Assistance
- National Program or Policy Advancement
- Operational Support
- Training

Keyword  
 Searches for text in title, short name, description and other relevant information.

Tags  
 Use comma to separate multiple tags. Matches will contain any of the specified tags.

Apply Reset

CSV Export

TTA Map Tip Sheet  
 For more information and detailed instructions on using the TTA Map, [click here](#).

Figure 22: TTA Map Search Filters

**Tip:** The BJA “TTA Map Tip Sheet” provides extensive details regarding search functions of the TTA Map and can be found in the TTA Collaboration Portal under the *Reporting Portal Interest Group* web page.

Additional filters may be applied, including TTA type, program area, category, status of TTA (active and/or completed), TTA award source, and special populations (juvenile justice and tribal justice). As with the other sections in the TTA Reporting Portal explored above, searched in the TTA Map may be further specified by filtering based on tags and keywords.

Once the desired search results are generated by clicking the green “Apply” button, the “CSV” button at the bottom of each page enable you to export and save the results into an Excel spreadsheet for further sorting, filtering, and manipulating. Once a search is completed, the “Reset” button will reset all filters and return the TTA Map to its original state.

#### 4.4 TTARS Archive

The Training and Technical Assistance Reporting System (TTARS) Archive within the TTA Reporting Portal provides the means to view historical data extracted from TTARS prior to its decommissioning (figure 23).<sup>2</sup> It contains all the grants, events, and activity data from TTARS in read-only mode. Various search features enable BJA Staff and grantee users to review this information.

To access the migrated TTARS data, simply log in to the system, navigate to the TTA Reporting Portal, and then click *TTARS Archive* in the TTA Reporting Portal menu bar.

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<sup>2</sup> BJA providers used TTARS through June 2014. Beginning with the July-December 2014 reporting period, BJA TTA providers began reporting data in the TTA Reporting Portal. TTA providers with grants ending September 2014 were allowed to report activity on the final quarter of their award period in TTARS. In June 2015, all data in TTARS was locked and migrated to the TTA Reporting Portal, and the TTAR was officially decommissioned.

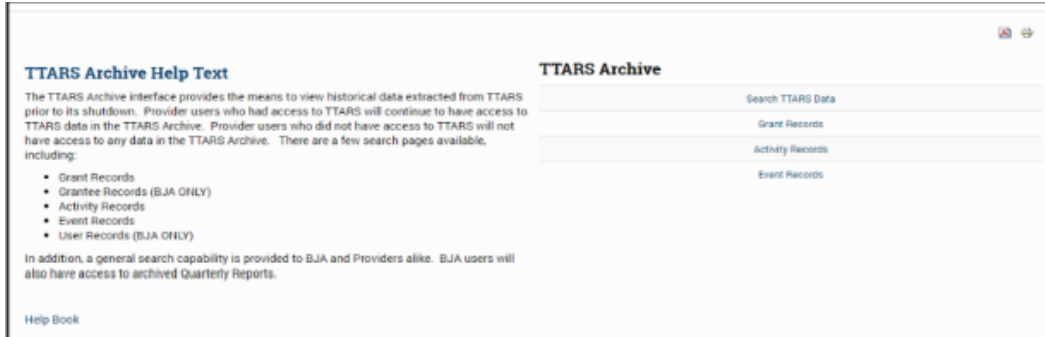


Figure 23: TTARS Archive

There are a few options for searching or browsing TTARS data:

| Search Field             | Description  |
|--------------------------|--|
| <b>Search TTARS Data</b> | This section enables you to search both events and activities for the grants to which you have access. This is similar to the <i>Search</i> web page in TTARS. |
| <b>Grant Records</b>     | This section will list all the grants to which you have access.  |
| <b>Activity Records</b>  | This section enables you to search activity records for the grants to which you have access.   |
| <b>Event Records</b>     | This section enables you to search event records for grants to which you have access   |

BJA staff have additional search options:

| Search Field                   | Description  |
|--------------------------------|--|
| <b>Grantee Records</b>         | This section stores a list of all grantees from TTARS.   |
| <b>User Records</b>            | This section lists all user accounts from TTARS.   |
| <b>TTARS Quarterly Reports</b> | This section stores PDF copies of the “Satisfactory Ratings Report” and “Compliance Report” from TTARS. These reports can be searched by reporting period. |

After identifying the type of information desired (e.g., grant, activity, or event records), you can apply various filters to refine your search (figure 24). For example, when searching for event data, you can apply filters for date range, title, type, location, and grant number among others. The results table appears below the filter options.

Figure 24: TTARS Archive Search Filter

Hyperlinks within the results table enable you to view additional information about the grant, activity, or event. The “Print” and “PDF” buttons enable you to print or generate a PDF of the results table. As a reminder, all information in the TTARS Archive is read-only and cannot be edited.

**Tip:** You may contact the BJA NTTAC Concierge Team at [bjanttac@usdoj.gov](mailto:bjanttac@usdoj.gov) for support in using the TTARS Archive

## 4.5 TTA Collaboration Portal

The TTA Collaboration Portal is designed to facilitate information sharing among BJA’s TTA partners to promote learning and prevent the duplication of efforts, consolidate available TTA information to identify trends, coordinate successful approaches to challenges, and increase the efficiency with which we coordinate and collaborate on TTA activities.

Subscribe to interest groups and connect with TTA providers who support criminal justice topics of interest to you or your organization. To subscribe to an interest group, you must first select the interest group from the list located on the left side of the TTA Collaboration Portal (figure 25). Click on the desired interest group, and you will be taken to the Interest Group web page. On this page, you can communicate and collaborate with other interest group members by sharing information related to the interest group topic.

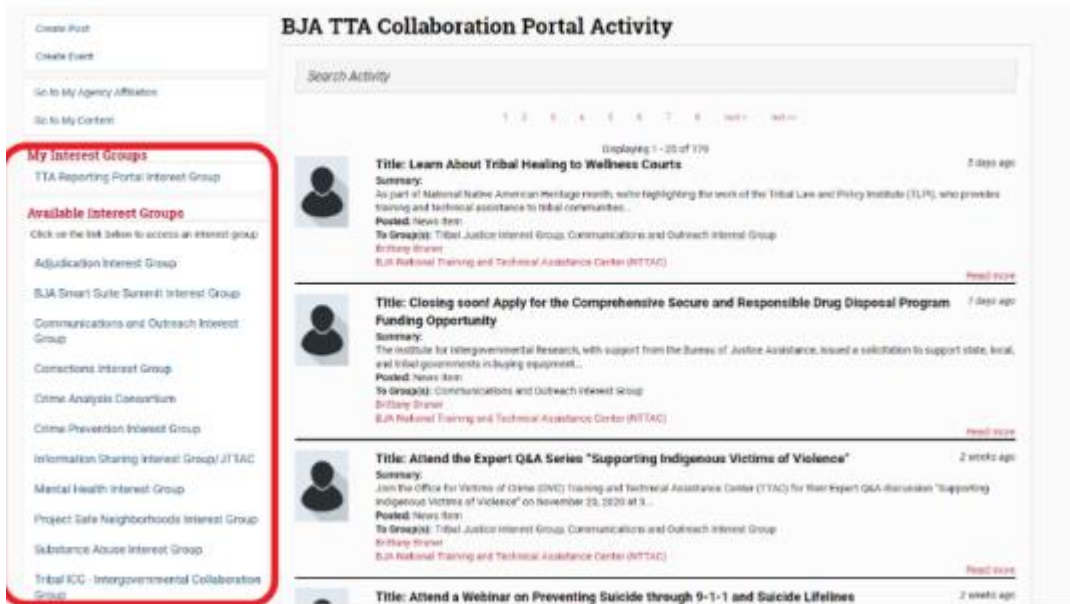


Figure 25: TTA Collaboration Portal Interest Groups

BJA NTTAC publishes and updates resources related to the TTA Reporting Portal Interest Group periodically, such as the “TTA Reporting Portal User Guide,” “TTA Reporting Portal Data Dictionary,” and tip sheets. These resources can be found under the TTA Reporting Portal Interest Group web page (figure 26).

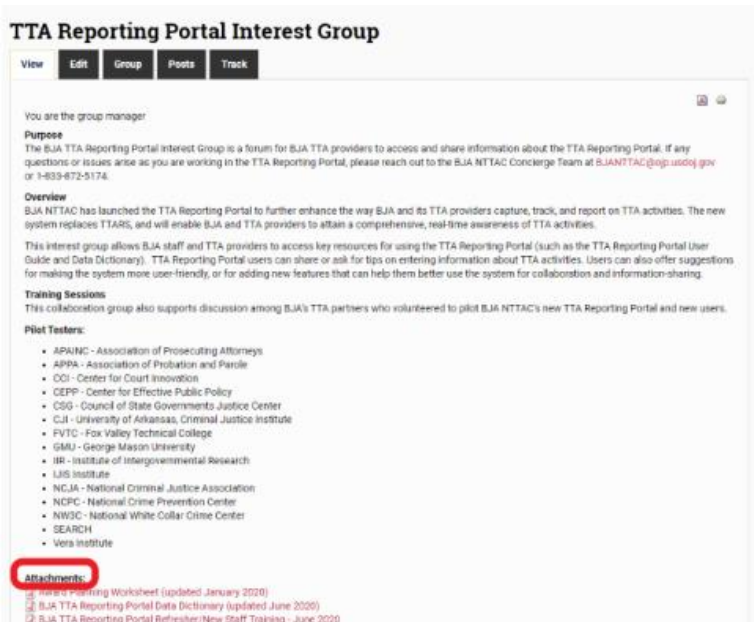


Figure 26: TTA Reporting Portal Interest Group Web Page

You can also create and respond to message board posts and ask questions of other users regarding TTA activity trends, best practices, and lessons learned. The TTA Collaboration Portal facilitates communication with other providers and enables you to promote TTA activities to other providers in the field. You can also publish posts in the TTA Collaboration Portal announcing upcoming events, highlighting success stories from the field, sharing requests for proposals (RFPs), and marketing any initiatives, such as upcoming conferences.

To create a TTA Collaboration Portal post, click “Create Post” and populate the required and related fields for the post, then click “Save” to submit your post (figure 27). You may also choose to view a draft of your post by clicking “Preview,” reviewing all the information, and then clicking “Save” to finalize and post. Refer to [section 4.6 TTA Catalog](#) for information on using the Add Event link on the TTA Collaboration Portal.

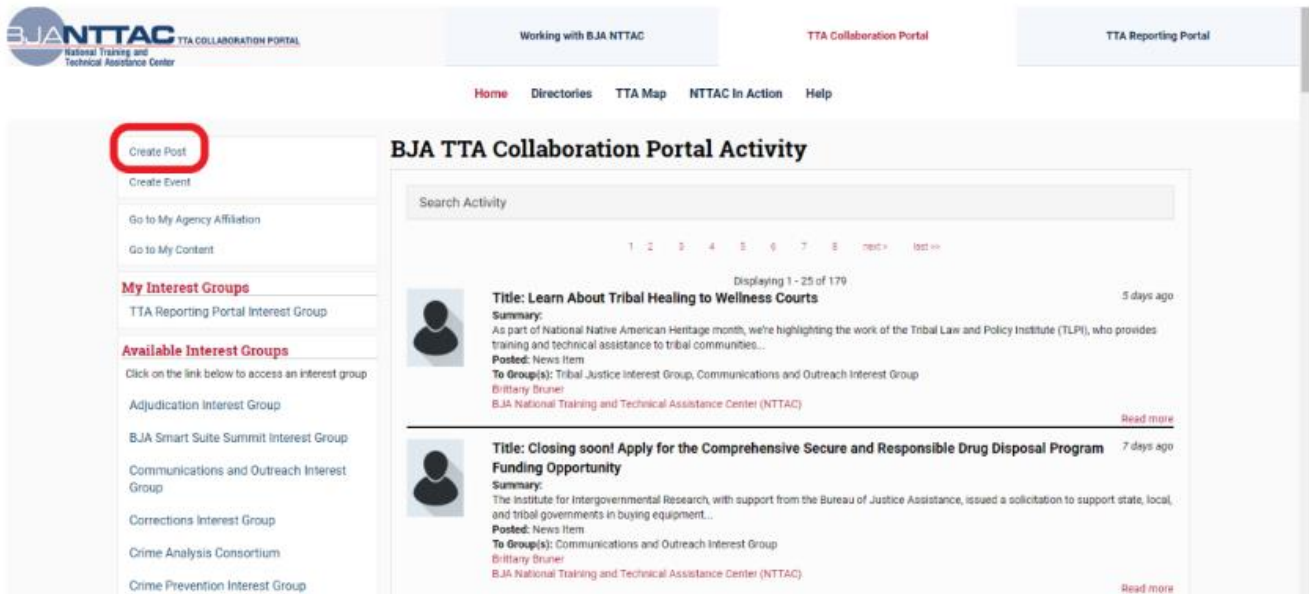


Figure 27: Creating a TTA Collaboration Portal Post

## 4.6 TTA Catalog

BJA NTTAC houses an online [TTA Catalog](https://bjatta.bja.ojp.gov/tta/catalog) (<https://bjatta.bja.ojp.gov/tta/catalog>) that gives BJA Providers the opportunity to share and market their webinars and training events with the broader justice community (figure 28).

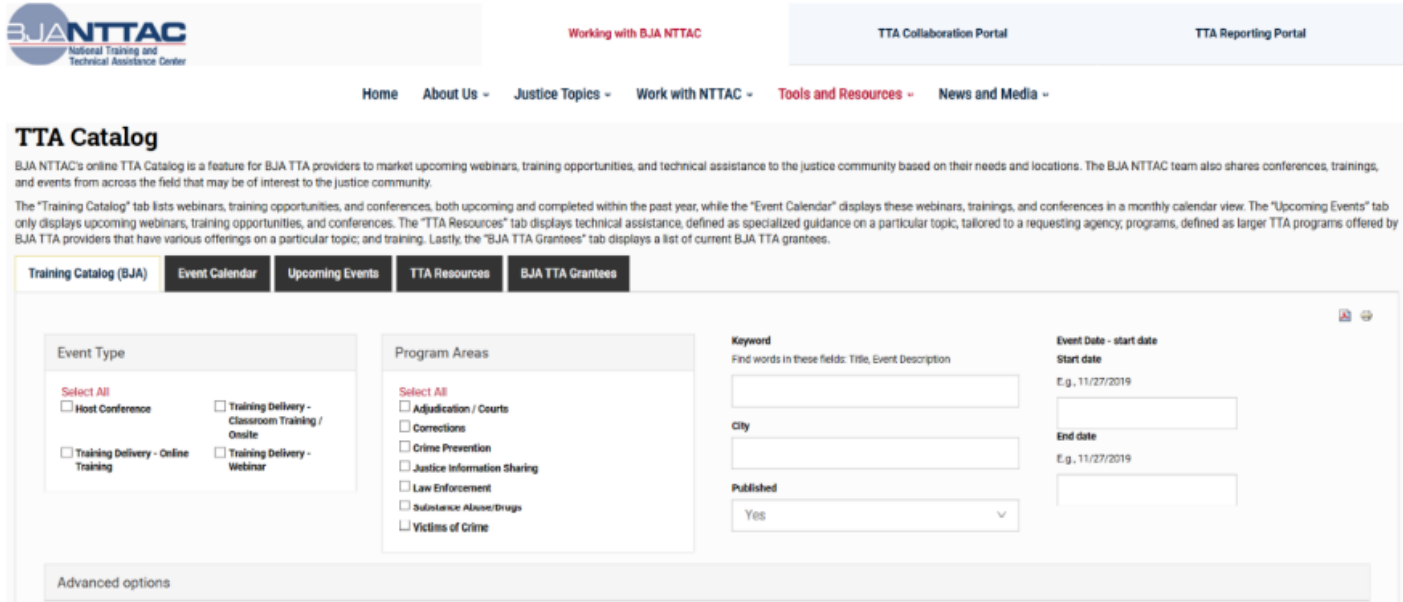


Figure 28: TTA Catalog

Adding your event to the TTA Catalog can be accomplished via two methods. If you are entering information about your TTA activities in the TTA Reporting Portal, check the box “Display event on public TTA Catalog” to have your event listed in the TTA Catalog. To help promote your TTA event, you will be required to fill out a few additional fields, such as the “Event Description” and the “Event PoC” fields. If you have events that are not associated with a BJA TTA award and therefore are not entered into the TTA Reporting Portal, you can enter information to be displayed in the TTA Catalog via the TTA Collaboration Portal using the Create Event link.

You can search within the TTA Catalog by various filters (e.g., event type, date range, program area, keyword, location) to find events that meet your needs. The Training Catalog tab displays results in a table view. You can also export results into an Excel spreadsheet. The Event Calendar tab displays events in a calendar view. The Upcoming Events tab lists all upcoming events. You can also export results into a PDF.

In addition to events, the TTA Catalog enables you to browse or search through TTA Resources and BJA TTA Grantees (figure 29). The *TTA Resources* tab allows you to search through a variety of resource types (e.g., training, webinars, initiatives) on several topics. The *TTA Resources* tab is designed to educate the community on the types of TTA that BJA TTA Grantees offer. The resources do not align to scheduled events but display the breadth of offerings in topic areas. Please contact the BJA NTTAC Concierge Team ([bjanttac@usdoj.gov](mailto:bjanttac@usdoj.gov)) to recommend any updates to the *TTA Resources* tab.

Information from the *BJA TTA Grantees* tab is available as a PDF, but it can also be searched based on specific search criteria. The most recently published PDF version of the directory was released in [Summer 2020](#). Advanced options are available if searching for BJA TTA grantees with specific criminal justice and/or technical assistance expertise. Use the *BJA TTA Grantees* tab to search for BJA TTA grantees by various filters (e.g., TTA type expertise, keyword, criminal justice expertise, location). The *BJA TTA Grantees* tab displays results in a table view. The “CSV” button at the bottom-left corner of the page will export results into a CSV files.

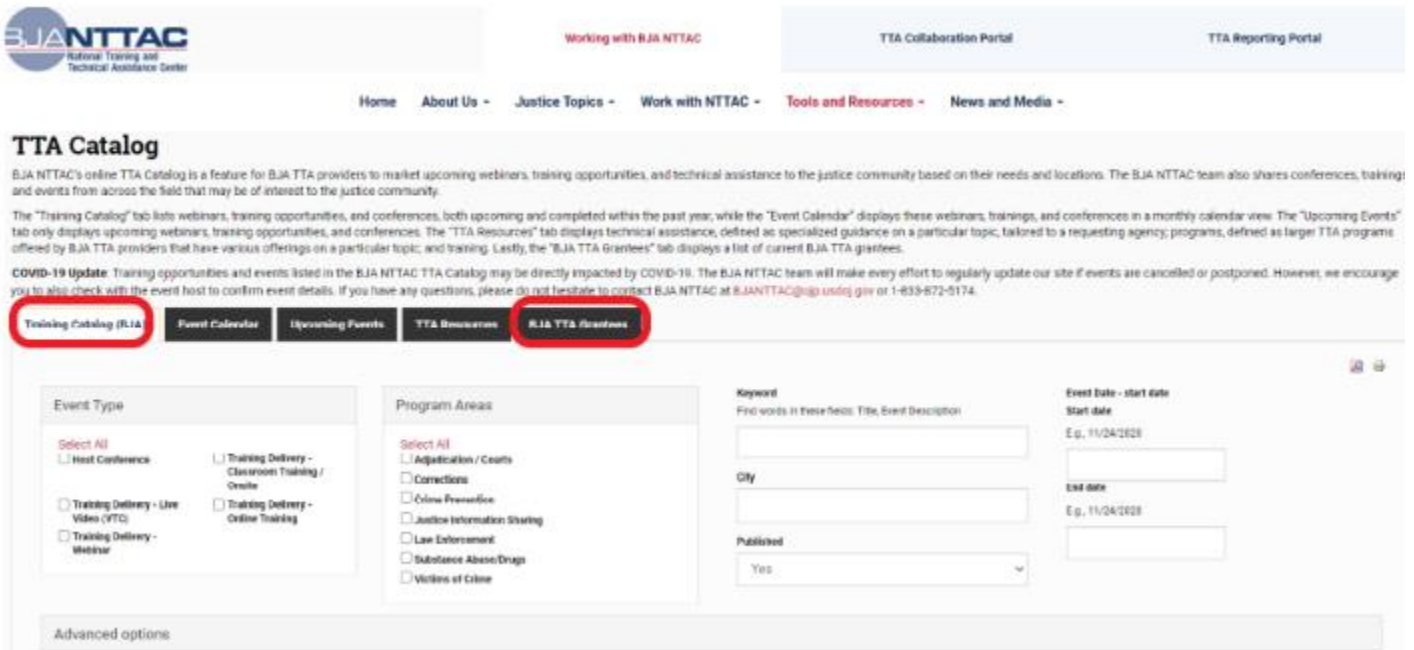


Figure 29: TTA Catalog Submenu

The *BJA TTA Grantees* tab is also available on the public-facing website, <https://BJATTA.bja.ojp.gov>. By making your provider profiles more accessible and searchable, the online directory can be used to:

- Identify TTA providers with particular expertise in a criminal justice topic, type of service, or target audience who could respond to a TTA request.
- Market your skills and expertise to the broader criminal justice community and others who visit the BJA NTTAC website.
- Identify potential partners working in your specialty area to collaborate with on a new program or activity.
- Promote information sharing among TTA providers.

To update your provide profile and keep your organization’s information up-to-date, go to <https://BJATTA.bja.ojp.gov> and log in with your username and password. To access



your organization's provider profile, select the *My Affiliation* link in the top-right corner of the screen. All system users was at your organization who have access to the TTA Collaboration Portal can edit your organization's provider profile.

## 4.7 My Content

You can access the *My Content* web page by clicking on the *My Content* link at the top of the page (figure 30).

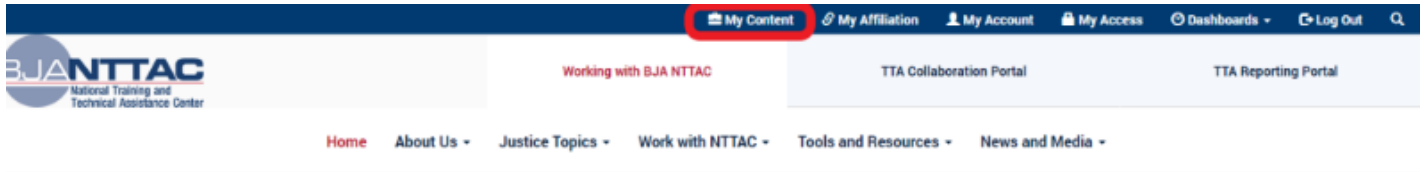




Figure 30: My Content Menu

On this page, you can search for information previously submitted to BJA NTTAC, including TTAs and deliverables (figure 31). The page enables you to scroll down to view all your previous submissions, or you can refine the search through the pre-established search parameters, including when an item was posted, when it was updated, or by keyword. You can also sort the results by date in either ascending or descending order. Whether using a filter or not, the final list will appear at the bottom of the page.

## My Content

|  |   |   |   |  |
|--|---|---|---|--|
| <b>Date Posted between</b><br>Min<br>E.g., 11/02/2020<br><input style="width: 100%; height: 20px;" type="text"/><br>Max<br>E.g., 11/02/2020<br><input style="width: 100%; height: 20px;" type="text"/> | <b>Date Updated between</b><br>Min<br>E.g., 11/02/2020<br><input style="width: 100%; height: 20px;" type="text"/><br>Max<br>E.g., 11/02/2020<br><input style="width: 100%; height: 20px;" type="text"/> | <b>Keyword</b><br><input style="width: 100%; height: 20px;" type="text"/>                   | <b>Sort by</b><br><input style="width: 100%; height: 20px;" type="text" value="Post date"/>   | <b>Order</b><br><input style="width: 100%; height: 20px;" type="text" value="Desc"/> |
|  |   | <b>Items per page</b><br><input style="width: 50px; height: 20px;" type="text" value="25"/> | <input style="background-color: #2e7d32; color: white; padding: 5px 10px; border: none;" type="button" value="Apply"/> <input style="background-color: #ccc; padding: 5px 10px; border: none; margin-left: 10px;" type="button" value="Reset"/> |  |

Award: 2019-DP-BX-K001 - Period Ending: 2020-12-31 | Type GMS Report | Date Posted 10/14/2020 | Date Last Updated 10/14/2020  
20201014-93950-63 | Type Training and Technical Assistance Request | Date Posted 10/14/2020 | Date Last Updated 10/14/2020  
*Summary*  
 Many districts in Savannah are seeing an increase in homicide and non-fatal shooting incidents. This training will provide the local police department and neighboring agencies with information and best practices on investigative techniques to help them thoroughly investigate and close cases. This session was requested by the Savannah Police Department who has indicated that they will open this training up to other agencies in their region.  
Promote and share best practices and investigative skills regarding reducing violent crime. | Type Objective | Date Posted 10/14/2020 | Date Last Updated 10/14/2020  
*Summary*  
 We will conduct five regional trainings across the United States with share identified investigative promising and best practices. These meetings will be facilitated by subject experts who have a substantial amount of law enforcement experience.

Figure 31: My Content Search Filters

From here, you can click on the red line item to view more information for an entry or edit it.

## 5. Funding Records

The *Funding Records* web page displays all awards for your organization to which you have access (figure 32). You may use the search fields to filter awards by selected parameters, and then click on the blue column heading to sort results. From this page, you may also drill down to view details on a specific award, edit awards, and create new objectives, TTAs, and deliverables.

**Provider Funding** **Search Funding Records**

Welcome to the TTA Reporting Portal. The Funding Records screen displays awards to which you have access for your organization. Please remember to enter objectives for the award to get started. Once objectives have been created, you can begin entering TTAs and deliverables.

Search Filters

**Award Number**  
 Contains

**Award Open/Closed**  
 Open

**Award Primary Program Area**  
 - Any -

**POC Name**

**Project Period End**  
 Start date  
 E.g., 11/02/2020

**End date**  
 E.g., 11/02/2020

**Total Award Value**

**Keyword Search**  
 Find words in these fields: App Legal Name, Project Description, Award Primary Partner, Project Impact, Project Title, Solicitation Full Title

**State**

- Alabama
- Arizona
- California
- Connecticut
- District Of Columbia
- Georgia
- Alaska
- Arkansas
- Colorado
- Delaware
- Florida
- Hawaii

Figure 32: Funding Records Web Page

Individual awards will be displayed in the results table at the bottom. You may click on any blue column title to sort the results table by that field.

The “Actions” column provides icons to support the following actions:

| Action                     | Symbol   |
|----------------------------|----------|
| <b>Edit Award</b>          |          |
| <b>View Award</b>          |          |
| <b>Add New Objective</b>   | +<br>OBJ |
| <b>Add New TTA</b>         | +<br>TTA |
| <b>Add New Deliverable</b> | +<br>DLV |

## 5.1 Review and Edit Award Records

All awards and information about those awards are imported into the TTA Reporting Portal from JustGrants. BJA NTTAC works closely to ensure all awards are imported in a timely manner. In addition, award information is generally updated on a quarterly basis based on information received from JustGrants. You are required to review all awards that are imported from JustGrants (figure 33). The fields imported by JustGrants are not editable in the TTA system and will appear grayed out. Please contact the BJA NTTAC Concierge Team at [bjanttac@usdoj.gov](mailto:bjanttac@usdoj.gov) if you have any questions. In addition to reviewing the information imported from JustGrants, you should enter additional supporting information as it relates to your award. Fields for which additional information may be added, as well as basic instructions on what to include in these fields are identified below.

**Edit Award 2018-MU-BX-K001**

View Edit

Provider Reference \*  
 National White Collar Crime Center [nid:1769]

Award Number \*  
 2018-MU-BX-K001

GMS Award Status Code  
 60

Project Title  
 Economic, High Technology, White Collar, and Internet Crime Prevention National Training and Technical Assistance Program

Figure 33: Edit Award Web Page

| Data Filter Field                    | Definition   |
|--------------------------------------|--|
| <b>Project Impact</b>                | Describe the overall impact your award will have.  |
| <b>Supplemental Amount</b>           | Enter any supplemental funds provided for this award, if applicable.   |
| <b>Alternate Points of Contact</b>   | Enter any additional points of contact for this award, as desired  |
| <b>TTA User</b>                      | Approve or deny awards access to users in your organization  |
| <b>Award Primary Target Audience</b> | Select the audience(s) that will be targeted by this award.  |
| <b>Award Primary TTA Category</b>    | Select which TTA category applies to the majority of TTA activities performed under this award.  |
| <b>Award Special Populations</b>     | Indicate whether the award is in support of juvenile justice and/or tribal justice. Check the box to indicate a “yes” response. Leave the box empty to indicate a “no” response. |

| Data Filter Field            | Definition  |
|------------------------------|---|
| <b>Award Primary Program</b> | Select which program area is the primary focus of this award. |

## 5.2 Add Objectives

After reviewing your award, we recommend that you enter all award objectives into the TTA Reporting Portal. Objectives are required for all TTAs and deliverables and used on the semiannual reports submitted to JustGrants. Coordinate with your BJA Policy Advisor to identify the objectives that apply to your award. To add an objective, navigate to the Funding Records web page, and then select the “Add Objective” icon in the “Actions” column on the row of the relevant award (figure 34). You can also create a new objective from the TTA or deliverable form.

**Provider Reference**

Institute for Intergovernmental Research

**Award Reference**

2014-DB-BX-K004

**Objective ID \***

**Objective Title \***

**Objective Description(**[Edit summary](#)**)**

Figure 34: Create Objective Web Page

| Data Field                | Definition   |
|---------------------------|--|
| <b>Provider Reference</b> | This pre-populated with the provider name and is not editable.   |
| <b>Award Reference</b>    | This is pre-populated with the award number and is not editable.   |
| <b>Objective ID</b>       | This is editable; use a consistent format for developing Objective IDs for your award. This is used with indicating objectives on the TTA or deliverable import tool.  |
| <b>Objective Title</b>    | This is editable; enter a title for the objective. The solicitation, RFP, or your proposal likely indicates goals or objectives that you plan to meet throughout your award. Remember, the TTA Reporting Portal uses the term “objective” to signify an outcome or collection of distinctly defined outputs (deliverables and/or TTA activities) defined in the funding agreement that guide the development of deliverables and the execution of TTAs. This definition may be slightly different from how the term is used in various RFPs or proposals |

| Data Field                   | Definition   |
|------------------------------|--|
| <b>Objective Description</b> | This is editable; identify the activities associated with the objective, the need or problem that the objective addresses, the target audience, and/or the intended outcomes of the objective. |
| <b>Objective Status</b>      | This is editable; indicate the current status of the objective.  |

Click the “Preview” button to see all the information entered on the page as it would appear in the final view mode. Please remember to click the “Save” button when complete.

### 5.2.1 Edit Objectives

As your award progresses, you may wish to update the status of an objective to demonstrate progress. To do so, first log in to the TTA Reporting Portal. From the Funding Records web page, scroll to the applicable award and click on the award number. On the Award View web page, find the objective you would like to update under “Related Objectives” and click the “Edit” icon. Make your desired changes and click the “Save” button to save your changes. Note that an objective’s status will be reflected in a generated Semiannual Grant Report.

#### 5.2.1.1 Objectives: Supplemental Guidance

### Sample Objectives

- Raise awareness of emerging trends in substance abuse.
- Conduct six trainings for law enforcement agencies on strategies for gang intervention.
- Support stage agencies with strategic planning for law enforcement.

**Tip:** Review the award solicitation and your submitted proposal to identify objectives associated with your award. Reach out to your BJA Policy Advisor with any questions about what objectives to include.

### Sample Objective Description:

We will raise awareness of emerging trends in substance abuse by holding webinars, developing a fact sheet, and presenting workshops at conferences. This objective will help law enforcement agencies understand recent changes in drug use, particularly among young people, so that they can engage in prevention and intervention activities. We intend for law enforcement agencies to acquire knowledge about these trends.

## 6. TTA Inventory

The *TTA Inventory* web page provides access to all TTAs in the system for the awards to which you have access (figure 35). The “Add TTA” button gives you the option to create a TTA entry directly from this page. (See section 6.1 Add a TTA for guidance on adding a new TTA). The “Unsubmitted TTA” button enables you to access any TTAs that were started but not submitted. You may then select the TTA entry that you wish to complete and submit. Alternately, you may use the checkboxes to select TTAs that need to be deleted. After selecting TTAs, select “Delete Item” from the “Choose an operation” drop-down menu, then select the “Execute” button. On the next page you will be asked to confirm deleting the selected items by selecting the “Confirm” button.

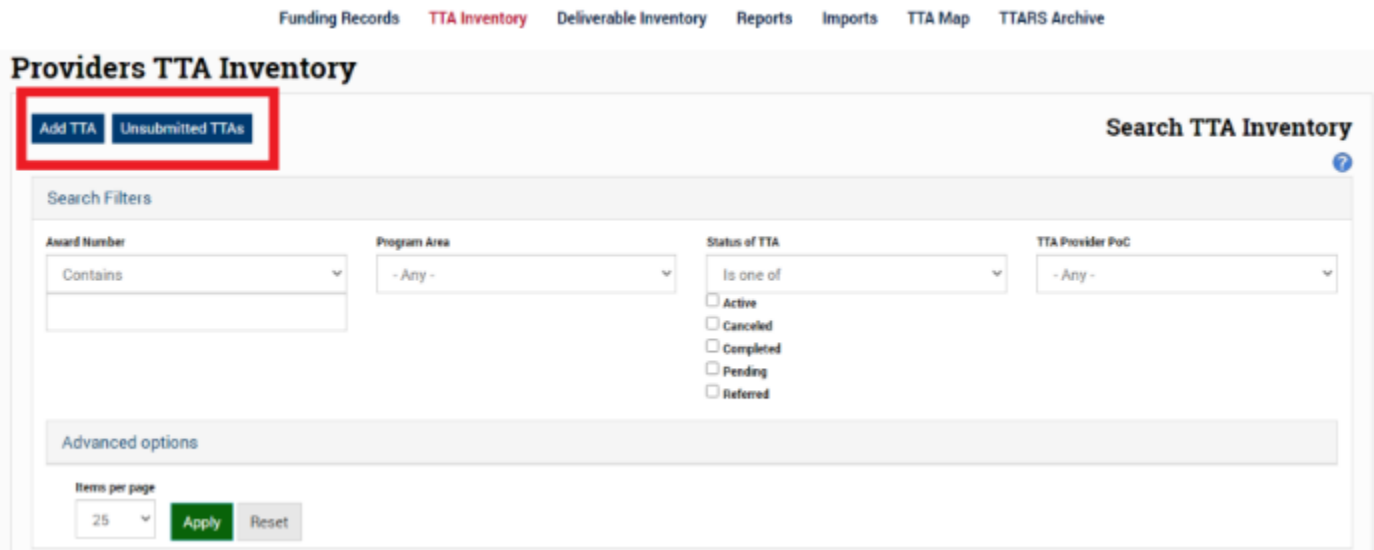






Figure 35: TTA Inventory Web Page

Individual TTA entries will be displayed in the results table. You may click any blue column title to sort the results table by that field. The “Actions” column enables you to edit, view, or clone a TTA and derive a deliverable related to the TTA (figure 36).



Figure 36: TTA Inventory Action Column

The icons in the Action columns are:

| Action               | Symbol   |
|----------------------|--|
| Edit TTA             |         |
| View TTA             |         |
| Clone TTA            |         |
| Derive a Deliverable | <br>DLV |

**Tip:** As soon as you open the CSV file, immediately save it as an Excel file (changing the file type from CSV to XLSX). You can then adjust the row height, column width, and other formatting to make the information easier to review.

If you would like to view all data entered for the TTAs that appear in the results table, you may use the “CSV” button to export the data into a downloadable spreadsheet. After downloading the export, you can open the file from your web browser by following the browser’s prompts or by locating the downloaded file in your Downloads computer directory. Once the TTA data is in the spreadsheet, you may further sort, filter, and manipulate the data.

### 6.1 Add A TTA

The TTA Reporting Portal uses TTAs to track activities that provide direct assistance to state, local, and/or tribal agencies. Some of this assistance is targeted to a specific jurisdiction, whereas other assistance is broader in nature and is designed to provide assistance to many jurisdictions, such as a training event. You are encouraged to enter new TTAs as early in the development process as possible. These TTAs should be updated as activities occur related to that TTA. To add a new TTA, navigate to the Funding Records web page, and click the “Add TTA” icon in the “Actions” column for the relevant award. Alternately, you may click on the “Add TTA” button on the TTA Inventory web page.

You will proceed through several data entry screens to input information about the TTA. The chevrons indicate each web page title (figure 37). The orange chevron represents the web page you are currently viewing, and the blue chevrons indicate other web pages you can access. Clicking on the web page title within the chevron will bring you to that web page.



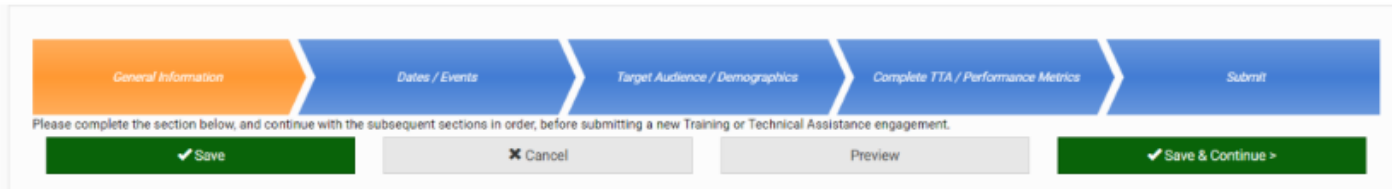


Figure 37: TTA Entry Navigation

Below the chevrons are several buttons:

| Button                     | Action  |
|----------------------------|---|
| <b>Save</b>                | The “Save” button only appears on unsubmitted TTA forms. It saves any information entered in data entry fields on this page. It does not advance you to the next page. Use this button if you need to step away from the entry for a time and want to save the information you have entered. Clicking “Save” does not validate data to ensure it was entered correctly. |
| <b>Update</b>              | The “Update” button only appears on submitted forms. The “Update” button will validate data entered and save the form. It will not advance you to the next page.  |
| <b>Cancel</b>              | The “Cancel” button only appears on submitted TTA forms. It deletes the entry. Any information entered for that entry will be lost. You will be returned to the <i>TTA Inventory</i> web page.  |
| <b>Preview</b>             | The “Preview” button appears on both unsubmitted and submitted TTA forms. It gives you a preview of the information entered on this page.   |
| <b>Save &amp; Continue</b> | The “Save & Continue” button appears on both unsubmitted and submitted TTA forms. It saves any information entered in data entry fields on this page and advances you to the next page. You must have completed entering information into each mandatory field (indicated with an asterisk to advance to the next page)   |
| <b>Previous</b>            | The “Previous” button appears on both unsubmitted and submitted TTA forms. It saves any information entered in the data entry fields on your current web page and then returns you to the previous web page. You must have completed entering information into each mandatory field (indicated with an asterisk) to return to the previous web page.                    |

**Tip:** If you click “Save & Continue”, “Update”, or “Previous” and any mandatory information is not entered, you will receive a message at the top of the page indicating which fields must be completed. Those fields will be outlined in red on the page so that you can more easily find them. The “Save” button will not notify you of any errors on the page.

### 6.1.1 TTA: General Information

You will complete several fields when you input information about a TTA on the *General Information* web page, which are described in detail below (figure 38).

Figure 38: TTA Entry General Information Web Page

| Data Field               | Description   |
|--------------------------|---|
| <b>Status of Request</b> | You may use this field to change the status of the TTA.   |
| <b>NTTAC ID</b>          | This is the system-generated unique ID number for this TTA and is not editable (Note: this field will display when editing TTAs, but does not display on unsubmitted TTAs). |
| <b>TTA Title</b>         | This field requires you to enter a descriptive title for the TTA.   |

| Data Field                        | Description   |
|-----------------------------------|---|
| <b>Award Reference</b>            | This field contains a drop-down menu of all the awards to which you have access. When you create a TTA from the Funding Records web page (where creating a TTA is an action linked to a specific award), this field is auto-populated with the award number from the Funding Records web page. When you create a TTA from the TTA Inventory web page (where creating a TTA is an independent action and not linked to a specific award), you must select the appropriate award reference. |
| <b>TTA Short Name</b>             | This field requires you to enter a short, descriptive title for the TTA. The TTA short name will display on the TTA Inventory web page and on the TTA Map. This name may match the TTA title depending on length.   |
| <b>Provider Reference</b>         | This field is pre-populated with the provider name and is not editable.   |
| <b>Objective Reference</b>        | This field requires you to select the objective that this TTA supports from the drop-down list. This list will include the objective title with the objective ID in parentheses entered for this award. If your objective is not listed, use the "Create Objective" link to create a new objective.   |
| <b>TTA Description</b>            | This field requires you to enter a full description of the TTA. The description should include: (1) the need the TTA will address, (2) the relationships among entities served by the TTA, (3) the TTA services to be delivered, (4) any resources or deliverables you will create or use as a part of this TTA, and (5) the intended outcomes or impact of the TTA.  |
| <b>Category</b>                   | This field requires you to indicate which category best describes the work being performed for this TTA.  |
| <b>Type</b>                       | This field requires you to select the TTA type that best describes the work being performed for this TTA.   |
| <b>TTA Program Area</b>           | This field requires you to select which program area is most supported by this TTA.   |
| <b>TTA Program Area Subtopics</b> | This field requires you to select the subtopic(s) that are addressed by this TTA. Subtopics are displayed based on the program area selected. You may select multiple subtopics. If you select the "Other" option, please provide a description in the "Other Program Areas" text field   |

| Data Field  | Description   |
|---|---|
| <b>Is this TTA in support of implementing or maintaining an evidence-based or promising practice?</b> | This field enables you to either check this box to indicate a “yes” response or leave the box unchecked to indicate a “no” response.  |
| <b>Is this TTA in response to emerging public safety needs?</b>                                       | This field enables you to either check this box to indicate a “yes” response or leave the box unchecked to indicate a “no” response.  |
| <b>Tags</b>   | Tags can be helpful when searching for similar TTAs. Speak with your BJA Policy Advisor to identify any tags that might be applicable to your TTAs. Examples might be the name of a BJA program or initiative that the TTA supports, the topic of the TTA, a target audience or demographic that is not already listed in the system, or the name of a geographic region (such as a county or multistate area). |
| <b>TTA Point of Contact</b>   | This field requires you to indicate the TTA Reporting Portal user in your organization who should be contacted with any questions regarding this TTA. Options will be displayed in a drop-down list.  |
| <b>TTA Source</b>   | This field enables you to indicate how you came to work on this TTA, selecting the best option from the drop-down list. If you select the “Other” option, please provide a description of the source in the “Other TTA Source” text field.  |
| <b>Provider Partners</b>  | This field enables you to indicate the names of other entities that had significant involvement in developing and/or delivering this TTA. Adding a provider partner to the TTA will not impact that provider’s reporting requirements.  |

| Data Field                                  | Description   |
|---|---|
| <b>TTA Estimated Costs</b>                  | <p>This field requires you to indicate the estimated cost for this TTA activity. To calculate estimated costs, consider the size and duration of the TTA, as well as the following related costs:</p> <ul style="list-style-type: none"> <li>• Conference/meeting space rental</li> <li>• Audiovisual equipment and services rental</li> <li>• Printing and distribution</li> <li>• Meals and incidental expenses (per diem)</li> <li>• Lodging for participants</li> <li>• Labor (logistical planning, programmatic planning, facilitation, curriculum development)</li> <li>• Transportation (e.g., airfare)</li> <li>• Local transportation (e.g., parking fees, rental car, mileage)</li> <li>• Other</li> </ul> <p>If you submitted an OJP Conference Request form, you can use the total estimated conference cost in the “TTA Estimated Costs” field on the TTA form. Additional guidance on calculating the estimated cost for a TTA can be found in the TTA Reporting Portal Estimated Costs Tip Sheet located in the <a href="#">TTA Reporting Portal Interest Group</a> in the Collaboration Portal.</p> |
| <b>Conference Reporting Tracking Number</b> | <p>This field enables you to enter the conference cost reporting tracking number for your event.</p>  |
| <b>Other Relevant Information</b>           | <p>This field enables you to share any additional information that may be of interest to BJA.</p>   |

Click the “Save & Continue” button to save the information you have entered and move to the next data entry web page, *Dates/Events*.

*6.1.1.1 TTA: General Information – Supplemental Guidance*

**TTA Short Name Guidance**

If you believe you will have several TTAs that are similar, you may wish to create a consistent format for the name of each TTA. This can make it easier to sort and review information on multiple TTAs in the TTA Inventory web page. For example, if you plan to conduct the same training in multiple states, you may wish to use the format “Training Title: State.” Or if you respond to a large number of information requests and want to

track your TTA support in monthly increments, you may wish to use the format “Help Desk Requests: Month.”

**Sample TTA Description:**

The town of Anywhere, State has seen a recent increase in gang activity. The Anywhere, State Police Department requested a community training for its law enforcement officers, educators from Anywhere Public Schools, and several community-based organizations. Our organization will conduct a two-day training, using our existing “Community Strategies for Addressing Gangs” training curriculum. The desired outcome is to build a common understanding of community gang problems, establish relationships among the training participants, and help them generate an action plan of prevention, intervention, and suppression strategies that they can begin to implement.

**Sample TTA Category:**

These categories represent broad types of TTA. Select the category that you feel best represents your TTA.

| Category                 | Sample TTAs   |
|--------------------------|---|
| <b>Conferences</b>       | <ul style="list-style-type: none"> <li>• Hosting a conference, summit, or large working group session.</li> <li>• Serving as a keynote speaker at a conference, summit, or large working group session.</li> <li>• Providing scholarship support for individuals outside of your organization to attend a conference, summit, or large working group session.</li> <li>• Funding a speaker for a conference, summit, or large working group session.</li> </ul>   |
| <b>Direct Assistance</b> | <ul style="list-style-type: none"> <li>• Responding to general requests for information from agencies, community organizations, or the public.</li> <li>• Providing program evaluation, data analysis, strategic planning, or policy or process reviews for an agency.</li> <li>• Providing peer-to-peer coaching, mentoring, or other support to an agency.</li> <li>• Providing support or building agency capacity for program implementation.</li> <li>• Helping an agency to implement or expand a model program, promising practice, or evidence-based strategy.</li> </ul> |

| Category                                      | Sample TTAs  |
|---|--|
| <b>National Program or Policy Advancement</b> | <ul style="list-style-type: none"> <li>• Focusing on an issue at a national level, with the goal of benefiting many agencies (not just one specific agency).</li> <li>• Identifying or researching promising practices, strategies, or policies.</li> <li>• Conducting a study or evaluation of a program, where the results could support replication.</li> <li>• Facilitation working groups or meetings intended to articulate policy recommendations or evidence-based/promising practices.</li> </ul> |
| <b>Operational Support</b>                    | <ul style="list-style-type: none"> <li>• Providing investigative support on a particular criminal case.</li> <li>• Performing evidence discovery and collection efforts, such as recovering evidence on digital devices.</li> <li>• Allocating staff or subject matter expert time to support direct justice services, such as staffing a task force.</li> <li>• Providing management oversight of a program, such as specialty drug courts.</li> </ul>  |

### 6.1.2 TTA: Dates/Events

You will complete several fields when you input information about a TTA on the *Dates/Events* web page, which are described in detail below (figure 39).

Training and Technical Assistance Request 20271102-91228-03 has been created.

General Information

Dates / Events

Target Audience / Demographics

Complete TTA / Performance Metrics

Submit

Please complete the section below, and continue with the subsequent sections in order, before submitting a new Training or Technical Assistance engagement.  
 If this TTA is targeted to a specific Recipient Agency, please complete the Recipient Agency Name, Address, and Contact Information. If this TTA is National in scope, you may leave Recipient Agency blank and begin data entry with the TTA Start Date.

< Previous

✔ Save

Preview

✕ Cancel

✔ Save & Continue >

### Dates / Events

**Status of Request \***  
 You may only set status to "Completed" on the Performance Metrics step

Active

TTA Dates

Figure 39: TTA Entry Dates/Event Web Page

| Data Field                                 | Description   |
|--|---|
| <b>TTA Start Date</b>                      | This field requires you to enter the date on which work will begin for this TTA.  |
| <b>TTA Anticipated End Date</b>            | This field requires you to enter the date work is expected to be completed for this TTA.  |
| <b>Recipient Agency Scope</b>              | This field requires you to indicate if the TTA is targeted toward a single, primary recipient agency or multiple recipient agencies (i.e., if it is national or regional in scope). If you indicate a single, primary recipient agency, you are required to fill out the “Primary Recipient Agency Name” field.   |
| <b>Primary Recipient Agency Name</b>       | If the “Recipient Agency Scope” indicates “Single, Primary Recipient Agency,” then this field is required. The primary recipient agency is the entity that directly receives and benefits from the TTA service. We recommend that you search for the primary recipient agency in the TTA Reporting Portal prior to completing a new record for the agency. This will shorten your data entry time as well as prevent record duplications. |
| <b>Additional Recipient Agency Names</b>   | If your TTA benefits multiple agencies, you may enter the names of those agencies here. If you are serving a large number of agencies, such as through a conference, you may leave this field blank if it would be a significant burden to enter the name of every agency attending the conference.   |
| <b>Primary Recipient Contact Name</b>      | This field enables you to enter the name of the primary contact at the primary recipient agency.  |
| <b>Primary Recipient Contact Phone</b>     | This field enables you to enter the phone number of the primary contact listed above.   |
| <b>Primary Recipient Contact Email</b>     | This field enables you to enter the email address of the primary contact listed above.  |
| <b>Display Event on Public TTA Catalog</b> | If participation in the TTA event is open to criminal justice practitioners and you want the event to be included in BJA NTTAC’s public-facing TTA Catalog, then check the box to respond “yes.” If participation is restricted (e.g., it is an invitation-only event), leave the box unchecked to indicate a “no” response.  |



| Data Field                | Description   |
|---------------------------|---|
| <b>TTA Event Location</b> | This field requires you to enter the location where the TTA will be delivered or where work will be performed. While optional for all other types, TTA Event Location is required for the following TTA types: focus /advisory group working session, fund speaker, host conference, peer-to-peer support, study/assessment, training delivery – classroom training/onsite, and training delivery – phone (teleconference).   |
| <b>Event Date</b>         | If there is an event associated with the TTA, this field enables you to enter the start and end date for the event in the “Date” field. Then enter the start time and end time in the “Time” field. While optional for all other TTA types, event dates are required for the following TTA types: fund speaker, host conference, scholarship support, training delivery – classroom training/onsite, training delivery – phone (teleconference), and training delivery – webinar. |
| <b>TTA Event Website</b>  | This field enables you to enter the title and URL address for any associated website for this TTA event.  |

**Tip:** Refer to the Anticipated End Date Tutorial for a brief tutorial on tips for keeping this field up-to-date. This tutorial is accessible via the *TTA Reporting Portal Interest Group* in the TTA Collaboration Portal.

Click the “Save & Continue” button to save the information you have entered and move to the next data entry web page, *Target Audience/Demographics*.

#### *6.1.2.1 TTA Dates/Events – Supplemental Guidance*

If the TTA is one you proposed to undertake in your award, enter the data on which you began working on the TTA. If the TTA is in response to a request that you received, enter the data when your organization committed to undertake the TTA.

#### **Start Date Scenario:**

| Scenario   | Recommended Guidance  |
|--|---|
| Our proposal included plans to conduct a training in July. We will begin preparing for that training on March 1.                       | Enter March 1 (the date you plan to begin preparations).                                  |
| We received a training request from a local agency on March 1. We reviewed our budget and decided to provide the training on March 15. | Enter March 15 (the date your organization committed to providing the TTA).               |
| We received a training request from a local agency on March 1. We determined we could not provide the training                         | Do not enter this as a TTA since you will not be providing a service to the local agency. |

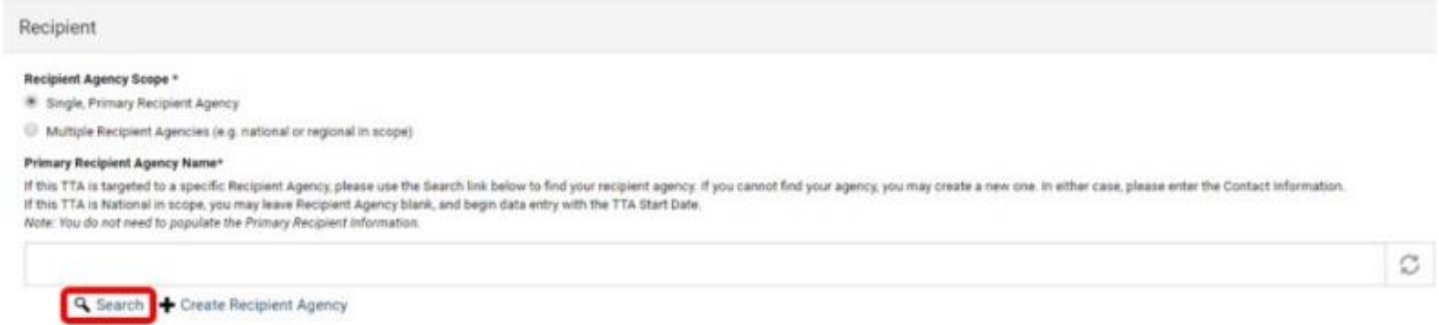
**Primary Recipient Agency Name Scenario:**

| Scenario  | Recommended Guidance  |
|---|---|
| We will provide the TTA service to a large number of entities (e.g., via a training or conference)                        | <b>Recipient Agency Scope:</b> Multiple recipient agencies (e.g. national or regional in scope).<br><b>Primary Recipient Agency Name:</b> Leave this field blank.   |
| This TTA represents a large number of responses to requests for information from many entities (e.g., help desk support). | <b>Recipient Agency Scope:</b> Multiple recipient agencies (e.g. national or regional in scope).<br><b>Primary Recipient Agency Name:</b> Leave this field blank.   |
| We will provide the TTA to one entity.  | <b>Recipient Agency Scope:</b> Single, primary recipient agency.<br><b>Primary Recipient Agency Name:</b> Enter the name of that entity.  |
| We will provide the TTA service to a small number of entities.  | <b>Recipient Agency Scope:</b> Single, primary recipient agency.<br><b>Primary Recipient Agency Name:</b> Enter the name of the entity you would consider the primary beneficiary of the TTA. It may be the entity that directly requested the TTA (e.g., one entity made the request on behalf of a number of entities), or the entity with the largest number of individuals who will benefit from the TTA (e.g., the largest number of training participants). Or you may use another method to select an entity to list here. |

| Scenario  | Recommended Guidance   |
|---|--|
| We received a request from a state agency to provide training for a local law enforcement agency. We will communicate with the law enforcement agency while planning for the training, and staff from the local law enforcement agency will attend the training | <p><b>Recipient Agency Scope:</b> Single, primary recipient agency.</p> <p><b>Primary Recipient Agency Name:</b> Enter the name of the local law enforcement agency since that is the agency that will most directly receive and benefit from the training</p> |

**Guidance for Searching for a Primary Recipient Agency:**

The TTA Reporting Portal maintains a record of every primary recipient agency entered into the system. To indicate a primary recipient agency, first search to see if the desired agency already has a record in the system. Select the Search link—a search window will open as an overlay on the existing screen (figure 40).



*Figure 40: Recipient Agency Search*

The primary recipient agency records will include the headquarters address for the agency. In some circumstances, the agency’s address stored in the system record may not match the address that you have. Because these records are shared across the system, individual users are not able to edit these records. If you believe the name, address, or other information about a primary recipient agency is incorrect, contact the BJA NTTAC Concierge Team, who can assist in adding or updating the information

**Primary Recipient Agency/Address Scenario:**

| Scenario  | Recommended Guidance   |
|---|--|
| The agency address for the existing primary recipient agency does not match the physical address I have for the primary recipient agency. | Primary recipient agency records should include the headquarters address of the agency.  |
| The "Agency Address" field is blank for the primary recipient agency. I have a physical address I would like included for this agency.    | The goal is to capture one primary address for each recipient agency. If the address field is blank, and you have an address to include, please contact the <a href="#">BJA NTTAC Concierge Team</a> to address the issue. |

After selecting the "Select Checked Item" button, you are returned to the *TTA Entry* form. The recipient agency is listed, and the address is displayed in read-only format (figure 41).

Recipient

**Recipient Agency Scope \***

Single, Primary Recipient Agency

Multiple Recipient Agencies (e.g. national or regional in scope)

**Primary Recipient Agency Name\***

If this TTA is targeted to a specific Recipient Agency, please use the Search link below to find your recipient agency. If you cannot find your agency, you may create a new one. In either case, please enter the Contact Information. If this TTA is National in scope, you may leave Recipient Agency blank, and begin data entry with the TTA Start Date. Note: You do not need to populate the Primary Recipient Information.

↻

🔍 Search   **+** Create Recipient Agency

**California Department of Justice**

**Agency Headquarters Address:** 11181 Sun Center Drive Advanced Training Center (ATC)  
 Rancho Cordova, CA 95670

**Web site Address:**

*Figure 41: Completed Recipient Agency Field*

If the agency you are supporting cannot be found using the search feature, you will now create a new primary recipient agency in the system.

1. Close the overlay using the X at the top-right to return to the *TTA Entry* form, then select "Create Recipient Agency" to enter a new agency.
2. After selecting "Create Recipient Agency," a new window will open as an overlay on the existing screen (figure 42).

The screenshot shows a web form titled "Create Recipient Agency". The form is organized into sections. The first section contains a required "Name \*" field. The second section contains an optional "Agency Acronym" field. The third section, titled "Agency Headquarters Address", contains several fields: a required "Street \*" field, an optional "Additional" field, a required "City \*" field with a refresh icon, a required "State/Province \*" field with a dropdown menu currently showing "Select", and a required "Postal code \*" field.

Figure 42: Create Recipient Agency

3. To create a new recipient agency, enter the following information:
  - a. Name (required field). Enter the full name of the agency without acronyms.
  - b. Agency Acronym (optional).
  - c. Agency Headquarters Address (required).
  - d. Agency Phone and Fax Number (optional).
  - e. Website Address (optional).
  - f. Type of Agency (optional).

**Tip:** Visit the agency's website to confirm the full name of the agency. Reflecting the full name properly will help ensure any TTA services provided to that agency will be appropriately aligned to that agency, as well as prevent the creation of multiple recipient records for the same agency.

### Primary Recipient Agency/Address Scenario:

| Scenario   | Recommended Guidance  |
|--|---|
| The primary recipient agency has one physical address  | Enter the physical address.   |
| The primary recipient agency has multiple office locations.                                      | Enter the address for the agency's headquarters or most central location. |
| The primary recipient agency is a task force or coalition that does not have a physical address. | Enter the physical address.   |
| The primary recipient agency has both a P.O Box mailing address and a physical address.          | Enter the physical address.   |

4. After completing data entry for the new recipient agency, select the "Save" button at the bottom of the screen. This will save the new agency. The window overlay will close and you will be returned to the *TTA Entry* form. The recipient agency is listed, and the address is displayed in read-only format.

**TTA Event Location Scenario:**

| Scenario  | Recommended Guidance   |
|---|--|
| We will be providing the TTA in person at the recipient's office.   | Click the radio button marked "Make TTA Event Location the same as the Primary Recipient Agency address." This will auto-populate the fields with the recipient's address information. |
| We will be providing the TTA in person at a location that is different from the recipient's address (e.g., a hotel or conference center). | Click the radio button marked "TTA Event Location specified below." Enter the location where the TTA is provided (e.g., the address of the hotel where a training takes place).        |

| Scenario   | Recommended Guidance  |
|--|---|
| <p>We will be conducting multiple onsite visits (or other events) as part of our TTA to an agency.</p> | <p>You may either:</p> <ul style="list-style-type: none"> <li>• Create a separate TTA entry for each event. You may include language in the “TTA Description” field, or set a tag, that identifies the different TTA entries as part of a larger support effort.</li> <li>• List the address for one TTA event in the fields. It could be the address of the most significant event (e.g., a culmination training or meeting) or the address of the largest number of events. Or you may use a different method to select one address to enter here.</li> </ul> <p>Click the radio button marked “Make TTA Event Location the same as the Primary Recipient Agency address.” This will auto-populate the fields with the recipient’s address information.</p> |
| <p>We will conduct the TTA event from our office.</p>  | <p>Click the radio button marked “Make TTA Event Location the same as the Provider Reference’s address.”</p>  |
| <p>We do not have an event associated with this TTA.</p>   | <p>Do not enter a TTA event location for this TTA.</p>  |

### 6.1.3 TTA: Target Audience/Demographics

Fields on the *Target Audience/Demographics* web page are described in detail below (figure 43).

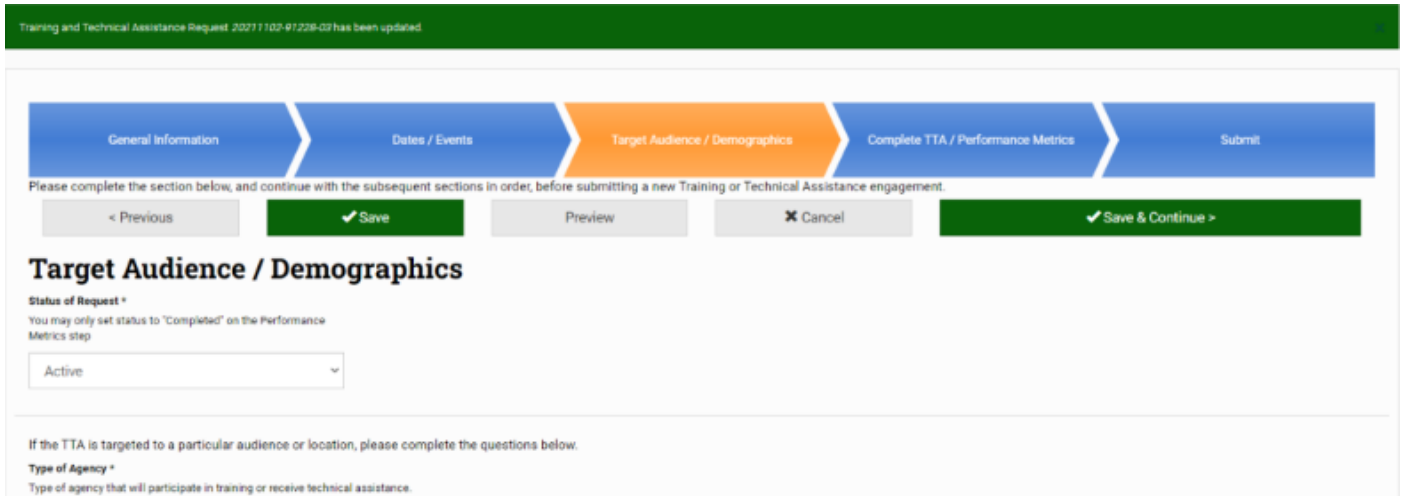


Figure 43: TTA Entry Target Audience/Demographics Web Page

| Data Field                 | Definition   |
|----------------------------|--|
| <b>Type of Agency</b>      | This field requires you to indicate the types of agencies that will be receiving the TTA service. You may select multiple options.   |
| <b>Target Audience</b>     | This field requires you to enter the target audience(s) the TTA is designed to benefit. You may select multiple options. If “Other” is selected, please describe in the “Other” text box.                    |
| <b>Special Populations</b> | This field enables you to indicate whether the TTA is in support of juvenile justice and/or tribal justice. Check the box to indicate a “yes” response. Leave the box unchecked to indicate a “no” response. |

Click the “Save & Continue” button to save the information you have entered and move to the next available data entry page, *Complete TTA/Performance Metrics*. Go to [section 6.1.5 TTA: Complete a TTA](#) and Add Performance Metrics to add performance metrics for a complete TTA or section 6.1.6 TTA: Submit to complete the entry form

#### 6.1.4 TTA: Add Milestones

After performing extensive data analysis and conducting a focus group with TTA users who actively use the Milestones feature, the decision was made to remove the



Milestone feature in August 2021. All information that was entered in the TTA Reporting Portal as a Milestone was archived.

### 6.1.5 TTA: Complete a TTA and Add Performance Metrics

If your TTA is not completed, you can select the “Save & Continue” button to advance to the Submit web page. However, if the TTA activity has been completed, you need to indicate in the system that the TTA is completed, enter the TTA end date in the “TTA Actual End Date” field, and enter performance metrics (figure 45). To do this, mark the “Status of Request” as “Completed” from the drop-down menu. After changing the status to completed, you will be able to enter the TTA end date in the “TTA Actual End Date” field. Once this is completed, scroll down to enter the performance metrics for the TTA. The performance metrics that appear are determined by the TTA type selected on the General Information web page. At least one quantitative performance metric is required for each TTA Type, except for the Training TTA Types. We encourage you to enter as many quantitative performance metrics as possible. For the Training TTA Types the following quantitative performance metrics are required:

- Number of individuals who completed a training evaluation.
- Number of individuals who indicated their knowledge level had increased during the training.
- Number of individuals who indicated the training is useful.
- Number of individuals who indicated the training was satisfactory or better.

Figure 45: TTA Entry Complete TTA/Performance Metrics Web Page

**Tip:** Refer to the Performance Metrics Extract from the Data Dictionary for a list of performance metrics for each type of TTA. This document is accessible via the *TTA Reporting Portal Interest Group* in the TTA Collaboration Portal.

| Data Field                           | Definition  |
|--------------------------------------|---|
| <b>TTA Actual End Date</b>           | This field requires you to enter the date your organization completed providing the service to the recipient; this date cannot be entered until the TTA is marked as completed. Do not include time spent completing administrative activities, such as processing invoices.  |
| <b>Performance Metrics Narrative</b> | You may use this text field to provide any additional information to BJA related to the performance metrics questions or related to how you have assessed the performance of this TTA. You may wish to include information such as: (1) why some performance metric questions may not be applicable to the TTA you performed; (2) why the performance metric data may have been higher or lower than anticipated; or (3) additional indicators that you believe reflect the performance of the TTA. |

After entering the performance metrics, select “Update” or “Save & Continue.” The system will save the data entered on the page. If you are editing an existing TTA, you may now navigate to the TTA Inventory web page or another part of the TTA Reporting Portal using the menu bar. If you are working on a new TTA, you need to navigate to the Submit web page and click the “Submit” button to submit your TTA.

*6.1.5.1 TTA: Complete a TTA and Add Performance Metrics – Supplemental Guidance*

**TTA Actual End Date Scenario:**

| Scenario  | Recommended Guidance   |
|---|--|
| We conducted a site visit on March 1–2. We then sent the recipient follow-up resources on March 15. We continued to process our travel expenses and make payments through April 15. | Enter March 15 (the date your organization completed providing services to the recipient but excluding administrative activities such as processing invoices). |
| We conducted a training on March 1–2 and collected training evaluation forms. We completed analysis of the evaluations on March 15.   | Enter March 15 (the date your organization had completed providing the services <b>AND</b> had all performance metric data from the evaluation forms).         |

| Scenario  | Recommended Guidance  |
|---|---|
| <p>We provided ongoing support to a state agency for the entire duration of our award period. Our award period ended September 30, and we completed processing associated invoices on October 10.</p> | <p>Enter September 30 (the date your organization completed providing services to the recipient but excluding administrative activities such as processing invoices).</p>   |
| <p>We provide ongoing support throughout the award period, responding to a large number of requests for information each month.</p>   | <p>Define start and end dates that represent a logical period of time (such as a month or a reporting period). You would indicate the TTA is complete on the last day of the time period and submit performance metrics for services performed during the time period. You would then create a new TTA for this activity for the next time period. (You may wish to use the cloning feature—see <a href="#">Section 6.2</a>—to create the new TTA based off the old one.)</p> |

**Sample Performance Metric Narrative:**

Regarding the conference we hosted, we did not ask conference registrants to indicate whether they were federal or non-federal employees, so we are unable to report on those performance metrics. The actual number of attendees was significantly lower than the number of registrants because the day before our conference, a massive snowstorm struck the Midwest. Many flights were canceled, and many registered participants who were traveling from other states were unable to make it to the event. Our organization believes this conference was a success because we had a 50 percent increase in conference registrations compared to our conference last year.

**6.1.6 TTA: Submit**

The purpose of the submission process is to give users the opportunity to ensure the appropriateness of their reported TTA. Once a TTA has been submitted, it will be displayed on the TTA Inventory web page as well as on future Semiannual Grant Reports. Remember that the TTA Reporting Portal was created to fulfill the purpose of an archive. Therefore, once a TTA has been submitted, a user cannot delete the submitted TTA. Users can find TTAs that have been created but not submitted by

selecting the “Unsubmitted TTAs” button located on the TTA Inventory web page, which is highlighted at the beginning of [section 6 TTA Inventory](#).

The Submit web page enables you to review the information you have entered before submitting the TTA to the system (figure 46). The web page provides a preview of all the information entered about this TTA. If you notice any errors or want to add any information, you can navigate back to the web page by clicking on the appropriate chevron. If all the information is correct, click the “Submit” button.

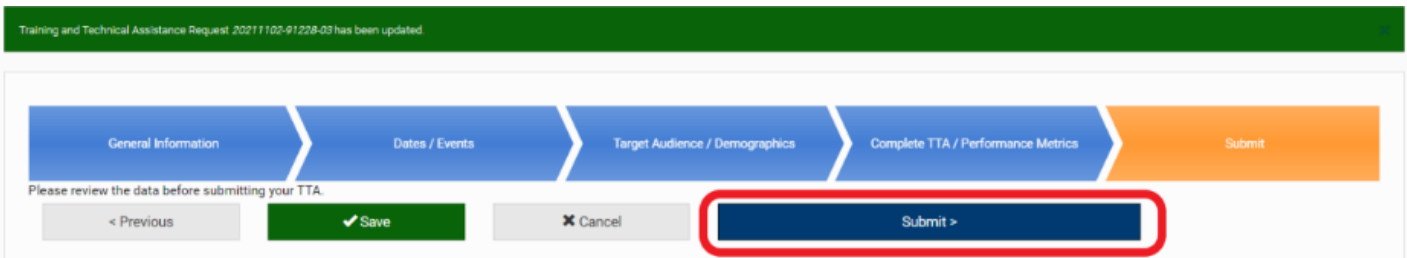


Figure 46: TTA Entry Submit Web Page

After submitting your TTA, you will be taken to the TTA Inventory web page. The TTA Reporting Portal will display a message at the top of the web page that the TTA has been updated (figure 47). This TTA will now appear in the TTA Inventory, giving you the option to edit, view, clone, or derive a deliverable for the TTA from this page.

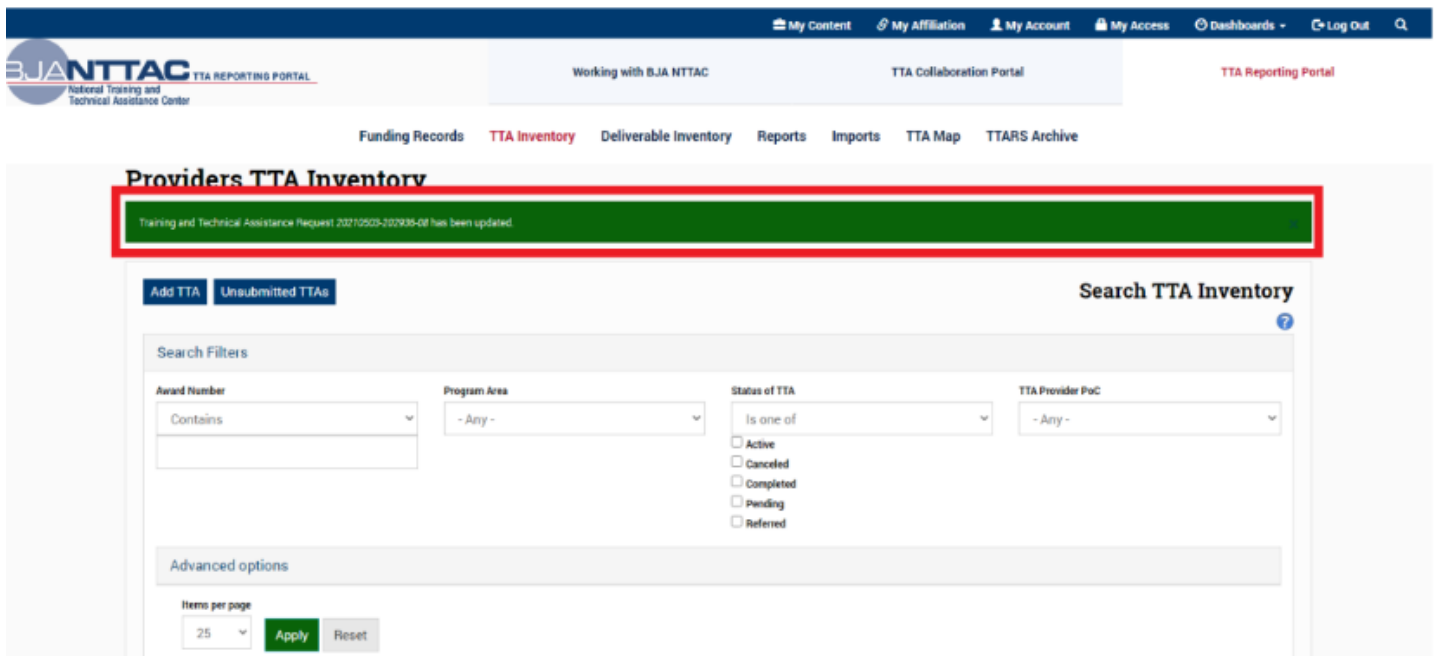


Figure 47: TTA Entry Confirmation Message

## 6.2 Clone a TTA


Cloning a TTA entry will begin the process of creating a new TTA entry, with many data fields already populated based on the information provided in the original entry that you are cloning. Cloning can be useful if you engage in the same TTA activity multiple times over the course of your award period. For example, you may conduct the same training numerous times, or you may fulfill similar requests for information for the duration of your award.

To clone a TTA, navigate to the TTA Inventory web page and select the “Clone TTA” icon in the “Actions” column in the row of the TTA you would like to clone (figure 48).

| Actions  | Award Number    | TTA Short Name         | Status | TTA Start Date | TTA Anticipated End Date |
|--|-----------------|------------------------|--------|----------------|--------------------------|
|  | 2019-VI-BX-K001 | VALOR Supplemental (A) | Active | 04/30/2020     | 09/30/2021               |

Figure 48: Clone TTA Action

From there, you will be taken to a page where you are asked to confirm this action (figure 49).



BJA **NTTAC** TTA REPORTING PORTAL  
 National Training and Technical Assistance Center

Working with BJA NTTAC TTA Collaboration Portal TTA Reporting Portal

Funding Records TTA Inventory Deliverable Inventory Reports Imports TTA Map TTARS Archive

**Are you sure you want to clone this item?**

Original item title: 20191003-103525-84

Clone Cancel

Figure 49: TTA Clone Confirmation Web Page

This system will create a new, submitted TTA Entry and take you to the *General Information* web page – the first TTA data entry screen (Figure 50).

Figure 50: TTA Entry General Information Web Page

Navigate through the TTA form as you do when creating a new TTA entry. Click on the “Save & Continue” button to proceed through each TTA form section. Review all information that has been copied into this new entry to ensure its applicability to this new TTA activity, updating information as appropriate. Be sure to enter information for the data fields that are NOT copied forward during the cloning process. Once you have reviewed and entered all information for the new TTA entry, click the “Submit” button. After clicking “Submit,” you will be returned to the TTA Inventory web page, and you will see your new TTA entry in the results table.

## 7. Deliverable Inventory

The Deliverable Inventory provides access to all deliverables in the system for the awards to which you have access (figure 51). The “Add Deliverable” button gives you the option to create a deliverable entry directly from this web page. (See [section 7.1 Add a Deliverable](#) for guidance on adding a new deliverable). The “Unsubmitted Deliverables” button enables you to access any deliverables that were started but not submitted. You may then select the deliverable entry that you wish to complete and submit. Alternately, you may use the checkboxes to select deliverables that need to be deleted. After selecting the deliverables you want to delete, select “Delete Item” from the “Choose an operation” drop-down menu, then select the “Execute” button. On the next page you will be asked to confirm deleting the selected items by selecting the “Confirm” button.

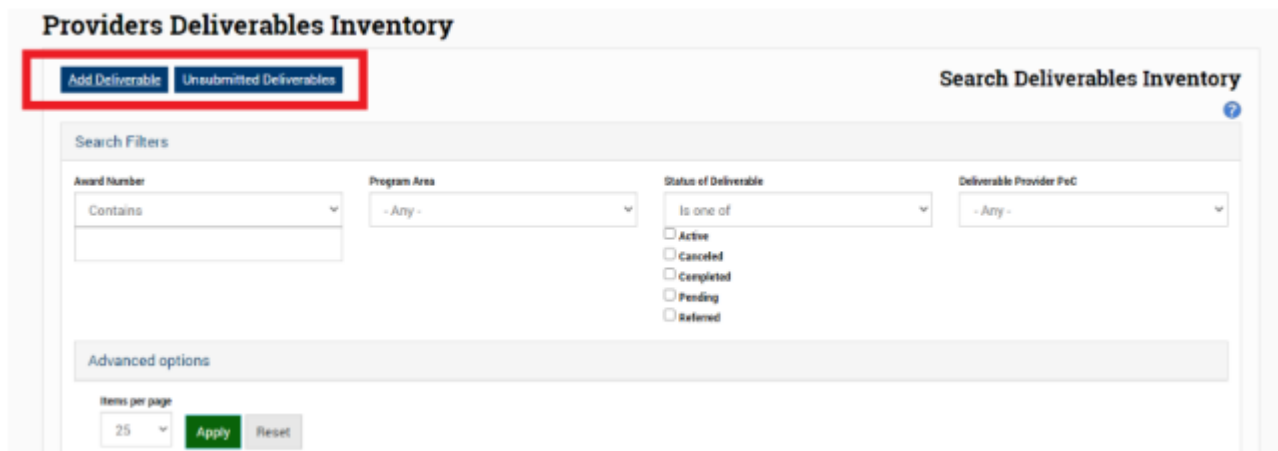


Figure 51: Provider Deliverable Inventory Web Page

Individual deliverable entries will be displayed in the results table. You may click on any blue column title to sort the results table by that field. The “Actions” column allows you to edit, view, or clone a deliverable (figure 52).

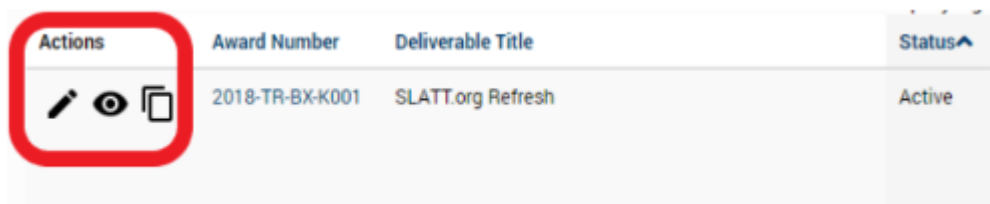





Figure 52: Deliverable Inventory Action Column

The items in the Actions columns are:

| Action            | Symbol  |
|-------------------|---|
| Ed it Deliverable |  |
| View Deliverable  |  |
| Clone Deliverable |  |

If you would like to view all data entered for the deliverables that appear in the results table, you may use the “CSV” button to export that data into a downloadable spreadsheet. After downloading the export, you can open the file from your web browser by following the browser’s prompts or by locating the downloaded file in your Downloads computer directory. Once the deliverable data is in the spreadsheet, you may further sort, filter, and manipulate the data.

**Tip:** As soon as you open the CSV file, immediately save it as an Excel file (changing the file type from CSV to XLSX). You can then adjust row height, column width, and other formatting to make the information easier to review

### 7.1 Add a Deliverable

Providers are encouraged to enter deliverables into the TTA Reporting Portal as early in the planning process as possible. Deliverables may be updated as development or activity related to that deliverable progresses. To add a new deliverable, navigate to the Funding Records web page, then select the “Add Deliverable” icon in the “Actions” column in the row of the relevant award. Alternately, click the “Add Deliverable” button on the Deliverable Inventory web page.

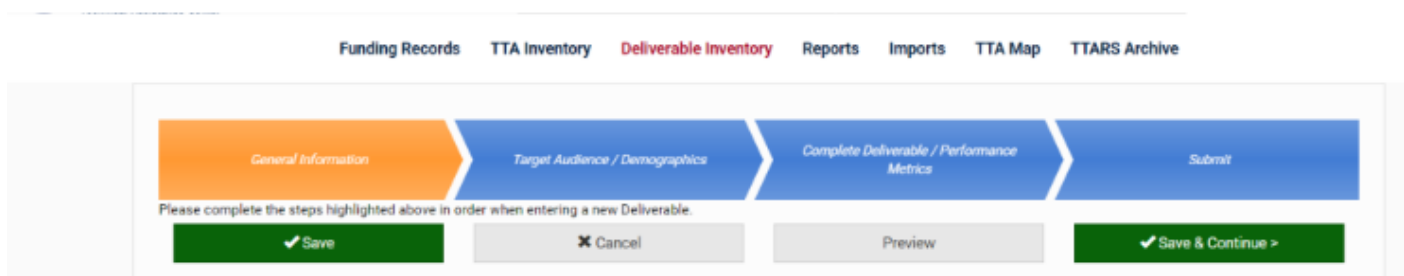
**Tip:** Confirm that the activity you intend to enter is considered a deliverable and not a TTA. Review the definition of a deliverable ([section 1.2](#)) and the scenarios below. Refer to the Data Dictionary for the definition of a deliverable and the list of deliverable types. If you have any questions as to whether your activity should be entered as a TTA or deliverable, contact the [BJA NTTAC Concierge Team](#).



**Create Deliverable Scenario:**

| Scenario  | Recommended Guidance  |
|---|---|
| We will have entered a training TTA and will develop the curriculum for that training.  | Add the training curriculum as a deliverable if the training curriculum may be used for future trainings  |
| We provide training but will make adaptations to our existing standard curriculum to customize it for each agency that receives training.                                 | Do not add the customized training curriculums as deliverables. Because you customize the curriculum each time you host the training, the customized versions are not reusable artifacts that others could use. |
| We will develop a guidebook for correctional facilities that will be posted online as a resource.   | Add the guidebook as a deliverable, as it is a reusable artifact.   |
| We will develop a report for an agency on promising practices to manage prescription drug abuse. We plan to post the report on our website as a model for other agencies. | Add the report as a deliverable. Because you plan to disseminate the report to a broad audience, it is an artifact that could be used by others.  |

You will proceed through several data entry screens to input information about the deliverable. The chevrons indicate each page title. The orange chevron represents the web page you are currently viewing. Blue chevrons indicate other pages that you can access (figure 53). Performance metrics can only be added when a deliverable has a status of "Completed." Performance metrics are required when changing the status to "Completed." Clicking the page title within the chevron will bring you to that web page.



*Figure 53: Deliverable Entry Navigation*

Below the chevrons are several buttons:

| Button                     | Action  |
|----------------------------|---|
| <b>Save</b>                | The “Save” button saves any information entered in the data entry fields on this page. It does not advance you to the next page. Use this button if you need to step away from the entry for a time and want to save the information you have entered. “Save” does not validate to ensure data was entered correctly or completely. |
| <b>Update</b>              | The “Update” button appears on submitted forms. The “Update” button will validate data entered to save the form. It will not advance you to the next page   |
| <b>Cancel</b>              | The “Cancel” button deletes the entry. Any information entered for that entry will be lost. You will be returned to the Deliverable Inventory web page. The “Cancel” button will only appear on deliverables not yet submitted.   |
| <b>Preview</b>             | The “Preview” button gives you a preview of the information entered on the page.  |
| <b>Save &amp; Continue</b> | The “Save & Continue” button saves any information entered in the data entry fields on this page and advances you to the next page. You must enter information into each mandatory field (indicated with an asterisk) before advancing to the next web page.  |
| <b>Previous</b>            | The “Previous” button saves any information entered in the data entry fields on this web page and returns you to the previous web page. You must enter information into each mandatory field (indicated with an asterisk) before returning to the previous web page   |

**Tip:** If you select, “Save & Continue”, “Update”, or “Previous”, and any mandatory information is not entered, you will receive a message at the top of the page indicating which fields must be completed. Those fields will be outlined in red on the page so that you can more easily find them. The “Save” button will not notify you of any errors on the page.

### 7.1.1 Deliverable: General Information

You will complete several fields when you input information about a deliverable on the General Information web page, which are described in detail below (figure 54).

Figure 54: Deliverable Entry General Information Web Page

| Data Field                          | Description   |
|-------------------------------------|---|
| <b>Status of Deliverable</b>        | You may use this field to change the status of the deliverable  |
| <b>Deliverable Title</b>            | If you believe you will have several deliverables that are similar, you may wish to create a consistent format for the name of each deliverable. This can make it easier to sort and review information on multiple deliverables in the Deliverable Inventory. For example, if you plan to release a series of white papers, you may wish to use the name format of “White Paper: Topic.” |
| <b>Deliverable Type</b>             | This field requires you to select the deliverable type that best describes the deliverable being developed.   |
| <b>Deliverable Point of Contact</b> | This field enables you to indicate the TTA Reporting Portal user in your organization who should be contacted with any questions regarding this deliverable. Options will be displayed in a drop-down list.   |

| Data Field                         | Description   |
|------------------------------------|---|
| <b>Award Reference</b>             | This field contains a drop-down menu of all the awards to which you have access. When you create a deliverable from the Funding Records web page (where creating a deliverable is an action linked to a specific award), this field is auto-populated with the award number from the Funding Records web page. When you create a deliverable from the Deliverable Inventory web page (where creating a deliverable is an independent action not linked to a specific award), you must select the appropriate award reference. |
| <b>Provider Reference</b>          | This is pre-populated with the provider name and is not editable.   |
| <b>TTA Reference</b>               | If this deliverable is in support of a TTA that you have entered into the TTA Reporting Portal (e.g., a training curriculum deliverable that supports a training TTA, or a report for broad dissemination that was developed from information shared at a conference TTA), select the appropriate TTA from the drop-down list. The list will include the titles of TTAs entered for this award.   |
| <b>Objective Reference</b>         | This field requires you to select the objective that this deliverable supports from the drop-down list. This list will include the objective title with the objective ID in parentheses entered for this award. If your objective is not listed you can use the Create Objective link to create a new objective.  |
| <b>Deliverable Description</b>     | This field requires you to enter in a full description of the deliverable. The description can include: (1) the topic of the deliverable, (2) the relationship between the deliverable and any associated TTAs, (3) an outline of the deliverable's content (e.g. table of contents headings or key sections), and (4) the intended outcomes or impact of the deliverable.  |
| <b>Deliverable Start Date</b>      | This field required you to enter the date on which work started on the deliverable.   |
| <b>Anticipated Completion Date</b> | This field requires you to enter the date on which work is expected to be completed for this deliverable.   |

| Data Field   | Description   |
|--|---|
| <b>Tags</b>  | Tags can be helpful when searching for similar deliverables. Speak with your BJA Policy Advisor to identify any tags that might be applied to your deliverable. Examples might be the name of a BJA program or initiative that the deliverable supports, a target audience or demographic that is not already listed in the system, or the name of a geographic region (such as a county or multistate area). |
| <b>Deliverable Partners</b>  | This field enables you to indicate the names of other entities that had significant involvement in developing this deliverable. Adding a deliverable partner to the TTA will not impact that provider’s reporting requirements.   |
| <b>What language will the deliverable be available in (other than English)?</b>                            | This field requires you to indicate whether the deliverable will be available in languages other than English. You may indicate multiple options. Select “N/A” if the deliverable will only be available in English.  |
| <b>Is this Deliverable in support of implementing or maintain an evidence-based or promising practice?</b> | You may check this box to indicate a “yes” response. Leave the box unchecked to indicate a “no” response.   |
| <b>Is this Deliverable in response to emerging public safety needs?</b>                                    | You may check this box to indicate a “yes” response. Leave the box unchecked to indicate a “no” response.   |
| <b>Is this Deliverable publicly available?</b>   | Select yes or no to indicate if the deliverable is available to be shared publicly with wider viewing audiences.  |
| <b>BJA Logo</b>  | This field requires you to indicate whether the BJA logo will appear on this deliverable. Please remember to coordinate with your BJA Policy Advisor in order to follow the correct approval process for using the BJA logo.  |
| <b>Deliverable (URL) Location</b>  | This field enables you to insert the primary URL location of the deliverable.   |

| Data Field                | Description   |
|---------------------------|---|
| <b>Attachments</b>        | This field enables you to upload final versions of the deliverable. Files must be less than 25 MB. Allowed file types include TXT, PDF, DOC/DOCX, PPT/PPTX, XLS/XLSX, PUB, PNG, and JPG/JPEG. |
| <b>External Unique ID</b> | This field enables you to enter an organization specific ID so that you may match your internal database IDs with the associated NTTAC unique identifier.                                     |

Click the “Save & Continue” button to save the information you have entered and move to the next data entry web page, *Target Audience/Demographics*.

*7.1.1.1 Deliverable General Information – Supplemental Information*

**Sample Deliverable Description:**

We are developing a guidebook on promising strategies for reducing recidivism. We will be disseminating this guidebook to parole officers and other law enforcement and community service professionals in connection with our TTA named “Reducing Recidivism Guidebook.” The guidebook will explore causes of recidivism, promising strategies, case studies, and suggestions for incorporating strategies into existing programs. The desired impact of the guidebook is to raise awareness of promising strategies and encourage their adoption by law enforcement agencies and others who work with ex-offenders.

**7.1.2 Deliverable: Target Audience/Demographics**

Fields on the Target Audience/Demographics web page are described in detail below (figure 55).

Deliverable 20211103-85337-77-DLV has been created.

Please complete the steps highlighted above in order when entering a new Deliverable

< Previous   Save   Preview   Cancel   Save & Continue >

### Target Audience / Demographics

Status of Deliverable \*

You may only set status to "Completed" on the Performance Metrics step

Active

Figure 55: Deliverable Entry Target Audience/Demographics Web Page

| Data Field                        | Description   |
|-----------------------------------|---|
| <b>Target Audience</b>            | This field requires you to enter the target audience(s) the deliverable is designed to benefit. You may select multiple options. If you select "Other", describe that target audience in the text field below this data field   |
| <b>Program Area</b>               | This field requires you to select which program area is most supported by this deliverable.   |
| <b>Program Area Subtopics</b>     | This field requires you to select the subtopic(s) that are addressed by this deliverable. Subtopics are displayed based on the program area selected above. You may select multiple subtopics. If you select an "Other" subtopic, describe that topic in the text field below this data field |
| <b>Special Populations</b>        | This field enables you to indicate whether the deliverable is in support of juvenile justice and/or tribal justice. Check the box to indicate a "yes" response. Leave the box empty to indicate a "no" response.  |
| <b>Other Relevant Information</b> | This field enables you to share any additional information that may be of interest to BJA.  |

Click the "Save & Continue" button to save the information you have entered and move to the next available data entry web page, *Complete Deliverable/Performance Metrics*. Go to section [7.1.4 Deliverable: Complete a Deliverable and Add Performance Metric](#) to complete the performance metrics for the deliverable or section [7.1.5 Deliverable: Submit](#) to complete the entry form.

### 7. 1.3 Deliverable: Add Milestones

After performing extensive data analysis and conducting a focus group with TTA users who actively use the Milestones feature, the decision was made to remove the Milestone feature in August 2021. All information that was entered in the TTA Reporting Portal as a Milestone was archived.

#### 7.1.4 Deliverable: Complete a Deliverable and Add Performance Metrics

If your deliverable is not complete, you can select the “Save & Continue” button to advance to the Submit web page. However, if the deliverable has been completed, you need to indicate in the system that the deliverable has been completed, enter a date in the “Actual Completion Date” field, and enter in performance metrics (figure 57).

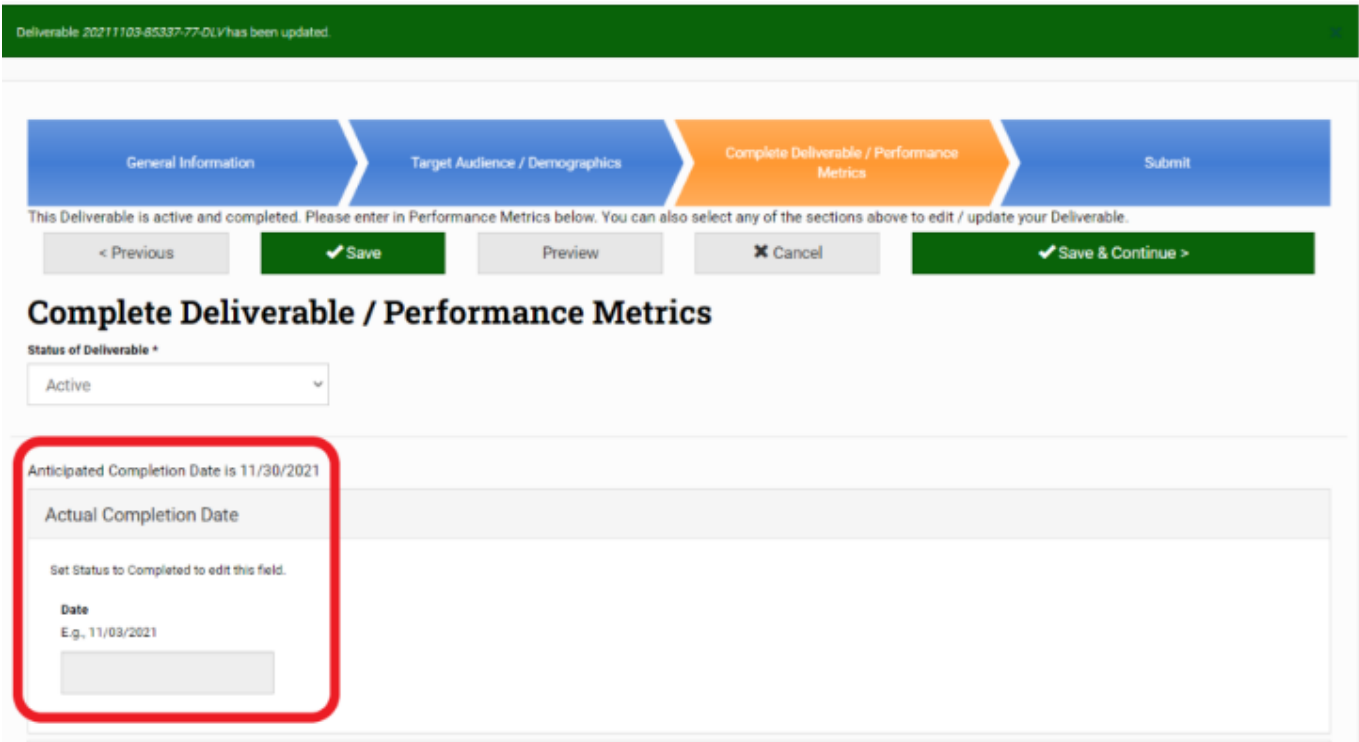


Figure 57: Deliverable Entry Complete Deliverable/Performance Metric Web Page

Mark the “Status of Deliverable” as “Completed” from the drop-down menu. After changing the status to completed, you will be able to enter a date in the “Actual Completion Date” field. Once this is completed, scroll down to enter the performance metrics for the deliverable. The performance metrics that appear are determined by the deliverable type selected on the General Information web page. At least one



quantitative performance metric is required. We encourage you to enter as many quantitative performance metrics as possible

| Data Field                           | Description   |
|--------------------------------------|---|
| <b>Actual Completion Date</b>        | Enter the date that your organization completed the deliverable, including its initial dissemination/launch or first use with its intended audience. Do not include time spent completing administrative activities such as printing or mailing additional copies of the deliverable after the initial dissemination associated with the deliverable. This can only be done after the status has been marked as "Completed," which can be set in the Performance Metrics tab.                                 |
| <b>Performance Metrics Narrative</b> | You may use this text field to provide any additional information to BJA related to the performance metrics questions or related to how you have assessed the performance of this deliverable. You may wish to include information such as: (1) why some performance metric questions may not be applicable to the deliverable; (2) why the performance metric data may have been higher or lower than anticipated; or (3) additional indicators that you believe reflect the performance of the deliverable. |

After entering the performance metrics, select "Update" or "Save & Continue." The system will save the data entered on the page. If you are editing an existing deliverable, you may now navigate to the Deliverable Inventory web page or another part of the TTA Reporting Portal using the menu bar. If you are creating a new deliverable, you need to navigate to the Submit web page and click the "Submit" button to submit your deliverable.

*7.1.4.1 Deliverable: Complete a Deliverable and Add Performance Metrics – Supplemental Information*

**Actual Completion Date Scenario:**

| Scenario  | Recommended Guidance   |
|---|--|
| We printed a white paper on March 15. We disseminated it for the first time at a conference on April 5. | Enter April 5 (the date the white paper was initially disseminated). |

| Scenario  | Recommended Guidance   |
|---|--|
| We developed a publication. We posted it online on March 15. We also had hard copies printed. The hard copies arrived at our fulfillment center to be available for distribution on March 30. | Enter March 15 (the date when the publication was first accessible to the intended audience)               |
| We recorded a webinar that we conducted on March 15. We posted a recording on our website on March 30.  | Enter March 30 (the date the webinar recording was made available to the intended audience)                |
| We developed a new website. It was launched on March 15. We continue to make monthly updates to the website.  | Enter March 15 (the date the website was first launched).  |
| We developed a training curriculum. We used the curriculum for the first time at a training event on April 15.  | Enter April 15 (the date that the curriculum and its related materials were first used with participants). |

**Tip:** Refer to the Performance Metrics Extract from the Data Dictionary for a list of performance metrics for each type of deliverable. This document is accessible via the *TTA Reporting Portal Interest Group* in the TTA Collaboration Portal.

**Sample Performance Metric Narrative:**

Regarding the website we launched, we are unable to determine the number of agencies served based on information collected on visitors to our site. The total number of visitors to the site is higher than we anticipated. We believe this is because a national association promoted the new website at their annual conference, which had 1,500 attendees. We also believe the website is reaching the field because we have had 250 requests for information submitted via the website

**7.1.5 Deliverable: Submit**

The purpose of the submission process is to give users the opportunity to ensure the appropriateness of their reported deliverable. Once a deliverable has been submitted, it will be displayed on the Deliverable Inventory web page as well as on future Semiannual Grant Reports. Remember that the TTA Reporting Portal was created to fulfill the purpose of an archive. Therefore, once a deliverable has been submitted, a

user cannot delete the submitted deliverable. Deliverables that have been created but not submitted can be located by selecting the “Unsubmitted Deliverables” button located on the Deliverable Inventory web page, highlighted at the beginning of [Section 7 Deliverable Inventory](#).

The *Submit* web page enables you to review the information you have entered before submitting the deliverable to the system (figure 58). This screen provides a preview of all the information entered about this deliverable. If you notice any errors, or want to add any information, you may navigate back to the web page by clicking on the appropriate chevron. If all the information is correct, click the “Submit” button

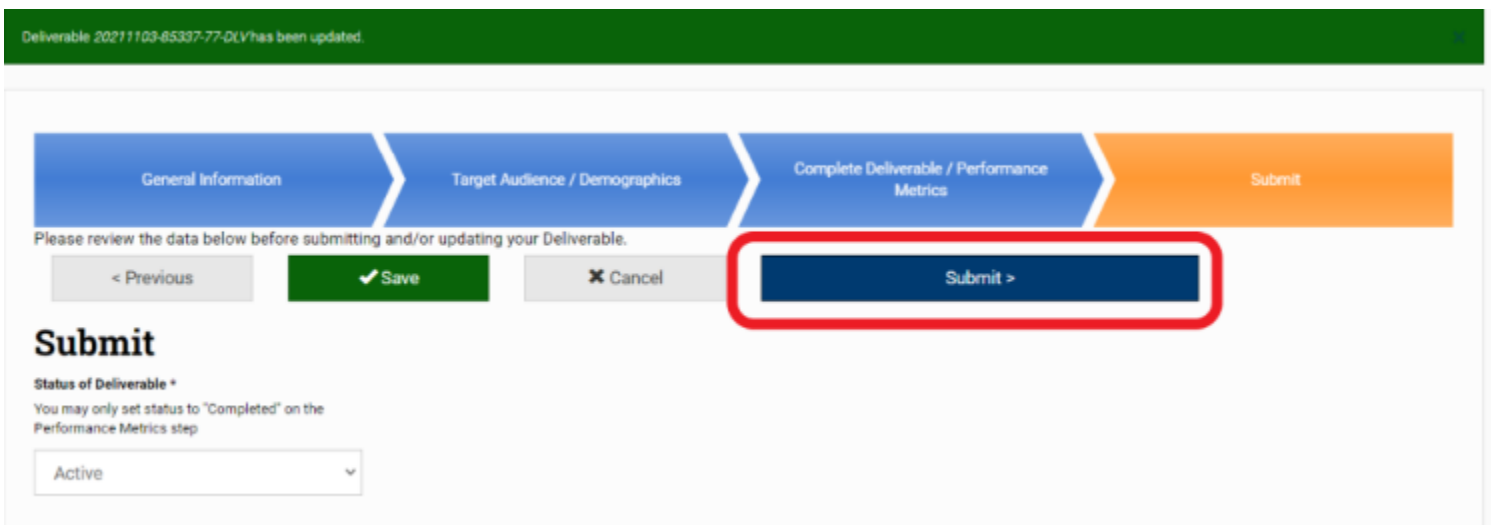


Figure 58: Deliverable Entry Submit Web Page

After submitting your deliverable, you will be taken to the Deliverable Inventory web page. The TTA Reporting Portal will display a message at the top of the page that the deliverable has been updated (figure 59). This deliverable will now appear in the Deliverable Inventory results table. You now have the option to edit, view, or clone the deliverable from this page

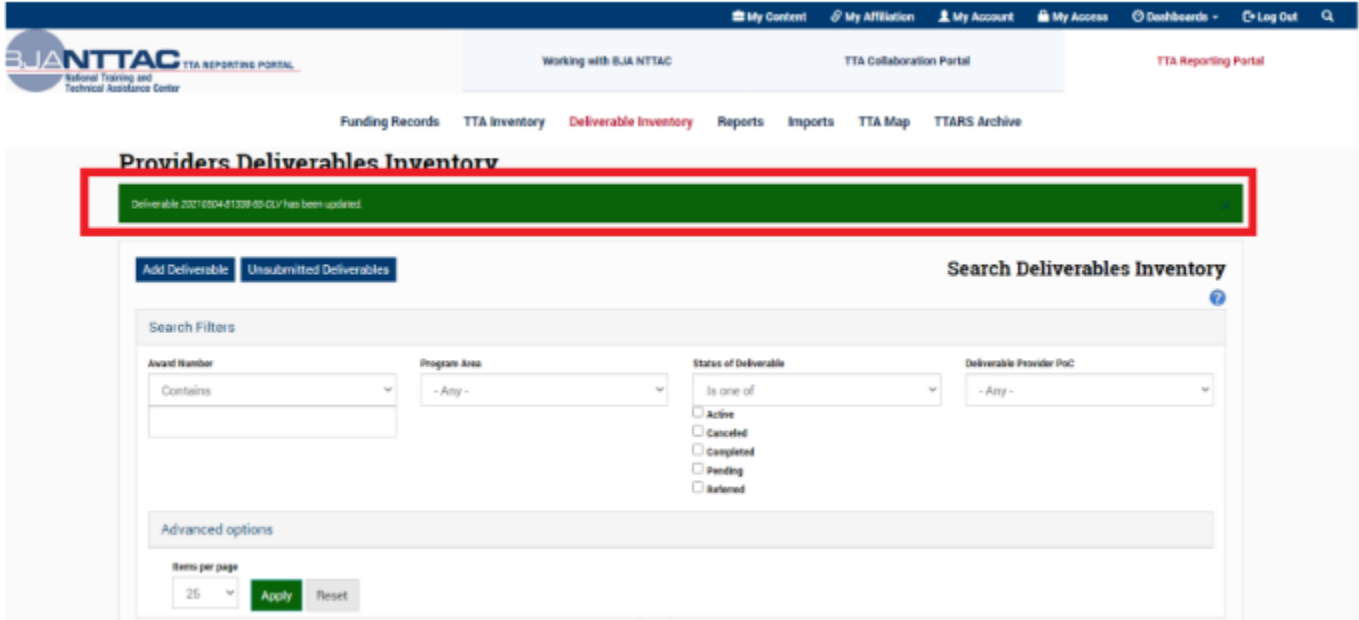


Figure 59: Deliverable Entry Confirmation Message

## 7.2 Clone a Deliverable

Cloning a deliverable entry will begin the process of creating a new deliverable entry, with many data fields already populated based on the information provided in the original entry that you are cloning. Cloning can be useful if you create the same type of deliverable multiple times over the course of your award period. For example, you may disseminate a monthly newsletter throughout the award period.

To clone a deliverable, navigate to the *Deliverable Inventory* web page and select the “Clone Deliverable” icon in the “Actions” column in the row of the deliverable you would like to clone (figure 48).

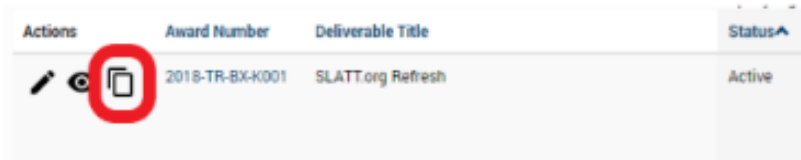


Figure 60: Clone Deliverable Action

From there, you will be taken to a web page where you are asked to confirm this action (figure 61).

### Are you sure you want to clone this item?

Original item title: 20191003-103525-84

Clone Cancel

Figure 61: Clone Deliverable Confirmation Web Page

The system will create a new, unsubmitted deliverable entry and take you to the *General Information* web page – the first deliverable data entry screen (figure 62).

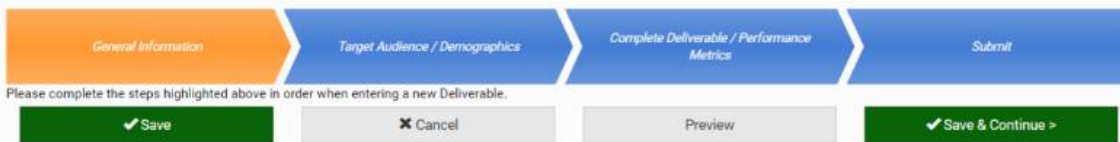


Figure 62: Deliverable Entry General Information Web Page

Navigate through the deliverable form as you do when creating a new deliverable entry: Click the “Save & Continue” button to proceed through each deliverable form section. Review all information that has been copied forward into this new entry to ensure its applicability to this new deliverable. Update the information as appropriate. Be sure to enter information for the data fields that are NOT copied forward during the cloning process. Once you have reviewed and entered all information for the new deliverable entry, click the “Submit” button. After clicking “Submit,” you will be returned to the Deliverable Inventory web page, and you will see your new deliverable entry in the results table.

### 7.3 Add a Derived Deliverable

When working within the confines of a particular grant, there are instances when a TTA and a deliverable are related, though both are reported in the system as two separate items. For example, if a provider were to conduct a webinar, the event itself would be a

TTA activity, but the PowerPoint deck developed for that webinar would be a deliverable if it is designed to be a reusable resource.

To improve the user experience, you may copy forward information from a TTA to a deliverable. To do this, you must navigate to the TTA Inventory and find the TTA from which you want to derive a deliverable. Then, in the “Actions” column, click the “Derive a Deliverable” icon to create a new deliverable, pulling information forward from the TTA (figure 63).

| Actions   | Award Number    | TTA Short Name         | Status | TTA Start Date | TTA Anticipated End Date |
|---|-----------------|------------------------|--------|----------------|--------------------------|
|  | 2019-VI-BX-K001 | VALOR Supplemental (A) | Active | 04/30/2020     | 09/30/2021               |

Figure 63: Derive a Deliverable Action

From there, you will be taken to a page where you are asked to confirm this action (figure 64).



Figure 64: Derive a Deliverable Confirmation Web Page

Once this action is confirmed, the system derives a deliverable from the requested TTA. The system will create a new, unsubmitted deliverable entry and take you to the General Information web page. Many fields will be automatically populated but will need to be amended per the specific details of the deliverable.

Navigate through the deliverable form as you do when creating a new deliverable entry. Click the “Save & Continue” button to proceed through each deliverable form section. Review all information that has been automatically populated into the derived deliverable. Update the information as appropriate. Once you have reviewed and

entered all information for the new deliverable entry, click the “Submit” button. After clicking “Submit,” you will be returned to the Deliverable Inventory web page, and you will see your new deliverable entry in the results table.

## 8. Imports

The TTA Reporting Portal enables users to import deliverables, events, TTAs, and select TTA and deliverable performance metrics through a bulk upload process using a CSV file. The Imports web page is designed to serve as the central location to manage all imports into the TTA Reporting Portal (figure 65). The import tools enable the creation of multiple deliverables, events, or TTA entries at one time — saving time with data entry in the system. This tool may be beneficial if your organization has an internal system for tracking and you are pulling data from that internal system to upload into the TTA Reporting Portal.

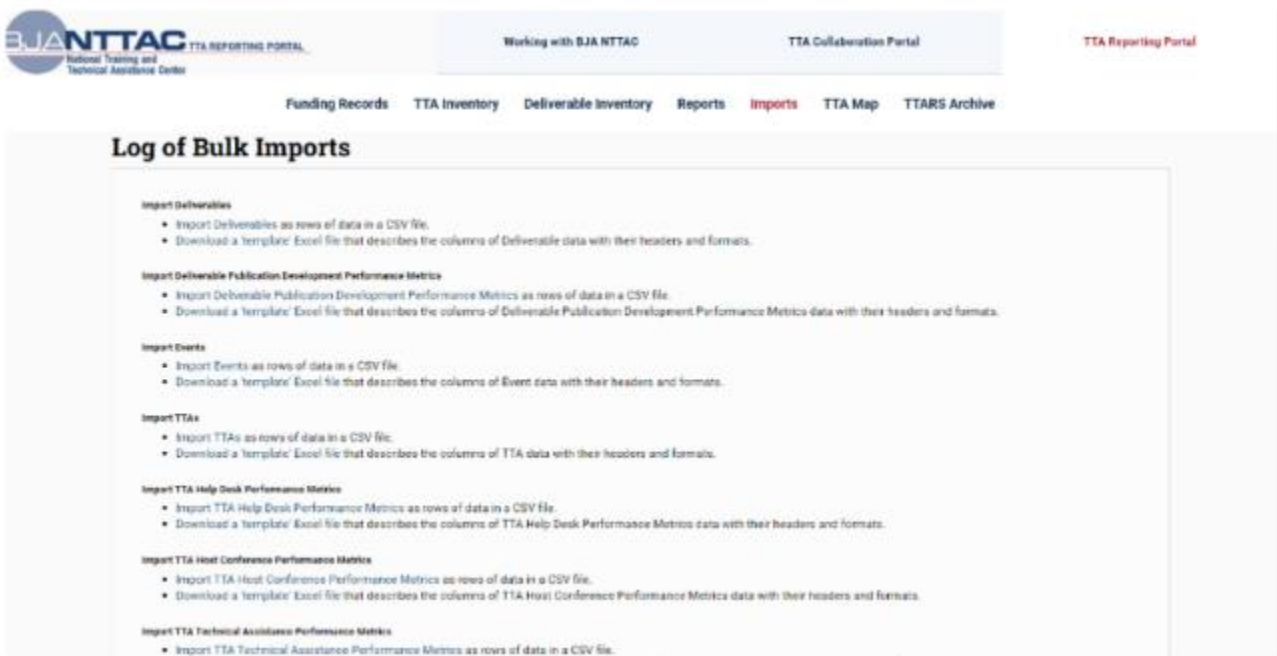


Figure 65: TTA Reporting Portal Imports Web Page

### 8.1 Preparing a CSV File for Import

You should prepare CSV files using Excel. The “Download a ‘template’ Excel file” links will download an Excel file designed to support the import of deliverables, events, TTAs, and select TTA and deliverable performance metrics. The column headers in row 7 of the Excel template align with the data entry fields in the system. The template includes a description of each data field; defines the accepted format of the field; indicates if the field is required or optional; and (for fields with drop-down lists) provides eligible drop-down selections.



**Tip:** BJA NTTAC recommends downloading a new template each time in case the import templates have been updated.

Enter information about the first deliverable, event, or TTA in row 8 of the Excel file. All required fields must be complete, or the system will not be able to create an entry for that activity. You may leave optional fields blank. Be sure to follow formatting instructions (as provided in the Excel template) precisely as spelling, spacing, punctuation, and other formatting errors can prevent information from being successfully imported into the system. The recommended number of rows within a file is 20 rows. If you need to import more than 20 deliverables, events, or TTAs, please create multiple CSV files.

When you have entered information for all the new deliverables, events, or TTAs you wish to create, keep the first row as the file headings, but delete any extra text in the file (e.g., instructions on the description and format information in the template). Save the spreadsheet as a CSV file.

## 8.2 Importing Deliverables, Events, TTAs and TTA and Deliverable Performance Metrics

The process to import deliverables, events, TTAs, and select TTA and deliverable performance metrics is similar. The following example is specific to deliverable import, but the same steps and rules apply when importing events, TTAs, or TTA and deliverable performance metrics. To import deliverables, select the Import Deliverables link to navigate to the Deliverables Importer web page, which will provide additional directions for creating the CSV import file correctly (figure 66). To import events, TTAs, or select TTA and deliverable performance metrics, select the Import Events, Import TTAs, Import Deliverable Performance Metrics, or Import TTA Performance Metrics links and follow the same steps as described below for importing deliverables.

## Deliverables Importer

Import
Unlock

Status

- Last import: 3 months ago.
- 1619 imported items total.
- Next import: not scheduled.

Import

Please import a CSV file containing data for the bulk creation or update of deliverables.

- The following columns are required: **OJP Vendor Number, Grant Number, Objective ID, Deliverable Title, Deliverable Type, Description, Deliverable Point of Contact Username, Anticipated Completion Date, What language will the deliverable be available in (other than English)?, BJA Logo, Target Audience, Program Area, Program Area - Sub Topics, Demographic - Gender, Demographic - Age, Demographic - Race, Demographic - Ethnicity, Demographic - Other.**
- One or more of these columns may also be imported: Unique Identifier, TTA NTTAC ID, Tags, Status, Deliverable Partners, Is this Deliverable in support of implementing or maintaining an evidence-based or promising practice, Is this Deliverable in response to emerging public safety needs, Deliverable (URL) Location, If Sub Topic is 'Other', please describe, Special Populations, Other Relevant Information.
- Unique Identifier** is used to identify an existing deliverable that is to be updated. Copy the Unique Identifiers of existing deliverables from the Reporting Portal.

**File encoding**  
 Performs character encoding conversion from selected option to UTF-8.

ISO-8859-1

**File**  
 Select a CSV file from your computer.

No file chosen

Figure 66: Deliverables Importer Web Page

Select "ISO-8859-1" as the "File encoding" type. Select the "Choose File" button—this will enable you to navigate to where the completed CSV file is stored on your computer and select it. Once the CSV file is selected and you can see the file name next to the "Choose File" button, select the "Import" button. The system will display that the file is processing (figure 67).

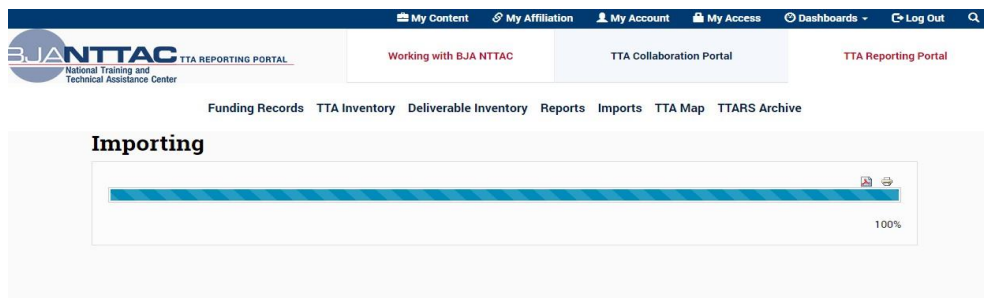


Figure 67: Import Processing Web Page

After the import is complete, you are returned to the Log of Bulk Imports web page, and a green bar at the top of the screen will appear indicating how many new deliverables were created in the system. In addition, the "Import Results" table will indicate the results and a link to the import log file (figure 68).

**Import Events**

- Import Events as rows of data in a CSV file.
- Download a 'template' Excel file that describes the columns of Event data with their headers and formats.

**Import TTAs**

- Import TTAs as rows of data in a CSV file.
- Download a 'template' Excel file that describes the columns of TTA data with their headers and formats.

**Import TTA Help Desk Performance Metrics**

- Import TTA Help Desk Performance Metrics as rows of data in a CSV file.
- Download a 'template' Excel file that describes the columns of TTA Help Desk Performance Metrics data with their headers and formats.

**Import TTA Host Conference Performance Metrics**

- Import TTA Host Conference Performance Metrics as rows of data in a CSV file.
- Download a 'template' Excel file that describes the columns of TTA Host Conference Performance Metrics data with their headers and formats.

**Import TTA Technical Assistance Performance Metrics**

- Import TTA Technical Assistance Performance Metrics as rows of data in a CSV file.
- Download a 'template' Excel file that describes the columns of TTA Technical Assistance Performance Metrics data with their headers and formats.

**Import TTA Training Performance Metrics**

- Import TTA Training Performance Metrics as rows of data in a CSV file.
- Download a 'template' Excel file that describes the columns of TTA Training Performance Metrics data with their headers and formats.

**Import Type**  **Date Loaded**  **Loaded By**

**Loading Organization**

| File Uploaded              | Date Loaded         | Import Type         | Loaded By       | Loading Organization                     | Individual Logs      | Import Results                |
|----------------------------|---------------------|---------------------|-----------------|--|----------------------|-------------------------------|
| NTTAC_upload_7_02_2020.csv | 08/21/2020 - 3:27pm | Provider TTA Import | Natalie Johnson | Institute for Intergovernmental Research | <a href="#">View</a> | Success: Imported 5 of 5 rows |

Figure 68: Imports Confirmation and Log Web Page

If the importer did not import as many deliverables as expected or it indicates “Failure” in the “Import Results” column, we recommend that you view the log of the recent import to learn additional information. From the import log table, select “View” to see the log and any details about why the import may not have worked as expected.

**Tip:** Running multiple import files without making the appropriate corrections can lead to duplicate entries being created in the system. If you have any questions or concerns, please reach out to the BJA NTTAC Concierge Team at [bjanttac@usdoj.gov](mailto:bjanttac@usdoj.gov) before running the import a second time.

Key columns in the log file:

| Columns                 | Description  |
|-------------------------|--|
| <b>Excel Row Number</b> | Indicates the row in the CSV file the system tried, but failed to import.        |
| <b>BJA NTTAC ID</b>     | Displays the BJA NTTAC ID number associated with the failed row in the CSV file. |

| Columns                   | Description   |
|---------------------------|---|
| <b>External Unique ID</b> | Displays the external unique ID associated with the failed row in the CSV file.   |
| <b>TTA Short Name</b>     | Displays the TTA Short Name associated with the failed row in the CSV file.   |
| <b>Dates</b>              | Displays the dates associated with the failed row in the CSV file.  |
| <b>Row Import Status</b>  | Displays “Success” if the deliverable was imported successfully and “Failure” if the deliverable was not imported.  |
| <b>New/Update</b>         | Indicates if the failure row was a new entry or an update to an existing entry.   |
| <b>Result Messages</b>    | Indicates the error message, such as if a required field was blank or if there is a spelling mistake and the system could not assign a value to a required or optional field. |

The “CSV” button at the bottom of each page enables you to export and save the Import Log results into an Excel spreadsheet to further sort, filter, and manipulate the data.

## 9. Semiannual Grant Report

BJA TTA providers that report on TTA and deliverable activity in the TTA Reporting Portal are required to submit a report on that activity as part of their standard semiannual progress report to BJA. The TTA Reporting Portal will generate that report, called the Semiannual Grant Report, based on data entered by the provider. Providers are required to certify their Semiannual Grant Report in the TTA Reporting Portal as part of the semiannual reporting period deadlines.

The Semiannual Grant Report provides basic information about the award, aggregate data related to TTA and deliverable activity and performance metrics, and an itemized list of TTAs and deliverables relevant to the reporting period selected. Be sure to update your objectives, TTAs, and deliverables as needed prior to generating the Semiannual Grant Report so that the Semiannual Grant Report accurately reflects your TTA and deliverable activity for the reporting period.

To generate the Semiannual Grant Report, select Reports from the menu bar, and then select the Semiannual Grant Report link (figure 69).

**Tip:** If you have questions about how the Semiannual Grant Report pulls and displays the data you have entered, please reach out to the BJA NTTAC Concierge Team.

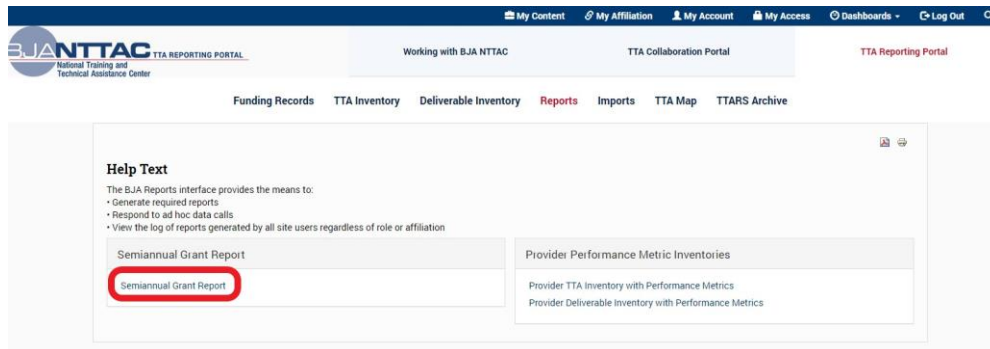


Figure 69: Semiannual Grant Report Link

Select the reporting period and award reference from the drop-down menus and click the “Generate” button (figure 70).

**Semiannual Grant Report : Award Selection**

Reporting Period  
 2020 July - December

Award Reference  
 - Select a value -

Figure 70: Semiannual Grant Report Generation

You will be redirected to the *Semiannual Grant Report* web page, which displays your provider organization name, award number, and reporting period (figure 71).

**Semiannual Grant Report**

Provider: Institute for Intergovernmental Research

Award: 2019-DP-BX-K001

Report Period: July 01, 2020 - December 31, 2020

1. Reporting Period Accomplishments  
 What were your accomplishments this reporting period?

Rich text editor toolbar: B I [bulleted list] [numbered list] [link] Source [undo] [redo]

Disable rich-text

Figure 71: Semiannual Grant Report

Enter responses to the eight narrative questions on the web page.

| Narrative Question  | Description   |
|---|---|
| <b>Reporting Period Accomplishments</b>   | Indicate any accomplishments during the six-month reporting period.   |
| <b>Grant Application Goals Accomplished</b>   | Indicate any accomplishment towards your goal during the reporting period.  |
| <b>Problems/Barriers Encountered</b>  | Indicate if there were any problems, barriers, or challenges faced during the reporting period.                             |
| <b>Is there any assistance that BJA can provide to address any problems/barriers identified above? If yes, explain.</b> | Check the radio button to indicate "yes". If you check "yes", describe what is needed and how assistance from BJA may help. |
| <b>Grant Status</b>   | Describe if you are on track to complete the programs as outlined in your grant application.                                |
| <b>Next Six Months' Activities</b>  | Describe any major activities planned for the next six months.  |

| Narrative Question                         | Description  |
|--|--|
| <b>Innovative Programs/Accomplishments</b> | Share any innovative programs/accomplishments that may interest BJA based on your knowledge of the criminal justice field. |
| <b>Other Relevant Information</b>          | Enter any additional information to support the Semiannual Grant Report for this reporting period.                         |

Select the “Save” button. The Semiannual Report is generated and displayed on the screen (figure 72).

**Semiannual Grant Report**

Semiannual Grant Report Award 2018-2021-A-2022 - Period Ending 2021-06-30 has been updated.

By clicking "Certify" you are certifying that this report is the authoritative record for this award and reporting period. Your user name and the date will be recorded.

**Certification:** ADD

**Certification comments**  
 This field is required only if a prior certification exists for this report. Please enter the reason for re-certifying:

**Certify**

---

**Semiannual Grant Report**

Project Title: TTA Reporting Portal Test Award 3  
 Report Period: January 01, 2021 - June 30, 2021

Certification: **This report is NOT certified and thus not suitable for submission**

Figure 72: Semiannual Grant Report Save

The system creates the Semiannual Grant Report based on data in the TTA Reporting Portal. At this point, the Semiannual Grant Report is not suitable for submission to JustGrants, as it is not yet certified. If you are generating the Semiannual Grant Report to formally submit it into JustGrants as part of your standard semiannual progress report, you must certify the report. To certify the report, click the “Certify” button. By clicking “Certify,” you are certifying that this report is the authoritative record for this award and reporting period. Your username and date will be recorded (figure 73).

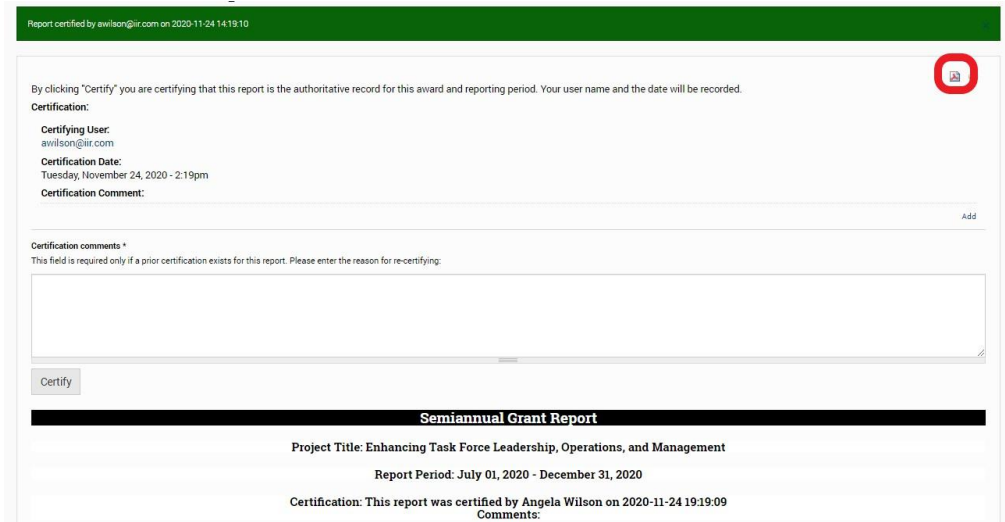


Figure 73: Semiannual Grant Report Certification Web Page

Download a PDF version of the Semiannual Grant Report by selecting the “PDF” icon in the top-right corner of the screen and save the PDF to your computer. Upload the PDF version of the Semiannual Grant Report into JustGrants by January 30 and July 30 of each year as part of the standard semiannual progress reporting period.

You are still able to edit the Semiannual Grant Report after certifying it. You can add or update any TTAs or deliverables as needed. Follow the steps described above to generate the Semiannual Grant Report for the appropriate reporting period and award. Update the narrative responses as needed and click the “Save” button. You will see the record of the previous certifications and are prompted to complete the “Certification comments” field. Enter the reason why the report needed to be recertified. Click the “Certify” button. The *Semiannual Grant Report* web page will display the original certification and all subsequent certifications along with the comments explaining the reason(s) for recertifying.



**Tip:** You may generate a Semiannual Grant Report at any point to see TTA and deliverable activity information for a particular reporting period. This a useful way to monitor status and obtain aggregate data that you could include in organizational reports, presentations, and other communications to your stakeholders.

## 10. Policy Associate Reports (BJA and BJA NTTAC Staff Only).

BJA Policy Associate reports are only available to BJA and BJA NTTAC staff and are generated through the TTA Reporting Portal based on information reported by TTA providers under their TTA awards. The reports give Policy Associate Deputy Directors insight into their Policy Division portfolios to support workload planning and obtain a snapshot of the resources developed by TTA providers. Available reports are:

| Report                              | Description   |
|-------------------------------------|---|
| <b>BJA Policy Advisor Summary</b>   | Lists the total number of open awards by Policy Advisor, grouped by Policy Division. The report includes details on the total value and document balance of those awards, as well as the total number of TTAs and deliverables across the awards.   |
| <b>BJA Policy Advisor Breakdown</b> | List each open award assigned to each Policy Advisor. It includes: <ul style="list-style-type: none"> <li>• The project’s start and end date with the percentage of award period remaining;</li> <li>• The award value, document balance, and percentage of award value remaining; and</li> <li>• The number of pending, active, and completed TTAs and deliverables for each award.</li> </ul>   |
| <b>Upcoming Deliverables</b>        | Lists deliverables with an active status and an anticipated completion date in the future, indicating the TTA provider developing the deliverable and the associated award, the deliverable title, the type of deliverable, the anticipated end date of the deliverable, the deliverable URL if applicable, and whether the deliverable will feature the BJA logo. This report gives insight into upcoming resources that BJA may need to review or want to promote upon completion |
| <b>Completed Deliverables</b>       | Lists completed deliverables associated with awards that are open in the system. It indicates the provider who developed the deliverable and the associated award, the type of deliverable, the actual end date of the deliverable, the deliverable URL if applicable, and whether the deliverable features the BJA logo. BJA can use this information to promote available deliverables to the criminal justice field.   |

| Report                   | Description  |
|--------------------------|--|
| <b>Upcoming Training</b> | Lists TTAs with a training delivery TTA type, a status of active or pending, and event dates in the future. The report displays the provider, award, TTA title, event dates, and event city, county, and state. This report gives insight into upcoming trainings and where the events are taking place. |

Together, the “BJA Policy Advisor Summary” and the “BJA Policy Advisor Breakdown” reports give Policy Associate Deputy Directors insight into the grant management workload of their policy advisors.

### 10.1 Generating BJA Policy Associate Reports

BJA Policy Associate reports are accessible to BJA and BJA NTTAC staff through the TTA Reporting Portal on <https://BJATTA.bja.ojp.gov>. After logging into the system, navigate to the TTA Reporting Portal and select the “Reports” menu bar option. Under the “BJA Administrator Reports” heading on the left side of the screen, select “BJA Policy Associate Reports” (figure 74).

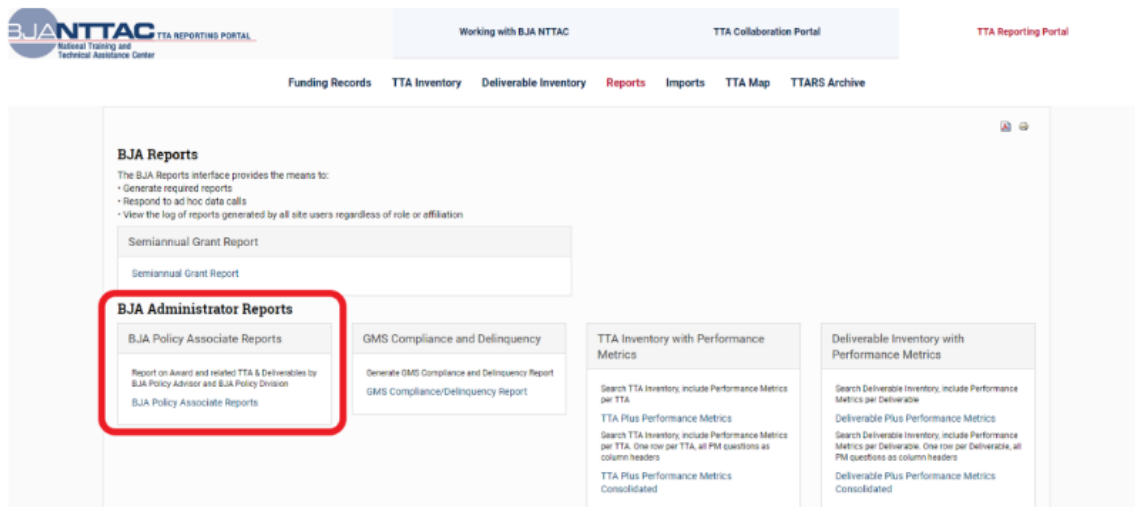


Figure 74: BJA Administrator Reports

Select the tab for the desired report. The report page will display search filters and a results table. The primary filters available for all reports are “BJA Policy Advisor” and “BJA Policy Division.” The “BJA Policy Advisor Breakdown,” “Upcoming Deliverables,” “Completed Deliverables,” and “Upcoming Training” reports include additional search filters that are available by clicking on “Advanced Options” (figure 75). Advanced options

may include provider name, deliverable and training TTA type, and date ranges. After selecting the desired filters, generate the report by clicking the “Apply” button. The “Reset” button clears all previously selected filters.

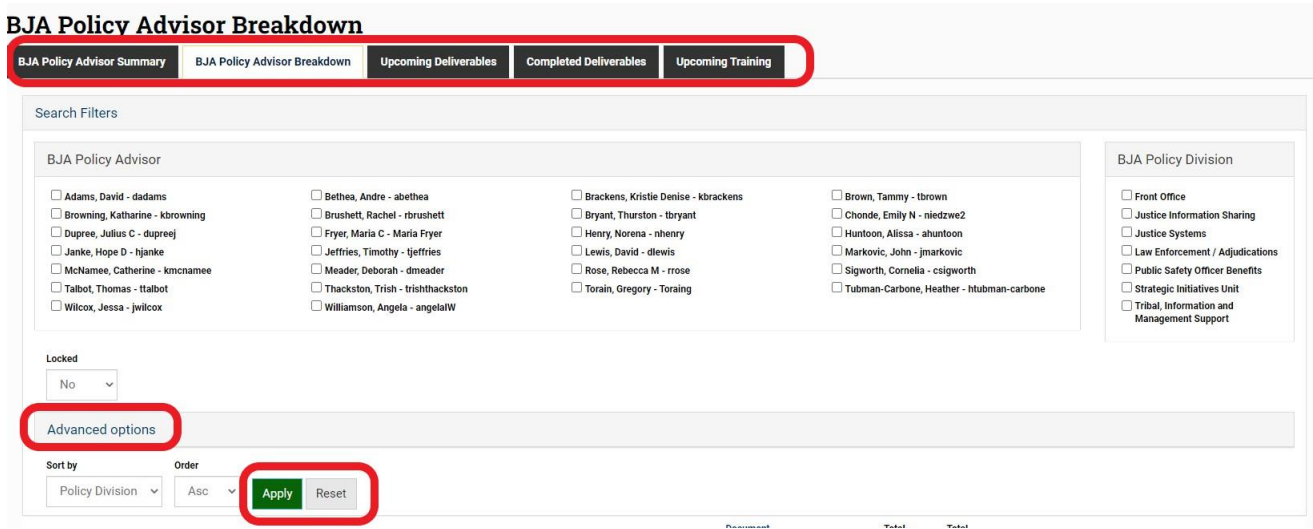


Figure 75: BJA Administrator Reports Search Filters

## 10.2 Manipulating and Exporting the Results

The search results table displays key information about BJA Policy Advisors’ awards, deliverables, or trainings. Some column headers are hyperlinked to enable you to sort the table by that data point. Results tables can be exported by clicking on the “CSV” button below the results table. The “BJA Policy Advisor Summary,” “BJA Policy Advisor Breakdown,” and “Upcoming Training” reports export all data visible in the results table. The “Upcoming Deliverables” and “Completed Deliverables” reports export all visible data and include additional data points, such as the description of the deliverable, program area, subprogram areas, and demographic groups targeted by the deliverable