![BJA NTTAC - National Training and Technical Assistance Center logo]

BJA TTA Reporting Portal: Semiannual Grant Report Tip Sheet

Overview

The Semiannual Grant Report reflects training and technical assistance (TTA) activity within a specific reporting period (January – June and July – December) that is associated with an award. It is generated by the Bureau of Justice Assistance (BJA) TTA Reporting Portal based on information submitted by BJA's TTA providers. The Semiannual Grant Report must be submitted into JustGrants as part of a TTA provider's standard semiannual reporting, which is due on January 30 and July 30. For additional guidance on how to upload the Semiannual Grant Report into JustGrants, please access the **JustGrants Performing Reporting Training**. The Semiannual Grant Report includes the following sections:

Award Information

This section displays basic information about the award, which is pulled from JustGrants. Project Impact is an optional field on the Funding Records page, so no data may have been entered.

Award Objectives

This table lists all objectives associated with the award, their respective status, and the number of TTAs and deliverables aligned with each objective. TTA providers are required to align TTAs and deliverables to an objective. The number of TTAs and deliverables aligned to each objective can provide insight into a TTA provider's progress in meeting that objective.

Award Objectives			
Objective Title	Status	# of TTAs	# of Deliverables
The PRC and its TTA partners will develop resources to respond to the needs of the field to assist with PREA standards implementation.	Active	13	27
The PRC will create and maintain a dynamic website that offers assistance to the field for PREA standards implementation.	Active	0	0
The PRC will oversee maintenance of the current audit instruments including the online tool and instrument revisions as needed.	Active	0	1
The PRC will oversee the development and implementation of the PREA Auditor Training.	Active	3	1
The PRC will oversee the processes necessary to certify, recertify and decertify PREA auditors.	Active	0	1

Qualitative Information

TTA providers respond to eight questions regarding their work during the reporting period. These responses provide context for understanding the data displayed in the Semiannual Grant Report and may include challenges faced or other circumstances that may have affected work performed.

Grant Activity Data: Number of TTAs by TTA Category and TTA Type, Number of Deliverables by Type

This section provides aggregate data on activity related to the reporting period. Columns 2–5 reflect the status of TTAs and deliverables and provide a summary of the provider's activity during the reporting period.

- Active: Number of TTAs or deliverables with an "active" status as of the last day of the reporting period.
- Completed: Number of TTAs or deliverables with a "completed' status and an Actual End Date during the reporting period.
- Pending: Number of TTAs or deliverables with a "pending" status as of the last day of the reporting period.
- Total: Sum of "active," "completed," and "pending" TTAs or deliverables during the reporting period.

Column 6 reflects the total number of completed TTAs or deliverables since the start of the award. This provides insight into progress made over the entire award period.

Grant Activity Data					
Number of TTAs by TTA Category					
Category	Active	Completed	Pending	Total	Total Completed since Award Start
THIS REPORTING PERIOD					
Conferences	0	0	0	0	0
Direct Assistance	0	0	0	0	0
National Program or Policy Advancement	0	0	0	0	0
Operational Support	0	0	0	0	0
Training	0	0	0	0	0
Total	0	0	0	0	0

Performance Metrics

This table displays aggregate data on performance metrics for TTAs and deliverables completed during the reporting period. Performance metrics are aggregated based on TTA or deliverable type, with the total number of completed activities of that type displayed in the "Count" column. The table displays only performance metrics that contain numerical responses. Performance metrics that require narrative responses are not shown—these responses can be reviewed by viewing the individual entries in the TTA Reporting Portal.

Summary for Completed Deliverables		
Type	Count	Performance Metrics and Totals
Report	1	How Many Agencies Served	1

TTA and Deliverable Activity

These tables provide a list of each TTA and deliverable with an active or pending status as of the last day of the reporting period, and TTAs and deliverables that were completed during the reporting period. TTAs and deliverables are listed alphabetically by type, and then by status. Column 1 displays the unique ID numbers associated with each entry in the TTA Reporting Portal—click on the hyperlink to view the entry in the system. In the TTA Activity table, column 6 displays the name of the primary recipient agency, if one was entered. TTAs that reach a large number of agencies may not have a primary recipient agency.

TTA Activity								
NTTAC ID	TTA Short Name	Category	Type	Program Area	Recipient Agency Name	Status	Anticipated End Date	Actual End Date
20160622-112526-62	Strategic Planning Session for Gang Prevention	Direct SLT Assistance	Focus /Advisory Group Working Session	Crime Prevention	South Carolina Attorney General's Office	Active	2016-06-30	

Deliverable Activity						
Unique ID	Deliverable Title	Type	Program Area	Status	Anticipated End Date	Actual End Date
20160524-85519-28-DLV	Law Enforcement Naloxone Toolkit	Websites	Substance Abuse/Drugs	Active	2014-06-30	2014-06-16
20160524-85519-28-DLV	Law Enforcement Naloxone Toolkit	Websites	Substance Abuse/Drugs	Active	2016-09-30	2014-06-16

Generating the Semiannual Grant Report

While the Semiannual Grant Report must be submitted as part of the semiannual progress report, the Semiannual Grant Report can be generated at any time to support grant monitoring activities. Users can navigate to the Reports page of the TTA Reporting Portal, select Semiannual Grant Report, and generate a report for the desired award and reporting period. For step-by-step instructions on generating the Semiannual Grant Report, please refer to the **Reporting Portal User Guide,** located on the **TTA Reporting Portal Resource** page.

Users may contact the BJA NTTAC Concierge Team at bjanttac@usdoj.gov or 1-833-872-5174 with questions or requests for support in using the TTA Reporting Portal Semiannual Grant Report.