

JAG QUESTIONNAIRE STRUCTURE– HOW DO I REPORT?



Bureau of Justice Assistance
U.S. Department of Justice

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
<input type="checkbox"/>	test	VA0540G	VA0540G-01	Oct 1, 24 - Sep 30, 28	\$100,000	Juvenile Delinquency Prevention and Intervention	Not Started Enter/Edit Data	Edit Remove
<input type="checkbox"/>	test 2	VA0715G	VA0715G	Oct 1, 24 - Sep 30, 28	\$115,000	County Drug Task Force Initiative	Not Started Enter/Edit Data	Edit Remove
<input type="checkbox"/>	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

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.

Program Area Selection | General Information | Expenditures | Law Enforcement Agencies | Review

Project/initiative title:
County Drug Task Force Ini

1. Select the best JAG program area for this award/initiative.

- A. Law enforcement program
- B. Prosecution and court program
- C. Prevention and education program
- D. Corrections and community corrections program
- E. Drug treatment and enforcement program
- F. Planning, evaluation, and technology improvement program
- G. Crime victim and witness program (other than compensation)
- H. Mental health programs and related law enforcement and corrections program (including behavioral programs and crisis intervention teams)
- I. Implementation of state crisis intervention court proceedings and related program or initiative (including but not limited to mental health courts; drug courts; veterans courts; and extreme risk protection order programs)

2. Are you a law enforcement agency?

- A. Yes (If Yes, complete the section for Law Enforcement Agencies.)
- B. No

Save Save & Continue

Questionnaire Structure – Program Area Selection

- Indicate if you are a law enforcement agency
- Complete additional questions
 - JAG Policies, Procedures, Trainings, Strategies
 - Training information

Program Area Selection
General Information
Expenditure
Law Enforcement Agencies
Review

Project/initiative title:

1. Select the best JAG program area for this award/initiative.

- A. Law enforcement program
- B. Prosecution and court program
- C. Prevention and education program
- D. Corrections and community corrections program
- E. Drug treatment and enforcement program
- F. Planning, evaluation, and technology improvement program
- G. Crime victim and witness program (other than compensation)
- H. Mental health programs and related law enforcement and corrections program (including behavioral programs and crisis intervention teams)
- I. Implementation of state crisis intervention court proceedings and related program or initiative (including but not limited to mental health courts; drug courts; veterans courts; and extreme risk protection order programs)

2. Are you a law enforcement agency?

- A. Yes *(If Yes, complete the section for Law Enforcement Agencies.)*
- B. No

A law enforcement agency is a state or local law enforcement agency that has arresting power. In most cases, the law enforcement agency will have an Originating Agency Identifier (ORI) number. Examples include local police departments, sheriff's offices, and campus police.

Answer all required questions and go to the "Review" page to complete data entry

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.
 - Complete Project Progress only.

Program Selection	General Information	Review
GENERAL INFORMATION MODULE		
<p>The General Information Module collects information on your award status and organization in general. It should be completed by grantees and sub-grantees for each reporting period the award is active.</p>		
<p>1. Have you completed all project activities and expended all funds this reporting period?</p> <p><input type="radio"/> a. Yes - Final report will be created, closing out the PMT reporting requirements after this report is complete.</p> <p><input checked="" type="radio"/> b. No - please continue</p>		
<p>2. <u>Was there grant activity during the reporting period?</u></p> <p><input checked="" type="radio"/> a. Yes</p> <p><input type="radio"/> b. No</p>		

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.

Program Area Selection | General Information | **Expenditures** | Law Enforcement Agencies | Review

In this section, all grantees and subgrantees report on JAG expenditures during the reporting period, including equipment and supplies, contracts/consultants, and personnel overtime and salary pay.

1. During the reporting period, did you expend any JAG funds on equipment, technology, or supplies?
 A. Yes
 B. No (if No, skip next question.)

2. Complete the table below indicating the number and total JAG funds spent during the reporting period on items purchased in each BJA-defined category.

Category	Items	Total Quantity Purchased	Total JAG Funds Spent <i>(Round to the nearest dollar)</i>
Camera/surveillance Equipment (e.g., in-car cameras; body-worn cameras; surveillance equipment; night vision/flashlights)	Body-worn Cameras; flashlights; mobile surveillance equipment	10	40000
Canines (e.g., canine equipment and supplies)		Number	Number
Computer Equipment/software (e.g., computers/tablet/portable devices, webcams; software; servers/storage; data/wireless access equipment; records management/database software)	tablets; software storage; wireless data	5	5000
Curriculum (e.g., training/curriculum materials, training simulators, registration fees, classroom supplies, books, and printing materials)	Body-worn camera training guides	20	500
Duty Equipment, Excluding Weapons (e.g., ballistic vest, soft body armor, clothing/uniform; duty belts and non-weapon duty equipment; radio equipment and accessories)		Number	Number
Equipment, Weapons (e.g., firearms and ammunition; less-lethal weapons and ammunition; training/simulated weapons)		Number	Number
Equipment (e.g., metal desks/desk storage, batteries)		Number	Number

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:

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”

Program Area Selection	General Information	Expenditures	Law Enforcement Agencies	Crisis Intervention Programs
Program Area Services/Activities	Research and Assessment	Project Progress	Review	

In this section, all grantees and subgrantees report on JAG expenditures during the reporting period, including equipment and supplies, contracts/consultants, and personnel overtime and salary pay.

- During the reporting period, did you expend any JAG funds on equipment, technology, or supplies?
 - A. Yes
 - B. No (If No, skip next question.)
- During the reporting period, did you expend any JAG funds on consultants or contractual supports?
 - A. Yes
 - B. No (If No, skip next question.)
- 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)
- Did you use JAG funds solely for the expenditures reported above, or are funds part of an ongoing project/initiative?
 - A. Yes - JAG funds were spent on these expenditures only. (Complete section Project Progress - expenditures only.)
 - B. No - JAG funds were used to support an ongoing project/initiative.
- Select other uses for your JAG funds.
 - A. **Forensic Genetic Genealogical Testing** - select if you used, or plan to use, funds to conduct forensic genetic genealogical testing (FGG) and/or forensic genetic genealogical DNA analysis and searching (FGGS). (Complete the section for Forensic Genetic Genealogical Testing.)
 - B. **Crisis Intervention Programs** - select if you used, or plan to use, funds to implement crisis intervention programs (including state crisis intervention court proceedings, extreme risk protection orders (ERPOs), and related programs or initiatives including, but not limited to mental health courts, drug courts, veteran treatment courts.) (Complete the section for Crisis Intervention Programs.)
 - C. **Program Services/Programmatic Activities** - select if you used funds to provide programs or services during the reporting period (e.g., task force initiatives/programs, specialty courts, forensic programs, providing services.) (Complete the section for Program Area Services/Activities and complete section Project Progress.)
 - D. **Training** - select if you used funds to attend, host, provide, or develop training during the reporting period. (Complete the section for Training and complete section Project Progress.)
 - E. **Research and Assessment** - select if you used funds to conduct research during the reporting period. (Complete the section for Research and Assessment and complete section Project Progress.)

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.

Program Area Selection
General Information
Expenditures
Law Enforcement Agencies
Project Progress - Expenditures Only

Review

Awards that solely use JAG funds for expenditures (equipment/supplies, consultant/contracts, and/or salary pay/overtime) will report a description of JAG expenditures, barriers or assistance needed, and major activities planned. Please ensure your responses are complete, comprehensive, and specific to this award and project/initiative.

- Provide a brief description of JAG funding expenditures or activities conducted during the reporting period and how it impacts your agency.

You have 5000 characters left. (Maximum characters: 5000)
- Is there any assistance that BJA (or a TTA provider) can provide to address any challenges?

A. Yes
 B. No
- Are you on track to achieve the goals you hope to achieve with your grant funding, both fiscally and programmatically as outlined in your grant application?

A. Yes
 B. No
- What major activities are planned for the next 6 months?

You have 5000 characters left. (Maximum characters: 5000)
- Based on your knowledge of the criminal justice field, are there any innovative programs/accomplishments that you would like to share with BJA? Submit a JAG Success Story here: <https://bja.ojp.gov/submit-success-story>.

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

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.

Program Area Selection	General Information	Expenditures	Law Enforcement Agencies	Crisis Intervention Programs
Program Area Services/Activities	Research and Assessment	Project Progress	Review	
<p>In this section, awards that supported programs, projects or initiatives will provide a description of your JAG award/program (during the first reporting period) and semi-annual updates on accomplishments, progress towards goals, and barriers encountered. Please ensure your responses are complete, comprehensive, and specific to this award and project/initiative. If you have multiple goals, please provide updates on each one separately.</p> <p>Your goals should align with your approved application and program budget. Once submitted, these goals cannot be changed without approval from your grant manager.</p> <ul style="list-style-type: none"> • Specific • Measurable • Achievable • Relevant • Time-bound 				
<p>1. Provide a brief description of your JAG award (include target population, crime/problem of focus, goals, and objectives)</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p>You have 5000 characters left. (Maximum characters: 5000)</p>				
<p>2. What were your accomplishments, including any progress made toward achieving your grant-funded program goals during the reporting period?</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p>You have 5000 characters left. (Maximum characters: 5000)</p>				
<p>3. What challenges did you encounter, if any, within the reporting period that prevented you from reaching your goals or milestones?</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p>You have 5000 characters left. (Maximum characters: 5000)</p>				
<p>4. Is there any assistance that BJA (or a TTA provider) can provide to address any challenges identified in Question 3?</p> <p><input type="radio"/> A. Yes</p> <p><input type="radio"/> B. No</p>				
<p>5. Are you on track to achieve the goals you hope to achieve with your grant funding, both fiscally and programmatically as outlined in your grant application?</p> <p><input type="radio"/> A. Yes</p> <p><input type="radio"/> B. No</p>				
<p>6. What major activities are planned for the next 6 months?</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p>You have 5000 characters left. (Maximum characters: 5000)</p>				
<p>7. Based on your knowledge of the criminal justice field, are there any innovative programs/accomplishments that you would like to share with BJA? Submit a JAG Success Story here: https://bia.oig.gov/submit-success-story</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>				

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**

Attachment G-4

(1) Goal:			
Objectives (A., B., C...):		A. B. C.	
Project activities that support the identified goal and objectives:		Responsible staff/ partners	Timeline
			Start Date End Date
1.			
2.			
3.			
List data and sources to be used to measure outcomes:			
(2) Goal:			
Objectives (A., B., C...):		A. B. C.	
Project activities that support the identified goal and objectives:		Responsible staff/ partners	Timeline
			Start Date End Date
1.			
2.			
3.			
List data and sources to be used to measure outcomes:			
(3) Goal:			
Objectives (A., B., C...):		A. B. C.	
Project activities that support the identified goal and objectives:		Responsible staff/ partners	Timeline
			Start Date End Date
1.			
2.			
3.			
List data and sources to be used to measure outcomes:			

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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?

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

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.

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)

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?