



General Performance Questionnaire

National Criminal History Improvement Program (NCHIP)
NICS Act Record Improvement Program (NARIP)

Select Program:

Select Federal Year:

Recipient:

Reporting Period:

Completed By:

Date Completed:

Award ID(s):

INSTRUCTIONS

The following pages outline the general performance questions for **ALL** recipients of an NCHIP or NARIP award. The data collected from this form is used by CJG members to enter performance data in DOJ's grant management system. Activity should be reported by the federal program and year. Consolidate information if there are multiple Award ID's.

NCHIP and NARIP recipients must also complete a supplemental semi-annual questionnaire every six months by the following deadlines:

- **January 1 – June 30:** the report is due no later than **July 15**.
- **July 1 – December 30:** the report is due no later than **January 15**.

**FAILURE TO SUBMIT THE APPROPRIATE PERFORMANCE
QUESTIONNAIRE(S) BY YOUR AGENCY'S REPORTING DEADLINE
WILL RESULT IN THE WITHHOLDING OF FUNDS ON YOUR AWARD.**

Please contact Criminal Justice Grants at (850) 617-1250 for any questions pertaining to this report.

PROJECT STATUS

Respond to each question in this section to report on the status of your award.

1. Is this a final performance report?
2. Do you have grant activity to report this period?
 - a) If there was no activity, indicate the reasons below (select all that apply):
 - Hiring challenges
 - Pending Institutional Review Board (IRB) review or determination
 - Procurement in process
 - Requesting proposals for contracts (RFP state)
 - Turnover of key personnel
 - Waiting for BJS/OJP budget approval
 - Waiting for state legislative budget or project approval
 - Other (explain):



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- b) What date do you anticipate grant activities will begin?
- c) Describe the work that is planned for the next reporting period and anticipated progress that will be made towards project goals.
- d) Report on any significant changes (amendments) you anticipate needing to make to the approved scope of work in order to meet key project goals. Describe the reasons for the change(s).

GRANT ACTIVITIES AND DELIVERABLES

Respond to each question in this section to report on your major grant activities.

- 3. Describe the major grant activities that were completed during this reporting period.
- 4. Briefly describe the planned activities for the upcoming reporting period and expected progress towards the major project goals.
- 5. How confident are you that the major project activities will be completed according to the approved timeline? (1 = very low confidence, 5 = very high confidence)



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6. Provide any additional information you feel would be helpful for BJS to know about your grant activities.

 7. **Final reporting period only:** BJS/OJP likes to showcase successful, innovative, and/or evidence-based practices and programs. Describe, as applicable, any accomplishments, success stories, best practices, and/or program results you feel are particularly noteworthy.

BUDGET INFORMATION

Respond to each question in this section. For final reports, report cumulative totals.

8. How much funding was expended during this reporting period?

9. Briefly describe the major expenditures or purchases (i.e., major items or services purchased, estimated number of grant-funded hours, etc.)

10. What is the total current unobligated fund balance?

For the final report, provide justification and an explanation for any remaining grant funds.

11. How confident are you that the major project activities will be completed according to the approved timeline? (1 = very low confidence, 5 = very high confidence)



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12. Does your budget include indirect costs?

If Yes: Is your indirect cost agreement current (not expired)?

If No: Have you applied for a new indirect cost rate agreement and submitted it to the OJP Office of the Chief Financial Officer (OCFO) for approval?

If No: When do you plan to submit the new agreement to OCFO for approval?

13. **NCHIP only:** What is the total match amount for the award?

How much match funding remains in the award?

How much match funding was expended
during this reporting period?

If match funds were expended, describe the activities they supported.

The NCHIP/NARIP General Performance Questionnaire is complete.

Upload a copy of this questionnaire (and the semi-annual report, if applicable) to the associated Performance Reporting Period on the award record(s) in AmpliFund.