

**November 21, 2017**



# **Second Chance Act FY2017 Grantee Orientation Webinar**

# Speakers

## **Bureau of Justice Assistance**

DeAnna Hoskins, Senior Policy Advisor, Corrections/Reentry

Linda Hill-Franklin, State Policy Advisor

Jennifer L. Lewis, State Policy Advisor

Zafra Stork, State Policy Advisor

E. Tracey A. Willis, M.S.W., State Policy Advisor

Cassandra Carter, Performance Measurement Tool (PMT) TTA Coordinator

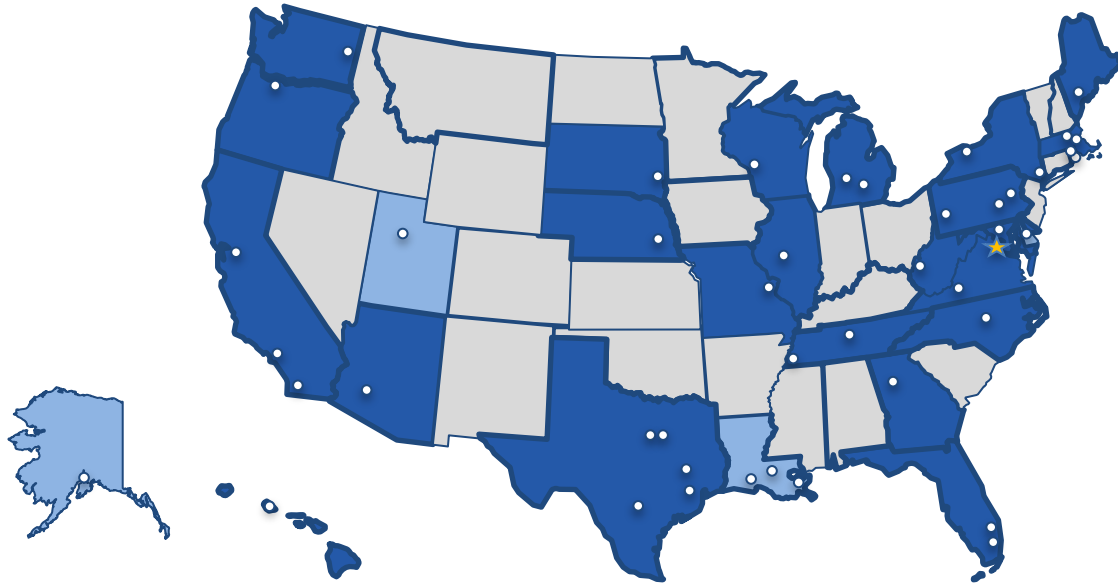
## **Council of State Governments Justice Center**

Nicole Jarrett, Ph.D., Deputy Director, Corrections and Reentry

# Overview

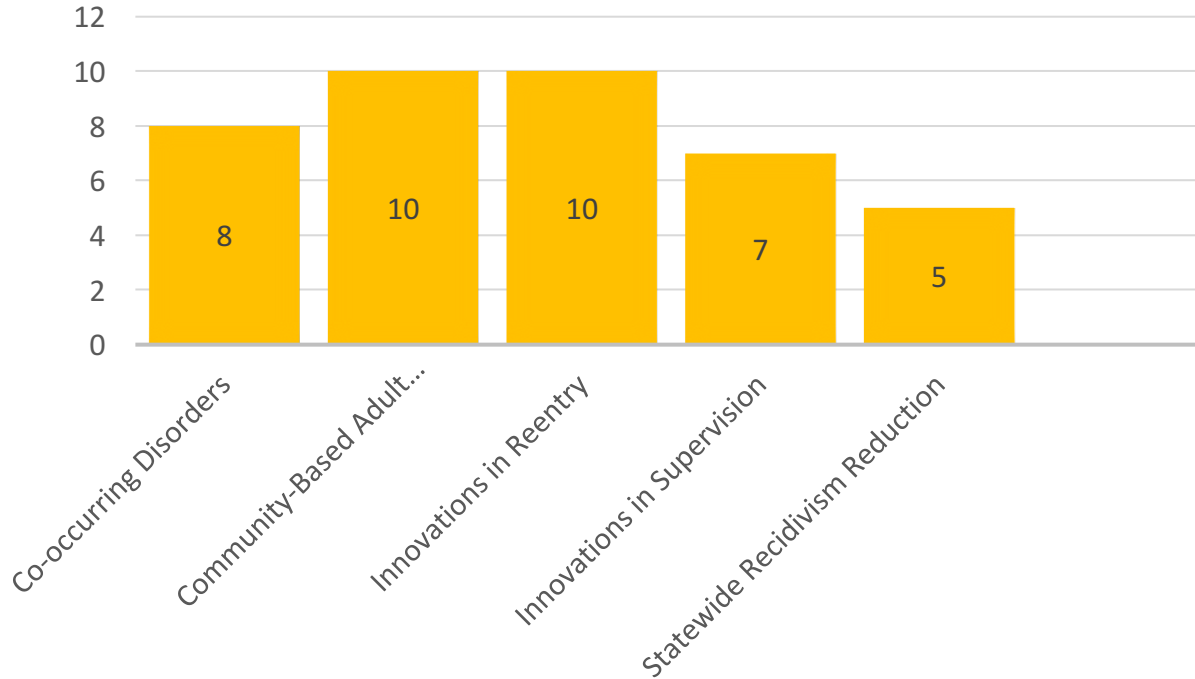
- Welcome and Congratulations
- Introduction to the National Reentry Resource Center
- Post-Award Grant Management and Federal Compliance
- Questions and Answers

# Second Chance Act FY17 Awardees

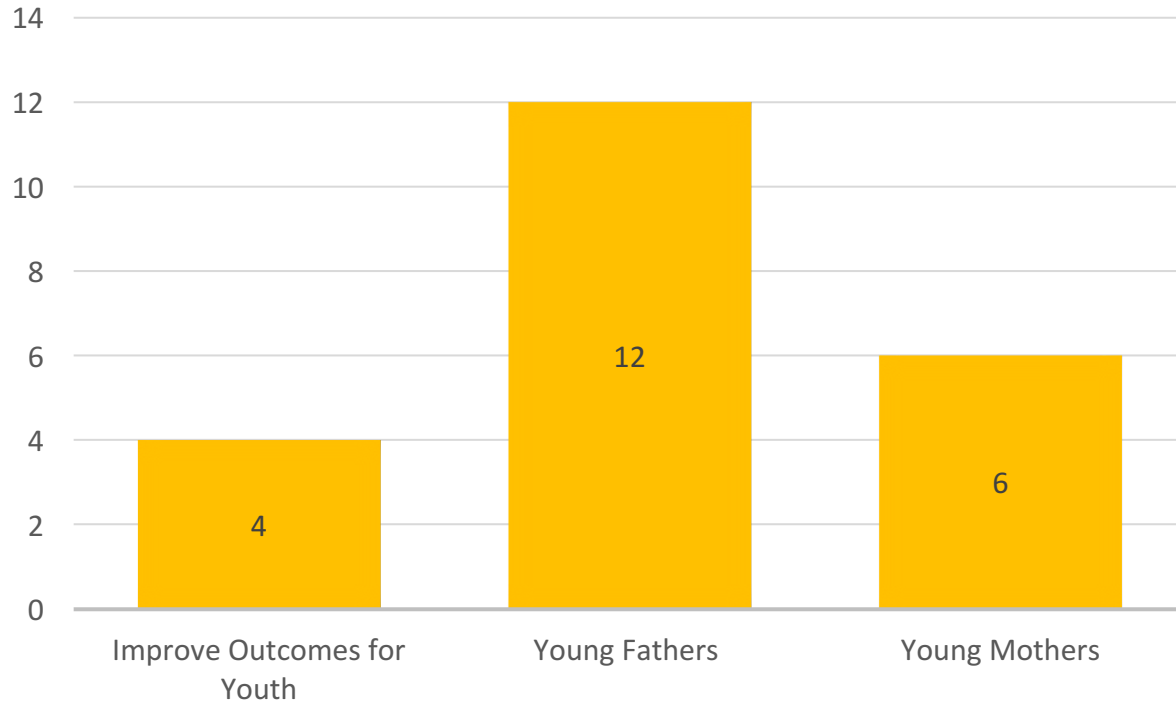


**40 SCA Adult Grantees**  
**22 SCA Juvenile Grantees**

# FY17 SCA Adult Cohort



# FY17 SCA Juvenile Cohort



# U.S. Department of Justice 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 Second Chance Act has supported over **\$300 million** in reentry investments across the country



<https://www.bja.gov/>

# Expectations for SCA Grantees

- Meet your project objectives
- Use validated risk and needs assessment instruments and the most appropriate evidence-based practices and interventions to serve your target populations
- Track your progress and complete a project evaluation
- Communicate regularly with your TA provider and seek help when needed



# What Grantees Can Expect

Ongoing and timely support

- National Reentry Resource Center
- BJA Program and Policy Staff

www.nationalreentryresourcecenter.org



[About](#)

[Projects](#)

[Resources](#)

[Facts & Trends](#)

[In the News](#)

[Reentry Council](#)



the NATIONAL REENTRY  
RESOURCE CENTER

— A Project of the Bureau of Justice Assistance —

### Capitol Hill Event Showcases Progress in Reentry and Recidivism Reduction

The National Reentry Resource Center and The Council of State Governments Justice Center recently released two briefs at an event on Capitol Hill highlighting efforts to reduce recidivism in communities throughout the country.

[Learn More](#)



Visit the *What Works in  
Reentry Clearinghouse*

95% of adults  
sentenced to prison  
will return to the  
community.

**Reentry will be  
their next step.**



[Click to tweet this message](#)

## The Latest From the Reentry Field

### Reentry In the News

#### ANNOUNCEMENTS



#### Register for Livestream: Engaging Local Employers in Promising Practices for Hiring People Who Have Criminal Records

The livestream will consist of two panels, one featuring an employer and employee and the other an employer and reentry service director. The first panel will be the Welcome and Keynote presentation, immediately followed by the second panel which will be a workshop entitled, "A Sector-Based Approach: Engaging Local Employers."



#### Register for Network Call: Addressing Housing Needs of People in the Criminal Justice System Who Have Mental Illnesses

Join the Stepping Up partners for a network call on the housing needs of people with mental illnesses who have had contact with the criminal justice system. On this call, a national expert from the Corporation for Supportive Housing (CSH) and county officials from Johnson County, IA, and Harris County, TX, will engage in a facilitated discussion and Q&A session with the audience about this topic and the Frequent Users Systems Engagement (FUSE) model.



#### Apply Now: Technical Assistance Initiative to Strengthen Education and Workforce Development Services for Justice-Involved

#### RECENT HEADLINES

#### End "Stovepipe Approach" to Public Safety, State Officials Told

NOVEMBER 13, 2017

Wetzel's remarks set the tone for the meeting, which was aimed at presenting officials in each state with a detailed analysis of their crime issues, including trends in arrests, recidivism and behavioral health, and help them come up with evidence-based solutions.

#### Prisoners Look to Life after Incarceration through Reentry Program

NOVEMBER 10, 2017

This vow to strengthen reentry programs comes in the wake of the success of a program called Reentry Court, which was spearheaded by Orleans Parish Criminal District Court judges Arthur Hunter and Laurie White. Of the 131 people who have graduated from the program since 2010, only 13 percent of them have returned to prison within three years.

# Second Chance Act

## Second Chance Act Grantees: Highlights and Successes



### Palm Beach County Program Partners with Probation Officers to Improve Reentry, One Youth at a Time

SEPTEMBER 13, 2017

The Back to a Future program, based in Palm Beach County, Florida, has worked in close collaboration with probation partners at the Florida Department of Juvenile Justice since its inception in 2013.



### Troubleshooting Training: How Three Programs Prepare Volunteers to Mentor People Leaving Prison and Jail

JULY 27, 2017

Staff at the CSG Justice Center talked to three reentry programs with promising training practices about their experiences developing and delivering training to volunteer mentors.



### Tucson Community Nonprofit Grows with a Change in Housing Programming

JUNE 12, 2017

As the leaders of Old Pueblo Community Services (OPCS) can attest, the landscape of housing and reentry services is never static. For this nonprofit organization that serves people at risk of homelessness in Pima County, Arizona, the communities they work in, their clients, funding streams, and research into best practices all evolve over time—and OPCS' leaders recognize the importance of evolving along with that landscape.

### Reentry Matters: Strategies and Successes of Second Chance Act Grantees Across the United States



The program snapshots in this publication illustrate the positive impact these reentry initiatives can have by focusing on areas vital to successful reintegration back into the community, including employment, education, mentoring, and substance abuse and mental health treatment.

# Learn About Reentry Initiatives Near You

## National Criminal Justice Initiatives Map

The National Criminal Justice Initiatives (NCJI) map identifies recipients of federal funding related to reentry and recidivism reduction across the United States. As a joint project of the National Reentry Resource Center and the **Federal Interagency Reentry Council**, this is a map of programs and federal investments for communities around the country.



1,000 results found

### Filter By:

Awarding Agency

☐ U.S. Department of Education, Office of Vocational and Adult

Award Year 2012 - 2017

2006

2017

# The Role of the NRRC TA Provider

- Provide support through monthly calls, site visits, trainings, and distance learning opportunities
- Connect you to subject matter experts
- Recommend publications and online resources
- Host peer learning communities
- Share evidence-based practices and promising approaches and strategies to overcome implementation barriers
- Highlight and share innovative work being done by grantees
- Work closely with BJA to promote grant management and reporting requirements



# Grant Program Specific Webinars

- **Objectives**

- Review Program-specific expectations
- Share successful strategies
- Discuss the Planning and Implementation Guide

- **Timeline:**

- November 29, 2:00 pm EST: Co-Occurring Disorders
- December 5, 2:00 pm EST: Innovations in Supervision
- December 6, 2:00 pm EST: Innovations in Reentry
- December 7, 2:00 pm EST: Community Based Adult Reentry
- December 7, 2:00 pm EST: Statewide Recidivism Reduction



# **Building Effective Programs Through a Solid Foundation**

**FY 2017 Second Chance Act (SCA) New Grantee  
Orientation Webinar  
November 21, 2017**



## **BJA State Policy Advisors**

**Jennifer L. Lewis  
Linda Hill-Franklin  
E. Tracey A. Willis  
Zafra Stork**





# 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



# 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.






**BJA**  
Bureau of Justice Assistance  
U.S. Department of Justice

## Special Conditions



	Department of Justice Office of Justice Programs <b>Bureau of Justice Assistance</b>	<b>AWARD CONTINUATION SHEET Grant</b>	PAGE 2 OF 9
PROJECT NUMBER 2009-SB-B9-1238		AWARD DATE 06/17/2009	
<p style="text-align: center;"><i>SPECIAL CONDITIONS</i></p> <ol style="list-style-type: none"><li>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.</li><li>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.</li><li>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.</li><li>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.</li><li>5. The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, 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 4706 Washington, DC 20530  e-mail: <a href="mailto:oig.hotline@usdoj.gov">oig.hotline@usdoj.gov</a>  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 <a href="http://www.usdoj.gov/oig">www.usdoj.gov/oig</a>.</li><li>6. <b>RECOVERY ACT – Conflict with Other Standard Terms and Conditions</b> 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.</li></ol>			



## Examples of Special Conditions

- All awards will include standard special conditions concerning compliance with:
  1. DOJ Grants Financial Guide
  2. Use of Federal Funds
  3. Audit requirements, the Anti-Lobbying Act
  4. Civil Rights – EEOP (Equal Employment Opportunity Plan)
  5. Reporting Potential Fraud, Waste, and Abuse
- There are program specific special conditions related to program deliverables. Some SCA awards include a special condition requiring the submission of the final analysis and evaluation report by the research partner be submitted prior to the award closeout.
- Your awards all contain special conditions that require compliance with data collection and reporting as detailed in the solicitation and your award documents.



# Withholding Special Conditions

- **Additional withholding special conditions-** These conditions place holds on funds for overdue reports and/or pending budget approval, other program requirements including documentation that was missing or incomplete when the grant application was reviewed.
- **Planning** – All of your awards have built in a planning period, leading to the development of a Planning and Implementation Guide or Action Plan. This comprehensive project work plan is developed with your National Reentry Resource Center (NRRC) technical assistance coach and program partners. Most of the awards also include a related withholding special condition that limits spending until the required planning documents are submitted and approved.





These planning guides incorporate evidence-based programs, policies, and practices and include:

1. Description of the problem and the data that led to its identification.
  2. Logic model that identifies the solution(s) to be tested, intended outcomes, and evaluation metrics, including the research base for proposed strategies.
  3. Plan to measure outcomes, including performance measurement, ongoing analysis, and assessment of the overall project impact.
- **Travel** –The grantees with a withholding special condition related to pending budget approval will be allowed to incur obligations, expend, and draw down funds for travel, lodging, and per diem costs only, in an amount not to exceed \$15,000, for the sole purpose of attending required award related conferences and training.
  - **It is important to work with your State Policy Advisor to remove any active withholding special conditions or you will not be able to draw down funds.**



# Progress Reporting Requirements

## **Quarterly Performance Metric Tool (PMT) Programmatic reports:**

Submitted in PMT **ONLY!**

<u>Reporting Period</u>	<u>Due Date</u>
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30
October 1 – December 31	January 30

PMT Website - <https://bjapmt.ojp.gov/>

## **Semi-Annual Grants Management System (GMS) Programmatic reports:**

Submitted in GMS

- January 30 and July 30
- Upload PDF versions of your PMT to the report in GMS
- GMS Website - <https://grants.ojp.usdoj.gov>

NOTE: **Hold on funds** - GMS automatically freezes grant funds for delinquent reports. It is important to submit reports on time. Late reports also influence how your award is assessed by OJP.



# Court and Criminal Involvement Data Reporting

- Grantees are required to track unique identifiers for participants related to court and criminal involvement (recidivism data) during the period of one year after release. Chief executives from organizations are required to sign and submit an assurance that all participant recidivism indicator data will be collected and submitted. Your program and evaluation must incorporate these requirements.
- Court and criminal involvement data must be collected throughout the award period, and reported in the FINAL PMT report. You must report quantitative, verifiable data on the following performance measures:
  1. Arrested and Booked on a New Charge
  2. Conviction for a New Charge
  3. Revocation of the Terms of Supervised Release
  4. Reincarceration





# GMS: Federal Financial Reports SF-425

## Reporting Period

January 1 – March 31

April 1 – June 30

July 1 – September 30

October 1 – December 31

## Due Date

April 30

July 30

October 30

January 30

- Submitted in **GMS**: <https://grants.ojp.usdoj.gov>
- No activity? Enter 0.
- For help with Federal Financial Reports, please contact **OCFO Customer Service** by phone at 1-800-458-0786 (option 2), or by email at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov).



## Important Reminders for Submitting a SF-425:

- Report actual funds obligated and/or expended, NOT your draw down amounts.
- 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 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 Financial POCs within 120 days of award acceptance. Failure to comply will result in a withholding special condition.  
Go to: <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>



## Financial Information: Resources

- **2015 DOJ Grants Financial Guide (current guide)-**  
Go to: <http://ojp.gov/financialguide/DOJ/index.htm>
- 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](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

- Land Acquisition
- Lobbying
- Fundraising
- Compensation for Federal Employees
- Travel of Department of Justice Employees
- State and Local Taxes
- Prohibited or Controlled Equipment
- Corporate Formation
- Costs Incurred Outside the Project Period
- Entertainment and Food and Beverage
- Bonuses or Commissions
- Program Specific Unallowable Costs





## Unallowable Costs

In addition to the unallowable costs identified in the 2015 DOJ Grants Financial Guide, Second Chance Act 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



# Procurement

- As a recipient or subrecipient, you must conduct all procurement transactions in a manner providing full and open competition consistent with the Procurement Standards in the Uniform Guidance. This requirement holds whether procurement transactions are negotiated or competitively bid, and without regard to dollar value.
- The proper determination of whether an action is a subaward or procurement contract is critical as significantly different requirements and or rules apply to subawards and procurement contracts.
- The substance of the relationship should be given greater consideration than the form of agreement between the prime recipient and the outside entity. If you delegate **program activities** to another entity, that delegation will generally be considered a subaward. On the other hand, if you purchase or procure goods or services from another entity, that activity will generally be considered a contract entity.





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>



# Monitoring Subrecipients

- 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.
- Key components to effective subrecipient monitoring include:
  1. A subaward agreement that specifies task and requires progress and financial reporting, as well as possible noncompliance penalties and termination procedures.
  2. Monitoring policies and procedures
  3. A risk-based monitoring plan for selecting subrecipients to monitor
  4. A process for on-site monitoring including a monitoring checklist that satisfies administrative, financial, and programmatic elements; process for documenting findings in a report; and procedures for follow-up on issues for resolution.



# 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](http://www.USASpending.gov).
- FSRS ([www.fsrs.gov](http://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](http://www.fsrs.gov/resources).
- For more information about FFATA, see <http://ojp.gov/funding/Explore/SolicitationRequirements/FinancialRequirements.htm>



# FAPIIS REPORTING

- The Federal Awardee Performance and Integrity Information System (FAPIIS) requires grantees to report information on certain civil, criminal, and administrative proceedings submitted to the federal designated integrity and performance system (currently, "FAPIIS") within the System for Award Management ("SAM") <https://www.fapiis.gov/fapiis/index.action>
- OJP grants and cooperative agreements that exceed \$500,000 typically will include a condition that requires the recipient -- if the total value of its currently active grants, cooperative agreements, and procurement contracts from all federal agencies exceeds \$10 million, as set out in the condition -- to report particular information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either its OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. For more information <http://ojp.gov/funding/FAPIIS.htm>



## 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 (Non competitive procurement contract >\$150,000)
  - Costs Requiring Prior Approval (e.g. consultant rates >\$650 per day)
- GANs will not be approved if the grantee is delinquent on financial or programmatic reporting.



# GAN: Change of Project Period- No Cost Extension

- May not exceed 12 months past the original end date, unless there are extraordinary circumstances.
- Must be requested through GMS no later than 45 days prior to the current end date.
- **Please follow the format and include the information below as an **attachment** to your GAN:**
  1. The current, unobligated balance
  2. Explanation for why the project could not be finished before the current grant end date
  3. Description of the pending activities to be completed during the requested extension period (revised timeline/time task plan)
  4. How the grant funds will be utilized during the requested extension period





# 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.





## GAN: Publication Plan Submissions

- All grantees and cooperative agreement recipients (grantees) should begin submitting publications for review via GANs in GMS.
- The grantee should select PO Approval GAN and mark "Publication Plan Submissions" or "Other: Publication Review," and **attach their publication(s) into the GAN module.**
  - Publication: This applies to major publications such as evaluations or final reports. Announcements/press release do not apply.
- The grantees should **explain their publication plan** (i.e., dates of distribution; target audience, etc.) in the GAN explanation block or in an attachment.
- Please refer to the BJA publication special condition for more information.



# BJA Compliance Monitoring

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

- 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.



## Common Audit Findings

**Below are the most common findings from audits of DOJ awards in FY14 the most recent year for which this information is available. These findings are provided to increase your awareness of some areas to monitor closely in managing your award:**

- Internal control policies and procedures are not documented or need improvement.
- Accounting policies and procedures are not documented or need improvement.
- Special Condition not met by grantee, with unsupported/unauthorized expenditures / drawdowns
- Accounting system inadequate or not effectively utilized to account for grant funds



## Common Audit Findings (continued)

- Payroll policies and procedures are not documented or need improvement.
- Quarterly and Annual Financial and Program Reports are not submitted timely.
- Inventory policies and procedures are not documented or improvement needed.
- Financial or other program reporting requirements are not accurately prepared.
- Suspension and Debarment are not verified, not performed, or not properly documented in procurement practices.
- Subrecipient monitoring is not being conducted.



## For additional information

- BJA Main Phone: 202-616-6500
- BJA Website: <https://www.bja.gov/>
- State Policy Advisors:  
<https://www.bja.gov/About/Contacts/ProgramsOffice.html>
- Current BJA funding opportunities and FAQs concerning BJA funding:  
<https://www.bja.gov/funding.aspx>



## Other important links

- BJA Grant Writing and Management Academy (five online training modules for the life of the grant including managing federal funds, strategic planning, and budgets): <https://www.bja.gov/gwma/index.html>
- Grants Management System (GMS): <https://grants.ojp.usdoj.gov/>  
GMS Training Tool: <http://www.ojp.gov/gmscbt/>  
GMS Help Desk: 1-888-549-9901
- BJA Performance Tools (PMT): <https://bjapmt.ojp.gov/>  
PMT Help Desk: 1-888-252-6867
- OJP award great online resources  
OJP Grants 101: <http://www.ojp.gov/grants101/>  
OJP Funding Resource Center <http://ojp.gov/funding/index.htm>
- OJP Standard Forms & Instructions: <http://ojp.gov/funding/Apply/Forms.htm>





# BJA SCA State Policy Advisors

**Linda Hill-Franklin**

[Linda.Hill-Franklin@ojp.usdoj.gov](mailto:Linda.Hill-Franklin@ojp.usdoj.gov) 202-514-0712

**Jennifer L. Lewis**

[Jennifer.L.Lewis@ojp.usdoj.gov](mailto:Jennifer.L.Lewis@ojp.usdoj.gov) 202-305-8064

**E. Tracey A. Willis**

[Tracey.Willis@ojp.usdoj.gov](mailto:Tracey.Willis@ojp.usdoj.gov) 202-305-1766

**Zafra Stork**

[Zafra.Stork@ojp.usdoj.gov](mailto:Zafra.Stork@ojp.usdoj.gov) 202-307-0613



If you have question not covered  
in this presentation, please  
contact your assigned BJA State  
Policy Advisor directly.

# **Performance Management at BJA**

- **Why do we have performance measures?**
  - Identify success and potential areas of improvement
    - System improvements (internal training and TA, external messaging)
- Track activity and progress
  - Inform decision-making
- Understand how funds are being distributed
  - Informs budget, strategic plan, future funding
  - Respond to external requests (e.g., congressional inquiries, media requests)
- Required by law

## Definitions

- Ongoing data collection to determine if a program is implementing activities and achieving objectives.
  - It measures inputs, outputs, and outcomes over time.
  - In general, pre-post comparisons are used to assess change (BJA Center for Program Evaluation and Performance Measurement).
- Ongoing monitoring and reporting of program accomplishments, particularly progress toward program goals (Government Accountability Office).

# Performance Management Products

S

Product	Audience	Purpose	Level of Analysis	Frequency	
<b>GMS Report</b>	<ul style="list-style-type: none"> <li>Grant managers (SPAs)</li> <li>Grantees</li> </ul>	<ul style="list-style-type: none"> <li>Uploaded to GMS for accountability</li> <li>Data available for review by manager or grantee</li> </ul>	<ul style="list-style-type: none"> <li>System generated</li> <li>Simple illustration of PMT data for a single award (note: JAG will also contain an Excel document containing a summary of all data)</li> </ul>	<b>Semiannual</b> January and July	SYSTEM GENERATED
<b>Dashboard†</b>	<ul style="list-style-type: none"> <li>Grantees and general public</li> </ul>	<ul style="list-style-type: none"> <li>A tool for grantees to create reports for comparisons</li> <li>Provides convenient view of key program measures</li> <li>Delivers transparency of program activity</li> </ul>	<ul style="list-style-type: none"> <li>Basic analysis, including data preparation and limited coding</li> </ul>	<b>Quarterly</b> January, April, July, and October	
<b>Grantee Feedback Report (GFR)</b>	<ul style="list-style-type: none"> <li>Grantees</li> <li>Policy advisors</li> <li>TTA providers</li> </ul>	<ul style="list-style-type: none"> <li>Allows grantee to make comparisons to similar programs</li> <li>Policy advisors get a snapshot of overall program performance</li> </ul>	<ul style="list-style-type: none"> <li>Moderate level of analysis, including measures of variance</li> </ul>	<b>Semiannual</b> January and July	
<b>Program Update</b>	<ul style="list-style-type: none"> <li>Congress, Senate</li> <li>General public</li> <li>OJP/BJA leadership</li> </ul>	<ul style="list-style-type: none"> <li>Presents overall performance of grant program over time</li> <li>Highlights program accomplishments</li> <li>Details program contribution to overall OJP/BJA strategic objectives</li> </ul>	<ul style="list-style-type: none"> <li>High level of analysis at the program level</li> <li>Analysis of both quantitative and qualitative data</li> </ul>	<b>Annual</b> December	MANUAL ANALYSIS
<b>Mini-GrantStat</b>	<ul style="list-style-type: none"> <li>Grant managers</li> <li>Policy advisors</li> <li>TTA providers</li> </ul>	<ul style="list-style-type: none"> <li>Identifies grantees that exceed or do not meet program- specific expectations as determined by performance metrics</li> <li>Identifies grantees that may need TTA</li> <li>Feeds directly into the “performance” metric for GrantStat</li> </ul>	<ul style="list-style-type: none"> <li>Moderate level of analysis at the grantee level</li> <li>Some more complex calculations (e.g., indices)</li> </ul>	<b>Semiannual</b> October and April	
<b>GrantStat</b>	<ul style="list-style-type: none"> <li>Grant managers</li> <li>Policy advisors</li> <li>TTA providers</li> </ul>	<ul style="list-style-type: none"> <li>Identifies grantees that exceed or do not meet program- specific expectations across multiple dimensions</li> <li>Highlights overall programmatic issues</li> <li>Informs overall program understanding and may lead to changes in future solicitations</li> </ul>	<ul style="list-style-type: none"> <li>Hi level of analysis at the grantee level</li> <li>Analysis of financial, performance, program design and Grant Assessment Tool (GAT).</li> </ul>	<b>Ad Hoc</b>	

† Development TBD

Note: This graphic does not include: specialty products/analysis produced for specific programs or data requests or analysis conducted as part of evaluation research.



# PMT Reporting Schedule—SCA

Type of Data Required	Reporting Period	PMT Due Date	Upload to GMS?
Program Performance Measures	January 1–March 31	April 30	No
Program Performance Measures & Narrative	April 1–June 30	July 30	<b>YES</b> July 30
Program Performance Measures	July 1–September 30	October 30	No
Program Performance Measures & Narrative	October 1–December 31	January 30	<b>YES</b> January 30



## 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://ojpsso.ojp.gov/support/OJP\\_PMP\\_SSO\\_Login\\_Instructions.pdf](https://ojpsso.ojp.gov/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 [bjapmt@usdoj.gov](mailto:bjapmt@usdoj.gov) or toll-free at 1-888-252-6867.





# BJA Performance Measurement Tool (PMT):



U.S. DEPARTMENT OF JUSTICE

**Office of Justice Programs**

*Innovation • Partnerships • Safer Neighborhoods*

---

## Performance Measurement Platform

---



**User Name**

carter\_cassandra@bah.com

**Password**

.....

Login

[Forgot Password](#)

*Please note: JavaScript must be enabled to use this site. If not, site navigation will not work properly. If you need to enable JavaScript, click [here](#) to find out how.*

---

**BJA**

**OVC**

**OJJDP**

**NIJ**

---

Privacy | FOIA

## ✓ Quarterly:

- 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 a report for your records after each quarter's data entry.

## ✓ Semiannually:

- You are required to answer seven narrative questions for the previous 6 months of activity (January–June and July–December) in the PMT. You must submit a report from the PMT to BJA **as an attachment to your Progress Report through the GMS.**

## ✓ Closeout:

- You are required to answer the narrative questions for the previous months of activity since your last PMT report submission to the GMS.
- You are required to submit a *PMT Final Report* to BJA **as an attachment to the Final Progress Report through the GMS.**



## SCA PMT-Training Dates Coming Soon!

For more information  
email: **BJAPMT@usdoj.gov**  
Or call: (888) 252-6867

# Thank you!

Join our distribution list to receive  
National Reentry Resource Center updates!

[www.csgjusticecenter.org/subscribe](http://www.csgjusticecenter.org/subscribe)

For more information, contact  
[info@nationalreentryresourcecenter.org](mailto:info@nationalreentryresourcecenter.org)

*This presentation was prepared by The Council of State Governments (CSG) Justice Center, in partnership with the U.S. Department of Justice's Bureau of Justice Assistance. Presentations are not externally reviewed for form or content. The statements reflect the views of the authors and should not be considered the official position of the CSG Justice Center, the members of The Council of State Governments, or the Bureau of Justice Assistance.*