

Performance Reports

- Performance reports are completed and submitted by the assigned Grant Award Administrator (GAA), who can locate a current performance report from two locations—My Worklist or within the Performance Management tab of the specific funded award.
- The GAA is the only user who can open, edit, and submit performance reports.
- Once submitted, the assigned DOJ grant manager will review the report and either ask for changes or approve the report.

Legacy System

Some grantees are still reporting in legacy systems. If you report in the BJA Training and Technical Assistance Reporting Portal, OVC's Trafficking Information Management System, or the Performance Measurement Tool, the system will not include a question set.

JustGrants Tip: Delinquent performance reports can result in a hold on funds.

You will be required to attach the results of your legacy report in the attachment section.

Performance Reporting Steps

1. To open the performance report, go to **My Worklist** and select the **Case ID**.
 - You can also find the reports by opening the Awards tab, selecting the assigned ID in My Assigned Awards, and then choosing the appropriate award. On the next screen, scroll to find the task or the performance report and select begin.
2. Select the type of report to submit: **Regular** or **Final**.
 - Performance reports are generated based on the frequency and due date, as determined in the solicitation. A report should only change to final if there is an early close out.
3. Type any relevant comments in the **Comments** field.
4. In the **Attachments** section, select the **Upload** button to upload a narrative document, as directed by your grant manager.
5. From your workstation or shared drive, **select** the file to upload.
 - Update the name of the file, if necessary. The name field is required; therefore, you will not be able to move forward unless you enter your document's name.
6. Select **Attach**.
7. Once all the necessary attachments are included, select the **Submit** button. **Note:** The screen should refresh and say it was appropriately routed.

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3. On the performance report page, under the **Complete Performance Measure Question Set** section, select the link for the question set.
4. Answer the questions on the screen and then select the **Continue** button to move to the next section.
Note: Questions vary by award. Performance measure questions are included in the solicitation. Questions with a red asterisk are required.
5. Select **Finish** when you have completed the question set. The question set will show **Resolved-Completed**.
6. Navigate back to the Worklist and reopen the performance report by clicking the **Actions** menu and then the **Close** option.
7. Type any relevant comments in the **Comments** field.
8. In the **Attachments** section, select the **Upload** button to upload a narrative document, as directed by your grant manager.

Reminders

- There is a 15-day grace period following the performance report due date. Funds will not be suspended until the grace period ends. Once the delinquent report is submitted, the suspension will be lifted within 24 hours.
- The performance reporting schedule is set in the solicitation and is included in the PDF of the solicitation, disseminated to applicants.
- The question set for the performance measures is also part of the published solicitation.
- Historically, most grantees submitted semi-annually. Additional options include quarterly, annual fiscal year, annual calendar year, and annual other, which provides the most flexibility for reporting.
- Final reports are due 120 days after the end of the project period.