

COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY  
OFFICE OF GRANTS & RESEARCH  
SFY2025-26 BRYNE JAG GRANT



QUARTERLY REPORT SUBMISSION:  
A GUIDE FOR GRANT AWARDEES

DECEMBER 11, 2025

SAMM SALVATORE, MANAGER

BETH FLYNN, MANAGER

STEVE DOMINGS

## SFY2025-26 BRYNE JAG GRANT OPPORTUNITY



### Todays Topics

- Review reporting timelines and deadlines
- Detailed guidance on completing the Programmatic Report (outcomes, activities, performance measures)
- Detailed guidance on completing the Financial Report (to receive reimbursement for expenses)
- Grant Award Modifications (GAMs)
- Q&A session
- Reporting Form Walk-through

# QUARTERLY REPORTING SCHEDULE: LOCAL PD & HIGHER EDUCATION

Reporting Periods	Date Range	Due Date
Quarter 1	Contract Start Date - December 31, 2025	1/15/2026
Quarter 2	January 1, 2026 - March 31, 2026	4/15/2026
Quarter 3	April 1, 2026 - June 30, 2026	7/15/2026
Quarter 4	July 1, 2026 - August 31, 2026	9/15/2026

# QUARTERLY REPORTING SCHEDULE: STATE AGENCIES WITH END DATE 8/31/2026

Reporting Periods	Date Range	Due Date
Quarter 1	Contract Start Date - December 31, 2025	1/15/2026
Quarter 2	January 1, 2026 - March 31, 2026	4/15/2026
Quarter 3	April 1, 2026 - June 30, 2026	7/15/2026
Quarter 4	July 1, 2026 - August 31, 2026	9/15/2026
Accounts Payable	September 1, 2026 – September 30, 2026	10/15/2026

# QUARTERLY REPORTING SCHEDULE: STATE AGENCIES WITH END DATE 6/30/2026

Reporting Periods	Date Range	Due Date
Quarter 1	Contract Start Date - December 31, 2025	1/15/2026
Quarter 2	January 1, 2026 - March 31, 2026	4/15/2026
Quarter 3	April 1, 2026 - June 30, 2026	7/15/2026
Accounts Payable	July 1, 2026 - July 31, 2026	8/15/2026

# QUARTERLY REPORTING/REIMBURSEMENT REQUESTS

## SFY2025 Byrne JAG Program Progress Report

- SFY2025/26 Quarterly Reports are to be submitted via the above link
- Each quarterly report requests:
  1. Programmatic information, or grant activity
  2. Financial expenditure detail, which will require uploading your completed and signed Excel Financial Reporting workbook and supporting invoices/backup documents
  3. Federal performance report, which will require uploading your completed performance report from the Performance Measurement Tool (PMT), federal website

Your agency's Excel Financial Reporting Workbook, which will reflect your approved budget, will be emailed to you within the next week

# QUARTERLY REPORTING PROCESS

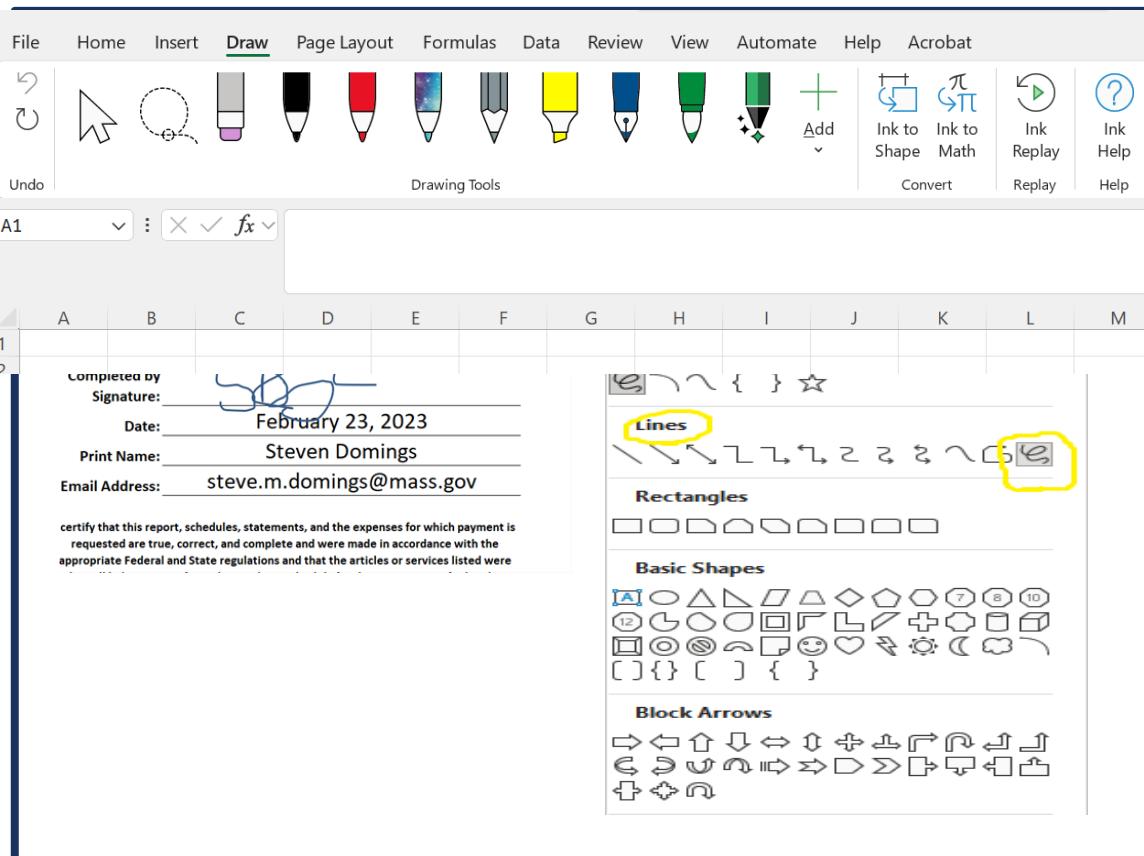
- Receive link and Excel Financial Reporting Workbook via email. This will be emailed to you by your OGR grant manager within the next week.
- Visit the federal website at <https://ojpssso.ojp.gov/> to complete your PMT report. Upon completion, download and save the PDF of the report. This report will need to be uploaded to the online reporting form. **Note: the PMT system opens on the first calendar day of the month that the quarterly report is due.**
- Open Excel workbook, input expenditures for that quarter. Scan and save backup documentation (invoices, receipts, etc.). **Note: reports are still required to be completed and signed even if there is \$0 spending that quarter.**
- Sign Excel Workbook Budget Summary tab and save Excel workbook.

# QUARTERLY REPORTING PROCESS

Continued...

- Open: SFY2025-26 Bryne JAG Program Progress Report.
- Complete all questions in report
- Upload:
  - the signed financial report in Excel format (additional optional upload for Summary Page if signed by hand),
  - supporting invoices/backup documentation, and
  - federal Performance Management Tool (PMT) Report.
- Sign and submit form. **Note: You will be signing in 2 places – on the financial Excel workbook and the online form.**

# ELECTRONICALLY SIGNING EXCEL WORKBOOK



- Newest version of Excel has a “Draw” feature that can be found in the top ribbon.
- If not, in the top ribbon of Excel, click Insert, Shapes (In Illustrations). In the dropdown selection, choose the Freeform: Scribble option.
- After clicking this option, the user’s mouse cursor will turn from an arrow to a pencil. The subrecipient is now able to sign the *Budget Summary* page.
- To complete a signature, the user will need to hold down the mouse button for the duration of the signature. Any break in the signature, will cause the user to repeat the actions in order to complete the signature.

# QUARTERLY REPORTING FORMS

*FINANCIAL REPORTING GUIDANCE (EXCEL WORKBOOK)*

## Required Backup for LLE and Higher Education Awardees

- **Contractors/Consultants:** Submit invoice(s) for ALL subcontractor/consultant costs incurred each quarter.
- **Subawards:** Submit invoice(s) for ALL subaward costs incurred each quarter.
- **Travel:** Submit receipts and/or mileage reimbursement forms. **Mileage reimbursement rate cannot exceed \$0.62 per mile (state).**
- **Equipment/Technology/Supplies/Other:** Keep all documentation and copies of receipts and/or invoices on site for inspection during site visits. However, invoices from cumulative purchases from any single vendor equal to/over \$1,000 will need to be submitted and uploaded to the quarterly reporting form.

### State Agencies Must Provide:

- **CIW warehouse reports for all Cash Expenses each reporting period and the LCM Query (Payroll) with the FINAL report ONLY.**

# QUARTERLY REPORTING FORMS

*FINANCIAL REPORTING GUIDANCE (EXCEL WORKBOOK)*

**Backup must be saved on site-NOT to be submitted with quarterly reports**

- **Personnel:** Keep all copies of official agency/city/town timesheets and/or payroll ledger reflecting personnel costs on site for inspection during site visits. **DO NOT submit Personnel backup with reports.**
- **Overtime:** Keep all copies of official city/town payroll ledger reflecting overtime costs at sub-recipient level for inspection during site visits. **DO NOT submit Overtime backup with reports.**
- **Fringe:** Keep all records on site.
- **Indirect Costs:** Keep all records on site.

\*OGR reserves the right to request backup if needed.

# QUARTERLY REPORTING PROCESS

# Invoice Requirements

## Is this an acceptable invoice?

- All invoices must be on vendor letterhead
- Quotes and Purchase Orders are not accepted- must be an Invoice
- Invoice date must be dated after project period start date and before end date

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# QUARTERLY REPORTING FORMS

## *FINANCIAL REPORTING ADDITIONAL GUIDANCE*

### **Warranties, Licenses, Memberships:**

- If the item does NOT come with a warranty, then a warranty can be purchased at an additional cost but for coverage that lasts for one year.
- If the item comes with a warranty, and that warranty does not come at an additional cost then there is no restrictions on the length of the warranty.
  - For example, the cost for a laptop from Company A is \$1,500 and a 3-year warranty is included at no additional cost. The company does not offer a discount on an item if an agency refuses the 3-year warranty since the pricing is inclusive.

### **Contracts, Subscriptions, Leases:**

- If you are entering into a multi-year contract or subscription for a product and/or service, these funds will only pay for the first year of that contract or subscription. Your department will be responsible for the remaining years payments.

All of the above must be in effect prior to the Standard Contract/ISA End Date.

# PERFORMANCE MANAGEMENT TOOL (PMT)



To submit your online quarterly PMT report, your Department must first create an account in the PMT system. Your Grant Point of Contact will receive an email from the Department of Justice (DOJ) asking to create an account the first week of January.



You will receive the PMT link in an email with your quarterly reporting information, but it can also be found here:  
<https://ojpssso.ojp.gov/>



The PMT system opens for reporting 15 days prior to the report due date. For example, for your next report, the PMT will open on January 1, 2026, and the report is due on **January 15, 2026**.



Tip: Complete the questions in your Quarterly reporting form prior to your PMT. Use those responses to complete your PMT form.

# GRANT AWARD MODIFICATIONS (GAMS)

- If there is a need to change either the approved scope of work of your award or the approved budget, you will need to request a Grant Award Modification (GAM) by contacting your grant manager.
- If the awardee anticipates that any spending (ANY AMOUNT) will exceed an approved cost category's allocation as reflected in your approved budget, please reach out to your grant manager. This request must be submitted and approved **prior** to this spending.
- As an example, the image below reflects a quarterly report that will not be acceptable, as there is spending exceeding the amount in the approved cost category. Even though the spending is only over the category by \$10 and the overall spending is under the amount of the grant award, there is no spending allowed exceeding the approved category amount.

The only exception may be the final quarterly report of the project period. Your grant manager has the discretion to approve spending exceeding a cost category in the final report without a GAM needed.

Quarterly Cash Expenditures

Cost Categories	Approved Budget	Quarter 1	Quarter 2	Quarter 3	YTD Cash Expenditures	Balance
Contract Costs		\$ -	\$ -	\$ -	\$ -	\$ -
Equipment Costs	\$ 40,000.00	\$ 30,000.00	\$ 10,010.00	\$ -	\$ 40,010.00	\$ (10.00)
Supplies Costs	\$ 20,000.00	\$ 15,000.00	\$ 2,500.00	\$ -	\$ 17,500.00	\$ 2,500.00
Other Costs		\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS:	\$ 60,000.00	\$ 45,000.00	\$ 12,510.00	\$ -	\$ 57,510.00	\$ 2,490.00

## SITE VISITS

***We look forward to scheduling site visits to observe the wonderful work this grant is funding.***



# OGR CONTACT INFORMATION & QUESTIONS

Program Coordinators	Fiscal Point of Contact
Elizabeth Flynn, JPD Division Manager <a href="mailto:Elizabeth.m.Flynn@mass.gov">Elizabeth.m.Flynn@mass.gov</a>	Steven Domings, Budget Director <a href="mailto:steve.m.domings@mass.gov">steve.m.domings@mass.gov</a>
Samantha Salvatore, Special Projects Manager <a href="mailto:Samantha.Frongillo@mass.gov">Samantha.Frongillo@mass.gov</a>	Jennifer Keating, Fiscal Specialist <a href="mailto:Jennifer.Keating@mass.gov">Jennifer.Keating@mass.gov</a>
Jenny Barron, Administrative Officer <a href="mailto:Jenny.barron@mass.gov">Jenny.barron@mass.gov</a>	Phuong Nguyen, Accountant <a href="mailto:Phuong.H.Nguyen3@mass.gov">Phuong.H.Nguyen3@mass.gov</a>
Emily Haines, Program Coordinator <a href="mailto:Emily.Fontaine@mass.gov">Emily.Fontaine@mass.gov</a>	
Allison Garvey, Program Coordinator <a href="mailto:Allison.C.Garvey@mass.gov">Allison.C.Garvey@mass.gov</a>	
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Jacqueline Philyaw <a href="mailto:Jacqueline.Philyaw2@mass.gov">Jacqueline.Philyaw2@mass.gov</a>	

## QUESTIONS AND ANSWERS



# REPORTING FORM WALK THROUGH

- Excel Quarterly Reporting Form
- Online Quarterly Reporting Form [SFY2025 Byrne JAG Program Progress Report](#)
- Performance Management Tool (PMT) Report-sample report