Agenda

I. Welcome and Introductions

II. Budget and Grant Management

III. Performance Measurement Tool

IV. Questions and Answers

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Speakers

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

II. **NiKisha Love**, State Policy Advisor for Justice and Mental Health Collaboration Program, 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.

BJA

Bureau of Justice Assistance
U.S. Department of Justice

www.bja.gov

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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.

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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

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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.

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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

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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

Using the Grants Management System

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

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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

- Both the Primary and Financial Points of Contact must complete grants financial training within 120 days of grant acceptance

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Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

AWARD CONTINUATION SHEET
Grant

PAGE 2 OF 9

PROJECT NUMBER   2009-SB-B9-1238   AWARD DATE   06/17/2009

SPECIAL CONDITIONS

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

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

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

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

5. The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, 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.

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
   or "Recovery Act") requirements. Recipients are responsible for contac
   clarifications.

Special Conditions

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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

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Budget Considerations: Category 3

- 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

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Progress Reporting Requirements

Quarterly PMT Programmatic reports:

Submitted in PMT **ONLY!**

Reporting Period	Due Date
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

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

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

GMS: Financial Status Reports SF-425

Reporting Period
January 1–March 31
April 1–June 30
July 1–September 30
October 1–December 31

Due Date
April 30
July 30
October 30
January 30

- Submitted in **GMS:** https://grants.ojp.usdoj.gov
- No activity? Enter 0.
- For help with 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 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/

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

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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

- **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.

  Go to: http://ojp.gov/funding/Apply/Resources/2CFR200_2013.pdf

- **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

Unallowable Costs

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

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Using GMS and Contacting Your BJA State Policy Advisor

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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.

BJA Policy Office

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

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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
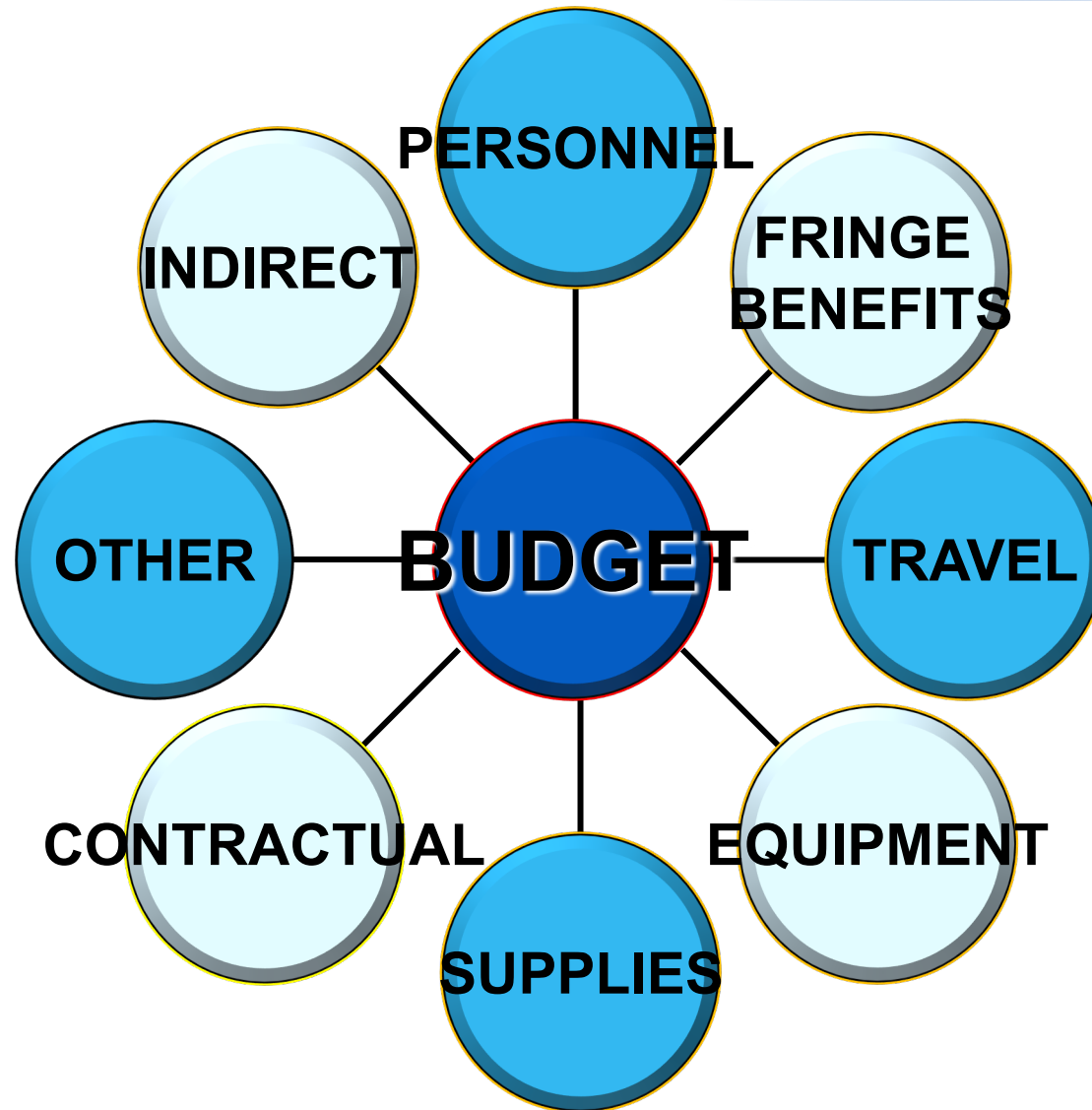
A. Personnel

- 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.

Name/Position   Computation   Cost

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.

Name/Position   Computation   Cost

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.

Purpose of Travel   Location   Item   Computation   Cost

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.

Item	Computation	Cost

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.

Supply Items   Computation   Cost

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.

Purpose   Description of Work   Cost

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).

Item	Cost

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.

Item   Cost

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

Description   Computation   Cost

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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.

Description	Computation	Cost

JMHCP Match Requirement

- 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

Award Amount = Adjusted

% of Federal share   Project Cost

Adjusted   x   Recipient's   =   Required

Project Cost   Share   Match

Ex: Federal Amount = $80,000

80/20 Match

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

$100,000 X 20% = $20,000 Required match

1		
$200,000 \div 80\% =$	250,000	
$250,000 \times 20\% =$	$-50,000$	
	200,000	

2		
$75,000 \div 80\% =$	93,750	
$93,750 \times 20\% =$	$-18,750$	
	75,000	

3		
$300,000 \div 80\% =$	375,000	
$375,000 \times 20\% =$	$-75,000$	
	300,000	

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Budget Narrative

- 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

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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

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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

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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

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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

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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

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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

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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 <u>revised budget</u> & <u>budget narrative</u> 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

  - <u>10% rule</u>: 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

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Reporting Requirements

REPORT	SYSTEM
FFR/SF-425 Federal Financial Report	Grants Management System (GMS)
Progress Reports Program/Project Activity Reports	Grants Management System (GMS)
Performance Measures	Performance Measurement Tool (PMT) Grants Management System (GMS)

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

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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.

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5 Grant Closeout Requirements

1. Final Progress Report

2. Final Federal Financial Report (FFR)

3. Special Condition Compliance

4. Financial Reconciliation

5. Programmatic Requirements Certification

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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.

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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**	**State Policy Advisor** **Tracy Lee-Williams** **Bureau of Justice Assistance** **Tracy.Lee-Williams@usdoj.gov** **202 514-1499**

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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 Measurement Tool (PMT): https://bjapmt.ojp.gov/

    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:
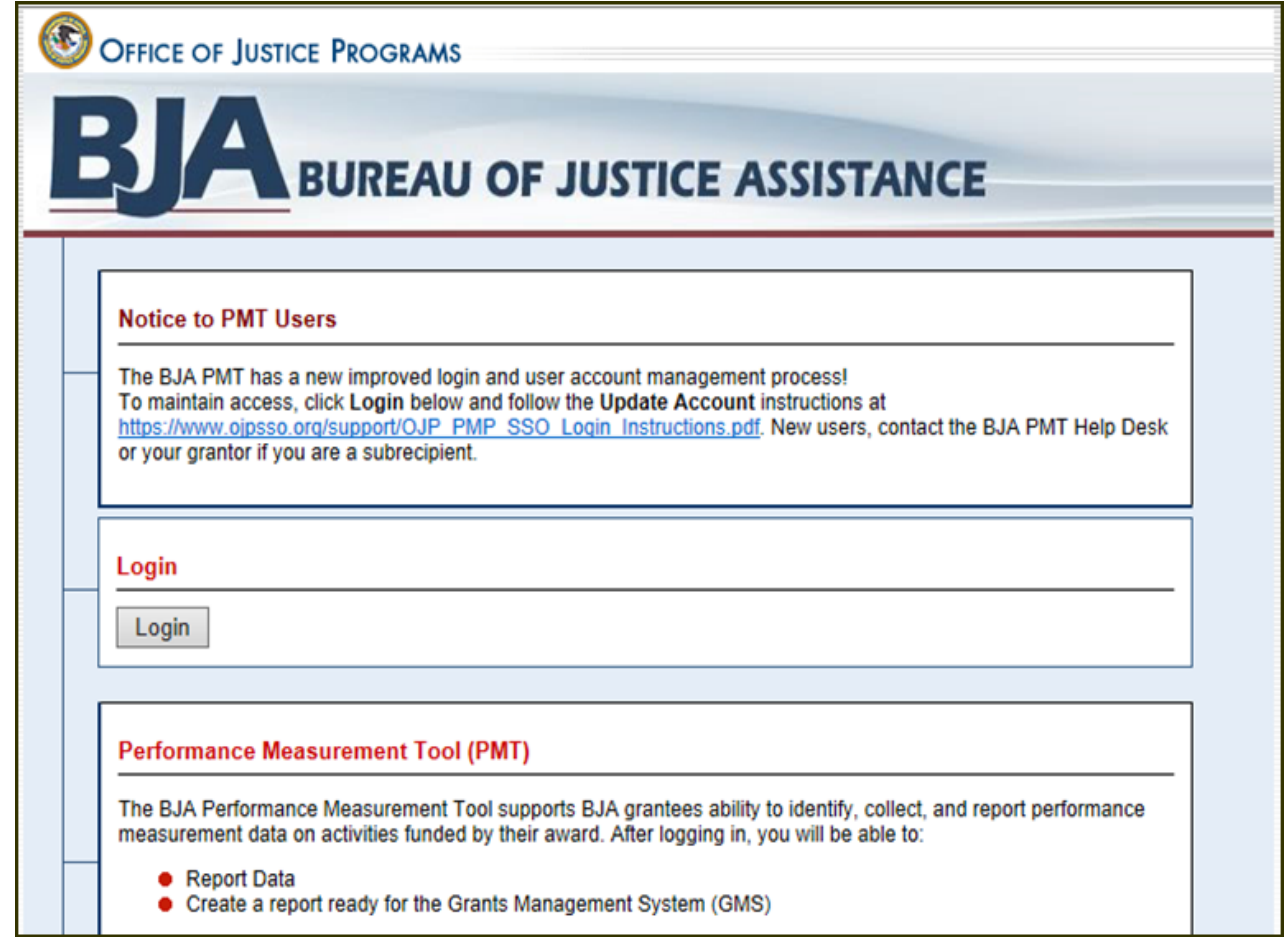
- JMHCP performance measure reporting requirements

- 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.

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.ojpsso.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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Reporting Guidance

Reporting Period	Data Required	PMT Due Date	Upload to GMS?
October 1–December 31	Performance Measures and Narrative Questions	January 30	Yes January 30
January 1–March 31	Performance Measures	April 30	No
April 1–June 30	Performance Measures and Narrative Questions	July 30	Yes July 30
July 1–September 30	Performance Measures	October 30	No
Last Reporting Period of Award	Performance Measures, Narrative Questions, and Closeout Questions	30 Days After End of Reporting Period	Yes 30 Days After End of Reporting Period

Reports Due:
January 30 · April 30
July 30 · October 30

Questionnaire Overview

Link to Performance Measures Questionnaire:
https://bjapmt.ojp.gov/help/JMHCPMeasuresPlanning2016.pdf

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.

BUREAU OF JUSTICE ASSISTANCE
Justice and Mental Health Collaboration Program
PERFORMANCE MEASURES

The following pages outline general questions and performance measures for the Bureau of Justice Assistance (BJA) Justice and Mental Health Collaboration Program (JMHCP).

PROGRAM OBJECTIVES
These measures are designed to gather information on grant activity that is related to JMHCP's primary objectives.

1. Protect public safety through early intervention with treatment for people with mental illness or a co-occurring disorder who become involved with the criminal or juvenile justice system.
2. Provide courts with appropriate mental health and substance use disorder treatment options.
3. Maximize the use of diversion from prosecution and alternative sentences through community supervision and graduated sanctions, as appropriate for the client, in cases involving nonviolent offenders with mental illness.
4. Promote adequate training for criminal justice system personnel with respect to mental illness and substance use disorders and the appropriate responses to people with such illnesses, including those with developmental and learning disabilities.
5. Promote adequate training for mental health and substance use disorder treatment personnel with respect to criminal offenders with mental illness or co-occurring substance use disorders and the appropriate response to them in the criminal justice system.
6. Promote communication among personnel in the areas of adult or juvenile justice; mental health, co-occurring mental illness, and substance use disorder treatment; nonviolent offenders with mental illness and co-occurring mental health and substance use disorders; and support services.
7. Promote communication, collaboration, and intergovernmental partnerships among municipal, county, and state officials with respect to mentally ill offenders.

STRUCTURE OF THE QUESTIONNAIRE

The JMHCP questionnaire contains performance measures and narrative (goals and objectives) questions. Complete the performance measures in the BJA Performance Measurement Tool (PMT) four times per year to report on your activity during the prior 3 months, also known as a reporting period. Complete the goals and objectives questions twice each year.

ROLES AND RESPONSIBILITIES FOR COMPLETION

BJA's expectation is that the person completing these questions will know the status and progress of all aspects of your JMHC program. Therefore, your agency's JMHCP coordinator/grantee point of contact (or another designated person with working knowledge of the program) should complete these questions on your behalf.
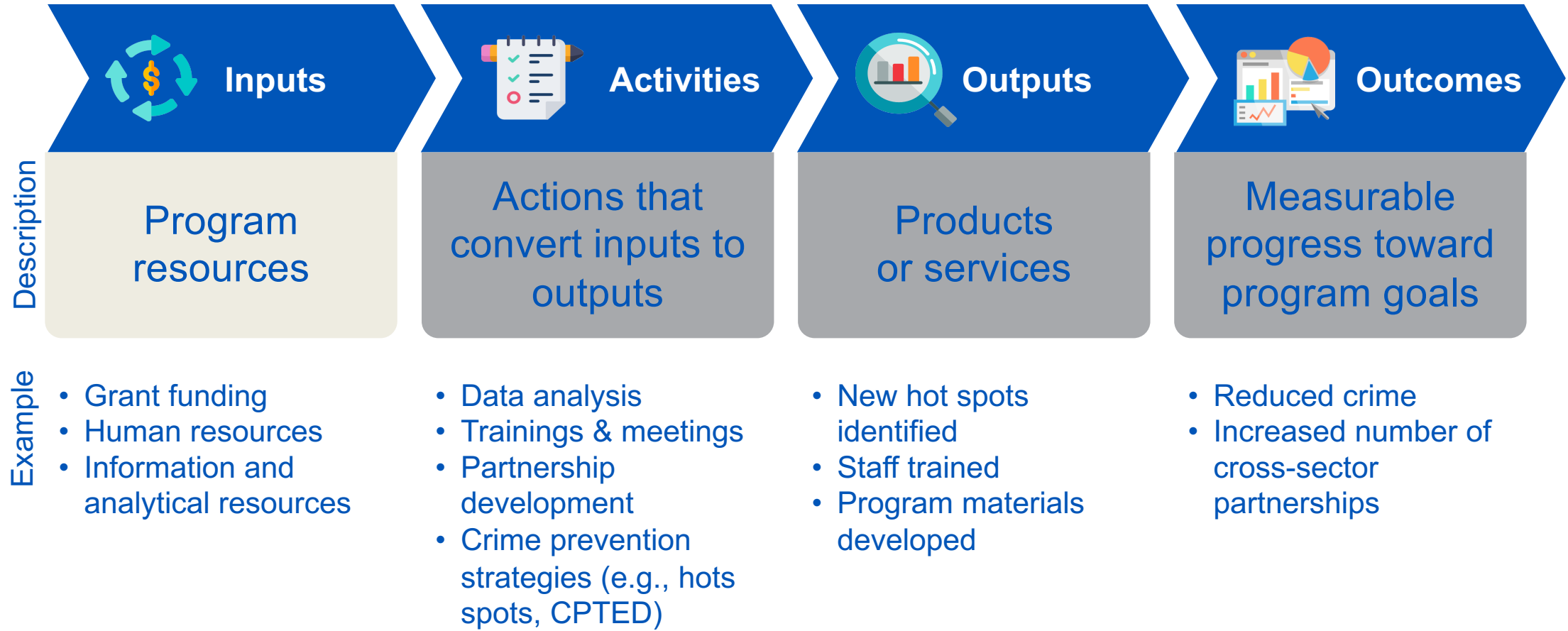
PMT REPORTING PERIODS

In July and January of each year, you will be responsible for creating a report from the PMT that you upload into the Grants Management System (GMS). This is the GMS report. During the nonsubmission reporting periods, you are encouraged to create reports for your records, but you will not upload them to the GMS. Enter your responses to the questions that follow in the PMT at https://bjapmt.ojp.gov. If you have any questions about the PMT or performance measures, please call the BJA PMT Help Desk at 1-888-252-6867, or send an e-mail to bjapmt@usdoj.gov.

NOTE: Data collection on these revised measures will take effect with grant activities occurring from October 1, 2016, through December 31, 2016. Data entry and reporting in the PMT will begin on January 3, 2017. Subsequent data entry will occur quarterly, with a 30-day submission period following the close of the reporting period.

If you have questions about your program, please contact your State Policy Advisor (SPA) at https://www.bja.gov/About/Contacts/ProgramsOffice.

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What are Performance Measures?

Inputs	Activities	Outputs	Outcomes
Program resources	**Actions that convert inputs to outputs**	**Products or services**	**Measurable progress toward program goals**

Description

Example

Inputs
- Grant funding
- Human resources
- Information and analytical resources

Activities
- Data analysis
- Trainings & meetings
- Partnership development
- Crime prevention strategies (e.g., hots spots, CPTED)

Outputs
- New hot spots identified
- Staff trained
- Program materials developed

Outcomes
- Reduced crime
- Increased number of cross-sector partnerships

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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.
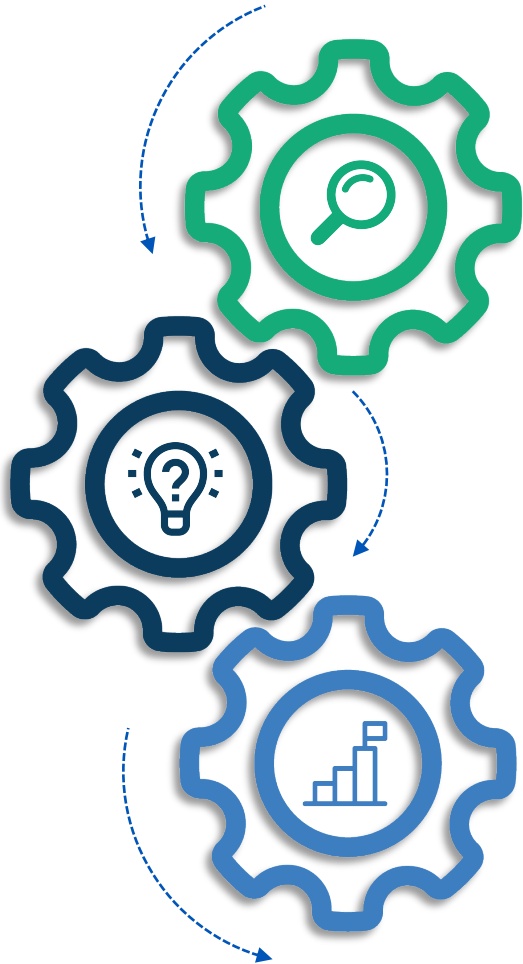- Enables BJA to respond to external requests (e.g., congressional inquiries, media requests).

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

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Performance Measures: What We Ask

Structure:

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

- **Multiple response:** Grantees select <u>all</u> 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.

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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

Core Performance Measures

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

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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

View of Performance Data Report

Below is a view of the Performance Data Report containing data entered for the reporting period July 1 - December 31, 2018.

Click [Add Comments] to add comments to your report.

Click [Export as a PDF file] to open a new window with the PDF file so that you may save it to your computer. Please save a copy for your records.

Please remember to upload the Performance Data Report by the date specified in your Grant Award.

- 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.

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Reporting Inconsistently

Example: Law Enforcement

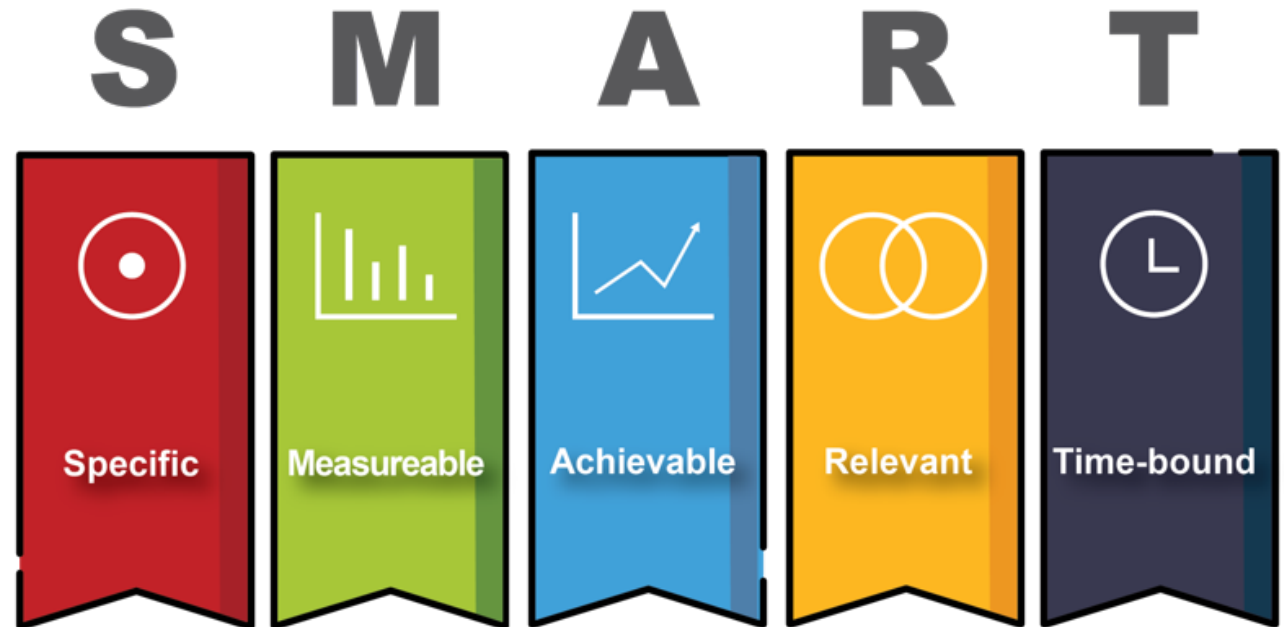| IF	THEN
Your agency has policies/procedures when responding to mental health-related CFS (Question 21)	You reported whether or not your policy addresses certain aspects topics listed in Question 22
12 people involved in a mental health crisis were taken offsite to an agency or facility (Question 29E)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

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.

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.

- **Revaluate 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.

S M A R T

Specific   Measureable   Achievable   Relevant   Time-bound

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Creating Strong Goals

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

Agenda

I. Welcome and Introductions

II. Budget and Grant Management

III. Performance Measurement Tool

IV. Questions and Answers

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

Bureau of Justice Assistance
U.S. Department of Justice

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://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/financialguide/DOJ/Appendices/glossary.htm#c

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