

BJA TTA Reporting Portal (TTARP) Overview

Award Kickoff

Recipients of BJA training and technical assistance awards are required to record award activity in the BJA Training and Technical Assistance Reporting Portal (BJA TTARP) on the [BJA National Training and Technical Assistance Center \(BJA NTTAC\) website](#). There are two required reporting periods per calendar year.

July 30	Work completed January – June
January 30	Work completed July – December

While there are only two reporting deadlines, we strongly encourage you to enter information monthly. Please update existing activities and forecast future activities. This will lessen your burden around reporting deadlines and ensure your policy advisor has up-to-date information to best support you.

1. Create An Account

Determine who within your organization will enter award activity. Create a [BJA TTA Grant Reporting Account on our website](#) and the [Create an Account](#) resource is available to help.

2. Enter and Update Award Objectives

Objectives are in your award documentation and/or provided by your BJA Policy Advisor. As your award progresses, additional objectives may be added. The [Entering Objectives](#) resource provides step-by-step instructions on how to enter the objectives into the BJA TTARP.

Ongoing Data Entry and Reporting

1. Enter and Update TTA Activities and Deliverables

There are two categories of TTARP data: TTA activities and deliverables. TTA activities are events, trainings, workshops, tailored support, and assistance that provide knowledge, skills, and/or capacity building. There are different types of TTAs:

Informational: TTA that does not require lengthy or ongoing assistance, such as a phone call.

Limited: TTA that is specific to one point in time and requires limited contact, such as a one-time event or training.

Intensive: TTA that is ongoing and highly customized, such as designing and implementing a program or practice.

Deliverables, on the other hand, are tangible, reusable resources that can be referenced and used by others, such as a document, podcast, video, tool, training curriculum, newsletter, website, or system. In other words, you should be able to print or pause a deliverable.

Determine which category your data falls into and use the corresponding resource to enter your data into the TTARP.

Resources: [Entering TTA Activities](#) and [Entering Deliverables](#)

2. Add Performance Metrics

Performance metrics demonstrate the impact of the award activity. The options for Performance Metric entry are dependent on the type of TTA Activity or Deliverable. At least one quantitative Performance Metric is required for each completed TTA activity or deliverable. Though grantees are only required to provide one quantitative performance metric, they are encouraged to enter more.

3. Complete Semiannual Grant Report

Semiannual Grant reports are due **January 30** for award activity occurring between July 1 and December 31 and **July 30** for award activity occurring between January 1 and June 30.

Award Closeout

There are separate steps for closing out your award in JustGrants and the BJA TTARP. They are two distinct processes and both are required. You have 120 days after your award ends to complete the required TTARP closeout steps outlined below.

1. Update and Complete TTA Activities and Deliverables

Review your existing TTARP data and add any missing TTA activities or deliverables. Change “Not Started” or “In-Progress” activities to “Completed” or “Cancelled.” Remember, “Cancelled” activities do not show on reports.

2. Mark all award objectives as “Completed”

3. Create a final Semiannual Grant Report

Grantees must generate a Semiannual Grant Report, certify it, and either submit it to JustGrants or send it to their Grant Manager as part of the close out process.

4. Consult your grant manager to ensure all necessary closeout procedures are properly completed

TTARP Resources

Online Resources

TTARP resources can be accessed on the [TTA Reporting Portal Resources](#) webpage.

TTARP Support

The BJA NTTAC team is happy to answer questions and provide technical support, one-on-one coaching, and full team training. Request TTARP support by emailing bjanttac@usdoj.gov.