FY19 Justice and Mental Health Collaboration Program (JMHCP) Orientation Webinar 2

Budget and Grant Management, Performance Measurement
Agenda

I. Welcome and Introductions

II. Budget and Grant Management

III. Performance Measurement Tool

IV. Questions and Answers
Speakers

I. Maria Fryer, Justice System and Mental Health Policy Advisor, Bureau of Justice Assistance, U.S. Department of Justice


III. Gentry Schaffer, Research Associate, Booz Allen Hamilton, Contractor to Bureau of Justice Assistance

IV. Sarah Wurzburg, Deputy Program Director, Behavioral Health, The Council of State Governments Justice Center
The U.S. Department of Justice Bureau of Justice Assistance

Mission

BJA provides leadership and services in grant administration and criminal justice policy development to support local, state, and tribal law enforcement in achieving safer communities.

www.bja.gov
The Council of State Governments Justice Center

Who We Are

We are a national nonprofit, nonpartisan organization that combines the power of a membership association, representing state officials in all three branches of government, with policy and research expertise to develop strategies that increase public safety and strengthen communities.
How We Work

• We bring people together

• We drive the criminal justice field forward with original research

• We build momentum for policy change

• We provide expert assistance
Justice and Mental Health Collaboration Program

JMHCP supports innovative cross-system collaboration for individuals with mental illnesses or co-occurring mental health and substance use disorders who come into contact with the justice system.
Training and Technical Assistance (TTA) Provider’s Role

- Support you in working toward your grant goals
- Help you think through grant adjustments and budget changes
- Provide BJA with background information on the grant
- Coordinate with BJA Program and Policy Offices to support JMHCP grantees
Agenda

I. Welcome and Introductions

II. Budget and Grant Management

III. Performance Measurement Tool

IV. Questions and Answers
Successful Implementation Depends on:

- Having current federal registrations
- Obtaining budget approval
- Proactively resolving program/budget issues
- Engaging available resources when needed
- Managing budget adjustment requests
Budget and Grant Management Overview

- Special conditions
- Reporting
- Financial information
- Unallowable costs
- Procurement/subawards
- Subrecipient monitoring
Budget and Grant Management Overview

• Federal reporting requirements (Federal Funding Accountability and Transparency Act, Federal Awardee Performance and Integrity Information System)

• Grant Adjustment Notices (GANs)

• Grant monitoring/compliance

• Additional information and resources
The Grants Management System (GMS) is a web-based, data-driven computer application that provides support for the application, award, and management of grants from the Office of Justice Programs (OJP). It consists of the following post-award modules:

- Grant Adjustment Notice (GAN)
- Financial Reporting
- Progress Reporting
- Monitoring
- Closeout

For more information, see the GMS User Guide.

Contact the GMS Help Desk from 7 a.m. to 9 p.m. (Eastern Time).
Phone: 1-888-549-9901 (choose option 3)
Email: GMS.HelpDesk@usdoj.gov
Immediate Post-Award Actions

• Carefully read **all** special conditions
• Make note of programmatic and financial withholdings
• Direct any questions to Program Manager or Policy Advisor
• Should not incur or expend funds prior to start date and removal of withholding special conditions
• Become familiar with the DOJ Grants Financial Guide: [https://ojp.gov/financialguide/doj/index.htm](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
SPECIAL CONDITIONS
1. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide.

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

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

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

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

- mail:
  Office of the Inspector General
  U.S. Department of Justice
  Investigations Division
  950 Pennsylvania Avenue, N.W.
  Room 4706
  Washington, DC 20530

- e-mail: oig.hotline@usdoj.gov
- hotline: (contact information in English and Spanish): (800) 662-4499
- or hotline fax: (202) 616-9881

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

6. RECOVERY ACT – Conflict with Other Standard Terms and Conditions
The recipient understands and agrees that all other terms and conditions contained in grant policy statements or guidance, apply unless they conflict or are superseded here that specifically implement the American Recovery and Reinvestment Act or Recovery Act requirements. Recipients are responsible for contact clarifications.
Special Conditions

• Special conditions are terms and 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—Office of the Chief Financial Officer (OCFO)—approves the budget.
• Take time to understand these conditions, as your State Policy Advisor will refer to them often.
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—Equal Employment Opportunity Plan (EEOP)
- Reporting potential fraud, waste, and abuse
Special Conditions

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.

Pay special attention to these special conditions and contact your State Policy Advisor after award acceptance to address the issues quickly.
Budget Considerations: Category 1

- Category 1 and 3 applicants have adequate funding to implement a data collection plan.
- Category 1 applicants allocate a portion of the budget (up to $100,000 of the total grant award) to complete and submit the Planning and Implementation (P&I) Guide within 8 months of final OJP budget approval.
- Program budget approval and coordination with a technical assistance coordinator are required to complete and submit the P&I Guide.
Category 1 and 3 applicants have adequate funding to implement a data collection plan.

Category 3 applicants should allocate a portion of the budget (up to $150,000 of the total grant award) to complete and submit the required P&I Guide within 6 months of final OJP budget approval.

Program budget approval and coordination with a technical assistance coordinator are required to complete and submit the P&I Guide.
# Progress Reporting Requirements

<table>
<thead>
<tr>
<th>Quarterly PMT Programmatic reports:</th>
<th>Semi-Annual GMS Programmatic reports:</th>
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<tbody>
<tr>
<td>Submitted in PMT ONLY!</td>
<td>Submitted in GMS</td>
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<tr>
<td>Reporting Period</td>
<td>Due Date</td>
</tr>
<tr>
<td>January 1–March 31</td>
<td>April 30</td>
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<td>April 1–June 30</td>
<td>July 30</td>
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<td>July 1–September 30</td>
<td>October 30</td>
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<tr>
<td>October 1–December 31</td>
<td>January 30</td>
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PMT Website: [https://bjapmt.ojp.gov/](https://bjapmt.ojp.gov/)

GMS Website: [https://grants.ojp.usdoj.gov](https://grants.ojp.usdoj.gov)

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

<table>
<thead>
<tr>
<th>Reporting Period</th>
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</tbody>
</table>

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

End of the Month Following Subaward

• The Federal Funding Accountability and Transparency Act (FFATA) requires that 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 subaward and executive compensation data regarding the first-tier subawards to meet the FFATA reporting requirements.

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

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

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

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

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

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

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

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

- Completion of this training is required (FY16 and beyond) for award POCs and FPOCs within 120 days of award acceptance. Go to: [https://onlinegfmt.training.ojp.gov/](https://onlinegfmt.training.ojp.gov/)

- The required training is also offered in person. For more information, please go to: [https://ojp.gov/training/fmts.htm](https://ojp.gov/training/fmts.htm)
Important Resources

• **DOJ Grants Financial Guide:** All OJP/BJA grant recipients must follow the applicable requirements in the Guide. [http://ojp.gov/financialguide/DOJ/index.htm](http://ojp.gov/financialguide/DOJ/index.htm)

• **2019 OJP Grant Application Resource Guide:** All FY19 OJP/BJA applicants are required to follow the applicable requirements in the Resource Guide.

• For specific factors to determine whether costs are allowable, please reference the OJP Financial Guide, the program solicitation, and the applicable Cost Principles.
  

• **Uniform Administrative Requirements (2 CFR Part 200):** All federal grant recipients are required to follow the 2 CFR Part 200: [https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)
In addition to the unallowable costs identified in the DOJ Grants Financial Guide, JMHCP award 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
Using GMS and Contacting Your BJA State Policy Advisor
Activities or Special Conditions that Need Additional BJA Approval

- Publications
- Conferences, Trainings, and Other Meetings
- See 41 CFR § 300-3.1; 2 CFR § 200.432
BJA Programs Office: Contacting Your State Policy Advisor

- Budgets
- Reports (programmatic: quarterly or semiannual reports)
- GANs
- Closeouts (mentioned earlier)

Programs Office: Primary contacts are NiKisha Love and Tracy Lee-Williams, who can be consulted on all fiscal, budget, and reporting questions for your grant.
The justice system **policy division** of BJA

1. Oversees the justice and mental health portfolio and guides justice and mental health policy that supports evidence-based practices; and

2. Answers programmatic and policy questions related to justice and mental health.

**Policy Office**: Primary contact is Maria Fryer who will work closely with the Programs Office and the TTA provider to oversee the grant programs.
BJA Policy Office

- Policy leadership
- Focus on what works/evidence-based approaches (Risk, Needs, and Responsivity principles)
- Grant making
- Technical assistance
- Curriculum development and delivery
- Moving the field forward with translation of research
- Public/private partnerships
- National resource centers
Budget Categories, Budget Narrative, Budget Detail Worksheet
Successful Program Budget

- Who, what, where, when, why, and how?
- Budget categories
- Budget narrative
- Budget detail worksheet
- Type of match and source identified
Use Standard Budget Categories and Format
## A. Personnel

- List each position by title and name of employee, if available.
- Show the annual salary rate and the percentage of time to be devoted to the project.
- Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

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<thead>
<tr>
<th>Name/Position</th>
<th>Computation</th>
<th>Cost</th>
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B. Fringe Benefits

• Fringe benefits should be based on actual known costs or an established formula.
• Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project.
• Only positions within your agency should be listed. Positions in partner agencies or contracted personnel should be listed in section G/subawards.

<table>
<thead>
<tr>
<th>Name/Position</th>
<th>Computation</th>
<th>Cost</th>
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</table>
C. Travel

- Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.).
- Show the basis of computation (e.g., six people to three-day training at $X airfare, $X lodging, $X subsistence).
- Meals associated with travel should be listed separately.
- Identify the location of travel, if known.
- Indicate source of travel policy applied, applicant, or Federal Travel Regulations.

<table>
<thead>
<tr>
<th>Purpose of Travel</th>
<th>Location</th>
<th>Item</th>
<th>Computation</th>
<th>Cost</th>
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D. Equipment

• List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of $5,000 or more per unit.

• Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high-cost items and those subject to rapid technical advances.

  Note: An organization’s own capitalization policy may be used for items costing less than $5,000.

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E. Supplies

• List items by type (office supplies, postage, training materials, copying paper, etc.) and show the basis for computation.

• Generally, supplies include any materials that are expendable or consumed during the course of the project.

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<tr>
<th>Supply Items</th>
<th>Computation</th>
<th>Cost</th>
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F. Construction

• As a rule, normally construction costs are not allowable.
• In some cases, minor repairs or renovations may be allowable.
• Check with the program office before budgeting funds in this category.

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Description of Work</th>
<th>Cost</th>
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</table>
G. Consultants/Contracts

- Indicate whether you will follow your organization’s formal, written procurement policy or the Federal Acquisition Regulations.

Consultant Fees:

- For each consultant, enter the name if known, service to be provided, hourly or daily fee (based on an 8-hour day), and estimated time on the project. Consultant fees in excess of $650 per day require additional justification and prior approval from OJP.

| Computation | Cost |
G. Consultants/Contracts (continued)

Contracts:

• Provide a description of the product or service to be procured by contract and an estimate of the cost.

• Applicants are required to promote free and open competition in awarding contracts.

• A separate justification must be provided for Sole Source contracts in excess of the Simplified Acquisition Threshold (currently $250,000).

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<tr>
<th>Item</th>
<th>Cost</th>
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H. Subawards/Subrecipients

Subawards:

• A subaward is not a contract.
• The purpose of a subaward is for carrying out a portion of a federal award and creates a Federal assistance relationship.
• The legal agreement can be drafted in any form to include an agreement that the pass-through entity considers a contract.
• The subaward agreement must clearly identify the federal award information, compliance requirements, and any special conditions.

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<th>Cost</th>
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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
I. Other Costs

- List items by major type and the basis of the computation (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds).
- For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.
- Registration fees

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<tr>
<th>Description</th>
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<th>Cost</th>
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J. Indirect Costs

- Indirect costs are allowed when the applicant has a federally approved indirect cost rate. A copy of the current approved rate must be attached (fully executed, negotiated agreement).
- If an applicant has never received a negotiated indirect cost rate, the applicant may elect to charge a “De Minimis” rate of 10 percent of modified total direct costs (MTDC).
- Once applicants have been issued an indirect cost rate they cannot opt to use a “De Minimis” rate.
- Costs must be consistently charged as either direct or indirect—not both.
Federal law requires that federal expenditures do not exceed 80 percent of total costs in years 1 & 2, 60 percent in year 3, and 75 percent in years 4 & 5 for JMHCP projects.

JMHCP Cat 1, 2, & 3 recipients must include 20 percent non-federal matching funds in years 1 & 2. JMHCP Cat 3 recipients must include 40 percent non-federal matching funds in year 3.

If your project faces major delays (90+ days) and needs an extension, you may be required to revise the budget to meet the increased match rate based on the above requirements.

Matching funds are subject to the same rules as federal funds. For example, since construction costs are generally unallowable with grant funds, local funds for construction cannot be used as match.

If the required match is not provided during project implementation, the proportionate amount of federal funds to meet the above requirements must be returned to OJP.
**Match**

\[
\text{Award Amount} = \frac{\text{Adjusted Project Cost}}{\text{Adjusted } \times \text{Recipient’s Project Cost}}
\]

Ex: Federal Amount = $80,000

80/20 Match

\[
\frac{$80,000}{80\%} = \frac{$100,000}{\text{Adjusted Project Cost}}
\]

\[
$100,000 \times 20\% = $20,000 \text{ Required match}
\]

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1. 200,000 ÷ 80% = 250,000  
   250,000 × 20% = −50,000  
   _______________  
   200,000

2. 75,000 ÷ 80% = 93,750  
   93,750 × 20% = −18,750  
   _______________  
   75,000

3. 300,000 ÷ 80% = 375,000  
   375,000 × 20% = −75,000  
   _______________  
   300,000
The Budget Narrative should be as clear and detailed as possible.

- It should tell why the funding is essential to implementing your program
  - Purpose
  - Process
  - Outcome
Budget Clearance Issues
Top 10 Reasons Budgets Do Not Clear

1. The budget detail worksheet is missing
2. The budget detail worksheet computations are incorrect
3. The required match percentage has not been met nor source identified, if applicable
4. Unallowable costs are included in the budget detail worksheet
5. Required cost breakdown by categories has not been included
Top 10 Reasons Budgets Do Not Clear

6. Incomplete budget narrative

7. Financial Management and Internal Control Questionnaire form (FMICQ) has not been submitted (all OJP applicants)

8. Prior budget did not clear (applies to supplemental awards)

9. A current federally approved indirect cost rate negotiated agreement has not been submitted

10. Responses to the initial budget financial review memo were insufficient
Supplanting

- DOJ funds must be used to supplement existing funds for program activities and may not replace (supplant) non-federal funds that have been appropriated for the same purpose.

- Federal funds must be used to increase the amount of funding that otherwise would be budgeted for stated purposes in the absence of DOJ funding.
Supplanting

Personnel and fringe benefits are most often involved in potential supplanting.

**EXAMPLE:**
Funds are appropriated for an employee. Federal funds are awarded for the same purpose. The agency then replaces its funds with federal funds, reducing the local funds used for the employee. This would result in supplanting and the federal cost would be unallowable.
Changes to Award
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 email.
• GANs will not be approved if the grantee is delinquent on financial or programmatic reporting.
GAN Types

- 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
GAN: Changes to Award

• 10 percent deviation from total award $$ (does not apply to grants $150K or less)
• Change in scope of project
• Change in project period (no cost extension)
• Retire special conditions
GAN: Changes to Award

- Change to indirect cost amount (up or down)
- Change of authorized signing official
- Change in mailing address
- Change in organization name
- Prior approval of certain grant costs
GAN: Change to Project Scope

Prior approval is needed when changes include:

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

Work with your TTA Provider for assistance prior to submitting a scope change GAN.
GAN: Budget Modification

- 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.
Additional Considerations
# Reporting Requirements

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<thead>
<tr>
<th>REPORT</th>
<th>SYSTEM</th>
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<tbody>
<tr>
<td><strong>FFR/SF-425</strong> Federal Financial Report</td>
<td>Grants Management System (GMS)</td>
</tr>
<tr>
<td><strong>Progress Reports</strong> Program/Project Activity Reports</td>
<td>Grants Management System (GMS)</td>
</tr>
<tr>
<td><strong>Performance Measures</strong></td>
<td>Performance Measurement Tool (PMT) Grants Management System (GMS)</td>
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</table>
Pass-Through Entity Responsibilities

- Must have established written policies and procedures for subrecipient monitoring
- Evaluate each subrecipient’s risk for non-compliance with federal statutes, regulations, and terms and conditions of the subaward.
- Advise of any supplemental requirements imposed by the pass-through entity.
- Report subawards of $25K or more in the Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting System (FSRS) within 30 days of making a subaward.
Selecting and Monitoring Subrecipients

• 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 that the subrecipient is complying with the annual single audit requirement, unless they are exempt
Grant Closeouts

• Award recipients have 90 days after the end date of the award to close out the award.

• If not closed by recipient within 90 days, the awarding agency will perform an administrative closeout on the 91st day.

• Recipients will receive four (4) reminder notifications in GMS to close out their grant.
5 Grant Closeout Requirements

1. Final Progress Report
3. Special Condition Compliance
4. Financial Reconciliation
5. Programmatic Requirements Certification
BJA Compliance Monitoring

BJA will conduct formal monitoring activities (site visits and desk reviews) of grant recipients to ensure that the 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.
For Additional Information

- BJA Main Phone: 202-616-6500
- BJA Website: [https://www.bja.gov/](https://www.bja.gov/)
- Current BJA funding opportunities and FAQs concerning BJA funding: [https://www.bja.gov/funding.aspx](https://www.bja.gov/funding.aspx)
- Contacts for JMHCP:

  State Policy Advisor
  NiKisha Love
  Bureau of Justice Assistance
  [Nikisha.Love@usdoj.gov](mailto:Nikisha.Love@usdoj.gov)
  202-616-8241

  State Policy Advisor
  Tracy Lee-Williams
  Bureau of Justice Assistance
  [Tracy.Lee-Williams@usdoj.gov](mailto:Tracy.Lee-Williams@usdoj.gov)
  202 514-1499
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

  
  GMS Training Tool: http://www.ojp.gov/gmscbt/
  
  GMS Help Desk: 1-888-549-9901

  
  PMT Help Desk: 1-888-252-6867

- OJP Award 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
Agenda

I. Welcome and Introductions

II. Budget and Grant Management

III. Performance Measurement Tool

IV. Questions and Answers
Learning Objectives

At the end of this presentation, you should understand:

• JMHCP performance measure reporting requirements
• Why the BJA requires performance measures
• Common challenges with reporting
Performance Measures
Reporting Overview
What is the Performance Measurement Tool?

- BJA’s Performance Measurement Tool (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.
- The report generated by the PMT is then uploaded into the Grants Management System (GMS) twice a year.
- Please access the PMT at https://bjapmt.ojp.gov.
## Reporting Guidance

<table>
<thead>
<tr>
<th>Reporting Period</th>
<th>Data Required</th>
<th>PMT Due Date</th>
<th>Upload to GMS?</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 1–December 31</td>
<td>Performance Measures and Narrative Questions</td>
<td>January 30</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>January 30</td>
</tr>
<tr>
<td>January 1–March 31</td>
<td>Performance Measures</td>
<td>April 30</td>
<td>No</td>
</tr>
<tr>
<td>April 1–June 30</td>
<td>Performance Measures and Narrative Questions</td>
<td>July 30</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>July 30</td>
</tr>
<tr>
<td>July 1–September 30</td>
<td>Performance Measures</td>
<td>October 30</td>
<td>No</td>
</tr>
<tr>
<td>Last Reporting Period of Award</td>
<td>Performance Measures, Narrative Questions, and Closeout Questions</td>
<td>30 Days After End of Reporting Period</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>30 Days After End of Reporting Period</td>
</tr>
</tbody>
</table>
Questionnaire Overview


PMT Helpdesk Contact Information:
1–888–252–6867
bjapmt@usdoj.gov

Reporting Tip:
You can use the questionnaire as a guide to track relevant data in your files in the time interval that is easiest for you. When it is time to report in the PMT, you can add those figures to get your reporting period totals.
What are Performance Measures?

<table>
<thead>
<tr>
<th>Description</th>
<th>Inputs</th>
<th>Activities</th>
<th>Outputs</th>
<th>Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program resources</td>
<td>Actions that convert inputs to outputs</td>
<td>Products or services</td>
<td>Measurable progress toward program goals</td>
<td></td>
</tr>
</tbody>
</table>

**Example**
- **Inputs**
  - Grant funding
  - Human resources
  - Information and analytical resources
- **Activities**
  - Data analysis
  - Trainings & meetings
  - Partnership development
  - Crime prevention strategies (e.g., hot spots, CPTED)
- **Outputs**
  - New hot spots identified
  - Staff trained
  - Program materials developed
- **Outcomes**
  - Reduced crime
  - Increased number of cross-sector partnerships
Justice and Mental Health Collaboration Program Goals

• Increase public safety by facilitating cross-collaboration among the criminal justice system and mental health/substance abuse treatment systems.

• Increase access to treatment services for individuals with mental illness (MI) and co-occurring mental illness and substance abuse (CMISA) with early identification and front-end diversion within the justice system.

• Provide financial and technical assistance to states, state courts, local courts, units of local government, and Indian tribal governments to develop and implement drug courts and veterans treatment courts.

– BJA JMHCP Policy Advisors
How Performance Measures Benefit BJA

To identify areas of success and potential areas of improvement.
- Identify needs for training and technical assistance (TTA) or revisions to program design or implementation.

To track grant activity and progress towards program goals.
- Enables BJA to respond to external requests (e.g., congressional inquiries, media requests).

To understand how funds are being distributed.
- Informs budget, strategic plan, and future funding.

To comply with the law (Government Performance and Results Modernization Act of 2010).
How Performance Measures Benefit Grantees

To identify areas for improvements to focus internal efforts

To proactively request TTA to address challenges

To generate evidence of progress toward program goals, which can enhance resource advocacy for sustainability
Questionnaire Structure
Performance Measures: What We Ask

Structure:

• **Multiple choice:** Grantees select the response that best reflects your project’s activity.

• **Multiple response:** Grantees select all responses that reflect your project’s activity.

• **Open-text:** Grantees are able to enter both text and numbers to provide contextualized responses.

Function:

• **Baseline** questions collect information on activity before your grant becomes operational to enable pre- and post-grant comparisons.

• **Carry-forward** questions reduce reporting burden by not requiring you to enter (but allowing you to update) responses to question where information is likely to remain stable.

• **Skip flow** questions reduce reporting burden by allowing you to skip sets of questions that are not applicable to your project.
**PMT: Performance Measures**

**Program performance measures** collect quantitative data on program activities funded by the grant award.

- Whole numbers (no decimals)

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

- Open-ended
- Can contain numbers
54. Number and percent of substance use disorder treatment program participants who tested positive for the presence of alcohol or illicit substances

A. The number of participants tested
B. Total number of participants who tested positive
C. Percent (A/B)
Common Reporting Challenges
How Does BJA Enhance Data Quality?

1. **Quarterly Data Verifications**
   - **Who?**
     - BJA Planning, Performance, and Impact Team Research Analysts and Helpdesk Support Specialists
   - **What?**
     - Assessment of data consistency and accuracy beyond basic, automatic validations in the PMT system
     - Outreach encouraging grantees to review and revise entries

2. **Site Visits**
   - **Who?**
     - BJA Grant Managers
   - **What?**
     - Assess data accuracy by identifying documentation to support PMT data entries for major activities
Instructions For Reporting Zeros

- All mandatory measures require a response in the PMT.
- If you are unable to report on a required measure:
  - Enter zero (0) for the measure.
  - Provide an explanation for why you are unable to report (e.g., data not tracked, activity not applicable) in the Add Comments text box available once your report is complete.
Many of the questions in the JMHCP Performance Measure Questionnaire are related. During the data verification process, analysts examine related questions to ensure sites are reporting consistently.

<table>
<thead>
<tr>
<th>IF</th>
<th>THEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your agency has policies/procedures when responding to mental health-related CFS (Question 21)</td>
<td>You reported whether or not your policy addresses certain aspects topics listed in Question 22</td>
</tr>
<tr>
<td>12 people involved in a mental health crisis were taken offsite to an agency or facility (Question 29E)</td>
<td>The sum of Question 30A-E must equal 12 (listing the different types of offsite options)</td>
</tr>
</tbody>
</table>
Defining Goals and Objectives

Well-defined goals clarify priorities and establish criteria for success.

Tips:

• **Set SMART goals** to clarify the scope of your priorities.

• **Reevaluate goals semiannually** to determine whether changes to program priorities and activities require updates.

• **Use data** to understand your progress toward your goals and make course corrections as needed.
# Creating Strong Goals

<table>
<thead>
<tr>
<th>Strong Goals</th>
<th>Goals Needing Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Assess existing behavioral care resources, identify gaps in service, and prioritize behavioral health resources.”</td>
<td>“Utilize more resources.”</td>
</tr>
<tr>
<td>“Design data-integration/data-matching systems between agencies to better understand patterns of people utilizing multiple services.”</td>
<td>“Use data analysis.”</td>
</tr>
<tr>
<td>“Attend or develop specialized and comprehensive training for law enforcement personal to identify and respond appropriately to incidents involving people with MI.”</td>
<td>“Get better training.”</td>
</tr>
</tbody>
</table>
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Contact Information

BJA PMT HELPDESK

Monday–Friday
8:30 a.m.–5:00 p.m. ET
Closed on Federal Holidays

Toll-free number: 1–888–252–6867
bjapmt@ojp.usdoj.gov
References

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

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

- **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/funding/Apply/Resources/IndirectCosts.pdf)
  - [https://ojp.gov/financialguide/DOJ/Appendices/glossary.htm#c](https://ojp.gov/financialguide/DOJ/Appendices/glossary.htm#c)
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