

Performance Metric Tracking (PMT): Overview of Requirements

Performance Metric Reporting Schedule

Report	Submit to	Frequency	Due
PMT Reports	BJA via www.ojp.gov/performance	Quarterly	30 days after the end of the quarter
Semi-annual Progress Reports	BJA via Justice Grants System (JustGrants) (with corresponding PMT report)	Semi-annually	30 days after end of 6/30 and 12/31 reporting periods
Inventory Count	RTI Site Liaison	Monthly	5 days after the end of the month

PMT

Performance Metric Tracking (PMT) provides quarterly updates to the Bureau of Justice Assistance (BJA) and the National Sexual Assault Kit Initiative Training and Technical Assistance (SAKI TTA) team. These updates include the grantee’s inventory of unsubmitted SAKs and SAK testing progress as well as information on the investigation and prosecution of cases that result. The PMT report also asks questions about grant activity during the quarter, including working group and partner activity; development and implementation of new policies, procedures, and protocols; trainings conducted or attended; and creation of new positions or use of overtime.

Semiannual Progress Reports

In January and July of each calendar year, qualitative data on the goals and objectives of your site over the previous 6 months are reported into the PMT. A report from the PMT must be uploaded into JustGrants.

Inventory Count

As a requirement of SAKI funding, it is expected that a full inventory of unsubmitted SAKs will be completed within the first 6 months of the grant period. To track the progress of the inventories still in process, BJA asks that grantees submit inventory numbers monthly to their TTA site liaison at RTI International. At the end of each month, the SAKI TTA team will send a reminder to the site to provide the number of unsubmitted SAKs inventoried that month and the updated cumulative number of unsubmitted SAKs inventoried.

Frequently Asked Questions

Q: Where can I get help if I have a problem submitting a PMT report?

A: If you are having difficulties with the PMT website or reporting system, please call the BJA PMT Help Desk at 1.888.252.6867 or email bjapmt@ojp.usdoj.gov. If you have questions about how to track data or interpret questions, please contact your site liaison or send an email to sakitta@rti.org.

Q: How should I track the data for the PMT?

A: Data for the PMT can be tracked in Excel spreadsheets or generated from an evidence tracking system. BJA provides an Excel tool, SAKI TRAX, designed for sites to keep track of data weekly, monthly, or quarterly. The SAKI TTA team can provide further guidance on evidence tracking systems.

Q: Our agency completed our inventory prior to the start of the SAKI award. How will that affect our reporting?

A: If you completed your inventory prior to the start of the award, you will enter these numbers into a baseline section of the first PMT you submit with grant activity. You will work with your SAKI TTA site liaison to certify your inventory with BJA. Once your inventory is certified, you will not have to respond to the monthly inventory request.

Q: Our agency started our inventory before the start of the SAKI award, but it is not complete. How should we report SAKs inventoried and tested prior to the start of the grant?

A: If you started your inventory or testing before the start of your award, you will enter your current SAK inventory count into the baseline section of the first PMT you submit with grant activity. In response to your first monthly inventory request, inform your site liaison of your current cumulative total, and continue to send monthly updates until your inventory is complete. At that point, you will work with your SAKI TTA site liaison to certify your inventory with BJA. Once your inventory is certified, you will not have to respond to the monthly inventory request.

Have a question not answered here? Contact your SAKI TTA site liaison or email sakitta@rti.org.

Helpful Resources

[BJA Performance Measures](#)

[Recent PMT/JustGrants Important Reminders](#)

[BJA YouTube Channel](#)

JustGrants Resources

[JustGrants Performance Reporting Resources](#)

(instructional video of uploading performance reports).

For JustGrants questions, please contact JustGrants Support at JustGrants.Support@usdoj.gov or 1.833.872.5175.