

Semiannual Grant Report Guide

Overview

The Semiannual Grant Report is a required report that demonstrates BJA TTA providers' 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 progress towards award objectives.

To complete Semiannual Grant Reporting BJA TTA providers 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 during the reporting period.
4. Respond to the Semiannual Grant Report narrative questions.
5. Generate a PDF of the Semiannual Grant Report and upload it to JustGrants.

Semiannual Grant Reporting Deadlines:

July 30 Work completed **January – June**

January 30 Work completed **July – December**

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 smaller tasks you need to complete to accomplish the goal of your award. Objectives should be specific and measurable. Each TTA activity and deliverable should clearly align to one award objective. Objectives should be created when the award is first awarded and then updated throughout the duration of the award, as necessary. If objectives are not listed in your award documentation, talk with your grant manager or policy advisor.

Resource: [Entering Objectives into the TTARP](#)

To Update Objectives:

1. Review existing objectives and add any additional objectives that are needed to reflect the award activity completed in the reporting period.
2. 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 entered will be linked to an already created objective.

TTA activities are events, trainings, workshops, targeted support, and assistance that provide knowledge, skills, and/or capacity-building. **Deliverables** are tangible, reusable resources that can be referenced and used by others, such as a document, podcast, video, tool, training curriculum, newsletter, website, or system.

Resources: [Entering TTA Activities](#)

[Entering Deliverables](#)

Updating TTA Activities and Deliverables:

1. Use the TTA Inventory or Deliverable Inventory to find the item you want to update.
2. Update the status to reflect whether that deliverable or TTA activity has not yet started (**Pending**), is ongoing (**Active**), or has concluded (**Complete**).
3. Add an “actual end date” once the TTA activity or deliverable has been completed.

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 must include at least one quantitative performance metric (if available, otherwise qualitative). The selected performance metric(s) will depend on the type of TTA activity or deliverable entered.

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 Add Performance Metrics:

1. Determine which TTA activities or deliverables you completed in the reporting period and review the available performance metric options.
2. Select at least one quantitative performance metric (or qualitative, if no quantitative options are available) that provides the best accounting of the work you completed and enter the appropriate data.
3. Complete a narrative that describes your activities (optional).

Step 4: Respond to the Narrative Questions

1. Select “**Create Grant Reports**” from the Reporting Actions menu
2. Enter a title (Award number – Reporting period. Example: 123-BJA-456-7890 – January - June 2025)
3. Select the reporting period.
4. Select your organization and the award you are completing the report for, if not pre-populated.
5. Enter the reporting period; either 01/01/year to 06/30/year or 07/01/year to 12/31/year.
6. Complete the seven narrative questions.
7. Select **save**.

Reporting Actions

- Create Objective
- Create Deliverable
- Create TTA Activity
- Funding Records
- TTA Inventory
- Deliverable Inventory
- Reports
- Imports
- Create Grant Reports**

Narrative Questions	Description
Reporting Period Accomplishments	What were your accomplishments this reporting period?
Grant Application Goals Accomplished	What goals were accomplished, as they relate to your grant application?
Problems/Barriers Encountered	What problems/barriers did you encounter, if any, within the reporting period that prevented you from reaching your goals or milestones?
Is there any assistance that BJA can provide to address any problems/barriers identified above?	If yes, please explain.
Grant Status	Are you on track to fiscally and programmatically complete your program as outlined in your grant application? (Please answer YES or NO and if no, please explain.)
Next 6 Month Activities	What major activities are planned for the next 6 months?
Innovative Programs/Accomplishments	Based on your knowledge of the criminal justice field, are there any innovative

	programs/accomplishments that you would like to share with BJA?
Other Relevant Information	Enter any additional information to support the Semiannual Grant Report for this reporting period.

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

After completing the narrative questions and selecting **save**, select **Download as a PDF** near the top of the next page. If you don't see the download appear in your web browser, check in your computer's Downloads folder.

After downloading 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.