FY17 Justice and Mental Health Collaboration Program Orientation Webinar

Wednesday, November 1, 2017
Welcome and Introductions

- Richard Cho, Ph.D., Director, Behavioral Health, The Council of State Governments Justice Center
- Cassandra Carter, Ph.D., Performance Measurement Tool (PMT) TTA Coordinator and Helpdesk Task Lead (Bureau of Justice Assistance)
- Maria Fryer, Justice System and Corrections Policy Advisor for Substance Abuse and Mental Health, Bureau of Justice Assistance, U.S. Department of Justice
- NiKisha Love, Policy Advisor, Bureau of Justice Assistance, U.S. Department of Justice
- Sarah Wurzburg, Deputy Program Director, Behavioral Health, The Council of State Governments Justice Center
Bureau of Justice Assistance

- **Mission:** to provide leadership and services in grant administration and criminal justice policy development to support local, state, and tribal justice strategies to achieve safer communities.

The JMHCP has supported over $98.4 million in mental illness and justice collaboration across the country.

https://www.bja.gov/
National **nonprofit, nonpartisan** membership association of state government officials

Represents **all three** branches of state government

Provides **practical** advice informed by the best available evidence
Behavioral Health at the CSG Justice Center
Justice and Mental Health Collaboration Program Funding

- Mentally Ill Offender Treatment and Crime Reduction Act Public Law 108-414 signed into law in 2004 with bipartisan support
- Authorized JMHCP: $50 million for criminal justice-mental health initiatives
- Reauthorized for five years in 2008 (Public Law 108-416)
- December 2016 the 21st Century Cures Act provided funding for JMHCP and MH Courts
Growing Awareness of National Crisis

<table>
<thead>
<tr>
<th>Source</th>
<th>Story</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Columbus Dispatch</td>
<td>Mentally ill inmates at Franklin County Jail stay longer</td>
</tr>
<tr>
<td>BDN MAINE</td>
<td>Mentally ill Mainers are still warehoused, but now it’s in jail</td>
</tr>
<tr>
<td>The Washington Post</td>
<td>Baltimore police cuffed, stunned and shot people in mental health crisis</td>
</tr>
<tr>
<td>rtv6abc</td>
<td>Johnson County Sheriff: Mental health is number one problem</td>
</tr>
<tr>
<td>The Badger Herald</td>
<td>MPD announces new initiative to fight opioid epidemic</td>
</tr>
<tr>
<td>USA Today</td>
<td>Police departments struggle to get cops mental health training</td>
</tr>
<tr>
<td>SOUTHEAST MISSOURIAN</td>
<td>Nearly a third of county inmates require drugs for mental illness</td>
</tr>
<tr>
<td>THE EMPORIA GAZETTE</td>
<td>Jail violence increasing due to mental illnesses</td>
</tr>
</tbody>
</table>
What is Diversion for People with Behavioral Health Needs?

• Jail diversion as a community-based, collaborative criminal justice–mental health response for justice-involved people with mental illnesses where jail time is reduced or avoided, and the individual is linked to comprehensive and appropriate services.

Behavioral Health Diversion and Reentry Strategies

• Diversion strategies that address systems enhancements

• Opportunities for diversion at multiple intercept points
  – Ability to divert eligible individuals at different points in the criminal justice system

• For those not eligible for diversion providing reentry services that include connection to behavioral health services in the community
Behavioral Health Diversion Strategies

**Pre-Booking**
- Law Enforcement
- Initial Contact with Law Enforcement
- Arrest

**Jail-based**
- Initial Detention

**Court-based**
- First Court Appearance

**Pretrial**
- Jail - Pretrial

**Court-based**
- Dispositional Court
- Specialty Court

**Jail-based**
- Jail/Reentry
- Prison/Reentry
- Probation
- Parole
Invest in full range of system improvements and programs

Community-Based Continuum of Treatment, Services, and Housing

- Outpatient Treatment
- Intensive Outpatient Treatment
- Integrated MH & SU Services
- Peer Support Services
- Case Management
- Crisis Services
- Supportive Housing
- Psychopharmacology
- Supported Employment

Law Enforcement
- Initial Contact with Law Enforcement
- Arrest

Jail-based
- Initial Detention

Court-based
- First Court Appearance

Pretrial
- Jail - Pretrial

Court-based
- Dispositional Court
- Specialty Court

Jail-based
- Jail/Reentry
- Prison/Reentry

- Probation
- Parole
• **Police-Mental Health Collaboration (PMHC) Toolkit**
  – Supports law enforcement agencies in planning and implementing effective public-safety responses to people who have mental illnesses

• **One Mind Campaign**
  – Seeks to ensure successful interactions between police officers and persons affected by mental illness.
PMHC Framework

Is our leadership committed to the police-mental health collaboration (PMHC)?

Are we following clear protocols to respond to people who have mental illnesses?

Are we providing staff with quality mental health and de-escalation training?

Do we have the resources and service connections for people who have mental illnesses?

Do we collect and analyze data?

Do we have a process for reviewing and improving performance?
Addressing a National Crisis of Too Many People with Mental Illnesses in Jails

Stepping Up: A National Initiative to Reduce the Number of People with Mental Illnesses in Jails

Take Action Now
The Stepping Up Initiative’s Data-Driven Approach to Systems Change

Six Questions County Leaders Need to Ask
1. Is your leadership committed?
2. Do you have timely screening and assessment?
3. Do you have baseline data?
4. Have you conducted a comprehensive process analysis and service inventory?
5. Have you prioritized policy, practice, and funding?
6. Do you track progress?

Strategies Should Focus on Four Key Measures

1. **Reduce**
   The number of people with SMI booked into jail

2. **Shorten**
   The average length of stay for people SMI in jails

3. **Increase**
   The percentage of connection to care for people with SMI in jail

4. **Lower**
   Rates of recidivism
Collaborative Public Management
Encompassing Key Decision-Makers

- County Commissioners
- Judge
- Court Administrator
- Sheriff
- Probation Chief
- Community Stakeholders
- Behavioral Health Director
- District Attorney
Primary Systems-Level Challenges

• **Quantification of Needs Using Data**
  • Systematic identification of people with behavioral health needs by courts and corrections, using validated tools and standard definitions of mental illness and SUDs
  • Accurate data collection and reporting on prevalence, entries, length of stay, and connections to treatment

• **Identifying System Improvements and Treatment Gaps Using Data**
  • Selecting strategies and designing programs based on projected impact on key outcome measures
  • Specifying gaps in community-based services and treatment based on data on connections to care
Primary Practice-Level Challenges

• **Targeting Interventions Based on BH Needs and Criminogenic Risk**
  - Assessing serious mental illnesses, substance use disorders, and criminogenic risk factors in courts and correctional facilities
  - Targeting and tailoring appropriate services and supervision based on level of needs and risk

• **Incorporating Assessment Information into Case Plans**
  - Utilizing the assessment information for BOTH behavioral health criminogenic risk in case plans
  - Defining lead case planner at an agency and outlining case conferencing procedures
A Framework for Prioritizing Target Population

Low Criminogenic Risk (low)

Low Severity of Substance Use Disorder (low)
Serious Mental Illness (med/high)
Serious Mental Illness (med/high)

Group 1
I-L
CR: low
SUD: low
MI: med/high

Group 2
II-L
CR: low
SUD: low
MI: med/high

Group 3
III-L
CR: low
SUD: med/high
MI: low

Group 4
IV-L
CR: low
SUD: med/high
MI: med/high

Medium to High Criminogenic Risk (med/high)

Low Severity of Substance Use Disorder (low)
Serious Mental Illness (med/high)
Serious Mental Illness (med/high)

Group 5
I-H
CR: med/high
SUD: low
MI: low

Group 6
II-H
CR: med/high
SUD: low
MI: med/high

Group 7
III-H
CR: med/high
SUD: med/high
MI: low

Group 8
IV-H
CR: med/high
SUD: med/high
MI: med/high

Low Severity of Mental Illness (low)
Low Severity of Mental Illness (low)
Low Severity of Mental Illness (low)
Low Severity of Mental Illness (low)
Serious Mental Illness (med/high)
Serious Mental Illness (med/high)
Serious Mental Illness (med/high)
Web-Based Tool to Support Case Planning for Diversion and Reentry

Collaborative Comprehensive Case Plans: Addressing Criminogenic Risk and Behavioral Health Needs

The **Criminogenic Risk and Behavioral Health Needs framework** (see below) introduced state leaders and policymakers to the concept of prioritizing supervision and treatment resources for people based on their level of criminogenic risk and needs and the severity of their behavioral health needs. Once these individuals are identified, criminal justice and behavioral health professionals can work together to develop and implement case plans that assist the participants in reducing their risk for recidivating and advancing their goals for recovery. The following tools and resources will help these professionals integrate critical behavioral health and criminogenic risk and needs information into comprehensive case plans that actively engage the participant and reflect a balanced and collaborative partnership between criminal justice, behavioral health, and social service systems.
Lead Case Planner: Community Supervision Agency

- Participant support system
- Children's service agencies
- Medical provider
- Substance use treatment provider
- Mental health treatment provider
- Courts
- Correctional facility
- Vocational and educational provider
- Specialized housing provider
- Participant
JMHCP Orientation Webinar

Overview of JMHCP

Budget and Grants Management

Performance Measurement Tool

Technical Assistance

Questions & Answers
Overview of JMHCP

The Justice and Mental Health Collaboration Program (JMHCP) supports innovative cross-system collaboration to improve responses and outcomes for individuals with mental illnesses or co-occurring mental health and substance use disorders who come into contact with the justice system.
JMHCP Grant Program: $98.35 Mil Awarded

<table>
<thead>
<tr>
<th>Year</th>
<th>FY06</th>
<th>FY07</th>
<th>FY08</th>
<th>FY09</th>
<th>FY10</th>
<th>FY11</th>
<th>FY12</th>
<th>FY13</th>
<th>FY14</th>
<th>FY15</th>
<th>FY16</th>
<th>FY17</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$4.9M</td>
<td>$4.9M</td>
<td>$6.5M</td>
<td>$10M</td>
<td>$12M</td>
<td>$9.9M</td>
<td>$9M</td>
<td>$8.4M</td>
<td>$8.3M</td>
<td>$8.5M</td>
<td>$7.25M</td>
<td>$8.7M</td>
</tr>
</tbody>
</table>
435 Awardees from Across the Nation

Representing 49 states and two U.S. territories, American Samoa and Guam
FY17 JMHCP Awardees

Category 1: Collaborative County Approaches
7

Category 2: Law Enforcement Planning
26

Category 3: Implementation & Expansion
22
Grant Categories

- **Category 1: Collaborative County Approaches to Reducing the Prevalence of Individuals with Mental Disorders in Jail**: grantees will demonstrate a systemwide coordinated approach to safely reduce the prevalence of individuals with mental disorders in local jails.
  - *Grant Amount*: Up to $200,000, *Project Period*: 24 months

- **Category 2: Strategic Planning for Law Enforcement and Mental Health Collaboration**: grantees will design their community’s law enforcement mental health collaboration strategy to improve responses to, and connections to services for, people with mental health and co-occurring disorders by conducting a comprehensive agency assessment of policy and practice, developing an agency training plan, building and maintaining a data collection system, and partnering with mental health and the community.
  - *Grant Amount*: Up to $75,000, *Project Period*: 12 months

- **Category 3: Implementation and Expansion**: grantees will implement targeted mental health and justice system interventions to address the needs of individuals with mental disorders or expand upon (or improve) well-established mental health and justice system collaboration strategies to address the needs of individuals with mental health disorders and to improve public safety.
  - *Grant Amount*: Up to $300,000, *Project Period*: 24 months
Category 1: Collaborative County

- Support a targeted analysis of the prevalence of people with mental disorders in the local jail,
- a review of existing community resources, and identification and
- initial implementation of policy and practice changes to minimize contact or deeper involvement of individuals with mental disorders and co-occurring substance use disorders in the criminal justice system
Updated Category 2: Law Enforcement Strategic Planning

• Demonstrate a commitment on the part of law enforcement, mental health agencies, and local government leaders by conducting a strategic planning process to select a law enforcement mental health collaboration (Crisis Intervention Team; CIT, Co-Responder Model, etc.) that will be expected to improve responses to people with MI/CODs

• For more information about police–mental health collaboration options, please visit PMHC Toolkit.
Category 2

- Teams consisting of police, local government, and mental health organization leadership will receive intensive technical assistance,
- mandatory in-person strategic planning session, to conduct a comprehensive assessment of current policies, practices, and resources available to respond to this population.
- Agencies and their partners will select and design the best model approach for growing an agency and community-wide strategy to improve police and community responses to people with MH/CODs.
- The main grant deliverable includes an action plan encompassing such elements as:
  - the commitment of leadership;
  - collaboration with behavioral health agencies;
  - written policies and procedures;
  - necessary police and mental health resource allocations;
  - training curricula and practices;
  - staffing and performance evaluations; and
  - the use of data for performance and outcomes measurement.
Category 3: Implementation and Expansion

• Implement an already initiated plan or expand upon (or improve) a well-established collaboration plan between justice and mental health partners.

• Grants can support law enforcement response programs; court-based initiatives such as mental health courts, pretrial services, and diversion/alternative prosecution and sentencing programs; treatment accountability services; specialized training for justice and treatment professionals; corrections/community corrections initiatives; transitional and reentry services; treatment; and non-treatment recovery support services coordination and delivery including case management, housing placement and supportive housing, job training and placement, education, primary and mental health care, and family supportive services.
Category 3: Allowable Uses

a. Training for criminal justice, mental health, and substance use treatment personnel
b. Enhance Access to Community-Based Healthcare Services and Coverage
c. Law Enforcement Responses
d. Diversion and Alternative Sentencing
e. Correctional Facility Grants
f. Community Supervision Strategies
g. Case Management and Direct Services
JMHCP Orientation Webinar

Overview of JMHCP

Budget and Grants Management

Performance Measurement Tool

Technical Assistance

Questions & Answers
Overview

• Special Conditions
• Reporting
• Financial Information
• Unallowable Costs
• Procurement/Subawards
• Subrecipient Monitoring

• Federal Reporting Requirements (FFATA & FAPIIS)
• Grant Adjustment Notice (GANs)
• Grant Monitoring Compliance
• Additional Information and resources
Using Grants Management System (GMS)

Grants Management System (GMS) is a web-based, data-driven computer application that provides support for the application, award, and management of grants at OJP. It consists of the following modules:

POST-AWARD
- Grant Adjustment Notice (GAN)
- Financial Reporting
- Progress Reporting
- Monitoring
- Closeouts

The GMS User Guide.

Who do I contact for assistance in using the Grants Management System?
Contact the GMS Help Desk from 7 a.m. to 9 p.m. (Eastern Time).
Phone: 1-888-549-9901 (choose option 3)
E-mail: GMS.HelpDesk@usdoj.gov
Immediate Post Award Actions

• Carefully Read **All** Special Conditions
• Make note of programmatic and financial withholdings
• Any questions should be directed to Program Manager or Policy Advisor
• Should not incur or expend funds prior to start date without prior approval
  – Both the General and Financial Point of Contact need to complete a financial training within the first 120 days of grant: [https://grants.ojp.usdoj.gov/gmsexternal/gmsHelp/index.html](https://grants.ojp.usdoj.gov/gmsexternal/gmsHelp/index.html)
Special Conditions

- Special conditions are terms & conditions of the award.
- All awards will include standard special conditions.
- Some special conditions are program-specific.
- If additional information is needed during application review, related special conditions may be added to your award.
- Take time to understand these conditions, your State Policy Advisor will refer to them often.
SPECIAL CONDITIONS

1. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide.

2. The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the recipient is in compliance.

3. The recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits (and any other audits of OJP grant funds) are not satisfactorily and promptly addressed, as further described in the current edition of the OJP Financial Guide, Chapter 19.

4. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of OJP.

5. The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act, or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any subrecipients. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by:

- mail:
  Office of the Inspector General
  U.S. Department of Justice
  Investigations Division
  950 Pennsylvania Avenue, N.W.
  Room 2470
  Washington, DC 20530

- e-mail: oig.hotline@usdoj.gov

- hotline: (contact information in English and Spanish): (800) 869-4499

- or hotline fax: (202) 616-9881

Additional information is available from the DOJ OIG website at www.usdoj.gov/oig.

6. RECOVERY ACT – Conflict with Other Standard Terms and Conditions

The recipient understands and agrees that all other terms and conditions contained in this award, or in applicable OJP grant policy statements or guidance, apply unless they conflict or are superseded by the terms and conditions included here that specifically implement the American Recovery and Reinvestment Act of 2009, Public Law 111-5 (“ARRA”) or “Recovery Act”) requirements. Recipients are responsible for contacting their grant managers for any needed clarifications.
Special Conditions

• All awards will include standard special conditions concerning compliance with, for example:
  • DOJ Grants Financial Guide
  • Use of Federal Funds
  • Audit requirements, the Anti-Lobbying Act
  • Civil Rights – EEOP (Equal Employment Opportunity Plan)
  • Reporting Potential Fraud, Waste, and Abuse

• Grantees are responsible for adhering to all award special conditions. Consequences for non-compliance could include administrative or legal actions imposed on your organization by DOJ.
Withholding Special Conditions

• Your award will have withholding special conditions that prohibit obligation, expenditure, or draw down of funds until the conditions are met. These special conditions were added by BJA during award processing and usually are a result of missing or inadequate information. **You should pay special attention to these special conditions and contact your State Policy Advisor after award acceptance to address the issues quickly.** Below are two examples common to all or most awards:

  • **All awards – withholding of funds for program narrative:** FY17 funding the JMHCP program was appropriated with a new requirement that the program “shall address opioid abuse reduction consistent with underlying program authorities.” The FY17 JMHCP solicitation had already been released and closed before the appropriations law was passed, so it did not mention this requirement. A withholding special condition was applied to your award until BJA could request an addendum to the program narrative that provides this information, per the requirement in the appropriation. **Your State Policy Advisor can provide you a template to complete and submit to BJA to meet this requirement.**

  • **Categories 1 and 3: partial withholding of funds for Planning and Implementation Guide:** All FY17 JMHCP Category 1 and Category 3 awards will have a withholding special condition that prevents obligation, expenditure or drawdown of no more than $100,000 in total funds until the required Planning and Implementation Guide is received and approved by BJA. **Please note that any active withholding special conditions that hold the entire award amount will override a special condition that only hold partial funds; i.e., you will not be able to access the $100,000 in funding to complete the P&I Guide until all of the other withholding special conditions have been satisfied.**
Progress Reporting Requirements

Quarterly **PMT Programmatic reports**: Submitted in PMT ONLY!

<table>
<thead>
<tr>
<th>Reporting Period</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1 – March 31</td>
<td>April 30</td>
</tr>
<tr>
<td>April 1 – June 30</td>
<td>July 30</td>
</tr>
<tr>
<td>July 1 – September 30</td>
<td>October 30</td>
</tr>
<tr>
<td>October 1 – December 31</td>
<td>January 30</td>
</tr>
</tbody>
</table>

PMT Website - [https://bjapmt.ojp.gov/](https://bjapmt.ojp.gov/)

Semi-Annual **GMS Programmatic reports**: Submitted in GMS

- Jan 30 and July 30
- Upload PDF versions of your PMT to the report in GMS
- GMS Website - [https://grants.ojp.usdoj.gov](https://grants.ojp.usdoj.gov)

**NOTE:** Hold on funds - GMS automatically freezes grant funds for delinquent reports. It is important to submit reports timely. Late reports also influence how your award is assessed by OJP.
# GMS: Financial Status Reports SF-425

<table>
<thead>
<tr>
<th>Reporting Period</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1 – March 31</td>
<td>April 30</td>
</tr>
<tr>
<td>April 1 – June 30</td>
<td>July 30</td>
</tr>
<tr>
<td>July 1 – September 30</td>
<td>October 30</td>
</tr>
<tr>
<td>October 1 – December 31</td>
<td>January 30</td>
</tr>
</tbody>
</table>

- Submitted in **GMS**: [https://grants.ojp.usdoj.gov](https://grants.ojp.usdoj.gov)
- No activity? Enter 0.
- For help with reports or any financial issues please contact **OCFO Customer Service** by phone at 1-800-458-0786 (option 2), or by email at ask.ocfo@usdoj.gov.
FFATA Reporting

End of the Month Following Subaward

• The Federal Funding Accountability and Transparency Act (FFATA) requires information on federal awards be made available to the public via a single, searchable website, www.USASpending.gov.

• FSRS (www.fsrs.gov) is the FFATA Subaward Reporting System used to capture and report sub-award and executive compensation data regarding the first-tier sub-awards to meet the FFATA reporting requirements.

• **Prime recipients of awards $25,000 or more report on any first-tier subawards of $25,000 or more** (effective October 1, 2010).

• To help navigate the submission process, user guides, FAQs, helpdesk and online demos, are available at www.fsrs.gov/resources.

• For more information about FFATA, see http://ojp.gov/funding/Explore/SolicitationRequirements/FinancialRequirements.htm
Important Reminders for Submitting a SF-425:

- Report actual funds spent, NOT your draw down amounts from the Federal Government.
- Report from the recipient level.
- Report the correct match requirement.
- Report program income as the cumulative amount, NOT a quarterly amount.
- Report correct indirect cost rate and/or base supplied by your cognizant Federal agency.
- Report correct indirect cost rate type (provisional, final, or fixed).
- Report for every quarter regardless of whether or not expenses were incurred.
Financial Information

- Recipients agree to read and comply with the financial and administrative requirements set forth in the current edition of the current DOJ Grants Financial Guide.

- To be allowable under Federal awards; costs must be reasonable, allocable, and necessary to the project. In addition, they must comply with funding statute requirements.

- For guidance grantees should refer to their original solicitation, program guidelines, award special conditions, and the approved budget.
Grants Financial Management Training

- **Grants Financial Management Online Training** - 24 module training emphasizing the basics of Federal grants management and is designed for those responsible for the financial and programmatic administration of discretionary and/or formula grants.

- Completion of this training is required (FY 16 and beyond) award POCs and FPOCs within 120 days of award acceptance. Go to: [https://ojpfgm.webfirst.com/](https://ojpfgm.webfirst.com/)

- The required training is also offered an in person format. For more information please go to: [https://live.impaqint.com/ojptraining/index.html](https://live.impaqint.com/ojptraining/index.html)
Financial Information: Resources

• 2015 OJP Grants Financial Guide-
  Go to: http://ojp.gov/financialguide/DOJ/index.htm

• The Office of Management and Budget's Uniform Guidance-
  combines previous guidance and circulars on Administrative
  Requirements, Cost Principles and Audit Requirements for Federal
  awards into one streamlined government wide framework for
  grants management. The new Uniform Guidance is effective for
  grants and cooperative agreements awarded on or after December
  26, 2014.

• For specific factors to determine whether costs are allowable,
  please reference the OJP Financial Guide, the program solicitation,
  and the applicable Cost Principles.
  Go to: http://ojp.gov/funding/Apply/Resources/2CFR200_2013.pdf

• The OJP website also offers updates and FAQs on the Uniform
  Guidance http://ojp.gov/funding/UniformGuidance.htm
Unallowable Costs

In addition to the unallowable costs identified in the 2015 DOJ Grants Financial Guide, JMHCP awards funds may not be used for:

- Prizes/rewards/entertainment/trinkets (or any type of monetary incentive)
- Client stipends
- Gift cards
- Vehicles
- Costs that do not support approved project activities
- Entertainment
- Food and Beverage
- Costs Incurred Outside the Project Period
- Program Specific Unallowable Costs
For additional guidance on subawards and contracts, please review the subaward/contract toolkit, checklist and sole source justification fact sheets:

https://ojp.gov/training/pdfs/Subaward-Procure-Toolkit-D.pdf

https://ojp.gov/training/pdfs/Subrecipient-Procure-cklist-B.pdf

https://ojp.gov/training/pdfs/Sole-Source-FactSheet-C.pdf
Selecting and Monitoring Subrecipients

• Selecting and Monitoring Subrecipients
• The special conditions of your award require that you seek BJA’s prior approval of all subawards. You also must have established subrecipient policies/procedures that meet federal requirements. Please review the special condition language, DOJ Grants Financial Guide, and 2 CFR 200 for how to distinguish between a subaward and a (procurement) contract and the detailed subrecipient requirements. **NOTE:** any subawards that were included in your application are considered approved based on BJA issuing the award. Any new subawards would require BJA approval via Change Scope GAN.

• If you are making subawards, you as the recipient must require a subrecipient to comply with all applicable special conditions and restrictions included in the OJP award, including all “pass-through” requirements.

• Additionally, you as the recipient are required to monitor all of your subrecipients. This monitoring, at a minimum, must include the following:
  1. A process to assess the risk posed by each subrecipient.
  2. Regular progress and financial reports submitted to you by the subrecipient
  3. Taking appropriate follow up action on performance or other compliance issues with the subrecipient.
  4. Ensuring the subrecipient is complying with the annual single audit requirement, unless they are exempt.
Grant Adjustment Notices (GANs)

• A GAN is used to request project changes and/or corrections.

• Once OJP makes a decision regarding the proposed change, the grantee is notified by GMS via e-mail.

• GANs are submitted and approved through GMS. GAN types include:
  – Budget Modifications
  – Change of Scope
  – Project Period
  – Point of Contact Information
  – Removal of Special Conditions
  – Sole Source
  – Costs Requiring Prior Approval

• GANs will not be approved if the grantee is delinquent on financial or programmatic reporting.
GAN: Change to Project Scope

Prior approval is needed when changes include:

- Altering programmatic activities
- Affecting the purpose of the project
- Changing the project site
- Changing target population (TP)
- Changing the subgrantee/contract

- Work with your TA Coach for assistance prior to submitting a scope change GAN
GAN: Budget Modification

Budget Revisions

– Processing a GAN for a budget modification is like reviewing a new budget. You must attach a revised budget & budget narrative for the full award amount. Some changes may require a scope change as well.

• Prior approval is needed when proposing the following changes:
  – A budget adjustment affects a cost category that was not included in the original budget
  – Change to Indirect Costs
  – 10% rule is exceeded: The proposed cumulative change is greater than 10 percent of the total award amount - does not apply to an award of less than $100,000

For more information on budget modifications requirements refer to the 2015 DOJ Grants Financial Guide.
BJA Compliance Monitoring

BJA will conduct formal monitoring activities (site visits and desk reviews) of grant recipients to ensure the grantee:

– Conducting activities that were proposed and approved;
– Meeting programmatic, administrative, and fiscal requirements;
– Identifying and resolving problems and/or issues; and
– Receiving needed training and guidance.
For Additional Information

• BJA Main Phone: 202-616-6500

• BJA Website: https://www.bja.gov/

• Current BJA funding opportunities and FAQs concerning BJA funding: https://www.bja.gov/funding.aspx

• *State Policy Advisors for JMHCP:*

<table>
<thead>
<tr>
<th>Nikisha Love</th>
<th>Veronica Munson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bureau of Justice Assistance</td>
<td>Bureau of Justice Assistance</td>
</tr>
<tr>
<td><a href="mailto:Nikisha.Love@usdoj.gov">Nikisha.Love@usdoj.gov</a></td>
<td><a href="mailto:Veronica.Munson@usdoj.gov">Veronica.Munson@usdoj.gov</a></td>
</tr>
<tr>
<td>202-616-8241</td>
<td>202-514-7710</td>
</tr>
</tbody>
</table>
Other Important Links

- BJA Grant Writing and Management Academy (5 online training modules for life of grant including managing federal funds, strategic planning, and budgets): [https://www.bja.gov/gwma/index.html](https://www.bja.gov/gwma/index.html)

- Grants Management System (GMS): [https://grants.ojp.usdoj.gov/](https://grants.ojp.usdoj.gov/)
  GMS Training Tool: [http://www.ojp.gov/gmscbt/](http://www.ojp.gov/gmscbt/)
  GMS Help Desk: 1-888-549-9901

- BJA Performance Tools (PMT): [https://bjapmt.ojp.gov/](https://bjapmt.ojp.gov/)
  PMT Help Desk: 1-888-252-6867

- OJP award great online resources
  OJP Funding Resource Center [http://ojp.gov/funding/index.htm](http://ojp.gov/funding/index.htm)

- OJP Standard Forms & Instructions: [http://ojp.gov/funding/Apply/Forms.htm](http://ojp.gov/funding/Apply/Forms.htm)
JMHCP Orientation Webinar

- Overview of JMHCP
- Budget and Grants Management
- Performance Measurement Tool
- Technical Assistance
- Questions & Answers
Notice to PMT Users

The BJA PMT has a new improved login and user account management process!
To maintain access, click Login below and follow the Update Account instructions at
https://www.ojpssso.org/support/OJP_PMP_SSO_Login_Instructions.pdf New users, contact the BJA PMT Help Desk
or your grantor if you are a subrecipient.

Login

Login

Performance Measurement Tool (PMT)

The BJA Performance Measurement Tool supports BJA grantees ability to identify, collect, and report performance
measurement data on activities funded by their award. After logging in, you will be able to:

- Report Data
- Create a report ready for the Grants Management System (GMS)

You must be a grantee of BJA to obtain a user ID and password to access these features. If you need a user ID or
have any questions, please contact the PMT help desk staff by email biaapmt@csriincorporated.com or toll-free at
1-888-252-6867.
BJA Performance Measurement Tool (PMT): Data Collection (https://bjapmt.ojp.gov/)
PMT Reporting Schedule

✅ Quarterly (Jan-March, April-June, July-Sep, Oct-Dec):
- You are required to enter data for program performance measures in the PMT every 3 months.
- You have 30 days after the end of the reporting period to enter the data.
- You are encouraged to create and save report for your records after each quarter’s data entry.

✅ Semiannually (January–June & July–December) :
- Status updates on your Goals and Objectives are required every 6-months through the PMT.
- You must submit a report from the PMT to BJA as an attachment to your Progress Report through the GMS.
## PMT Reporting Schedule

<table>
<thead>
<tr>
<th>Reporting Period</th>
<th>Type of Data Required</th>
<th>PMT Due Date</th>
<th>Upload to GMS? When?</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1–March 31</td>
<td>Program Performance Measures</td>
<td>April 30</td>
<td>No</td>
</tr>
<tr>
<td>April 1–June 30</td>
<td>Program Performance Measures and Goals and Objectives</td>
<td>July 30</td>
<td>Yes, July 30</td>
</tr>
<tr>
<td>July 1–September 30</td>
<td>Program Performance Measures</td>
<td>October 30</td>
<td>No</td>
</tr>
<tr>
<td>October 1–December 31</td>
<td>Program Performance Measures and Goals and Objectives</td>
<td>January 30</td>
<td>Yes, January 30</td>
</tr>
</tbody>
</table>
Question: Am I still required to fill out a report in the PMT if I have no “grant activity”?  
Answer: **YES**, all grantees are required to fill out a data report, you would select “no grant activity” or “not operational” to indicate that no funds were received yet or expended.

### GRANT ACTIVITY

1. Was there **grant activity** during the reporting period? *There is grant activity when the grantee has obligated, expended, or drawn down grant funds to implement objectives proposed in the BJA-approved grant application. If you select “Yes,” the program becomes Operational and should remain so until the grant closes out.*
   
   A. Yes/No
   
   B. If No, please select from the following responses:

<table>
<thead>
<tr>
<th>Reason(s) for no grant activity during the reporting period</th>
<th>Select all that apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>In procurement</td>
<td></td>
</tr>
<tr>
<td>Project or budget not approved by agency, county, city, or state governing agency</td>
<td></td>
</tr>
<tr>
<td>Seeking subcontractors (Request for Proposal stage only)</td>
<td></td>
</tr>
<tr>
<td>Waiting to hire project manager, additional staff, or coordinating staff</td>
<td></td>
</tr>
<tr>
<td>Paying for the program using prior federal funds</td>
<td></td>
</tr>
<tr>
<td>Administrative hold (e.g., court case pending)</td>
<td></td>
</tr>
<tr>
<td>Still seeking budget BJA approval</td>
<td></td>
</tr>
<tr>
<td>Waiting for partners or collaborators to complete the application</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>If Other, please explain</td>
<td></td>
</tr>
</tbody>
</table>
JMHCP Training Dates Coming Soon!
For more information email: 
BJAPMT@usdoj.gov
Or call: (888) 252-6867.
JMHCP Categories

**FY16**

**Category 1:** Collaborative County Approaches to Reducing the Prevalence of Individuals with Mental Disorders in Jail

**Category 2:** Planning and Implementation

**Category 3:** Expansion

**FY17**

**Category 1:** Collaborative County Approaches to Reducing the Prevalence of Individuals with Mental Disorders in Jail

**Category 2:** Strategic Planning for Law Enforcement and Mental Health Collaboration

**Category 3:** Implementation and Expansion
JMHCP Orientation Webinar

Overview of JMHCP

Budget and Grants Management

Performance Measurement Tool

Technical Assistance

Questions & Answers
TA Provider

Peer Learning

Access to Experts

Resources & Tools

JMHCP TTA
TA Provider: Targeted TA

Monthly Calls

P&I Guides

Site Visits

National Meetings

Resources
How can your Technical Assistance (TA) Provider Help?

• **Planning and implementation of your grant, and other “content” questions**: Contact CSG Justice Center and your TTA coordinator.

• They can answer questions about:
  • Planning Guide or Planning & Implementation, or Implementation & Expansion Guides
  • Stakeholder engagement and involvement at a systems level
  • Getting started and identifying foals
  • Defining or refining your systems goals and/or target population
  • Identifying systems enhancements, evidence-based services and supports
  • Data Collection, performance measurement, and program evaluation
  • Sustainability
  • Supporting resources, publications, webinars, training opportunities
Peer Learning

- National Events
- Learning Communities
- Learning Sites
- Connections to Current and Past Grantees
Resources & Tools

P&I Guides
Grantee Orientation, Strategic Planning Meetings, and National Conference

2015 JMHCP & SCA National Conferences

Justice and Mental Health | Second Chance Collaboration in Action
practical strategies to deliver results
December 14-18, 2015 | Mandarin Oriental Park | Washington, DC

Follow on Social:
#SecondChanceAct #JMHCP @CSGJC

View PowerPoint presentations from the conference

U.S. Attorney General Loretta E. Lynch, White House Senior Advisor Valerie Jarrett, and actor and activist Tim Robbins were among the top officials, leaders, and celebrities who came together to champion effective criminal justice strategies at the annual Second Chance Act (SCA) and Justice and Mental Health Collaboration Program (JMHCP) conference in
Subscribe to Newsletters and Announcements

If you'd like to see the types of messages we send, here's an archive of some recent newsletters and announcements that some of our subscribers receive.

Most Recent Newsletters

- New FBI Crime Data Takes Search for Solutions to the State, Local Level
- Criminal Justice/Behavioral Health Newsletter, October 2017
- Reentry and Employment Project Roundup
- Register for Webinar: Developing Collaborative Comprehensive Case Plans
- School Discipline Consensus Project Roundup
- National Reentry Resource Center Newsletter, September 2017
Overview of JMHCP

Budget and Grants Management

Performance Measurement Tool

Technical Assistance

Questions & Answers
JMHCP Category Orientation Webinars

- Tuesday, November 7: Category 2 - Law Enforcement Strategic Planning

- Thursday, Nov 9: Category 1 - Collaborative County

- Tuesday, Nov 21: Category 3 - Implementation & Expansion
References

• **Grants Management System (GMS)**
  – GMS: [https://grants.ojp.usdoj.gov](https://grants.ojp.usdoj.gov)
  – GMS Helpdesk: 888-549-9901 (option 3)
  – OCFO Customer Service: 888-549-9901 (option 2)

• **Performance Measurement Tool (PMT)**
  – PMT Web Site: [https://www.bjaperformancetools.org](https://www.bjaperformancetools.org)
    • Webinar trainings, performance measure grids/questionnaires, user guides, FAQs, and helpful links
  – PMT Help Desk:
    • Monday–Friday 8:30 a.m.–5:30 p.m. EST
    • PMT Help Desk: 1-888-252-6867

• **Federal Reporting.gov Helpdesk:**
  – 1-877-508-7386 or email: [Support@FederalReporting.gov](mailto:Support@FederalReporting.gov)

• **Indirect Cost References:**
  – [https://ojp.gov/funding/Apply/Resources/IndirectCosts.pdf](https://ojp.gov/funding/Apply/Resources/IndirectCosts.pdf)
  – [https://ojp.gov/financialguide/DOJ/Appendices/glossary.htm#c](https://ojp.gov/financialguide/DOJ/Appendices/glossary.htm#c)
Contact Information

**Bureau of Justice Assistance**

Maria Fryer  
Maria.Fryer@usdoj.gov  
202-514-2000

Veronica Munson  
Veronica.Munson@usdoj.gov  
202-514-9537

Nikisha Love  
Nikisha.Love@usdoj.gov  
202-616-8241

Cassandra Carter  
Cassandra.G.Carter@usdoj.gov

**The Council of State Governments**

**Justice Center**

Sarah Wurzburg  
swurzburg@csg.org  
646-383-5765

Cynthea Kimmelman-DeVries  
Ckimmelman-devries@csg.org  
646-383-5757
Thank You

Join our distribution list to receive CSG Justice Center project updates!

csgjusticecenter.org/subscribe

For more information, contact Olivia Randi, orandi@csg.org.