

Completing and Submitting Performance Achievements

Introduction

Each award issued by Criminal Justice Grants (CJG) must report monthly or quarterly performance measures. Recipients select the reporting frequency with the submission of their application. An amendment can be requested to change the reporting frequency after award; however, changing the performance reporting frequency, will also change the financial reporting frequency.

Performance goals are configured based on the federal program and project itself. This information should be submitted on an electronic form (PDF) that can be obtained from our [website](#), completed, and uploaded onto the Performance Reporting Period for review.

For questions related to completing the performance measures on your award, contact [your assigned Grant Specialist C](#).

Accessing Performance Goal Questionnaires

1. Open the “Forms” section of CJG’s website (<https://www.fdle.state.fl.us/Grants/Forms>)
2. Click on your program (JAG, PREA, RSAT, etc.)

The screenshot displays the 'Office of Criminal Justice Grants' website. At the top is a dark blue navigation bar with the title 'Office of Criminal Justice Grants' and links for 'OCJG Home', 'Programs', 'Funding', 'Forms', 'Resources', and 'OCJG Contacts'. Below this is a section titled 'Grant Management Forms' with a light gray background. A paragraph explains that OCJG uses various forms for award administration and directs users to select the appropriate program. Below the text is a grid of 10 dark blue buttons, each representing a different program: Bulletproof Vest Partnership (BVP), Coronavirus Emergency Supplemental Funding (CESF), Death in Custody Reporting Act (DCRA), Edward Byrne Memorial Justice Assistance Grant (JAG), National Criminal History Improvement Program (NCHIP), NICS Act Record Improvement Program (NARIP), Prison Rape Elimination Act (PREA), Project Safe Neighborhoods (PSN), Residential Substance Abuse Treatment (RSAT), Safe Policing and the President's EO 13929, and State Financial Assistance (SFA).

Grant Management Forms		
Bulletproof Vest Partnership (BVP)	Coronavirus Emergency Supplemental Funding (CESF)	Death in Custody Reporting Act (DCRA)
Edward Byrne Memorial Justice Assistance Grant (JAG)	National Criminal History Improvement Program (NCHIP)	NICS Act Record Improvement Program (NARIP)
Prison Rape Elimination Act (PREA)	Project Safe Neighborhoods (PSN)	Residential Substance Abuse Treatment (RSAT)
Safe Policing and the President's EO 13929	State Financial Assistance (SFA)	

3. Scroll down to locate the Performance Questionnaire for your award. Download and save it to your computer by clicking the link. **Note:** Some awards may have more than one form (such as a supplemental questionnaire, baseline questionnaire, etc.) Ensure you are downloading all of the necessary forms. For questions related to what forms are necessary for your award, contact [your assigned Grant Specialist C](#).

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JAG General Performance Questionnaire for ALL Awards

The following form is required for ALL recipients of Florida's JAG award. This form must be submitted in AmpliFund monthly or quarterly based on the recipient's JAG award reporting frequency for as long as the award is open.

JAG General Information Questionnaire

JAG Supplemental Performance Questionnaire for Awards over \$25,000 (Revised 04/05/2022)

The following form must be submitted for any JAG award of \$25,000 or more. The appropriate supplemental performance questionnaire is determined by the prime purpose area indicated in the award agreement. The form below must be submitted in AmpliFund by January 15, April 15, July 15, and October 15 each year the award is open.

01 - Law Enforcement

02 - Crime Lab/Forensics

03 - Crime Prevention Education

06 - Courts

07 - Corrections

08 - Community Corrections

09 - Reentry

10 - Behavioral Health

11 - Assessment and Evaluation

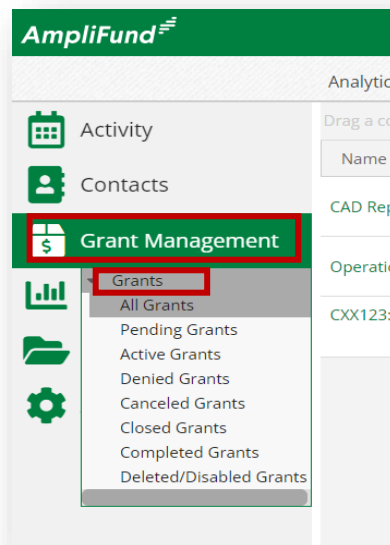
4. Complete the questionnaire and save it to your computer using a standard naming format such as: "Grant number – General Performance – period end date"

XX123 – General Performance – ending 9.30.2022
XX123 – Over \$25K Questionnaire – ending 9.30.2022

Uploading Performance Reports in AmpliFund

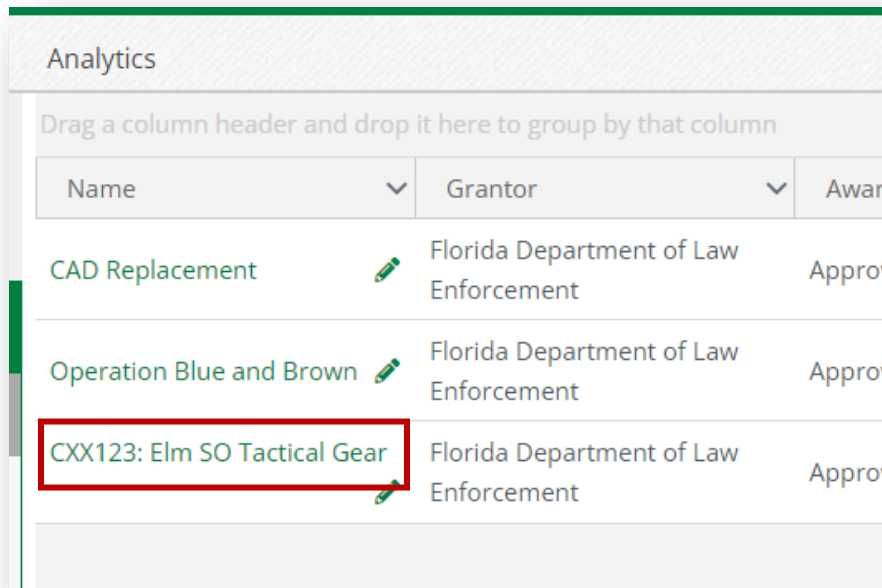
Once the you have completed the questionnaire(s), you must upload them to the appropriate performance tracking period in the AmpliFund system.

5. Log in to AmpliFund (www.gotomygrants.com)
6. Select "Grant Management → Grants" from the left menu bar.



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7. Select the name of the grant you wish to report on from the list.

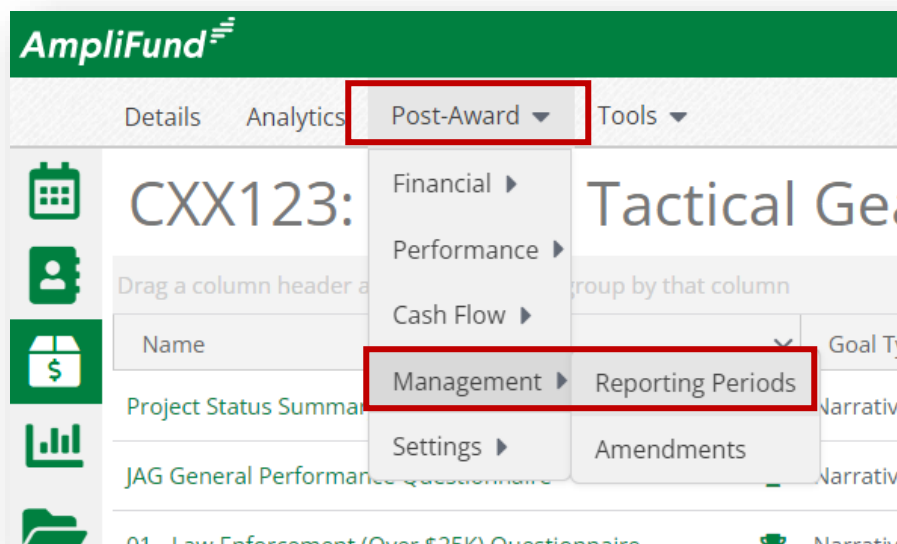


Analytics

Drag a column header and drop it here to group by that column

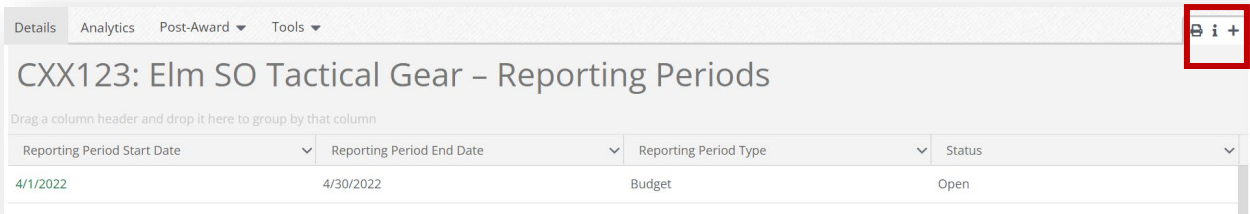
Name	Grantor	Award
CAD Replacement	Florida Department of Law Enforcement	Approv
Operation Blue and Brown	Florida Department of Law Enforcement	Approv
CXX123: Elm SO Tactical Gear	Florida Department of Law Enforcement	Approv

8. Select “Post-Award → Management → Reporting Periods” from the top menu bar.



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9. Click the “+” icon on the top right action bar to create a new reporting period.



Details Analytics Post-Award Tools

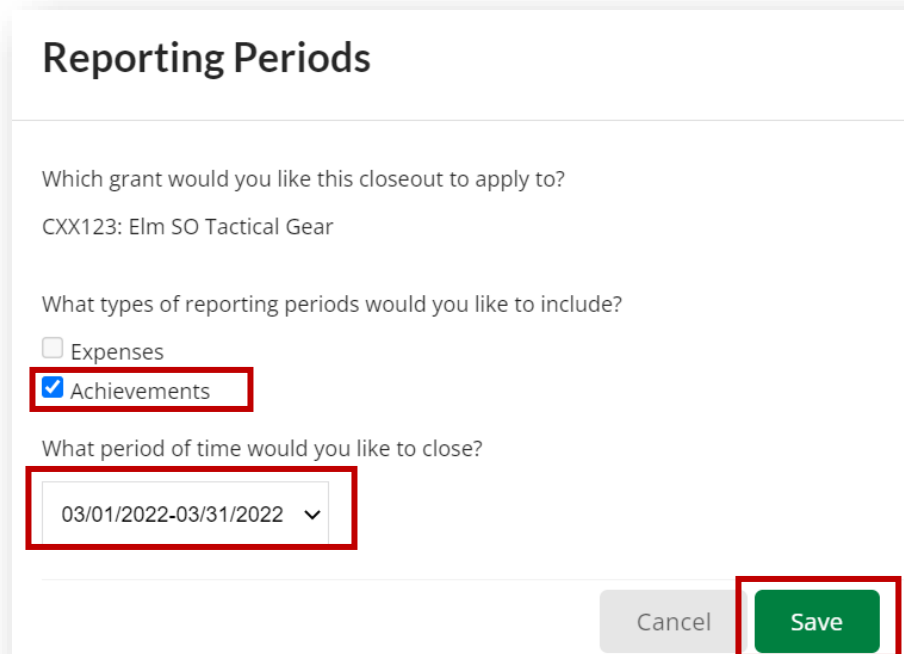
CXX123: Elm SO Tactical Gear – Reporting Periods

Drag a column header and drop it here to group by that column

Reporting Period Start Date	Reporting Period End Date	Reporting Period Type	Status
4/1/2022	4/30/2022	Budget	Open

10. Check the “Achievements” box and select the reporting period you are closing from the dropdown. Click “Save”.

DO NOT select both Expenses and Achievements, these must be reported and closed separately.



Reporting Periods

Which grant would you like this closeout to apply to?

CXX123: Elm SO Tactical Gear

What types of reporting periods would you like to include?

☐ Expenses

☒ Achievements

What period of time would you like to close?

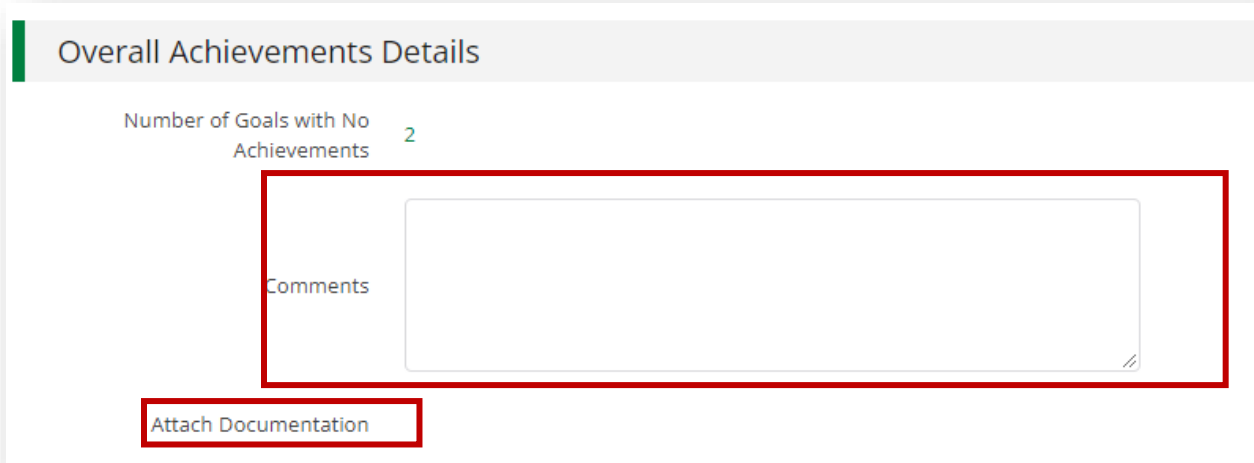
03/01/2022-03/31/2022 ▼

Cancel Save

11. Enter a brief project status summary in the “Comments” box (this information should convey whether there was any activity during the reporting period and a short description of the activity that occurred.)

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12. Click on the “Attach Documentation” link to upload copies of the completed questionnaire(s).



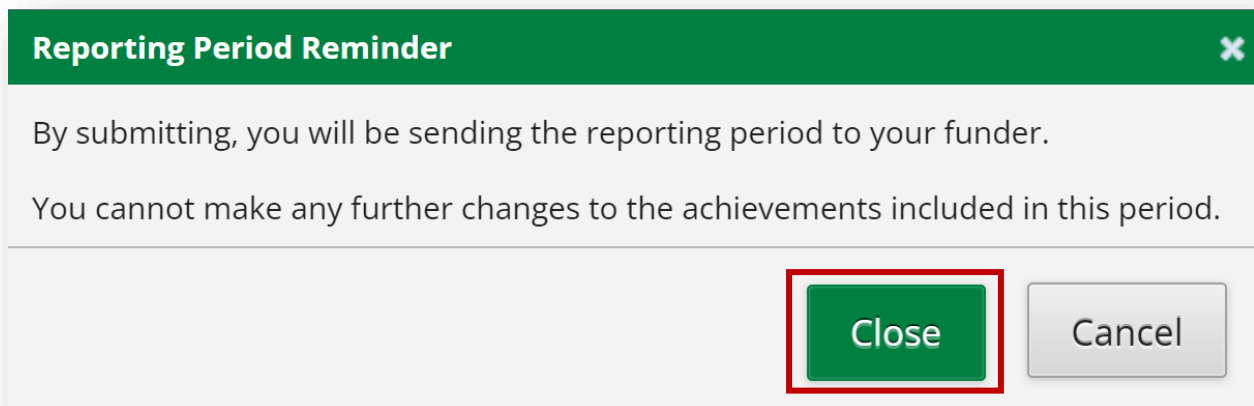
Overall Achievements Details

Number of Goals with No Achievements 2

Comments

Attach Documentation

13. Once the summary has been entered and the questionnaires have been attached, click “Close”. Click “Close” again on the popup window to complete your performance submission.



Reporting Period Reminder X

By submitting, you will be sending the reporting period to your funder.

You cannot make any further changes to the achievements included in this period.

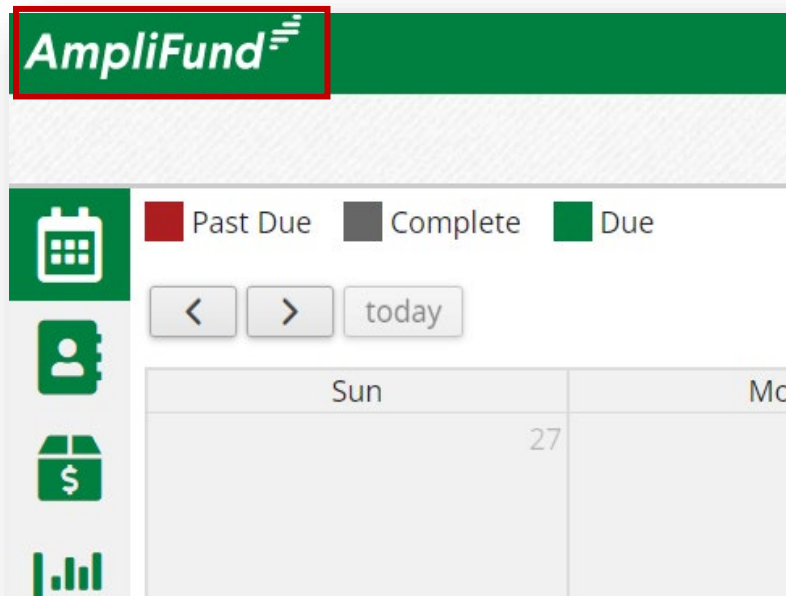
Close Cancel

Marking Achievements Task Complete

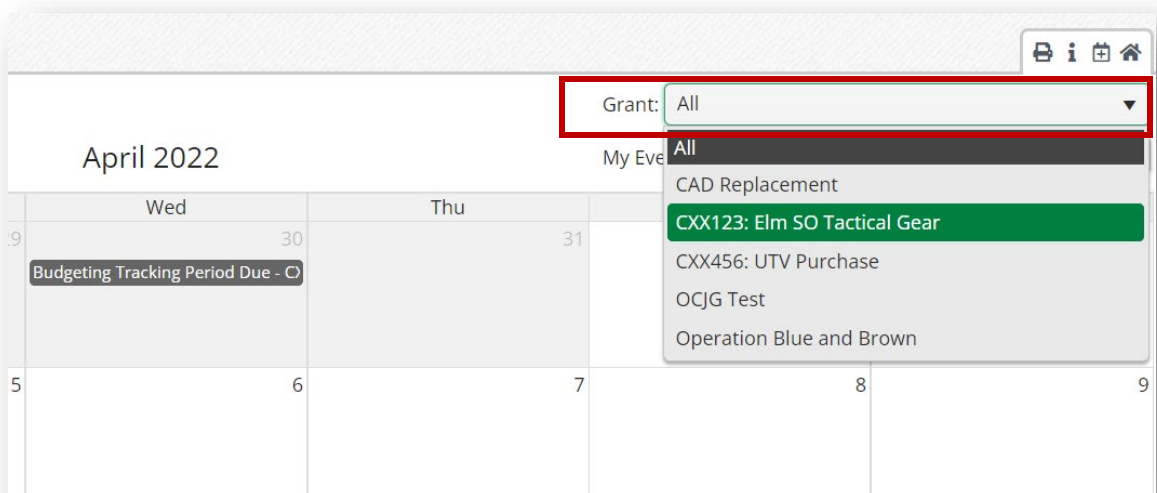
Once you have completed the summary, uploaded the questionnaire(s) and closed the reporting period, you should clear the performance reporting task.

14. Click the AmpliFund logo in the top left corner to return you to your calendar landing page.

Completing and Submitting Performance Achievements

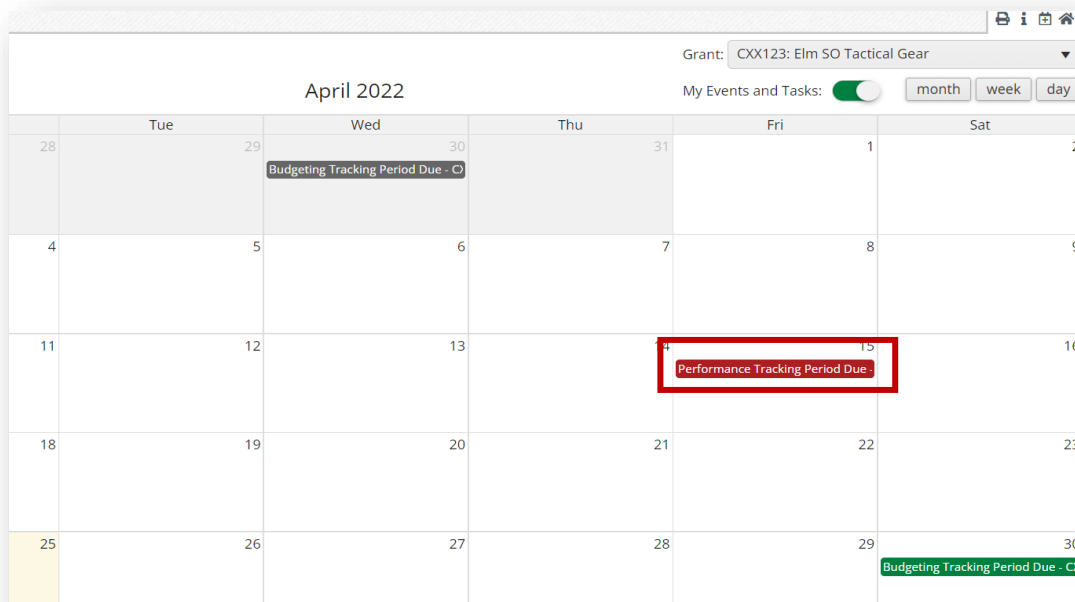


15. If you have multiple grants, you can filter (top right corner) on your calendar to show only the one you just closed the reporting period for.



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16. Select the “Performance Tracking Period” task on the calendar that you wish to mark complete.



17. Verify the task name at the top, and select “Mark as Completed”.

Task Information

Name: Performance Tracking Period Due - CXX123: Elm SO Tactical Gear

Description:

Status: Not Started

Responsible Delegation: Tennille Robinette

Additional Recipients:

Original Due Date: 04/25/2022

Due Date: 04/15/2022

Task Reminders:

- Remind on 04/05/2022
- Remind on 04/10/2022
- Remind on 04/12/2022

Mark as Completed Go to Grant Close