



CATEGORICAL ASSISTANCE PROGRESS REPORTING GUIDELINES FOR BUREAU OF JUSTICE STATISTICS (BJS) NCHIP AND NARIP AWARD RECIPIENTS

All BJS award recipients are required to report on the progress of grant activities as a condition of funding. These guidelines describe BJS's progress reporting requirements for the National Criminal History Improvement Program (NCHIP) and National Instant Criminal Background Check System (NICS) Act Record Improvement Program (NARIP) and provide the preferred reporting template.¹

Progress Reporting Categories. Award recipients should structure their semi-annual and final progress reports to address the following categories —

- I. Accomplishments
- II. Products
- III. Changes/Problems
- IV. Performance Measures
- V. Budget Information
- VI. Special Reporting Requirements

Progress Reporting Instructions. BJS recommends that award recipients organize progress reports to address each reporting category separately by major project, and clearly label each section for ease of review. If there is nothing significant to report in a category, an award recipient may note "Nothing to Report" and describe plans and timelines to initiate project tasks. Additional information may be provided as appropriate.

The following sections provide examples of what information should be reported under each reporting category:

- I. **Accomplishments.** To enable BJS to assess whether satisfactory progress has been made during the reporting period, the report should provide information on what was accomplished and learned. Award recipients should address the following points, as applicable —
 - **What are the major goals of each project, and what was accomplished under each goal?**
 - List the major goals of each project, by project title, as stated in the approved application or as approved by the agency. Report only on the major activities and accomplishments achieved during the current reporting period (or cumulative progress for final progress reports).
 - As applicable, explain any significant changes in approach or methods from the original BJS-approved application or plan.
 - **Is the project on schedule according to the approved timeline?**
 - Provide the completion dates or the percentage of completion for each major project activity or goal.

¹ It is the award recipient's responsibility to understand and comply with all BJS reporting requirements as specified in the program solicitation and in the special conditions assigned to the award.

- For activities/goals that are not on target, provide a corrective action plan to resolve implementation problems, and state the effect these problems had on achieving the project's goals.
 - Provide an updated project timeline.
 - **What work is planned for the next reporting period?**
 - Briefly describe plans and expected progress towards goals for the upcoming reporting period.
- II. **Products.** To enable BJS to evaluate the quality of grant products produced and the efficacy with which the results are being disseminated and used, award recipients should address —
- **What work products (deliverables) are currently in progress and/or have been completed during the reporting period?** Award recipients should provide, as applicable, URL links to and/or copies of draft or final products completed during the reporting period, including:
 - Reports and other publications
 - New or improved technologies
 - Record quality audits
 - Presentations
 - Data collections
 - Databases/Datasets
 - Presentations
 - Trainings
- III. **Changes/Problems.** To advise BJS of implementation delays or potential changes to the approved deliverables,² or to enable BJS to identify needed technical assistance, in this section award recipients should address, as applicable —
- **Has the work plan changed from what was approved in the application?** Describe any changes in approach during the reporting period and reasons for these changes.
 - **Are there any actual or anticipated problems managing the project or any delays, issues, or challenges?** Describe problems or delays encountered during the reporting period and actions or plans to resolve them.
- IV. **Performance Measures.** To enable BJS to assess the impact and evaluate how the grant-funded projects are contributing to NCHIP and NARIP goals, award recipients should—
- **Report, in quantifiable terms to the extent practical, individual performance measures detailed in the funding opportunity announcement or application.** Measures should be

² Award recipients must submit a Grant Adjustment Notice (GAN) through GMS to request any significant modifications to the approved project scope. BJS approval must be documented in GMS before any such changes are made to the approved work plan or budget.

reported for activities completed during the award period for semi—annual progress reports, and cumulative totals for final progress reports.

- **Describe any best practices emerged during the reporting period and how have or when will they be implemented?**

V. **Budget Information.** To enable BJS to assess the rate of expenditures relative to the reported programmatic progress, award recipients should report —

- **How much funding was obligated or expended during the reporting period?** Provide a brief explanation of the funds expended during the reporting period and a description of expenditures made (items/services purchased, etc.).
- **What is the current unexpended fund balance?** Award recipients should address:
 - What is the current unexpended fund balance?
 - Do you anticipate that funds will be fully obligated or expended by the project period end date? If not, provide an explanation.
 - In final progress reports, provide a justification for remaining grant funds and explain what resulted in the unexpended fund balance.

VI. **Special Reporting Requirements.** Award recipients should respond to any special reporting requirements specified in the award terms and conditions, as well as to any award-specific reporting requirements. Award recipients should refer to the solicitation and/or confer with the BJS Program Manager for specific guidance on these requirements.

Schedule and Submission Instructions. Most BJS projects require semiannual reporting as follows:

| Semiannual Reporting Schedule | |
|--|------------------------------------|
| <u>Reporting period:</u> | <u>Due no later than:**</u> |
| January 1–June 30 | July 30 |
| July 1–December 31 | January 30 |
| Final Report* | 90 days after award end date |
| <p>*Final progress reports must be approved by the BJS Program Manager before the grant closeout package can be submitted (due no later than 90 days after the grant end date). Award recipients should submit final progress reports via GMS no later than two weeks before the due date to allow sufficient time for review and follow up.</p> <p>**Delinquent reports will result in a hold on grant funds due to noncompliance with reporting requirements.</p> | |

Progress Reports must be submitted via the Grants Management System (GMS). BJS award recipients should contact the GMS Helpdesk at 1–888–549–9901 (choose option 3) or GMS.HelpDesk@usdoj.gov for technical assistance with GMS, including progress report submissions.