JAG QUESTIONNAIRE STRUCTURE– HOW DO I REPORT?

Questionnaire Structure

Awards/Subawards Creation

General Award Information

Program Area Selection
(Select the best option)

1. Law enforcement
2. Prosecution and court
3. Prevention and education
4. Corrections and community corrections
5. Drug treatment and enforcement
6. Planning, evaluation, and technology improvement
7. Crime victim and witness (other than compensation)
8. Mental health programs and related law enforcement and corrections (including behavioral programs and crisis intervention teams)
9. Implementation of State crisis intervention court proceedings (including but not limited to mental health courts; drug courts; veterans courts; and extreme risk protection order programs)

JAG Awards/Subawards Expenditures Only

Section 1: Expenditures
Report on all expenditures within JAG award including equipment, supplies, contracts/consultants and personnel.

Section 2: Project Progress Expenditures only
Report on overall JAG award description (initial reporting period) and progress/barriers (semi-annual).

JAG Award/Subawards Programs Services/Activities

Section 1: Expenditures
Report on all expenditures within JAG award including equipment, supplies, contracts/consultants and personnel.

Section 2: Services/Activities
Report on programmatic outcomes and impacts. Mandated measures specific to programmatic areas.

Section 3: Training
Report on training hosted, attended, provided, or developed.

Section 4: Research and Assessment
Report on research and assessment objectives and results.

Section 5: Project Progress Program Services/Activities
Report on overall JAG award project description (initial reporting period) and goals and objectives (semi-annual).

Setting Up Your JAG Award, Subawards, and Project/Initiatives

If your program is supporting more than one Program Purpose Area (PPA), you will be required to complete a PMT report for each PPA

Grantee Status Summary for Federal Award Number 2023-NEW-JAG-XXXXX-TST

Grantee Activity

Grantee	Amount Allocated for Grantee-level Activity and Administration	Project/Initiative Title	Actions	Data Entry Status	Report Status
CSRA Smoke Test	$ 100,000	Law Enforcement Diversion	Save	Not Started Enter/Edit Data	Not Created Create JustGrants Report

Subrecipient Activity - 3 subawards Active for 2023-NEW-JAG-XXXXX-TST

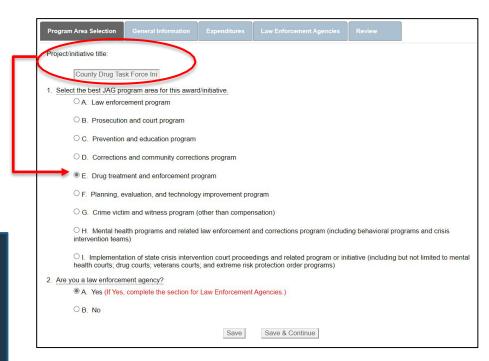| Edit All Checked		Add a Subrecipient	Add Subrecipients Bulk Upload	Find Subrecipients

Check All ☐	Subrecipient	User ID	Subaward Number	Project Period	Amount of Subaward	Project/Initiative Title	Data Entry Status	Actions
☐	test	VA0540G	VA0540G-01	Oct 1, 24 - Sep 30, 28	$100,000	Juvenile Delinquency Prevention and Intervention	Not Started Enter/Edit Data	Edit Remove
☐	test 2	VA0715G	VA0715G	Oct 1, 24 - Sep 30, 28	$115,000	County Drug Task Force Initiative	Not Started Enter/Edit Data	Edit Remove
☐	test 2	VA0715G	VA0715G-2	Oct 1, 24 - Sep 30, 28	$175,000	Community Reentry Program	Not Started Enter/Edit Data	Edit Remove

Funding supports one program area

Funding supports two distinct program areas

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Questionnaire Structure – Program Area Selection

- Select a single JAG PPA that corresponds to the PPA listed in the Project/Initiative title
- Complete the questionnaire solely related to the expenditures and activities for this program area within the project/initiative.
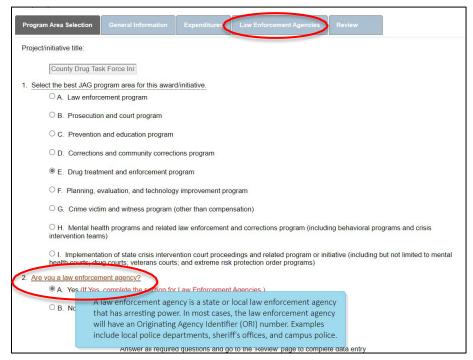
Note: If JAG funding supports multiple and separate program areas, a separate subaward must be created for each program area that is funded, thereby creating a new questionnaire.

Questionnaire Structure – Program Area Selection

- Indicate if you are a law enforcement agency

- Complete additional questions
  - JAG Policies, Procedures, Trainings, Strategies
  - Training information

Questionnaire Structure – General Award Information

- Grant Activity: When the grantee has obligated, expended, or drawn down grant funds to implement objectives proposed in the BJA-approved grant application.

- Once you answer "Yes", the program becomes operational and remains so until the grant closes out.

- Administrative set-aside funds are not applicable for reporting.

  o Complete Project Progress only.

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Questionnaire Structure – Expenditures

Did you expend JAG funds on **equipment, technology, or supplies** during the reporting period? Yes/No

- Complete the table.
  Type your equipment/supplies in the appropriate Category, indicate Total Quantity Purchased and Total JAG Funds Spent.

- Only enter items in the "Other" category that do not fit within a specific category.

Questionnaire Structure – Expenditures

- Did you expend any JAG funds on **consultants or contractual supports** during the reporting period?

- Did you expend any JAG funds on **personnel overtime, salary, or pay** during the reporting period?

3. During the reporting period, did you expend any JAG funds on consultants or contractual supports?
   - ◉ A. Yes
   - ○ B. No (If No, skip next question.)

4. Describe what consultants and/or contractual supports were paid for with JAG funds during the reporting period. Include names, titles, and areas of expertise where applicable.

   You have 5000 characters left. (Maximum characters: 5000)

5. During the reporting period, did you expend JAG funds on personnel overtime, salary, or pay?
   - ◉ A. Yes. JAG funds were expended on salary/pay or personnel overtime
   - ○ B. No. JAG funds were not expended on salary/pay or personnel overtime (Skip to Question 9)

6. During the reporting period, in which areas did you expend JAG funds on personnel overtime, salary, or pay?
   - ☐ A. Overtime hours
   - ☐ B. Personnel salary/pay, includes fringe benefits (Full-time equivalent)
   - ☐ C. Personnel salary/pay, includes fringe benefits (Part-time)

7. Describe the type of personnel and their role in supporting the project.

   You have 5000 characters left. (Maximum characters: 5000)

8. Enter the total amount of funding expended towards personnel overtime, salary, or pay during the reporting period:
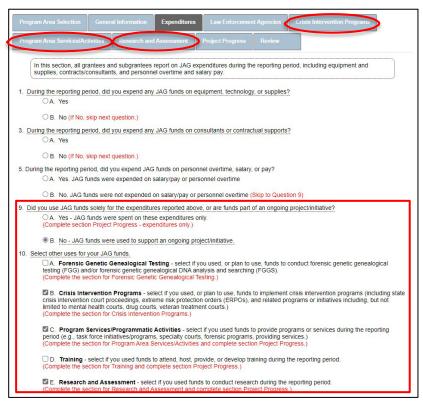
   Number

Questionnaire Structure – Other Expenditures

- If the project only funds equipment, consultants/contracts, or personnel, you have completed the performance measures and will respond to project progress.

- If the project has other components, you will respond to additional sets of questions.

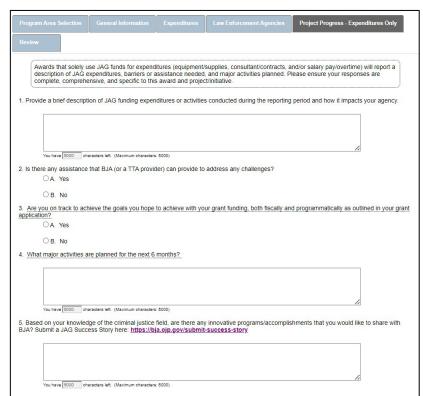**Note:** ensure you do not have to set up additional program area reports by adding "subawards"

Questionnaire Structure

Project Progress – Expenditures Only

- Complete in January, July, and at the end of the close of their award.

- If you have No Grant Activity, you will respond to these reduced Project Progress questions until your award is active.

Questionnaire Structure

Project Progress – For Programs/Activities

- Complete in January, July, and at the end of the close of their award.

- In the first reporting period, describe your JAG award.
  Include the target population, crime/problem of focus, goals, and objectives.

Defining Goals and Objectives

When Addressing your Goals Please refer only to the Goals you set in your Project Work Plan you submitted with your RFP

Defining Goals and Project Progress

Brief Description: The County's JAG Award is focused on enhancing crime analysis capabilities and software, training law enforcement officers, and integrating with intervention strategies. As a result of this funding, the county will be better equipped to evaluate and interpret data considering current crime patterns and future needs. Upon completion of this award, the County will be able to obtain valuable data that can be utilized to contribute to proactive law enforcement strategies regarding violent crime.

1. Provide a brief description of your JAG award (include target population, crime/problem of focus, goals, and objectives)

You have 5000 characters left. (Maximum characters: 5000)

2. What were your accomplishments, including any progress made toward achieving your grant-funded program goals during the reporting period?

You have 5000 characters left. (Maximum characters: 5000)

3. What challenges did you encounter, if any, within the reporting period that prevented you from reaching your goals or milestones?

You have 5000 characters left. (Maximum characters: 5000)

Defining Goals and Project Progress

Accomplishment: During the reporting period, we established a working group including IT, law enforcement officers, and leadership for implementation of the project. The working group assessed current capabilities and gaps in technology. Tasks and timelines were developed. Software options were assessed based on state and local requirements.

1. Provide a brief description of your JAG award (include target population, crime/problem of focus, goals, and objectives)

You have 5000 characters left. (Maximum characters: 5000)

2. What were your accomplishments, including any progress made toward achieving your grant-funded program goals during the reporting period?

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3. What challenges did you encounter, if any, within the reporting period that prevented you from reaching your goals or milestones?

You have 5000 characters left. (Maximum characters: 5000)

Defining Goals and Project Progress

Challenges: Challenges with hiring individuals and working through background check and hiring procedures. We have now made all hires and will be able to function at full capacity going forward.

Ensuring Data Quality

Data Quality Best Practices

- Ensure you are completing a single questionnaire for each program area.

- Designate staff for coordination of the performance data collection & reporting.

- Ensure that designated staff participate in trainings.

- Review the performance measure questionnaire before entering data.

DEMO OF PERFORMANCE MEASURE QUESTIONNAIRE

Questions?