

Entering TTA Activities into the TTARP

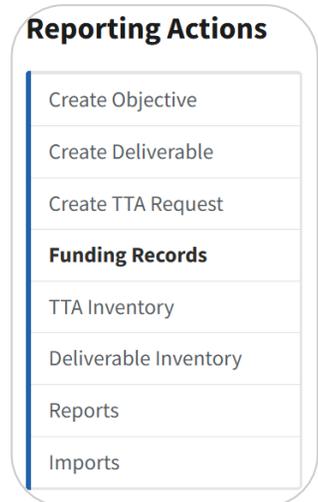
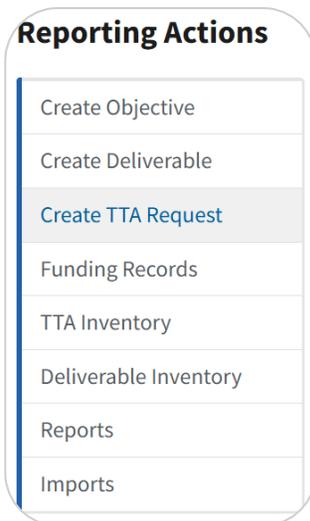
Award	The BJA-funded project that has been awarded to your organization. Each award has a goal, which is what you generally plan to achieve over the course of your project. <i>E.g. Promote collaboration amongst grantee sites.</i>
Objectives	The smaller tasks you need to complete to accomplish your goal. Objectives should be specific and measurable. Each TTA and deliverable should clearly align to one award objective. <i>E.g. Support one monthly coordinating meeting at the four grantee sites, Manage a web-based platform accessible by all grantee sites.</i>
TTA Activity	TTA activities are events, trainings, workshops, targeted support, and assistance that provide knowledge, skills, and/or capacity-building. TTA activities can be informational (TTA that does not require lengthy or ongoing assistance, such as a phone call), limited (TTA that is specific to one point in time and requires limited contact, such as a one-time event or training), or intensive (TTA that is ongoing and highly customized, such as designing and implementing a program or practice). <i>E.g. Virtual meeting on 11/5/24 to discuss community resources.</i>
Deliverable	A tangible, reusable resource that can be referenced and used by others, such as a document, podcast, video, tool, training curriculum, newsletter, website, or system. You should be able to pause or print a deliverable. <i>E.g. Webinar recording of 11/5/24 virtual meeting.</i>

TTA activities should be added when conceptualized and updated as the activity progresses.

Creating a TTA Activity

After signing in, select the **Funding Records** page from the menu on the left.

1. Select the relevant award from the available list.
2. On the award page, select **Create TTA Activity** from the menu on the left.



3. Select the status from the dropdown menu:
 - a. **Not Started** means the TTA activity is in the planning stage
 - b. **In-Progress** means work on the TTA activity is ongoing
 - c. **Completed** means work on the TTA activity has ended
 - d. **Cancelled** means the TTA activity is cancelled or no longer valid (it will not appear on your reporting)

General Information

4. Enter an NTTAC ID that can be used to uniquely identify the TTA activity. This will be used to assign deliverables to this associated TTA activity.
5. Enter a TTA activity title and short name that briefly describes the TTA activity. (Example: Title – Monthly Coordination Call with Grantees; Short Name – Monthly Call)
6. Select the appropriate award from the available list.
7. Select the appropriate objective (*objective reference*). This will assign your TTA activity to an award objective to create the connection between your activities and the award's goals.

8. Enter a brief description of the TTA activity.
9. Select the appropriate category, type, and TTA program area for the TTA activity.
10. Begin typing your username into TTA Point of Contact and select it from the list.
11. Select the TTA estimated cost.

Dates / Events

12. The activity starts when planning begins and ends when the activity concludes. Add the start date and anticipated end date; the actual end date is not entered until TTA activity has been completed.
13. If the recipients of this TTA activity were national in scope, select the checkbox for *Recipient Agency Scope*.
14. If you are delivering an event or training that is open to the public as part of your TTA activity, you have the option to display the event on the public facing BJA NTTAC TTA Catalog so that other agencies can participate.

Performance Metrics

15. This section should only be completed once the TTA activity is complete and the Status of Request field has been changed to **Completed**.
16. Provide the performance metrics related to the TTA activity. See [Adding Performance Metrics](#)

Submit

17. Review the information listed for accuracy and click **Save**. You can go back and edit the information after submitting but you will not be able to delete the TTA activity.

Updating the Status of a TTA Activity

On the **Funding Records** page:

1. Select the relevant award from the available list.
2. From the table listing all related TTA activities, select the TTA activity you wish you update.
3. Select **edit**.
4. Edit any fields, including the status.
 - a. **Not Started** means the TTA activity is in the planning stage
 - b. **In-Progress** means work on the TTA activity is ongoing
 - c. **Completed** means work on the TTA activity has ended (see steps 5 and 6)
 - d. **Cancelled** means the TTA activity is cancelled or no longer valid (it will not appear on your reporting)

Reporting Actions

Create Objective
Create Deliverable
Create TTA Request

Funding Records

Performance Metrics

5. This section should only be completed once the TTA activity is complete and the Status of Request field has been changed to **Completed**.
6. Provide the performance metrics related to the TTA activity.
7. Click **save**.

Adding Performance Metrics

Identifying performance metrics at the start of a TTA activity is critical to ensuring they are collected. Which performance metrics are required is dependent on the TTA activity type. Review the tables below to learn which performance metrics will be required.

Host Conference

Data Entry Constraints	Field Description
Numeric	Number of individuals registered to attend the conference?
Numeric	Number of individuals who attended the conference?
Numeric	Number of federal employees?
Numeric	Number of non-federal employees?
Numeric	Number of individuals who indicated their knowledge level had increased during the conference?
Numeric	Number of individuals who indicated the conference was useful?
Numeric	Number of individuals who indicated the conference was satisfactory or better?
Character	Performance metrics narrative.

Scholarship Support or Fund Speaker

Data Entry Constraints	Field Description
Numeric	Number of individuals who received scholarship support and/or were funded to speak at an event?
Character	Performance metrics narrative.
Numeric	How many agencies served?

Training Delivery – Classroom Training/Onsite; Live Video (VTC), Online Training; Phone (teleconference); Webinar

Data Entry Constraints	Field Description
Numeric	Number of individuals who received scholarship support and/or were funded to speak at an event?
Character	Performance metrics narrative.
Numeric	How many agencies served?
Numeric	Number of non-federal employees?
Numeric	Number of individuals who completed a training evaluation?
Numeric	Number of individuals who indicated their knowledge level had increased during the training?
Numeric	Number of individuals who indicated the training was useful?
Numeric	Number of individuals who indicated the training was satisfactory or better?
Character	Performance metrics narrative.
Numeric	How many agencies served?

Focus/Advisory Group Working Session; Investigate Support; Justice Services; Operational Oversight/Audits; Peer-to-Peer Support; Policy Development/Adoption; Policy, Standards, Material Development or Review; Program/Practice Implementation; Program Implementation Management/Support; Provision of Resources/Systems; Study/Evaluation

Data Entry Constraints	Field Description
Numeric	Number of recipients who completed an evaluation?
Numeric	Number of recipients who indicated the assistance was satisfactory or better?
Numeric	Number of recipients who felt the assistance was provided in a timely manner, in view of the scope of work?
Numeric	Number of recipients who reported increased knowledge as a result of the assistance provided?
Character	Performance metrics narrative.
Numeric	How many agencies served?

Requests for Information/Helpdesk

Data Entry Constraints	Field Description
Numeric	How many inquiries did you respond to during the reporting period?
Character	Performance metrics narrative.
Numeric	How many agencies served?