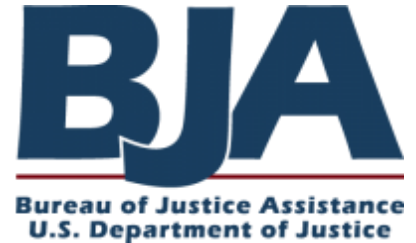


January 10, 2019



**Justice
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FY18 Justice and Mental Health Collaboration (JMHCP) Program Orientation Webinar



Overview

- Welcome and Introductions
- Overview of JMHCP
- Budget and Grants Management
- Performance Measurement Tool
- Technical Assistance
- Questions and Answers

Speakers

- Erich Dietrich, *Division Chief, Acting Associate Deputy Director, Bureau of Justice Assistance, U.S. Department of Justice*
- Lauren Duhaime, *Performance Measurement Tool (PMT) Research Associate (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*
- Allison Upton, *Project Manager, Behavioral Health, The Council of State Governments Justice Center*
- Sarah Wurzburg, *Deputy Program Director, Behavioral Health, The Council of State Governments Justice Center*



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Bureau of Justice Assistance

BJA helps to make American communities safer by strengthening the nation's criminal justice system: Its grants, training and technical assistance, and policy development services provide state, local, and tribal governments with the cutting edge tools and best practices they need to reduce violent and drug-related crime, support law enforcement, and combat victimization.

To learn more about BJA, visit www.bja.gov, or follow us on Facebook (<https://www.facebook.com/DOJBJA/>) and Twitter (@DOJBJA).

BJA is part of the Department of Justice's Office of Justice Programs.



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THE COUNCIL OF STATE GOVERNMENTS

National **nonprofit, nonpartisan** membership association of state government officials

Represents **all three** branches of state government

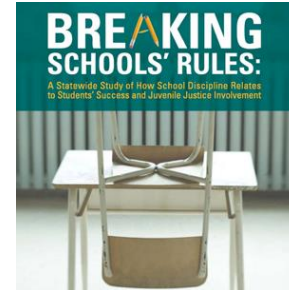
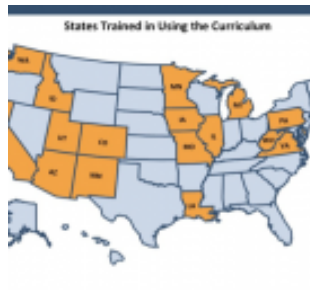
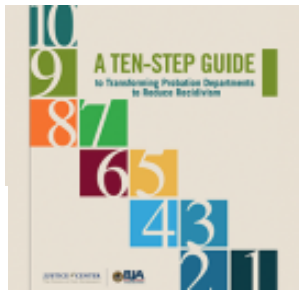
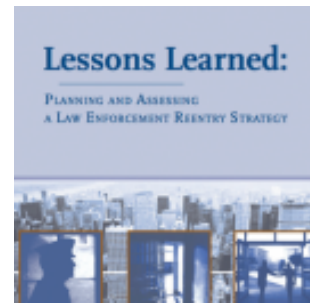
Provides **practical** advice informed by **the best available evidence**





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THE COUNCIL OF STATE GOVERNMENTS



Justice and Mental Health Collaboration Program Funding

- Mentally Ill Offender Treatment and Crime Reduction Act (MIOTCRA) 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)
- Funded and reauthorized by the 21st Century Cures Act provided for JMHCP and MH Courts



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Growing Awareness of National Crisis



Mentally ill inmates at Franklin County Jail stay longer



Mentally ill Mainers are still warehoused, but now it's in jail



Baltimore police cuffed, stunned and shot people in mental health crisis



Johnson County Sheriff: Mental health is number one problem



MPD announces new initiative to fight opioid epidemic



Police departments struggle to get cops mental health training



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Nearly a third of county inmates require drugs for mental illness



Jail violence increasing due to mental illnesses

Why Is it Important?

How do we define Diversion?

What has JMHCP taught us so far?

What law enforcement approach should we adopt?

What tools can help us identify people?

What is Behavioral Health Diversion?

- **Behavioral health diversion** refers to adult jail diversion, whereby a person who has a behavioral health need may still have involvement with the criminal justice system (such as the courts) but spends little to no time in a jail facility and is instead connected to community-based treatment and support services either with or without court involvement or correctional supervision
 - Adapted from: Judges' Guide to Mental Health Diversion: A Reference for Justice System Practitioners (Delmar, NY: Policy Research Associates, CMHS National GAINS Center, 2010)

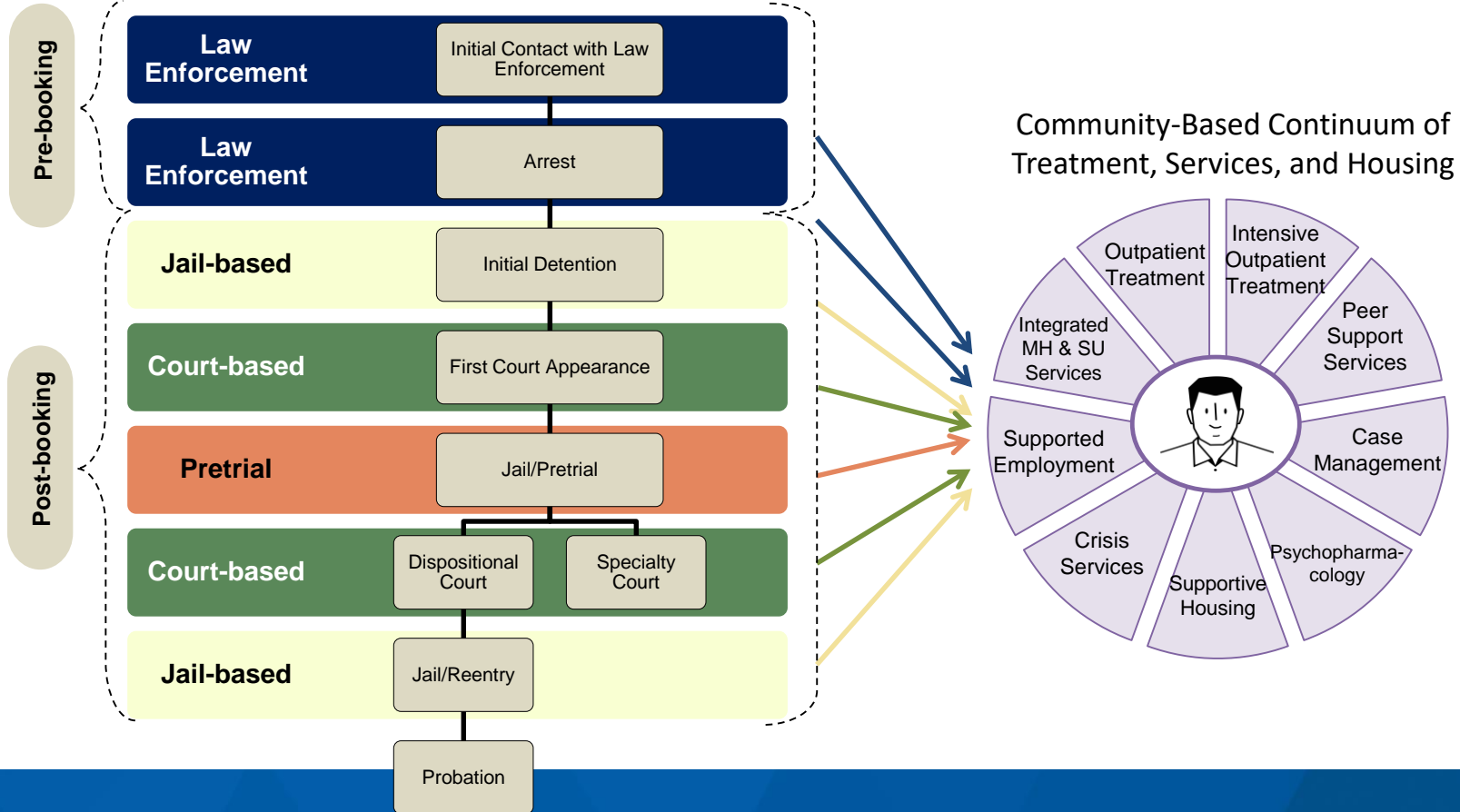


Behavioral Health Diversion and Reentry Strategies

- 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 providing reentry services that include connection to behavioral health services in the community



Continuum of Diversion Interventions



Police Mental Health Collaboration



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- **Police-Mental Health Collaboration (PMHC) Toolkit**
 - Supports law enforcement agencies in planning and implementing effective public-safety responses to people who have mental illnesses
 - https://pmhctoolkit.bja.gov/?utm_source=redirect&utm_medium=web&utm_campaign=PMHC
- **One Mind Campaign**
 - Seeks to ensure successful interactions between police officers and persons affected by mental illness.
 - <http://www.theiacp.org/onemindcampaign>

PMHC Framework



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



Do we have clear **policies and procedures** to respond to people who have mental health needs?



Do we provide staff with quality mental health and stabilization **training**?



Does the community have a full array of **mental health services and supports** for people who have mental health needs?



Do we collect and analyze **data** to measure the PMHC against the four key outcomes?



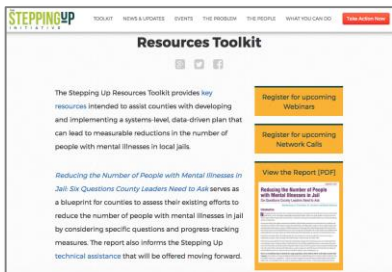
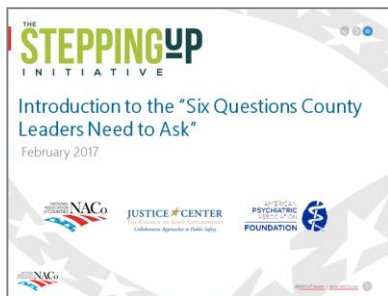
Do we have a formal and ongoing process for reviewing and **improving performance**?

- Calls for a paradigm shift:
 - Move beyond programs and pilots to scaled impact and measurable reductions in prevalence
- No-nonsense, data-driven public management:
 - Systematic identification of mental illnesses in jails
 - Quantification of the problem
 - Scaled implementation of strategies proven to produce results
 - Tracking progress and adjusting efforts based on a core set of outcomes



Multiple Levels of Technical Assistance

Broad-Based TA



County-Level Intensive TA



State Initiatives & Policy



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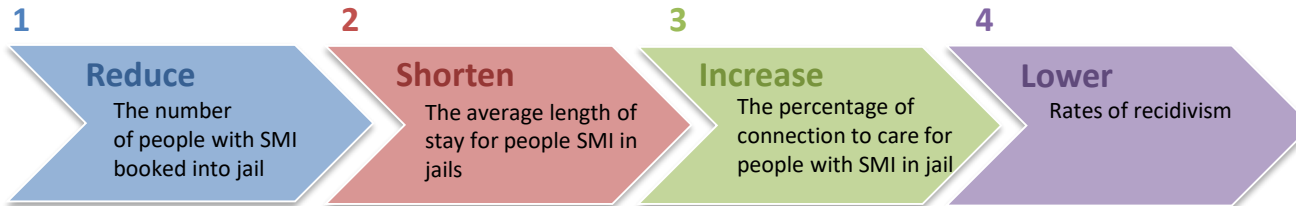
The Stepping Up Initiative's Data-Driven Approach to Systems Change



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



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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 substance addiction
 - 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

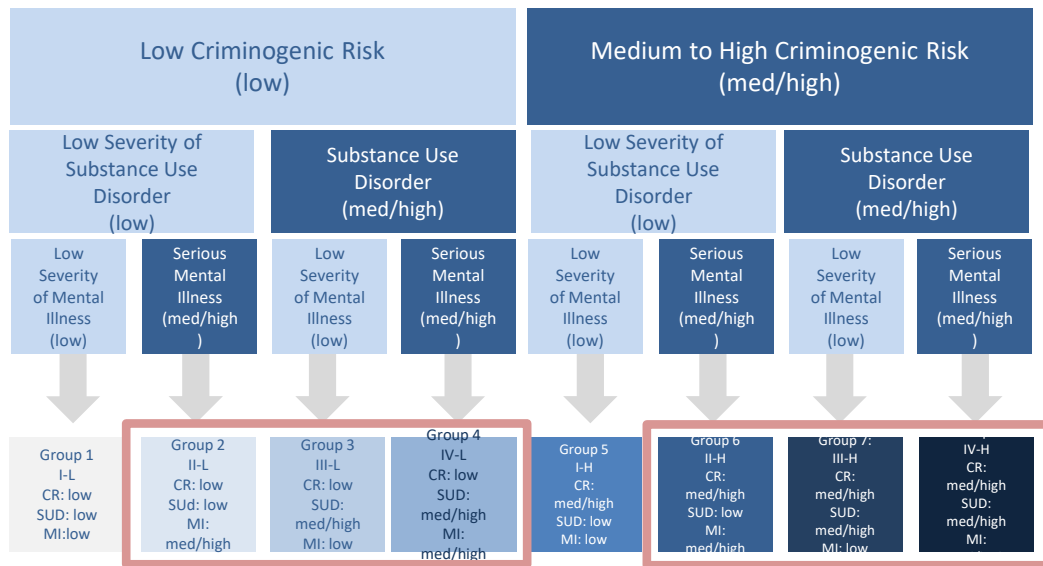


Primary Practice-Level Challenges

- **Targeting Interventions Based on BH Needs and Criminogenic Risk**
 - Assessing serious mental illnesses, substance addictions, 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 and criminogenic risk in case plans
 - Defining lead case planner at an agency and outlining case conferencing procedures



Criminogenic Risk/Behavioral Health Needs Framework



Web-Based Tool to Support Case Planning for Diversion and Reentry

[NRRC Home](#)[Topics](#)[Resources](#)[Second Chance Act Grant Program](#)[In the News](#)

Collaborative Comprehensive Case Plans

Addressing Criminogenic Risk and Behavioral Health Needs

*Note: This site provides tools and resources to assist in developing and implementing collaborative case plans, including the "**Developing Collaborative Comprehensive Case Plans**" webinar, which offers tips on how to get the most out of this site.*

The **Criminogenic Risk and Behavioral Health Needs framework** introduced state leaders and policymakers to the concept of prioritizing supervision and treatment resources for people based on their criminogenic risk and needs, as well as their behavioral health needs. Since then, the framework has been used as a foundational tool by federal grantees of the Second Chance Act (SCA) and the Justice and Mental Health Collaboration Program (JMHCP).



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What are Collaborative
Comprehensive Case Plans?

How are Collaborative
Comprehensive Case Plans
Implemented?

What Other Resources
Should Be Considered?

Lead Case Planner



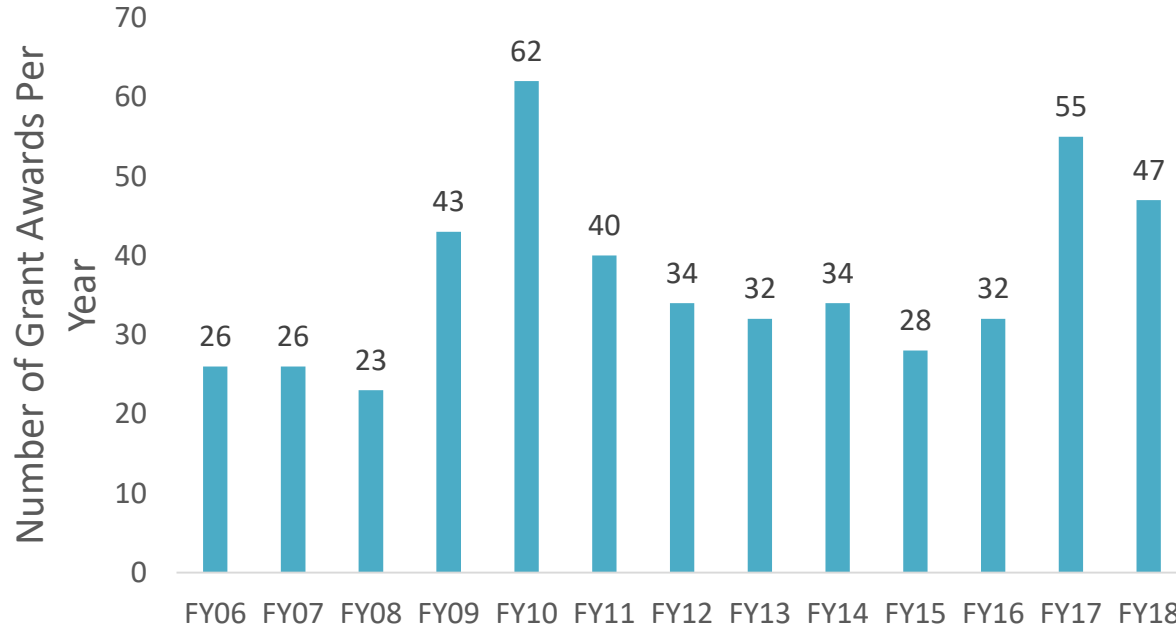
Overview

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Overview of JMHCP

The Justice and Mental Health Collaboration Program (JMHCP) supports cross-system collaboration to improve responses and outcomes for individuals with mental illnesses (MI) or co-occurring mental illness and substance abuse (CMISA) who come into contact with the justice system

JMHCP Grant Program: \$121.87 Mil Awarded

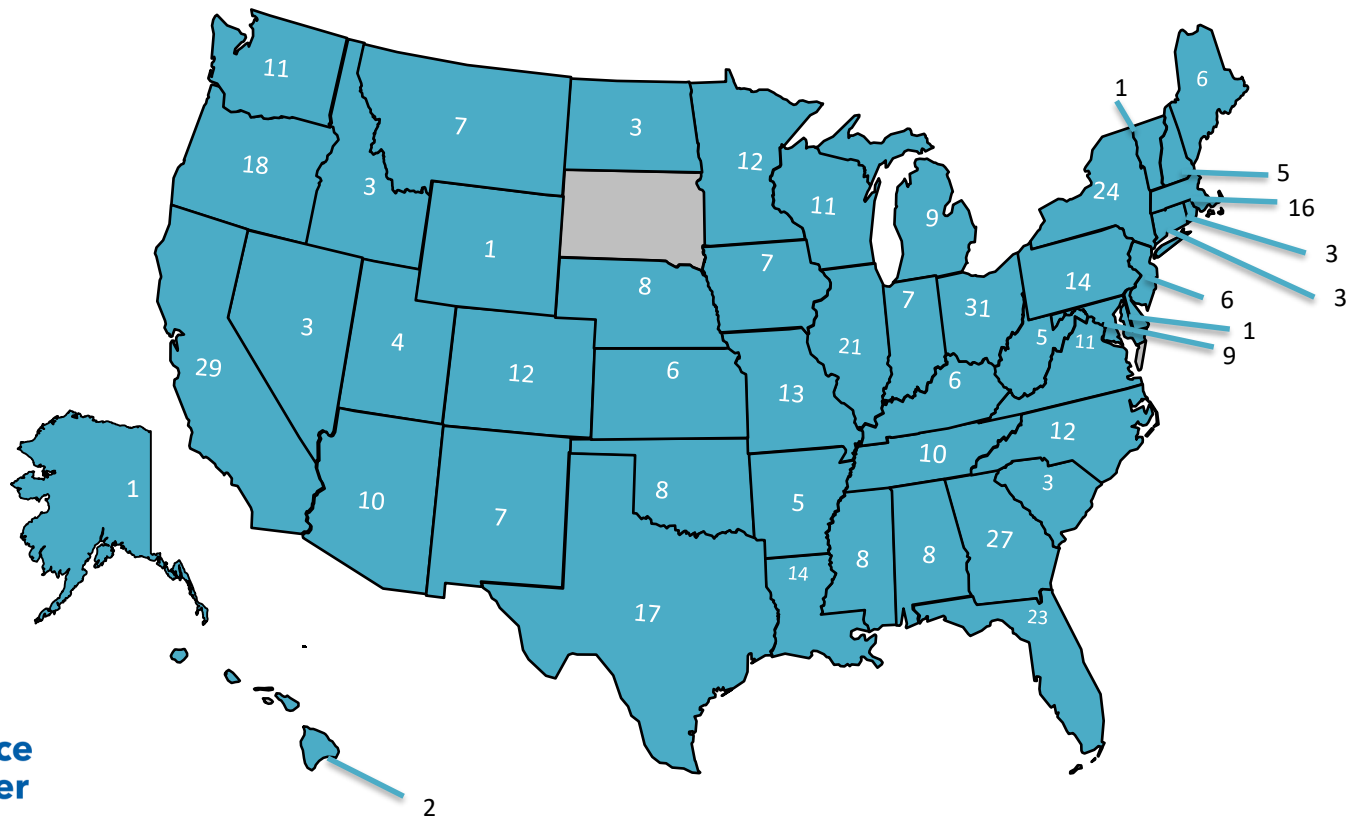


FY06	FY07	FY08	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18
\$4.9M	\$4.9M	\$6.5M	\$10M	\$12M	\$9.9M	\$9M	\$8.4M	\$8.3M	\$8.5M	\$7.25M	\$8.7M	\$23.52M



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482 Awardees from Across the Nation

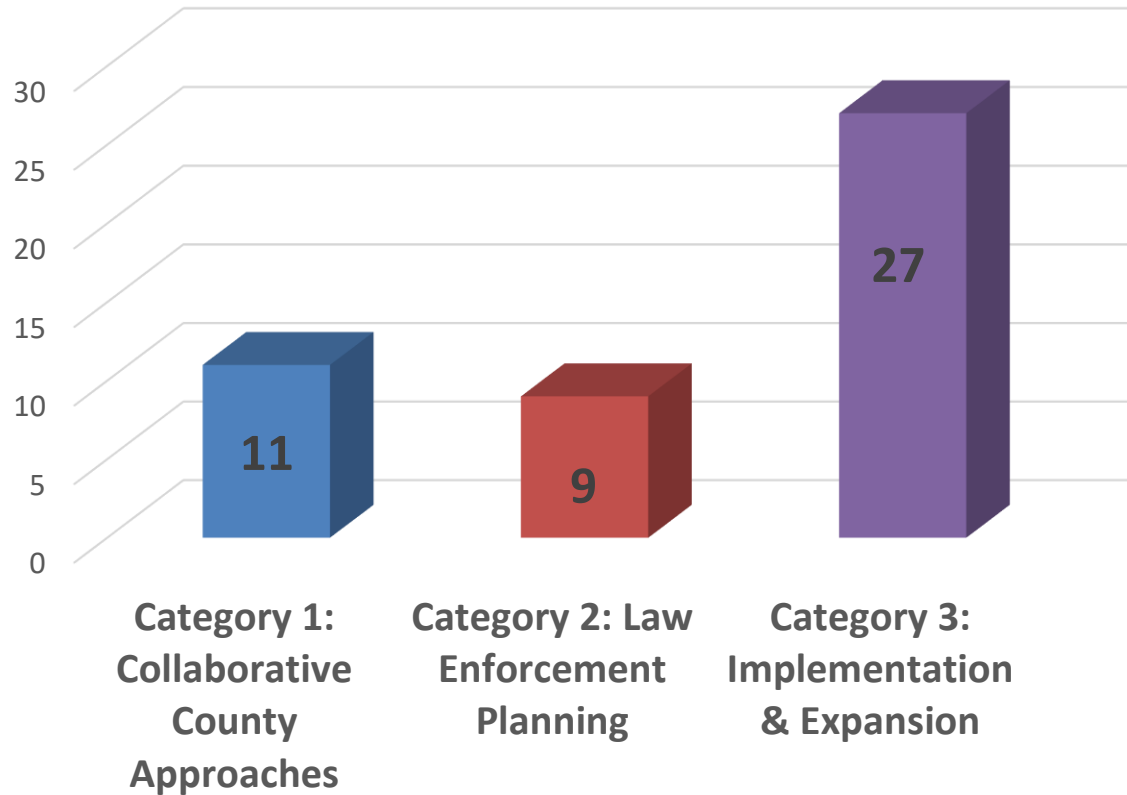


Representing 49 states and two U.S. territories, American Samoa and Guam



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FY18 JMHCP Awardees



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Grant Categories

- **Category 1: Collaborative County Approaches to Reducing the Prevalence of Individuals with Serious Mental Illness in Jails:** To increase and maintain jail capacity for violent offenders, and develop a systemwide coordinated approach to safely reduce the prevalence of low risk individuals with MI and CMISA in local jails.

Grant Amount: Up to \$300,000 for jurisdictions with populations fewer than 100,000, up to \$400,000 for jurisdictions with populations between 100,000 and 499,999, and up to \$500,000 for with populations of 500,000 or more; **Project Period:** 24 months



Grant Categories

- **Category 2: Strategic Planning for Law Enforcement and Mental Health Collaboration:** grantees will design their community's law enforcement mental health collaboration strategy to free up law enforcement time to focus on responding to violent crime; and, to improve officer and citizen safety during calls for service involving people with MI and CMISA.

Grant Amount: Up to \$100,000; ***Project Period:*** 12 months



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Grant Categories

- **Category 3: Implementation and Expansion:** grantees will implement targeted mental health and justice system interventions to increase public safety and reduce recidivism among high risk people with MI and CMISA. Category 3 grants can support law enforcement, prosecution, court-based, corrections, parole and probation initiatives. Grant funds may be used to support a combination of the allowable use categories below, or be concentrated on one specific category.

Grant Amount: Up to \$750,000, ***Project Period:*** 36 months



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Category 1: Collaborative County Deliverables

- Phase 1: Upon receiving a grant award and within 8 months of receiving final approval of the project's budget from OJP, spend up to \$100,000 in support of the allowable activities, receive intensive technical assistance from BJA's national training and technical assistance provider, and follow and document the steps laid out in the Category 1 Planning and Implementation Guide.



Category 1: Allowable Activities

- Establish a team (or utilize a pre-existing team) of county leaders, relevant stakeholders, and decision makers from multiple agencies to engage in the planning process.
- Develop a plan to conduct timely screening and assessments for MI and CMISA and for risk of recidivism.
- Establish baseline measures of four key outcomes: the number of people with MI and CMISA booked into jail, their average length of stay, percentage of people connected to treatment, and their recidivism rates.



Category 1: Allowable Activities

- Conduct a comprehensive process analysis and inventory of services to determine existing policies, practices, programs and treatments that exist; and identify service capacity and gaps as well as evidence-based programs and practices.
- Prioritize policy, practice and funding improvements and estimate the impact of new strategies.
- Establish a process for tracking the impact of the plan on four key outcomes: Applicants may consider engaging a research partner/evaluator to ensure outcomes are being evaluated effectively.



Category 1: Collaborative County Deliverables

- Phase 2: After BJA approval of the Planning and Implementation Guide, spend the remaining grant funds on directly related implementation activities.



Category 2: Strategic Planning for PMHC Deliverables

- Upon receiving a grant award, and with intensive technical assistance provided by BJA's national training and technical assistance provider, develop and document a Police Mental Health Collaboration (PMHC) using the Category 2 PMHC Strategic Planning Guide.



Category 2: Allowable Activities

- Establish an interagency workgroup including law enforcement, behavioral health, and all other major stakeholders (e.g., 911 and dispatch, hospitals, courts, corrections).
- Designate a law enforcement agency project coordinator in a position of authority to review data on performance and adherence to policies and procedures, ensure day-to-day operations are in line with the PMHC mission, and coordinate outreach and engagement with other partners.



Category 2: Allowable Activities

- Review (and revise as needed) existing protocols to respond to people who have MI and CMISA, including interagency agreements, screening and guidance for mental health calls for service, and information sharing.
- Review (and revise as needed) existing, officer, call-taker and mental health training to manage and defuse encounters with people exhibiting MI and CMISA.



Category 2: Allowable Activities

- Assess existing behavioral care resources (e.g., crisis hotlines, mobile outreach, crisis facilities, outpatient treatment, etc.), identify gaps in services, and prioritize behavioral health resources for the PMHC.
- Assess ability to track mental health-related calls for service and dispositions (e.g., repeat calls for the same individuals, duration of calls for service) and develop additional capacity to analyze and track.
- Organize, with technical assistance, a team of at least 2 collaborative project partners; 1 law enforcement and 1 mental health partner representative, to travel and engage in peer to peer learning with one of ten, BJA-established Law Enforcement Mental Health Collaboration learning sites as part of the strategic planning process. Develop a process for reviewing and improving performance data to promote additional PMHC capacity and long-term sustainability.



Category 3: Implementation and Expansion Deliverables

- Phase 1: Upon receiving a grant award, and within 6 months of receiving final approval of the project's budget from OJP, spend up to \$150,000 in support of the below activities, receive technical assistance from BJA's national training and technical assistance provider, and follow and document the steps laid out in the Category 3 Planning and Implementation Guide.



Category 3: Implementation and Expansion Deliverables

- After completion and BJA approval of the Planning and Implementation Guide, remaining grant funds may be used to support allowable activities.



Category 3: Allowable Activities

- a. Training for Criminal Justice, Mental Health, and Substance Abuse Treatment Personnel
- b. Screening, Assessment, and Information Sharing Processes
- c. Specialized Caseloads for People on Community Supervision with More Significant Mental Health Needs and Higher Risk of Re-offending
- d. Case Management and Service Coordination
- e. Information Sharing



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Budget and Grants Management 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



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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 and removal of withholding special conditions; NOTE: new for FY18 awards, the project period begins 1/1/19
- Become familiar with the DOJ Grants Financial Guide:
<https://ojp.gov/financialguide/doj/index.htm>
- Both the Primary and Financial Points of Contact must complete grants financial training within 120 days of grant acceptance: <https://ojpfgm.webfirst.com/>



Special Conditions

- Special conditions are terms & conditions of the award.
- All awards will include standard special conditions.
- Some special conditions are program-specific.
- Some special conditions have been added by OJP to withhold funds until missing or incomplete information is provided and/or until our accounting office (OCFO) approves the budget.
- Take time to understand these conditions, your State Policy Advisor will refer to them often



Special Conditions



	Department of Justice Office of Justice Programs Bureau of Justice Assistance	AWARD CONTINUATION SHEET Grant	PAGE 2 OF 9
PROJECT NUMBER 2009-SB-09-1238 AWARD DATE 06/17/2009			
<p style="text-align: center;"><i>SPECIAL CONDITIONS</i></p> <ol style="list-style-type: none">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, 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: 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. <p>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.</p>			

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. The most common special condition of this type is related to our accounting office (OCFO) process for reviewing and approving (“clearing”) your application budget. Others 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.**
- **Categories 1 and 3: partial withholding of funds for Planning and Implementation**
Guide: All FY18 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 or \$150,000, respectively, 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 any funds 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!**

<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 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>

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.



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GMS: Financial Status Reports SF-425

<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

- Submitted in **GMS**: <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.



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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>



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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 this training is required (FY 16 and beyond) award POCs and FPOCs within 120 days of award acceptance. Go to: <https://ojpfgm.webfirst.com/>
- The required training is also offered an in person format. For more information please go to: <https://ojp.gov/training/fmts.htm>



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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>



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Unallowable Costs

In addition to the unallowable costs identified in the 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

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>



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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
 - No Cost Extension (limited to one extension of up to 12-months per OJP and federal policy)
 - 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.

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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



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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:
 - Moving any amount of funds into a cost category that was not included in the original budget
 - Any change to the Indirect Cost total
 - 10% rule: The proposed cumulative change to any cost category is 10% or more of the total award amount; this rule does not apply to an award of less than \$250,000

For more information on budget modifications requirements refer to the DOJ Grants Financial Guide.



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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.



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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>
- *Contacts for JMHCP:*

State Policy Advisor
Nikisha Love
Bureau of Justice Assistance
Nikisha.Love@usdoj.gov
202-616-8241

Division Chief
Erich Dietrich
Bureau of Justice Assistance
Erich.Dietrich@usdoj.gov
202-616-1733



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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>
- 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: <https://ojp.gov/funding/Apply/forms.htm>



Overview

- Welcome and Introductions
- Overview of JMHCP
- Budget and Grants Management
- Performance Measurement Tool
- Technical Assistance
- Questions and Answers

Objectives

- Understand:
 - Why we require performance measures
 - Reporting requirements for performance measurement
 - The performance measurement questionnaire structure
- Getting started with the Performance Measurement Tool (PMT) system.



Why Do We Have Performance Measures?



To identify areas of success and potential areas of improvement

- System improvements, including internal training and technical assistance (TTA) and external messaging



To track activity and progress

- Informs decision-making



To understand how funds are being distributed

- Informs budget, strategic plan, and future funding
- Enables BJA to respond to external requests (e.g., congressional inquiries, media requests)

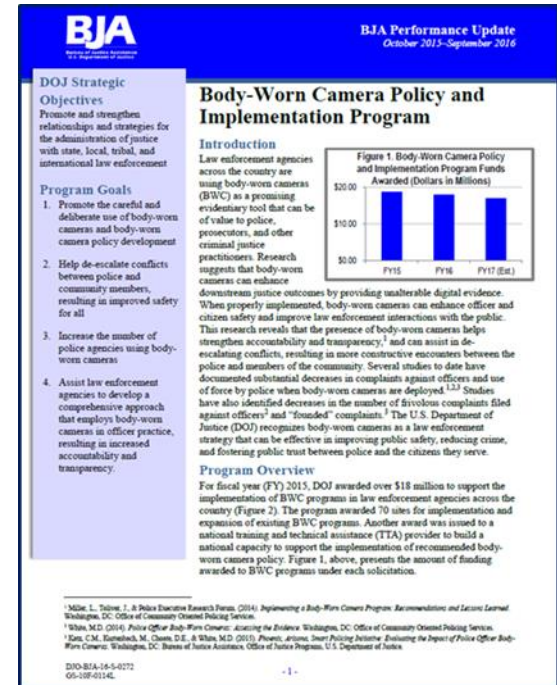
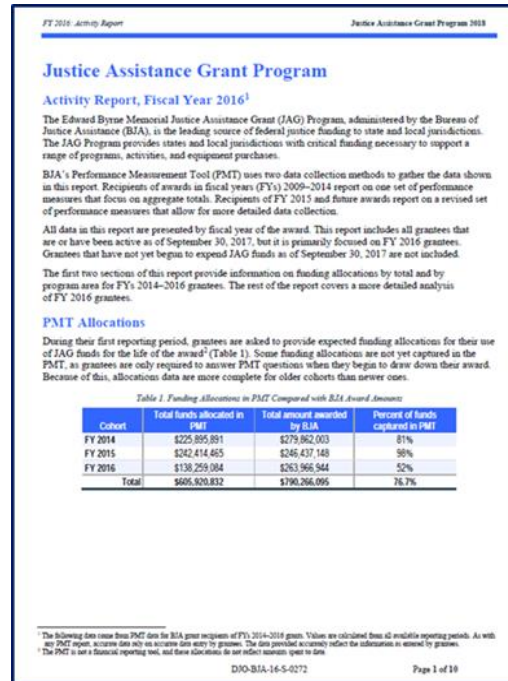


To comply with the law

- Government Performance and Results Modernization Act of 2010

Performance Management Reports

- High-level analysis at the program level
- Highlights program accomplishments
- Uses quantitative and qualitative PMT measures



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Performance Measures

Program Performance Measures collect quantifiable and short answer data on program activities funded by the grant award.

- Most questions ask grantees to provide numeric data, give short answers, or choose from options listed

Narrative Questions are qualitative questions asked of all BJA grantees about program goals, objectives, and more.

- Open-ended
- Can contain numbers



PMT Reporting Schedule

✓ Quarterly:

- Data Entry every three months.
- 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:

- Standard narrative questions for the previous six months of activity.
- You must submit a report from the PMT to BJA as an attachment to your Progress Report through the Grant Management System (GMS).

✓ Closeout:

- You are required to answer the narrative questions based on your 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.



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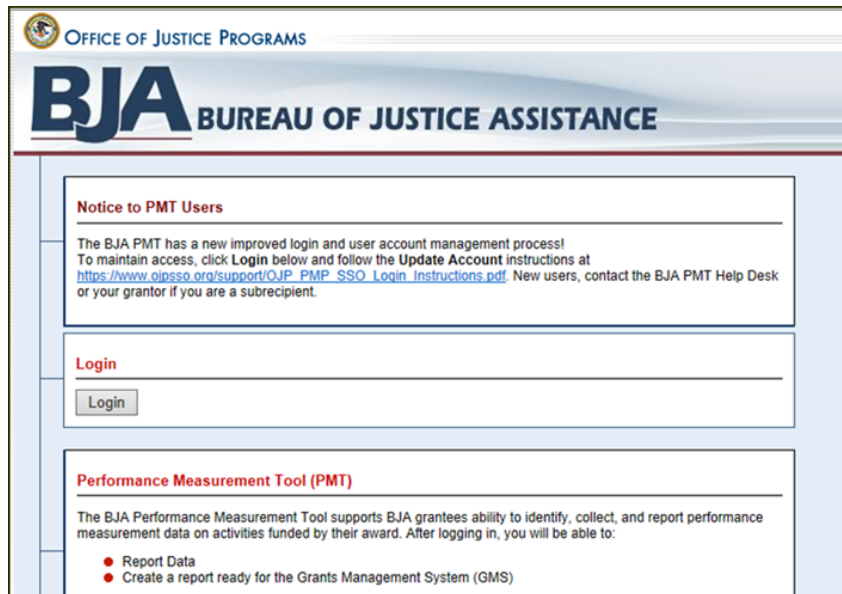
PMT Reporting Schedule

Reporting Period	Type of Data Required	PMT Due Date	Upload to GMS? When?
January 1–March 31	Program Performance Measures	April 30	No
April 1–June 30	Program Performance Measures and Narrative Questions	July 30	Yes July 30
July 1–September 30	Program Performance Measures	October 30	No
October 1–December 31	Program Performance Measures and Narrative Questions	January 30	Yes January 30
Last reporting period of grant award	Program Performance Measures, Narrative Questions, and Closeout Measures	30 days after reporting period end	Yes 30 days after reporting period end



What is the PMT?

- BJA's PMT is the online system required for grantee performance measurement reporting.
- It is structured as an online questionnaire.
- Grantees are required to report in the PMT every quarter.
- Please access the PMT at <https://bjapmt.ojp.gov>.



The screenshot shows the login page for the BJA Performance Measurement Tool (PMT). At the top, it features the 'OFFICE OF JUSTICE PROGRAMS' logo and the 'BJA BUREAU OF JUSTICE ASSISTANCE' header. Below this, there is a 'Notice to PMT Users' section with a message about a new login process and a link to 'Update Account' instructions. A 'Login' section follows, containing a text input field and a 'Login' button. At the bottom, the 'Performance Measurement Tool (PMT)' section explains the tool's purpose and lists two main functions: 'Report Data' and 'Create a report ready for the Grants Management System (GMS)'.

OFFICE OF JUSTICE PROGRAMS

BJA BUREAU OF JUSTICE ASSISTANCE

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)



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Getting Started with PMT



1. Login and Account Creation



U.S. DEPARTMENT OF JUSTICE

Office of Justice Programs

Innovation • Partnerships • Safer Neighborhoods

Performance Measurement Platform



User Name

Email Address

Password

Maximum of 3 attempts

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

Next Step:

The award Point of Contact (POC) listed in GMS will automatically receive an email from the PMT system with instructions on how to set up a user account.

User Name:

User Name is the user's email address



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1. Login and Account Creation

From: OJP PMP Administrator
Subject: [BULK] OJP Performance Measurement Platform – New Account
Importance: Low

An account has been established for you in the PMT. Please click on the link below to complete your user profile.

<https://www.ojpsoo.org/?sk=9B1C8BD3-A86A-6149-C8362CFF1093E5XX>

If, for some reason, the link does not work, copy the link and paste it into the Address Field of your browser.

For any issues or questions, please contact the Help Desk at XXX@csrincorporated.com or call toll-free 1 (###) ###-####.

Thank you.

OJP PMP Administrator
CSR, Incorporated, contractor for:
Office of Justice Programs (OJP)

The primary grantee or grant POC listed in GMS will receive an email from BJA PMT with instructions on how to create a new user account. The grantee POC may then add additional users. This includes subgrantees, if applicable.

Enter information in all required fields, and click **Update** to continue.



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General Profile

Last Name:

First Name:

Email Address:

Also used as a User Name for signing onto the system

Phone Number:

Security Profile

Security Challenge:

A word, phrase, statement, or question (up to 75 characters in length) the answer to which may aid in verifying your identity. Used for resetting password.

Security Response:

Response to Challenge recorded above. If you have already set your response, leaving this field blank will preserve your previous setting.

Verify Security Response:

Create Password:

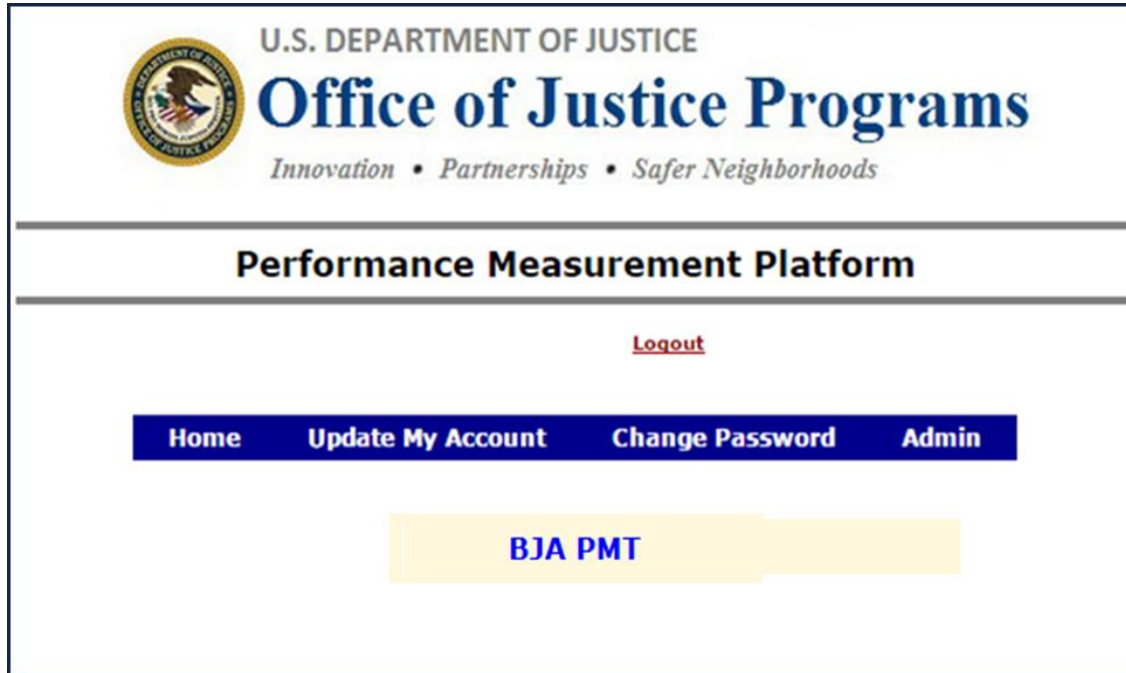
Verify Password:

Update

Required Entry

Passwords must conform to the following requirements:
At least 12 characters in length
Contains alpha characters of both upper and lower case -- at least one of each
Contains at least one number
Contains at least one special character, as follows:
~ ! @ # \$ % ^ & * () ~ _ + ` { } | : < > ? { } \ ; " , . /

1. Login and Account Creation



Here you can update or change your account and password by clicking on the corresponding links.

2. User Profile

Select the **Grantee Organization** or **Subgrantee Organization** profile, depending on your role, to enter/edit data.

Select a profile:

GRANTEE ORGANIZATION

+

SUBGRANTEE ORGANIZATION

+



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2. User Profile

The screenshot shows a web application interface for managing user profiles. The top navigation bar includes links for Info & Resources, Profile, Federal Awards, Manage Subrecipients, Reports, Help, and Log Out. The main section is titled "Profile" and contains a description: "The information on this screen was retrieved from information you entered into the GMS system and contact your State Policy Advisor." Below this, there are two tabs: "Select another profile" and "Manage Users". The "Select another profile" tab is active, showing a form with fields for State ID, Legal Name, GMP Vendor Number, DUNS Number, Address1, Address2, City, State/Territory, Zip, and Fax. The "Manage Users" tab is also visible, showing a table of current users with columns for User Name, Phone, Email, and Delete. A "Create New User Form" is overlaid on the "Manage Users" tab, with fields for First Name, Last Name, Email, and Phone. Red arrows point from the "Select another profile" and "Manage Users" tabs to their respective sections. A "Select a profile:" dropdown is shown at the bottom left, with options for GRANTEE ORGANIZATION and SUBGRANTEE ORGANIZATION. A "List Current Users" table is shown below the "Manage Users" tab, with a search bar and a "Delete" button. A "Add a new user" button is also visible.

Info & Resources Profile Federal Awards Manage Subrecipients Reports Help Log Out

Profile

The information on this screen was retrieved from information you entered into the GMS system and contact your State Policy Advisor.

• Select another profile • Manage Users

State ID: CA09835
Legal Name: TEST BC31 RSAT
GMP Vendor Number: 0
DUNS Number: 000000000
Address1: 333 S. Grand Ave.
Address2:
City: Lansing
State/Territory: CA
Zip: 48913-0634
Fax:

Select a profile:

GRANTEE ORGANIZATION +
SUBGRANTEE ORGANIZATION +

Create New User Form

First Name: Required Field
Last Name: Required Field
Email: Required Field (format: joe@smith.com)
Phone: (format: (999)999-9999x999)

Save Cancel

List Current Users

User Name	Phone	Email	Delete?
Trad Dove		TDove@nd.net	Delete

Add a new user
Return to PMT Profile

Check your profile for accuracy. If you need to make any changes, update your contact information in the GMS system and contact your State Policy Advisor.

Click on **Select another profile** to go back to the list of your assigned profiles.

Click on **Manage Users** and **Add a new user** or **Delete** to update the list of users.



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3. Information and Resources

[Info & Resources](#) [Profile](#) [Federal Awards](#) [Reports](#) [Help](#) [Log Out](#)

Information and Resources

Please be aware that your **session will time out 30 minutes after you stop saving data**. To avoid reentering data, click the "save" button before leaving the system unattended or when you're finished entering data.

You are responsible for creating a report from the Performance Measurement Tool that is submitted to BJA through the Grants Management System (GMS). Please see the reporting schedule below for your due dates. During the non-submission periods, you are encouraged to create a report for your records.

BJA Grant Program	Type of Data Required	Reporting Period	PMT Due Date	Upload to GMS?
ARRA JAG & JAG	Program Performance Measures	January 1 - March 31	April 30	No
	Program Performance Measures	April 1 - June 30	July 30	No
	Program Performance Measures & Narrative	July 1 - September 30	October 30	Yes November 29
	Program Performance Measures	October 1 - December 31	January 30	No
CAGI CFTL Drug Courts IASAP IPEP JRJ JWHCP PDMP RSAT SAVIN Second Chance SPI TCAP ...	Program Performance Measures	January 1 - March 31	April 30	No
	Program Performance Measures & Narrative	April 1 - June 30	July 30	Yes
				July 30
	Program Performance Measures	July 1 - September 30	October 30	No
	Program Performance Measures & Narrative	October 1 - December 31	January 30	Yes
ARRA Byrne ARRA CCNA ARRA CFTL ARRA Rural LE				January 30

Use the navigation bar at the top to access different pages in the system.

Do not use the back arrow on your browser.

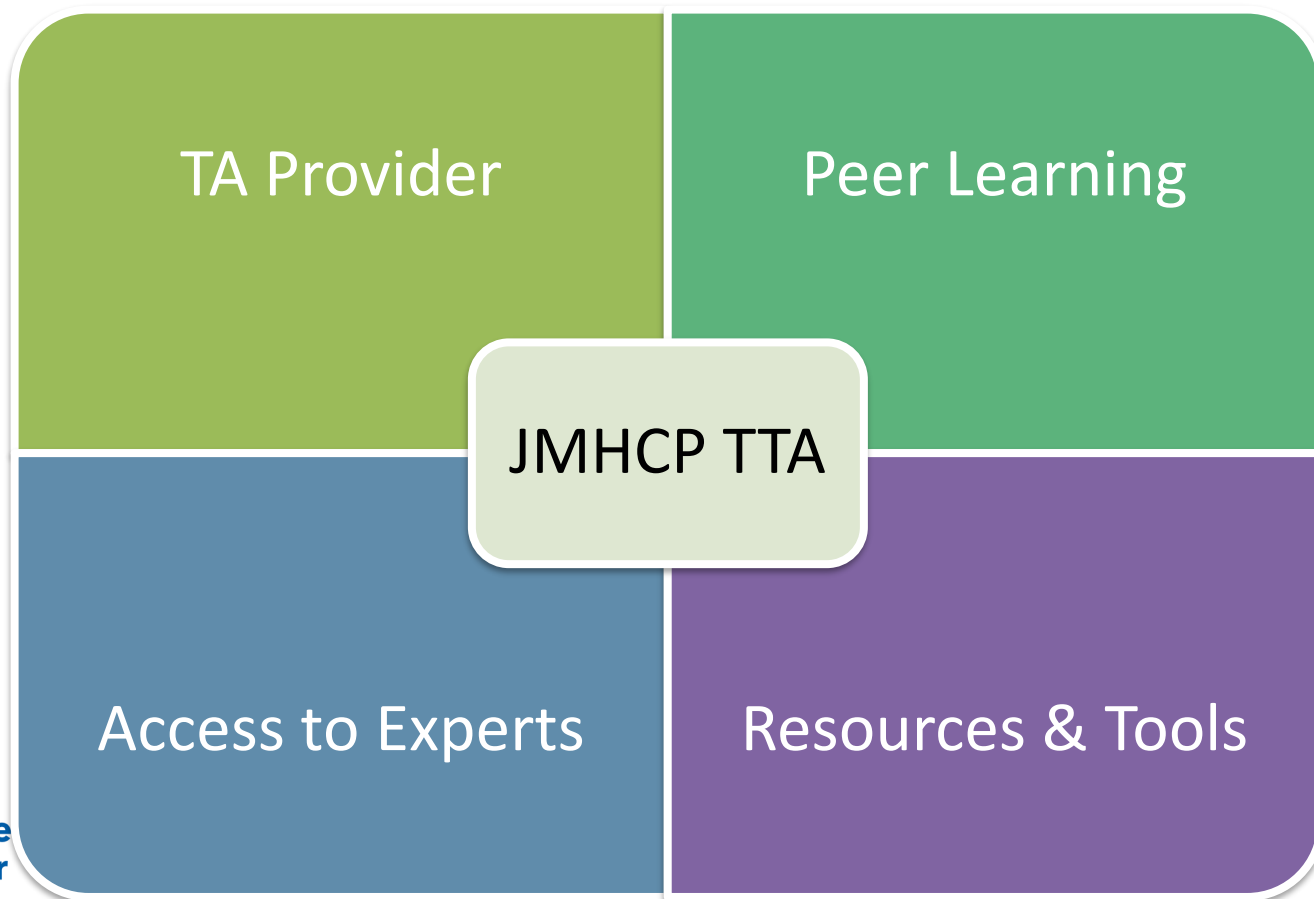
Remember: The system will time out after **30 minutes** of inactivity.

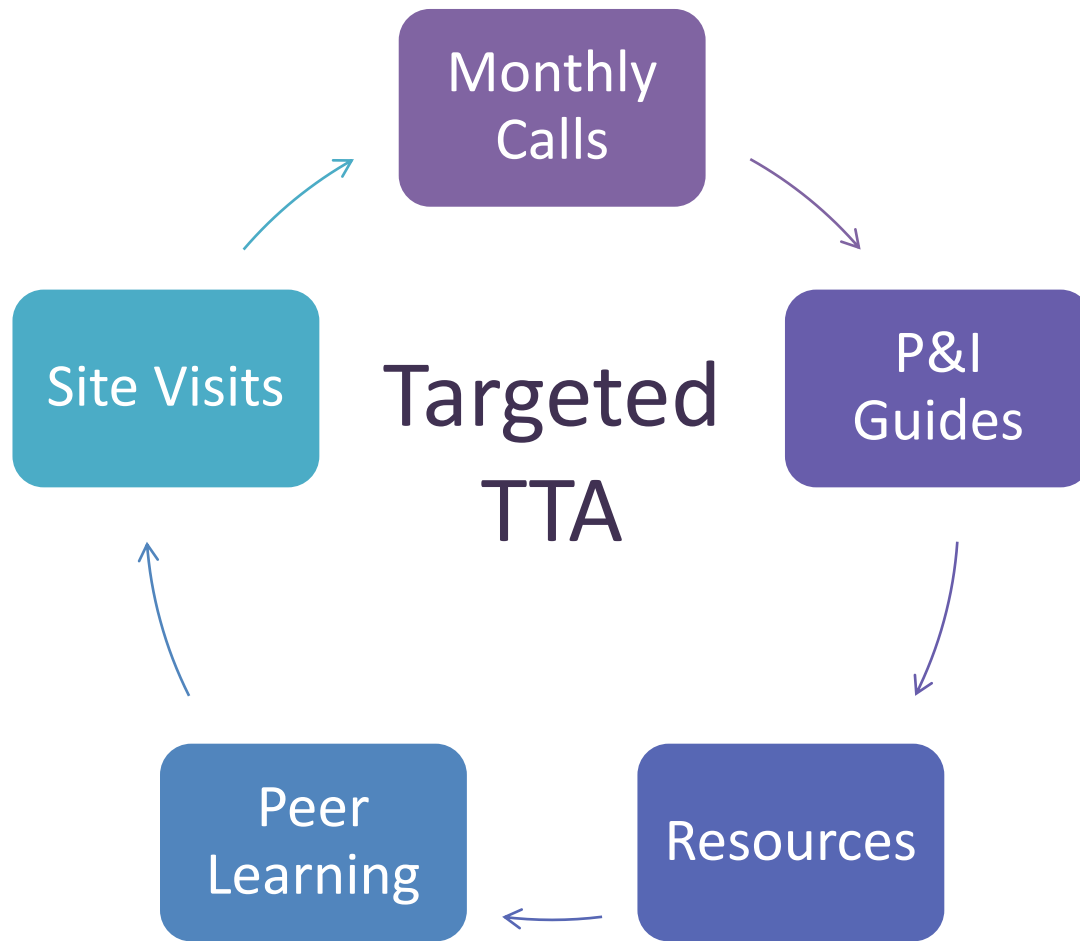
You can find the following on the Information and Resources page:

- PMT Reporting Schedule
- Recorded Webinar Trainings
- PMT User Guide
- Performance Measures
- Frequently Asked Questions (FAQ)
- Other Resources

Overview

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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



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JMHCP Grantee Tools and Peer Learning



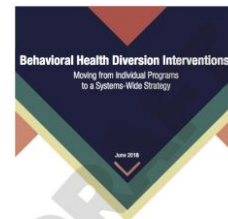
Innovator Counties

Category 1



Law Enforcement Mental Health Learning Sites

Category 2



Criminal Justice/Mental Health Learning Sites Program

Category 3



Justice Center

Monthly Behavioral Health Newsletter

Subscribe to Newsletters and Announcements

* indicates required

First Name	Last Name								
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Email Address									
<input type="text"/>									
Title	Organization								
<input type="text"/>	<input type="text"/>								
Zip Code	State								
<input type="text"/>	<input type="text"/>								
Choose the topics you'd like to hear about:									
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<input type="checkbox"/> Courts	<input type="checkbox"/> Reentry and Employment Project								
<input type="checkbox"/> Government Affairs/Action Alerts	<input type="checkbox"/> Youth								

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

**National Reentry Resource Center
Newsletter, December 2018**

**Justice Reinvestment Roundup, December
2018**

**Judges and Psychiatrists Leadership
Initiative Newsletter, December 2018**

**Criminal Justice/Behavioral Health
Newsletter, December 2018**

**Reentry and Employment Roundup,
December 2018**

**Juvenile Justice Roundup, November
2018**

Clean Slate Clearinghouse Roundup,



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Overview

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- Technical Assistance



Questions and Answers



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JMHCP Category Orientation Webinars

- Wednesday, January 23rd : *Category 2 - Law Enforcement Strategic Planning*
- February date TBD : *Category 1 - Collaborative County*

References

- **Grants Management System (GMS)**
 - GMS: <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://bjapmt.ojp.gov/>
 - 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
- **Indirect Cost References:**
 - <https://ojp.gov/funding/Apply/Resources/IndirectCosts.pdf>
 - <https://ojp.gov/financialguide/DOJ/Appendices/glossary.htm#c>



Resources

- Stepping Up Initiative: <https://csgjusticecenter.org/mental-health/county-improvement-project/stepping-up/>
- Police Mental Health Collaboration Toolkit: <https://pmhctoolkit.bja.gov/>
- Law Enforcement Mental Health Learning Sites: <https://csgjusticecenter.org/law-enforcement/projects/mental-health-learning-sites/>
- Criminal Justice Mental Health Learning Sites: <http://csgjusticecenter.org/mental-health/learning-sites/>
- Judges' and Psychiatrists' Leadership Initiative (JPLI): <https://csgjusticecenter.org/courts/judges-leadership-initiative/>
- Behavioral Health Framework: <https://csgjusticecenter.org/mental-health-projects/behavioral-health-framework/>
- Collaborative Comprehensive Case Plans: <https://csgjusticecenter.org/nrrc/collaborative-comprehensive-case-plans/>



Contact Information

- Erich Dietrich, *Division Chief, Bureau of Justice Assistance, U.S. Department of Justice* Erich.Dietrich@usdoj.gov
- Lauren Duhaime, *Performance Measurement Tool (PMT) Research Associate (Bureau of Justice Assistance)* Lauren.E.Duhaime@ojp.usdoj.gov
- Maria Fryer, *Justice System and Corrections Policy Advisor for Substance Abuse and Mental Health, Bureau of Justice Assistance, U.S. Department of Justice* Maria.Fryer@usdoj.gov
- NiKisha Love, *Policy Advisor, Bureau of Justice Assistance, U.S. Department of Justice* Nikisha.Love@usdoj.gov
- Allison Upton, *Project Manager, Behavioral Health, The Council of State Governments Justice Center* aupton@csq.org
- Sarah Wurzburg, *Deputy Program Director, Behavioral Health, The Council of State Governments Justice Center* swurzburg@csq.org



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