BJA TTARP Reporting Guide:

Award Kickoff

Overview

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

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

As part of their award special conditions, recipients of BJA training and technical assistance awards are required to record their award activity in the BJA Training and Technical Assistance Reporting Portal (BJA TTARP) on the **BJA National Training and Technical Assistance Center (BJA NTTAC) website**. Semiannual Grant Reporting is due in the portal twice a year (January 30th and July 30th). Once you kick-off your award you will need to establish a plan for entering award activity information, set up BJA TTARP access, and enter award objectives into the BJA TTARP.

1. Establish a Plan for Entering Award Information

Resource: **Award Planning Worksheet**

It is important to establish a plan for entering award activity. Though the Semiannual Grant Report is due twice a year, grantees are encouraged to enter data continuously throughout the reporting period. Keeping data up to date provides BJA with an accurate picture of criminal justice TTA provision across the country. Using the **Award Planning Worksheet** as a guide, meet with your BJA Grant Manager to break down your award into measurable activities and performance metrics that can be entered into the BJA TTARP.

2. Set Up BJA TTARP Access

Resource: **Creating a BJA TTA Reporting Portal Account Guide**

Determine who within your organization will enter award activity and what level of access they will need. Grantee Users for your organization will receive notifications about access requests and can log into the BJA TTARP to approve them. If your organization does not have a Grantee User or you do not know who the Grantee User is, please contact the BJA NTTAC team at **bjanttac@usdoj.gov**. Use the **Creating a BJA TTA Reporting Portal Account Guide** to set up access.

3. Set Up BJA TTARP Access

Resource: **Objectives Entry Guide**

Award objectives must be established in the TTARP before you are able to enter any additional award activity. Additional objectives may be added as your award progresses. Use the **Objectives Entry Guide** to see step-by-step instructions on how to enter the objectives into the BJA TTARP.

Ongoing Data Entry and Reporting

Overview

BJA TTA grantees are encouraged to regularly update the BJA TTARP with award activity data. The BJA TTARP has preset options for categories and types of award activity (the **TTARP Data Dictionary** contains all available options). Once an award activity is complete, pre-set performance metrics must be completed to demonstrate the impact of the award activity (the **TTARP Performance Metrics Extract from Data Dictionary** contains all available options). Semiannual Grant Reporting is due January 30th and July 30th.

1. Enter TTA Activities and Deliverables

Resource: **TTA Activity Entry Guide** and **Deliverable Entry Guide**

Award activity data reporting is divided into two categories, TTA activities and deliverables. TTA activities are events, trainings, and instances of targeted support provided to agencies and individuals to provide knowledge, skill, or capacity building. Deliverables are tangible, reusable artifacts that can be referenced and used by others, such as a document, tool, training curriculum, newsletter, web page, or system. Consider which category better captures your award activity and follow the guides to enter data. Award activity data may also be entered using the Import Tool. The **Using the Import Tool** guide contains additional information.

2. Enter Performance Metrics

Resource: **Performance Metrics Best Practices Tip Sheet**

At least one Performance Metric is required for each completed TTA activity or deliverable, through grantees are encouraged to enter multiple Performance Metrics. The options for Performance Metric entry are dependent on the type of TTA Activity or Deliverable. Starting in January 2024, grantees who conduct trainings will be required to provide Performance Metrics related to evaluations.

3. Complete Semiannual Grant Reporting

Resource: **Semiannual Grant Report Guide**

Semiannual Grant reports are due **January 30th** for award activity occurring between July 1st- December 31st and **July 30th** for award activity occurring between January 1st – June 30th. Pay careful attention to the steps in the Semiannual Grant Report Guide and be sure to update all award activities.

Award Close-Out

Overview

There are separate steps for closing out your award in JustGrants and the BJA TTARP; these are two distinct, required processes. Please check with your BJA Grant Manager to ensure that you are completing all the required close-out steps for your awards. You have 120 days after your award end date to complete the required closeout steps. They include adding any additional award activities, marking any active activities as complete, and generating a final Semiannual Grant Report to provide to your Grant Manager.

1. Update and Complete Award Activities

Resource: **TTA Activity Entry Guide** and **Deliverable Entry Guide**

Review the entered data for your award and add any missing TTA Activities or Deliverables. If there are any award activities that are "Pending" or "Active" change the status to "Completed." If the listed activity did not occur, mark as "Cancelled". Remember, award activities marked with "Cancelled" do not show on any reports. Mark all award objectives as completed.

2. Create a Final Report

Resource: **Semiannual Grant Report Guide**

Grantees must generate a Semiannual Grant Report, certify it in the BJA TTARP, and send it to their Grant Manager as part of the grant close out processes. Grantees should confer with their Grant Manager to confirm whether the narrative section should be completed or if it can be left blank.

Using the directions in step four, five, and six of the Semiannual Grant Report Guide generate a PDF of your award activities. Please be sure to certify your report as this indicates to the BJA NTTAC staff that your reporting is complete.

TTARP Resources

Online Resources

TTARP resources can be accessed via the **TTARP Resources** page.

Online Resources

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

Training Resources

Type of Training/Tool	Description
Coaching Session	Upon request, BJA NTTAC staff provides one-on-one or small group sessions to customize support for a TTA provider or BJA staff user.
Full System Training	BJA NTTAC staff provides a virtual training on the TTARP prior to each reporting period deadline. This training prepares users to navigate and enter data into the TTARP and raises awareness of system functionality.
Help Desk	BJA NTTAC staff provides immediate assistance to users with questions or technical difficulties via phone (1-833-872-5174) or email (**bjanttac@usdoj.gov**)
Office Hours	The BJA NTTAC team holds a live question-and-answer session prior to each reporting period deadline to field questions from TTA providers and provide system demonstrations.

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.