



FAQ

# Frequently Asked Questions for Grantees

Court Appointed Special Advocates

## Performance Measurement Tool (PMT) Specific Questions

**1. *If there's no data to enter, how do we submit the report? Do we need to submit a report if money is not used?***

If you have no data to report because you were unable to gather the data, you should report zeroes in the data fields. If you were unable to gather the data because you had not yet used any money, enter an amount of \$0 in the box for "Total Amount of Federal Award Used for Activities During this Reporting Period" on the Award Information Screen at the Grantee level. If a Subgrantee award was not operational during the reporting period, select "No" to the question "Was the project operational during the reporting period?" on the Award Information Screen at the Subgrantee level.

**2. *How do I change incorrect information about an award?***

Click on the name of the organization to get to the Award Information Summary Screen. From this screen, click on the "Edit Award Info" button to get to the Award Information Screen. Changes can be made to the federal award number, project title, award start and end date, and the award amount. Save these changes before leaving the screen.

**3. *How do I mark "In Progress" as "Not Active"?***

The system automatically marks subgrant and Subgrantee records as in progress if you have entered any information for a record. The system currently only allows you to mark subgrants as "Not Active" if they have a current status of "Not Started." If you have questions or need assistance about any subgrants that you are not able to gather data to report, contact the PMT Helpdesk for assistance.

**4. *After Profile and Program Category are entered, where in the system do I go to enter data?***

After completing the Award Information screen and then selecting/saving the program categories, the system will show you an "Enter Data" button. Click on this button to go to the Data Entry screen. The system is cumulative, so you must complete each step before you can move to the next step.

**5. *The Grantee and Subgrantees do not know if they have completed all the steps. How do grantees verify that all the steps have been completed? Is there a list of all the steps to be completed?***

The Grantee/Subgrantee may refer to the OJJDP PMT User Guide for Grantees to review the steps to completing the PMT data entry. For a Subgrantee, both the indicator selection and data entry status should show as complete on the "Subgrant/Grant Status Summary" screen. For a Grantee, they can view the overall status for Grantee Performance Reporting and Subgrantee Performance Reporting on their Grantee Status Summary screen. All records should show a status of "Complete" which denotes that the process to complete a record has been finished. There should not be any subgrant records listed as "In Progress." A Grantee is finished with reporting into the PMT system for the reporting period when the data is "Marked As Final" as part of the process to create a Performance Data Report." This report must be submitted to the Office of Juvenile Justice and Delinquency Prevention (OJJDP) through the Grants Management System (GMS) system.

**6. *How do I add/delete Subgrantees in a new reporting period?***

To delete a Subgrantee you need to contact the PMT Helpdesk. However, you cannot delete Subgrantees from the system if they have data reported for a previous reporting period. If you want to indicate that a Subgrantee funded in a prior period did not receive funds during the current reporting period, you can mark them as “Not Active,” as long as their overall status in the current reporting period is “Not Started.” Do this by clicking on the Subgrantee’s name in the “Active Subgrantees-Not Started” box found at the bottom of the Grantee Status Summary Screen. Click on the “Not Active” box to move the Subgrantee to the “Not Active Subgrantees” box and mark the Subgrantee as not active. You can add Subgrantees through the profile page by clicking on the “Manage Subgrantees” button. You will be taken to the “Subgrantee Management” screen where you can click on the “add new Subgrantee user” link to create a new Subgrantee.

**7. *How do I change a Grantee/Subgrantee’s Program Categories?***

Go to the Program Category screen by clicking the button that reads “Select Program Categories,” select the program categories and edit the funding allocated to each program categories. Please remember that you cannot delete a program category for an existing Grantee without deleting the data associated with that category.

**8. *What should I do if I do not know the target population served by a subgrant or the target population includes all youth?***

While it is best to contact your Subgrantee to gather the information, if that is not possible, the only categories for which you need to enter information are gender and age. You may want to review the subgrant application for this information. For the remaining population categories, if you have no information or the subgrant is used to serve all youth regardless of their category, for example race or justice-related criteria, select the “Not Applicable” response option.

**9. *How do I remove “Mock Subgrantees”?***

Contact the PMT Helpdesk to delete subgrant or Subgrantee records. The toll-free number is **1-866-487-0512** and the email contact is: [ojjdpmt@ojp.usdoj.gov](mailto:ojjdpmt@ojp.usdoj.gov).

**10. *Do I have to let Subgrantees enter their own data?***

No. While designers of the system assumed Subgrantees would enter their own performance data directly, state users can enter Subgrantee-level data themselves.

**11. *How do I enter Subgrantee data?***

In the past you had to log in to the system using the Subgrantee’s Username and Password. In the current version of the PMT you can click on the Subgrantee’s name once you indicate the OJJDP grant program for which you want to enter data.

**12. *When entering subgrant information, does a user have to complete the whole process in one sitting or can he or she start the entry and log out without losing the information entered up to that point?***

Users can save the information at various stages of the process.

**13. Do I have to enter data for subgrants of less than \$10,000?**

Yes, you have to enter performance data for all CASA subgrants active during the reporting period. For Subgrantees from whom you cannot get performance data, please enter zeroes in the relevant data fields.

**14. What should I do if I have saved information into the system, but the old information is still reflected on the screen?**

While this is not a frequent occurrence, in some cases the information you saved takes a few minutes to show up on your screen. If you experience this problem, you can try to refresh your screen or wait a couple of minutes before proceeding in the system. If these options do not work, please contact the PMT Helpdesk at **1-866-487-0512** or e-mail: [ojjdpmt@ojp.usdoj.gov](mailto:ojjdpmt@ojp.usdoj.gov).

**15. What does it mean to “complete” my PMT performance data?**

As part of the process of creating your final GMS report, the PMT will prompt you to “complete” your data. This is a process designed as a check of your data. You will have to ensure that the number of subgrants you entered matches the number you listed in your state profile and that you have completed data entry for each subgrant record that you started. Once you “complete” your data, they are considered final by OJJDP and you will only be able to edit them by contacting the PMT administrator to unlock your data.

**16. Why do data have to be completed before I create my GMS attachment?**

The main reason is that there are several controls built into the completion process that will improve the quality of the data in the PMT system.

**17. How do I create my GMS attachment?**

First you must be signed in as a state-level user (using the Username that ends with an “s”). Once you choose an OJJDP grant program (e.g., Title V) from the “Grant Program Selection” page, you should select the “View Reports” link on the navigation bar. This screen will walk you through the creation of your state-level performance report. You must submit these PMT-generated reports through the GMS system to fulfill your federal reporting requirement. Only entering the data into the PMT is insufficient. **\*\*REMEMBER:** You must create a GMS attachment for each fiscal year for which you spent OJJDP funds.

**18. When the submission period is closed for reporting, how do I enter data?**

You cannot enter data once the system is closed for data submission. Please contact your OJJDP state representative about having the PMT reopened for data entry.

**19. Will the OJJDP PMT automatically generate e-mails to alert users to data submission and requests for data revision?**

Yes. The system will use the e-mails provided by users on the profile screens to send automatically generated e-mail messages. State users will receive a message when their Subgrantees submit indicators or data, and Subgrantees will receive messages when their state requests a data revision.

**20. Can I use the PMT to send comments to Subgrantees when I send their data back for revision?**

Yes. When you click on the “Send Back for Revision” link on the “Subgrant Definition Summary” page, you will see a new screen that contains both a confirmation that you want to send the information back to the Subgrantee for revision and a text box into which you can enter a comment.

## Program Specific Questions: CASA

**21. *If all of my funds were subawarded and none were used at the Grantee level, do I still need to report at the Grantee level?***

Yes, on the Award Information Screen enter an amount of \$0 in the box for “Total Amount of Federal Award Used for Activities During this Reporting Period.” After you save this information you are finished reporting at the Grantee level. Remember to complete reporting on all funds used for activities at the Subgrantee level.

### OJJDP PMT HELPDESK

You can contact the OJJDP PMT Helpdesk Monday–Friday, 8:30 a.m. to 5:00 p.m. ET via email at [ojjdpmt@ojp.usdoj.gov](mailto:ojjdpmt@ojp.usdoj.gov) or call the toll-free number: 1–866–487–0512.

Access the Office of Juvenile Justice and Delinquency Program PMT at: <https://ojpsso.ojp.gov/>