

Semiannual Grant Report Guide

Overview

The Semiannual Grant Report is a required report that demonstrates BJA TTA grantees award activity. The data collected through the BJA TTARP provides valuable information to BJA about trends and the needs of the criminal justice field. The Semiannual Grant Report also assists BJA Policy Advisors as they monitor the goal progress of BJA TTA grantees.

To Complete Semiannual Grant Reporting BJA TTA Grantees Must:

1. Update award objectives.
2. Add or update deliverables and TTA activities to reflect any award activity that occurred in the reporting period, whether still ongoing or completed.
3. Add performance metric data for deliverables and TTA activities that were completed in the reporting period.
4. Respond to the eight narrative questions.
5. Generate the Semiannual Grant Report.
6. Certify the Semiannual Grant Report.
7. Generate a PDF of the Semiannual Grant Report and upload it to JustGrants.

Semiannual Grant Reporting Deadlines:

January 30	Semiannual Grant Report for the reporting period of July 1 st – December 31 st is due.
July 30	Semiannual Grant Report for the reporting period of January 1 st - June 30 th is due.

The BJA NTTAC team will offer training opportunities and office hours as the Semiannual Grant Report deadline approaches; however, if you have questions or need additional assistance, contact the BJA NTTAC Team weekdays between 9am-5pm ET at bjanttac@usdoj.gov.

Step 1: Update Award Objectives

Objectives are defined as the goals that must be achieved to fulfill the overall purpose of your award. If you did not define specific award objectives in your solicitation, this worksheet will help

guide a conversation with your BJA Policy Advisor to determine award objectives. For a more detailed step-by-step guide and video on how to enter objectives into the BJA TTARP please review the [Objectives Entry Guide](#).

To Update Objectives:

1. If there are no objectives listed for your award, work with your BJA Policy Advisor to create them.
2. Review existing objectives and add any additional objectives that are needed to reflect the award activity completed in the last reporting period.
3. Update the status of objectives to reflect whether the activity related to that objective has not yet started (**pending**), is ongoing (**active**), or has concluded (**complete**).

Step 2: Update TTA Activities and Deliverables

TTA activities and deliverables are the activities through which you achieve your objectives. Each TTA activity or deliverable you enter will be linked to an already created objective.

A **TTA activity** is an event, training, or instance of targeted support provided to agencies and individuals to support knowledge, skill, or capacity building. A **deliverable** is a reusable, tangible artifact that can be referenced or used by others (e.g., recorded webinars, podcasts, website). For more detail on the different types of TTA activities and deliverables, please reference the [TTARP Data Dictionary](#). For a more detailed step-by-step guide and video on how to enter TTA activities and deliverables into the BJA TTARP, please review the resources available on the [TTARP Resources](#) page.

To Update TTA Activities and Deliverables:

1. Update the status of existing TTA activities and deliverables to reflect whether that deliverable or TTA activity has not yet started (**pending**), is ongoing (**active**), or is concluded (**complete**).
1. Add activities and deliverables to reflect the planned, ongoing, and completed activities your agency underwent in the last reporting period.

Step 3: Add Performance Metric Data to Completed TTA Activities and Deliverables

Performance metrics measure the output or outcome of your award activities and services and demonstrate the accomplishment of the goals and objectives of your award.

Each completed TTA activity and deliverable should include at least one performance metric. The selected performance metric will depend on the type of TTA activity or deliverable entered. For more information on performance metric types, you can view the [TTARP Performance Metric Extract](#) on the BJA TTARP Interest Group.

There is also the option to include a narrative related to the performance metric questions to provide greater insight into the impact of the activity. Some examples (1) why some performance metric questions may not be applicable to the TTA 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 activity. Such additional details provide more context to BJA staff for your TTA activities.

To Update Performance Metrics:

2. Determine which TTA activities or deliverables you completed in the reporting period and review the available performance metric options.
3. Select the one that provides the best accounting of the work you completed and enter the appropriate data.
4. Complete a narrative that describes your activities (optional).

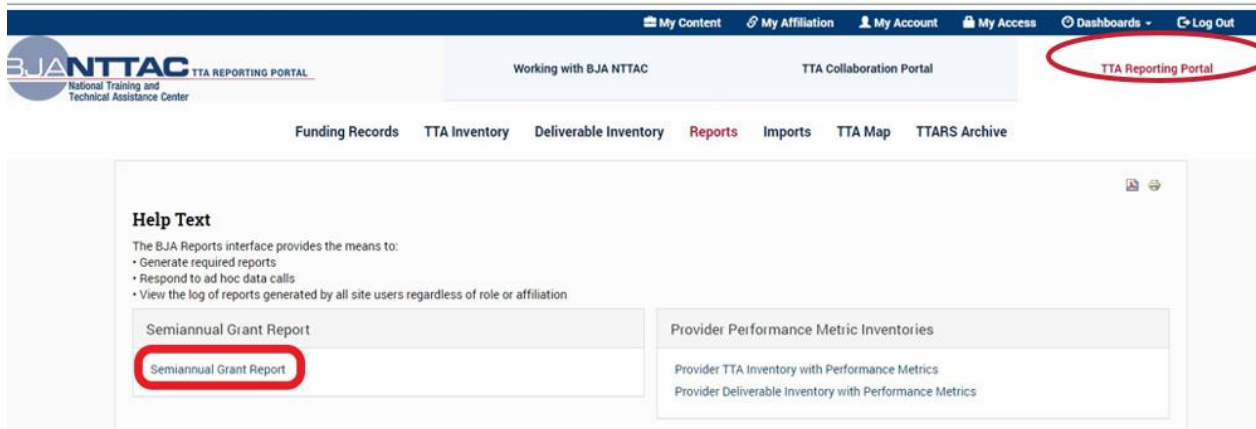
Step 4: Respond to the Eight Narrative Questions

BJA TTA Grantees are required to respond to eight narrative questions relating to the six-month reporting period to provide additional detail to BJA about accomplishment, barriers to success, and planned future activities.

Narrative Questions	Description
Reporting Period Accomplishments	Describe any accomplishments that occurred during the six-month reporting period.
Grant Application Goals Accomplished	Describe any grant application goals accomplished during the reporting period.
Problems/Barriers Encountered	Indicate if there were any problems, barriers, or challenges faced during the reporting period.
Is there any assistance that BJA can provide to address any problems/barriers identified above? If yes, explain.	If BJA can provide any assistance, select “yes” and describe what is needed and how assistance from BJA may help. If additional assistance is not needed, select “no.”
Grant Status	Describe if you are on track to complete the programs as outlined in your grant application.
Next Six Months’ Activities	Describe any major activities planned for the next six months.
Innovative Programs/Accomplishments	Share any innovative programs/accomplishments that may interest BJA based on your knowledge of the criminal justice field.
Other Relevant Information	Enter any additional information to support the Semiannual Grant Report for this reporting period.

To Complete the Narrative Questions:

1. Go to the [BJA NTTAC website](#).
 - Select the **TTA Reporting Portal** button on the top right side of the screen.
 - Select **Reports** from the horizontal list of headers
 - Select **Semiannual Grant Report** on the left side of the screen



2. Use the dropdown options to select the reporting period for the current Semiannual Grant Report and the relevant award reference number (figure 2).

Semiannual Grant Report : Award Selection

Reporting Period

2022 January - June

Award Reference

- Select a value -

Figure 2. Semiannual Grant Report: Award Selection Web Page

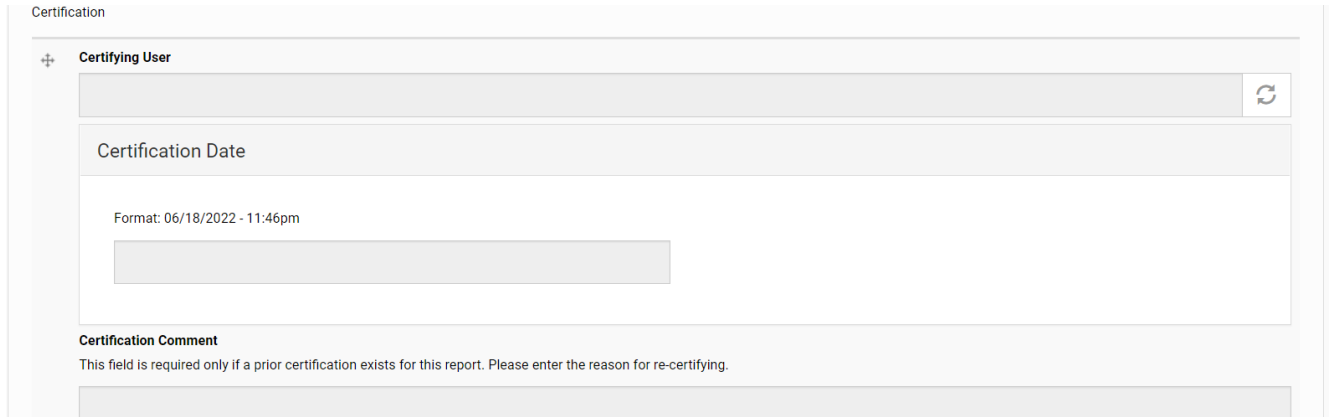
3. Complete the narrative questions. Clicking "**Save**" will generate the Semiannual Grant Report which will then need to be certified.

Step 5: Certify the Semiannual Grant Report

To formally submit the BJA TTARP generated Semiannual Grant Report through JustGrants, it must first be certified. 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.

To Certify the Semiannual Grant Report:

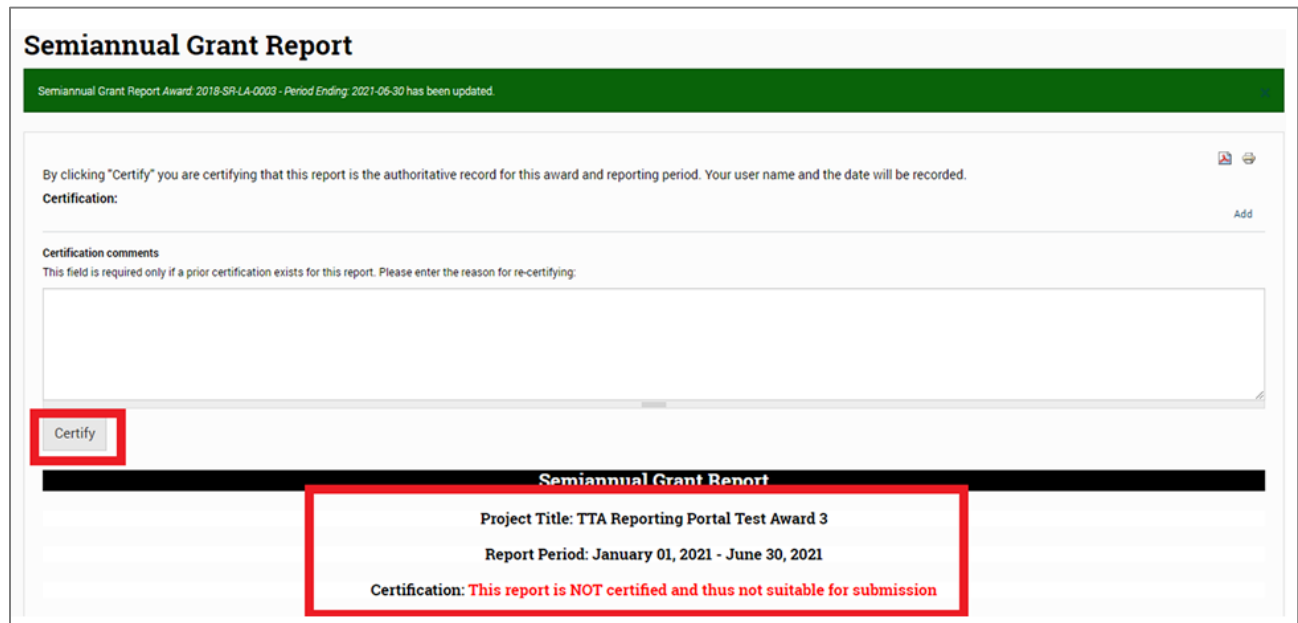
1. Clicking **Save** on the Performance Narrative page will generate the



The screenshot shows a web form titled "Certification". It contains three main sections: "Certifying User" with a text input field and a refresh icon; "Certification Date" with a text input field and a format example "Format: 06/18/2022 - 11:46pm"; and "Certification Comment" with a text area and a note: "This field is required only if a prior certification exists for this report. Please enter the reason for re-certifying."

Figure 3. Semiannual Grant Report Web Page

2. At the bottom of the page, click the **Certify**. If you need to change something after you have certified your Semiannual Grant Report, you can make the change and then repeat this process to certify your report. If you have to re-certify your report, use the textbook to detail the changes made (figure 4).



The screenshot shows the "Semiannual Grant Report" certification page. It includes a green header with the text "Semiannual Grant Report Award: 2018-SR-LA-0003 - Period Ending: 2021-06-30 has been updated." Below this is a section for "Certification" with a note: "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." There is a "Certification:" label and an "Add" button. Below that is a "Certification comments" section with a note: "This field is required only if a prior certification exists for this report. Please enter the reason for re-certifying:" and a text area. A red box highlights the "Certify" button. At the bottom, a black bar contains the text "Semiannual Grant Report". Below this, a white box with a red border contains the following information: "Project Title: TTA Reporting Portal Test Award 3", "Report Period: January 01, 2021 - June 30, 2021", and "Certification: This report is NOT certified and thus not suitable for submission".

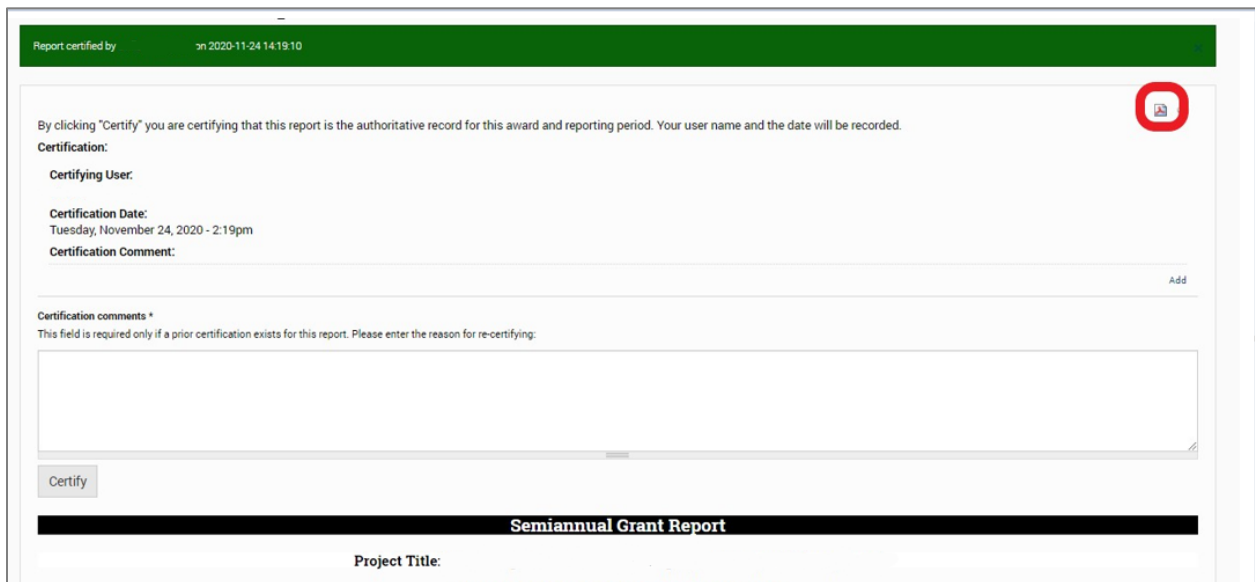
Figure 4. Semiannual Grant Report Certification Web Page

Step 6: Generate a PDF of the Semiannual Grant Report and Upload it to JustGrants

After certifying the Semiannual Grant Report, it must be uploaded to JustGrants. [This video](#) created by the Office of Justice Programs (OJP) describes how to upload the PDF and submit your required reporting through JustGrants. If you have questions about what reporting in JustGrants is required, please contact your BJA Policy Advisor.

To Submit PDF to JustGrants:

1. Once the report is certified, click the pdf icon on the top right of the certification screen (figure 5).



Report certified by [redacted] on 2020-11-24 14:19:10

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:

Certifying User:

Certification Date:
Tuesday, November 24, 2020 - 2:19pm

Certification Comment:

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:

Figure 5. Semiannual Grant Report PDF Generation Web Page

2. Save the generated PDF and upload it to JustGrants

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