

BUREAU OF JUSTICE ASSISTANCE

# FY 2022 JUSTICE AND MENTAL HEALTH COLLABORATION PROGRAM (JMHCP) and CONNECT & PROTECT (C&P)

## New Grantee Orientation Webinar—Part 2 Budget, Grant Management, and Performance Measurement

December 7, 2022



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



# Agenda

- I. Welcome and Introductions
- II. Budget and Grant Management
- III. Performance Measurement Tool
- IV. Questions and Answers



# Speakers

- **NiKisha Love**, State Policy Advisor, Justice and Mental Health Collaboration Program (JMHCP), Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice
- **Tammy Lovill**, State Policy Advisor, Justice and Mental Health Collaboration Program (JMHCP), Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice
- **Allison Upton**, Deputy Program Director, Behavioral Health, The Council of State Governments Justice Center
- **Sam Wilcox**, Research Associate, Carnevale Associates, LLC, Contractor for Bureau of Justice Assistance, U.S. Department of Justice



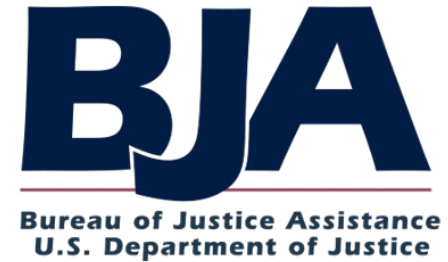
# Grant Team Member Introductions

Please introduce yourself in the chat box and include:

- Name, title, organization
- Jurisdiction and role on the grant project

# The U.S. Department of Justice Bureau of Justice Assistance

**Mission:** BJA's mission is to provide leadership and services in grant administration and criminal justice policy development to support state, local, and Tribal justice strategies to achieve safer communities. BJA works with communities, governments, and nonprofit organizations to reduce crime, recidivism, and unnecessary confinement, and promote a safe and fair criminal justice system.





# Overview of Justice and Mental Health Collaboration Program (JMHCPC) and Connect and Protect (C & P)

- Supports cross-system collaboration to improve public safety responses and outcomes for individuals with mental health disorders (MHDs) or co-occurring mental health and substance use disorders (MHSUDs) who come into contact with the justice system
- This program furthers the DOJ's mission by supporting law-enforcement-behavioral health cross-system collaboration to improve public health and safety responses and outcomes for individuals with MHDs and MHSUDs

# The Council of State Governments (CSG) Justice Center

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



**Justice  
Center**

# How the CSG Justice Center Works

- We bring people together
- We drive the criminal justice field forward with original research
- We build momentum for policy change
- We provide expert assistance



# 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 and Connect and Protect grantees



# Grantee Expectations

Engage in regular training and technical assistance (TTA) activities with the BJA TTA partner (CSG Justice Center), including:

- Monthly TA calls throughout the entire active grant cycle
- Completion of the Planning & Implementation (P&I Guide) and other planning processes
- Collaborative development of TA plans

# Grantee Expectations

Engage with your BJA State Policy Advisor (SPA) for assistance when issues arise and as needed for guidance on the following:

- Budgeting
- Grant management needs
- Reporting and other administrative processes for your grant award

# Attendee Poll

- Have you previously received a BJA award?
  - Yes
  - No
- If so, have you previously received a JMHCP or Connect & Protect award?
  - Yes
  - No



# Agenda

I. Welcome and Introductions

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# Grant Management Overview



# Award Acceptance

- The grant award agreement is a legally binding contract with the federal government.
- **The Authorized Representative accepts the award electronically in JustGrants.**
- **TIP:** Before the award can be accepted, the Entity Administrator must assign key roles in JustGrants.



# Award Conditions: OJP Standard Conditions

- **You are responsible for adhering to all award conditions.**
- The award conditions numbered 1 through 29 are the OJP standard conditions.
- Information on the standard OJP conditions is available at the following link:  
<https://www.ojp.gov/funding/explore/legal-overview-fy-2022-awards>





# Award Conditions: Program Specific

BJA specific award conditions begin at number 30 in the award agreement, including **three conditions specific to JMHCP and Connect and Protect:**

- **#46: Direct Services**—regarding participant requirements
- **#47: Match Requirement**—regarding meeting the match % per year
- **#48: Planning Phase**—regarding completion of planning phase before beginning implementation



# Award Conditions: Withholding Funds

- **Withholding award conditions prohibit obligation, expenditure, or draw down of funds until *both* actions are completed:**
  - OJP/BJA approval of missing/revised document
  - Award condition modification (ACM) approved in JustGrants
- #49 Conditional Clearance—until budget is approved
- Others as determined by application review

**Contact your BJA grant manager for guidance on how to address active withholding conditions.**

# Award Conditions: Budget Clearance Process

- Budget clearance (BC) grant award modification (GAM) initiated in JustGrants by OCFO
- If changes needed, a BC GAM will be “change requested” and assigned to the award’s GAA to make revisions.
- Additional changes may be needed based on BJA review.



# Award Conditions: Match Requirement

## JMHCP and Connect and Protect

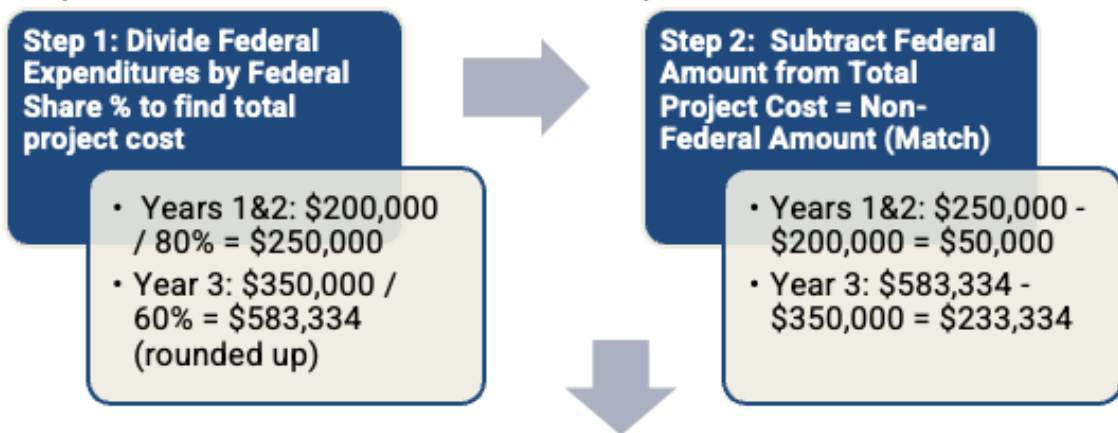
- This program requires a non-federal match of 20 percent of the total project cost in years 1 and 2 (total) and 40 percent in year 3.
- This means the federal share cannot exceed 80 percent of the total project cost in the first 2 years and 60 percent in year 3.
- **Total project cost is the total federal request amount + the total non-federal (match) amount for the entire project period.**

# Award Conditions: Match Requirement

I was awarded \$550,000 from BJA. How much is the match?



Total Federal Award Amount = \$550,000. Total years 1 and 2 federal expenditures = \$200,000. Year 3 federal expenditures = \$350,000



**Federal Award Amount = \$550,000**  
**Non-Federal Amount (Match) \$50,000 (years 1&2) + \$233,334 (year 3) = \$283,334**  
**Total Project Cost (Federal + Match) = \$833,334**

# Award Conditions: Grants Financial Management Training

- The Grant Award Administrator and Financial Manager assigned to your award must complete training within 120 days of grant acceptance (if it was not previously completed on/after 1/1/2020).
  - If the Grant Award Administrator and/or Financial Manager change, they will have 120 days to complete their training from the day they are added within the JustGrants system.
- **For certain recipients, this will be a withholding condition.**
- Must be completed every three years
- Available online at <https://onlinegfmt.training.ojp.gov/>
- Submit Grants Financial Management Training certificates to your BJA Grant Manager



# Accessing Funds

To access funds, the following actions must be completed:

- Valid award acceptance in JustGrants
- Removal of all withholding award conditions, if applicable
- Entity registration in the U.S. Treasury's Automated Standard Application for Payments (ASAP) system
- Submission of any delinquent reports, if applicable



# Accessing Funds: ASAP

- **If you are a current or former OJP grant recipient with an active ASAP account:** You do not need to take any additional action in ASAP unless another user must be added.
- **If you are a new OJP grant recipient:** After the award is accepted in JustGrants, your agency's Entity Administrator (EA) will receive two emails from ASAP (DoNotReply.asap@mail.twai.gov) to begin the registration.
- **To have the ASAP registration email resent and/or for assistance registering in ASAP, contact OCFO Customer Service at [ask.ocfo@ojp.usdoj.gov](mailto:ask.ocfo@ojp.usdoj.gov) or 800-458-**



**STEP 1:**

Federal agency & recipient  
both enroll in ASAP.gov



**STEP 2:**

Agency adds money to  
recipient account &  
sets rules for payments



**STEP 3:**

Recipient requests  
payment via ASAP.gov



**STEP 4:**

Approved payments  
can settle as quickly as  
the same day.



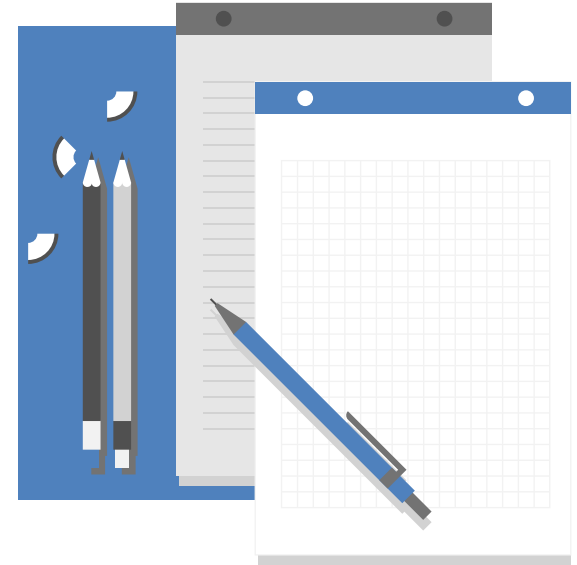
# Reporting Requirements: Overview

Report Type	Reporting Period	Due*	JustGrants Role
<b>Federal Financial Report (SF-425)</b>	<ul style="list-style-type: none"> <li>• Jan 1–Mar 31</li> <li>• Apr 1–Jun 30</li> <li>• Jul 1–Sep 30</li> <li>• Oct 1–Dec 31</li> </ul>	<ul style="list-style-type: none"> <li>• April 30</li> <li>• July 30</li> <li>• October 30</li> <li>• January 30</li> </ul>	Financial Manager
<b>Semiannual Performance Report</b>	<ul style="list-style-type: none"> <li>• Jan 1–Jun 30</li> <li>• Jul 1–Dec 31</li> </ul>	<ul style="list-style-type: none"> <li>• July 30</li> <li>• January 30</li> </ul>	Grant Award Administrator (Alternate GAA can edit but not submit)

**\*Final FFR and Final Performance Reports will be due 120 days from the project end date.**

# Reporting Requirements: Additional Information

- Performance data will be entered directly into the JustGrants semiannual performance report question set.
- **Final Performance Reports:** Must include sufficient narrative to detail the project's overall accomplishments and the extent to which project goals/objectives were met.
- **TIP:** If an FFR or performance report is not submitted by the deadline, JustGrants will automatically suspend the ASAP account and funds will not be available until the delinquent report(s) are submitted.



# Administrative Requirements: Subawards and Procurement Contracts

Grantees determine if pass-through funds are considered **subawards or procurement contracts**.

- Proper determination is critical, as **significantly** different grants administrative requirements apply.
- The substance of the relationship is more important than the form of agreement. “Partner” agencies are generally to be considered subrecipients (subawardees).
- OJP guidance, including checklist, found here:

<https://www.ojp.gov/training/subawards-and-procurement>



# Administrative Requirements: Procurement Overview

- All procurement transactions **must be conducted in a manner to provide, to the maximum extent practical, open and free competition.**
- Prior written approval must be requested before executing a non-competitive (sole source) procurement over \$250,000.
- Contracts must include all the provisions listed in Appendix II of 2 C.F.R Part 200.
- See [DOJ Grants Financial Guide Section 3.8](#) and [2 C.F.R. §200.317 - §200.327](#) for more information.

## DOJ Grants Financial Guide 2022

### III. Postaward Requirements [🔗](#)

3.1 Payments	+
3.2 Period of Availability of Funds	+
3.3 Matching or Cost Sharing Requirements	+
3.4 Program Income	+
3.5 Adjustments to Awards	+
3.6 Costs Requiring Prior Approval	+
3.7 Property Standards	+
<b>3.8 Procurement under Awards of Federal Assistance</b>	<b>-</b>
Procurement Standards—General Guidance	+
Contracting with Small and Minority Businesses, women's business enterprises, and labor surplus area firms	+
OJP Construction Requirements	+

Welcome to the DOJ  
Grants Financial Guide

I. General Information

II. Preaward requirements

**III. Postaward  
Requirements**

IV. Organization Structure

V. Appendices



# Administrative Requirements: Subawards

The requirements for pass-through entities related to making and managing subawards are found in [2 CFR 200.332](#). See also [DOJ Grants Financial Guide Section 3.14](#). Requirements include **but are not limited to**:

- Conducting a risk assessment of all subrecipients
- Passing on all award conditions to the subrecipient
- Monitoring each subrecipient

**Pass-through entities must maintain policies and procedures on making and monitoring subawards consistent with and inclusive of all federal requirements.**

# Administrative Requirements : FFATA Reporting on Subawards

- Federal Funding Accountability and Transparency Act (FFATA) **requires prime recipients of awards  $\geq$ \$30,000 to report subaward and executive compensation data on first-tier subawards  $\geq$ \$30,000.**
- Recipients must submit the FFATA report in FSRS ([www.fsrs.gov](http://www.fsrs.gov)) by the end of the following month in which the subaward was issued.
- User guides, FAQs, helpdesk, and online demos are available at [www.fsrs.gov/resources](http://www.fsrs.gov/resources).

# Administrative Requirements: Other

Other Administrative requirements include but not limited to:

- Reporting any waste, fraud, and abuse, or similar misconduct to the OIG. See the [DOJ Grants Financial Guide Section 3.20](#).
- Determination of suitability to interact with participating minors. See: <https://ojp.gov/funding/Explore/Interact-Minors.htm>
- Requirements related to websites or other publications funded under the grant award

***Reminder:* Make sure to thoroughly read the award conditions and contact your grant manager if you have any questions or concerns.**

# Grant Award Modifications (GAM) Overview

- A GAM is used to request project changes that require prior approval.
- The assigned GAA must submit GAMs in JustGrants.
- GAM types include:
  - Budget Modification
  - Change Project Scope
  - Project Period Extension
  - Sole Source Approval
  - Programmatic Costs





# GAM: Project Period Extension

- Must be requested through JustGrants at least 30 days prior to the current end date.
- Must include narrative justification and a revised timeline. **Extensions should not be requested solely to expend remaining funds.**
- Generally, no more than one extension not to exceed 12 months is approved.
- See Financial Guide for all requirements.
- OJP will consider exceptions on a case-by-case basis.



# Monitoring: Overview

**BJA conducts monitoring activities of grant recipients to ensure you are:**

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On track to meet project goals and objectives

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Meeting programmatic, administrative, and fiscal requirements

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Identifying and resolving problems and/or issues

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Receiving needed training and guidance

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# Monitoring: In-Depth Monitoring

BJA and OCFO conduct formal in-depth monitoring on a certain percentage of grants each fiscal year

Conducted remotely or on site

Full review of grant award documents and interviews of key project staff

Letter issued with results, to include issues for resolution and technical assistance to address them

# Closeout

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- All obligations must be incurred on or before the last day of the period of performance.
- Liquidation period of up to 120 days after to make any remaining payments.
- After submitting the Final Performance Report, Final FFR, and last drawdown in ASAP, the GAA submits the closeout.
- **Note:** the ASAP account will be suspended automatically upon submission of the closeout or 120 days after the project end date.





# Useful Links and Numbers

## OJP Website

- <http://www.ojp.usdoj.gov/>

## OJP Funding Opportunities

- <https://ojp.gov/funding/Explore/CurrentFundingOpportunities.htm>

## OJP Funding Resources

- <http://ojp.gov/funding/index.htm>

## OJP Recipient Resources

- <https://www.ojp.gov/funding/implement/overview>

## DOJ Grants Financial Guide

- <https://www.ojp.gov/funding/financialguidedoj/overview>

## Title 2 Part 200

- <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>

# Useful Links and Numbers

**JustGrants** <https://justgrants.usdoj.gov>

**JustGrants Support** 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov)

**JustGrants Training** <https://justicegrants.usdoj.gov> ★

**Automated Standard Application for Payments (ASAP)** <https://fiscal.treasury.gov/asap>

**OCFO Customer Service** (800) 458-0786 or [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov)

**DOJ Grants Financial Management Online Training** <https://onlinegfmt.training.ojp.gov>

# BJA Grant Managers

BJA JMHCP and Connect and Protect	
BJA Grant Manager	States
<p><u>NiKisha Love</u>  <a href="mailto:NiKisha.Love@usdoj.gov">NiKisha.Love@usdoj.gov</a>            Phone: (202) 598–7543</p>	<p>AZ, CO, CT, DC, DE, GA, FL, IN, KY, MA, MD, MN, MS, MT, NC, ND, NE, NM, NY, PA, TX, VA, WA, WV, WY</p>
<p>Tammy Lovill  <a href="mailto:Tammy.L.Lovill@usdoj.gov">Tammy.L.Lovill@usdoj.gov</a>            Phone: (202) 598–6565</p>	<p>AK, AL, AR, CA, GU, IA, ID, IL, KS, LA, ME, MI, MO, NH, NJ, NV, OH, OK, OR, RI, SC, SD, TN, UT, VT, WI</p>

# Agenda

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# Performance Management at BJA

- Overview
- What, Where, When, How
- Questionnaire Structure
- Narrative Questions
- Tips For Data Quality

# What Is Performance Management at BJA?

- ❖ **Performance management is the process** by which grantees regularly collect data on their grant activities to determine whether they are implementing activities as intended and achieving their desired goals and objectives.
- ❖ **BJA has established performance measures in the form of questionnaires for each grant program.** These measures help capture inputs, outputs, and outcomes over time and enable pre- and post-comparisons that can be used to facilitate change as needed. Each program will be provided with their respective questionnaire by BJA.
- ❖ **BJA grantees report on their activities** on a periodic basis throughout the life of their grant.
- ❖ **For more information, we invite you to visit** the OJP Grant Performance Measurement and Progress Reporting Information Portal at [ojp.gov/performance](https://ojp.gov/performance) and BJA Performance Measures site at <https://bia.ojp.gov/funding/performance-measures>.

# Why Does BJA Use Performance Measures?



**To identify areas of success and potential areas of improvement.**

Performance measures identify needs for training and technical assistance (TTA) or revisions to program design or implementation.



**To track grant activity and progress toward program goals.** They enable BJA to respond to external requests (e.g., congressional inquiries, media requests).



**To understand how funds are being distributed.** Results inform budget, strategic plan, and future funding.



**To comply with the law.** Tracking of progress through performance measurement is required by the Government Performance and Results Modernization Act of 2010, the Digital Accountability and Transparency Act of 2014, and the Grant Reporting Efficiency and Agreements Transparency Act of 2019.



# What Data Will I Need to Report?

- ❖ **Performance measures:** The performance measure for your program is a series of questions that measure outcomes of grant activities and demonstrate accomplishment of goals and objectives of BJA's programs.
- ❖ **Narrative questions:** A series of narrative questions related to the grantee's specific goals, objectives, barriers, and successes are also provided to grantees to be used for data reporting. Grantees' responses to narrative questions are required during the **January and July** submission periods.
- ❖ **Closeout questions:** A series of questions grantees will need to respond to only when activities have been completed and the **grant is ending**.



# Where Do I Report?

- ❖ The Performance Measurement Tool (PMT) and the Justice Grants system (JustGrants) are two separate systems that both facilitate performance reporting for BJA.
- ❖ JustGrants will eventually replace the PMT entirely; however, we are still within the window of transition.
- ❖ Some grantees, therefore, may have multiple awards reporting in multiple systems.
- ❖ **JMHCP Grantees who received their award prior to FY21 report quarterly in the PMT.**
- ❖ **JMHCP Grantees who received their award in FY21 and later report semiannually in JustGrants.**

# Where Do I Report?

## Grantees who received their award after FY2021:

- ❖ The JustGrants System is the online system required for grantee performance measurement reporting and grant management.
- ❖ FY22 Grantees will report on the revised measures directly in JustGrants semiannually.
- ❖ Please access JustGrants at <https://justicegrants.usdoj.gov/>



# JustGrants Reporting Schedule



Reporting Period	Submission Period	Deadline
January 1–June 30	July 1–30	July 30
July 1–December 31	January 1–30	January 30

\*Note: Reporting due dates are subject to change. Check with your grant manager on specific due dates for your program.

# JMHCP Questionnaire Overview

Link to Performance Measures Questionnaire:  
Revised Questionnaire (Summer/Fall 2021):

<https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/JMHCP-Measures.pdf>

More information on performance measures can be found on this page:

<https://bja.ojp.gov/funding/performance-measures>

BUREAU OF JUSTICE ASSISTANCE  
JUSTICE AND MENTAL HEALTH COLLABORATION PROGRAM  
PERFORMANCE MEASURES

GENERAL AWARD ADMINISTRATION

- Is this the last reporting period for which the award will have data to report?  
*For example, were all funds expended and is the award in the process of closing out in the Grants Management System?*
  - Yes/No (If Yes, answer the "Final Report" and "Goals and Objectives" questions. These are one-time-only questions you will answer prior to report closeout. Then, create a final report.)

- Was there grant activity during the reporting period? *There is grant activity when the grantee has obligated, expended, or drawn down grant funds to implement objectives proposed in the Bureau of Justice Assistance (BJA)-approved grant application. If you select Yes, the program becomes Operational and should remain so until the grant closes out?*

Reason(s) for no grant activity during the reporting period.	Select all that apply
In procurement	<input type="checkbox"/>
Project or budget not approved by agency, county, city, or state governing agency	<input type="checkbox"/>
Seeking subcontractors (Request for Proposal stage only)	<input type="checkbox"/>
Waiting to hire project manager, additional staff, or coordinating staff	<input type="checkbox"/>
Paying for the program using prior federal funds	<input type="checkbox"/>
Administrative hold (e.g., court case pending)	<input type="checkbox"/>
Still seeking budget approval from BJA	<input type="checkbox"/>
Waiting for partners or collaborators to complete agreements	<input type="checkbox"/>
Other	<input type="checkbox"/>
If Other, please explain	

- What obstacles, if any, did you encounter over the last reporting period that has had an impact to your project? *Select all that apply.*
  - \_\_\_ N/A - No obstacles or barriers
  - \_\_\_ Access to data
  - \_\_\_ Number of referrals to our program
  - \_\_\_ Collaboration/coordination between partner agencies
  - \_\_\_ Hiring project staff

REVISED OCTOBER 2020

The performance measure questions presented here are preliminary and may be subject to revision. This document is only to be used for planning and data collection purposes. All grantees must enter their data in the JustGrants System upon award acceptance.





# JMHCP Questionnaire Structure

- ❖ General Award Administration
- ❖ Partnership Activities
- ❖ Program Overview
- ❖ Program Description and Target Population
- ❖ Recidivism
- ❖ Training and Technical Assistance
- ❖ Final Report (Closeout)
  - Systems Change and Organization Capacity
- ❖ Narrative Questions

# JMHCP Questionnaire Structure

## Partnership Activities

- ❖ Has a regularly convening advisory group been established?
- ❖ If yes, what activities did the advisory group engage in during the reporting period?

## Program Overview

- ❖ What obstacles were encountered during the reporting period?
- ❖ Is the grant program in the Planning Phase or the Implementation Phase?



# JMHCP Questionnaire Structure

## **Program Description and Target Population**

- ❖ Program activities planned (e.g., diversion, reentry programming, specialty courts, training, etc.)
- ❖ Plan for identification, treatment, and recovery services



# JMHCP Questionnaire Structure

## Recidivism

- ❖ Has your grant program established a formal definition of recidivism?
- ❖ Level(s) at which the recidivism rate is calculated:
  - Reincarceration
  - Re-arrest
  - Reconviction
  - Other?



# JMHCP Questionnaire Structure

## Training and Technical Assistance

### Training

- ❖ Topic
- ❖ Target audience
- ❖ Number of people trained
- ❖ Name of training provider
- ❖ Funds used to provide training
- ❖ Impact of training on the program

# JMHCP Questionnaire Structure

## Training and Technical Assistance

### Technical Assistance

- ❖ Topic
- ❖ Name of TA provider
- ❖ Number of engagements
- ❖ Level of satisfaction
- ❖ Funds used to provide TA
- ❖ Impact of the TA on the program



# JMHCP Questionnaire Structure

## Final Report (closeout only)

- ❖ Programmatic adjustments
- ❖ Systems change and organizational capacity

# Connect and Protect Questionnaire Overview

Link to Performance Measures Questionnaire:

<https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/Connect-and-Protect-Measures.pdf>

More information on performance measures can be found on this page:

<https://bja.ojp.gov/funding/performance-measures>

## BUREAU OF JUSTICE ASSISTANCE CONNECT AND PROTECT: LAW ENFORCEMENT AND BEHAVIORAL HEALTH PERFORMANCE MEASURES

### AWARD ADMINISTRATION

1. Is this the last reporting period for which the award will have data to report? For example, all funds have been expended and the award is in the process of closing out in the Grants Management System. If you select Yes, you will be directed to answer the Closeout questions. These are one-time-only questions that you will answer prior to report closeout.
  - A. Yes/No (If Yes, answer the Closeout questions and create a final report)

### GRANT ACTIVITY

2. Was there grant activity during the reporting period? There is grant activity when the grantee has obligated, expended, or drawn down grant funds to implement objectives proposed in the Bureau of Justice Assistance (BJA)-approved grant application. If you select Yes, the program becomes operational and should remain so until the grant closes out.
  - A. Yes/No
  - B. If No, select from the following responses:

Reason(s) for no grant activity during the reporting period	Select all that apply
In procurement	<input type="radio"/>
Program or budget not approved by agency, county, city, or state governing agency	<input type="radio"/>
Seeking subcontractors (request for proposal stage only)	<input type="radio"/>
Waiting to hire program manager, additional staff, or coordinating staff	<input type="radio"/>
Paying for the program using prior federal funds	<input type="radio"/>
Administrative hold (e.g., court case pending)	<input type="radio"/>
Still seeking budget BJA approval	<input type="radio"/>
Waiting for partners or collaborators to complete the application	<input type="radio"/>
Other	<input type="radio"/>
If Other, explain:	<input type="text"/>

3. What obstacles, if any, did you encounter over the last reporting period that has had an impact to your program? **Select all that apply.**
  - A. \_\_\_ Not applicable – No obstacles or barriers
  - B. \_\_\_ Access to data
  - C. \_\_\_ Number of referrals to our program
  - D. \_\_\_ Collaboration/coordination between partner agencies
  - E. \_\_\_ Hiring program staff
  - F. \_\_\_ Staff turnover
  - G. \_\_\_ Retaining treatment staff
  - H. \_\_\_ Competing agency priorities





# Connect and Protect Questionnaire Structure

- ❖ General Award Administration
- ❖ Partnership Activities
- ❖ Planning and Understanding the Problem
- ❖ Policies and Procedures
- ❖ Specialized Training
- ❖ Analysis and Research
- ❖ Participants and Services
- ❖ Training and Technical Assistance
- ❖ Final Report (Closeout)
  - Systems Change and Organization Capacity
- ❖ Narrative Questions



# Connect and Protect Questionnaire

## Structure

### Partnership Activities

- ❖ Has a regularly convening advisory group been established?
- ❖ If yes, what activities did the advisory group engage in during the reporting period?

### Planning and Understanding the Problem

- ❖ Is your program in the planning or implementation phase?
- ❖ What is the status of program planning activities?



# Connect and Protect Questionnaire Structure

## Policies and Procedures

- ❖ Does your agency have policies in place for responding to calls for an individual in mental health crisis?

## Specialized Training

- ❖ How many people at your agency have been trained in police/mental health collaboration?
- ❖ How many calls for service, field assessments, and screenings for mental illness took place during the reporting period?



# Connect and Protect Questionnaire Structure

## Analysis and Research

- ❖ Was data analysis conducted for your initiative during the reporting period?
- ❖ If yes, how will the analysis inform program activities?

## Participants and Services

- ❖ Does your program provide services to people with substance use, mental health, or co-occurring disorders?
- ❖ Does your program provide referrals to services?



# Connect and Protect Questionnaire Structure

## Training and Technical Assistance

### Training

- ❖ Topic
- ❖ Target audience
- ❖ Number of people trained
- ❖ Name of training provider
- ❖ Funds used to provide training
- ❖ Impact of training on the program

# Connect and Protect Questionnaire

## Structure

### Training and Technical Assistance

#### Technical Assistance

- ❖ Topic
- ❖ Name of TA provider
- ❖ Number of engagements
- ❖ Level of satisfaction
- ❖ Funds used to provide TA
- ❖ Impact of the TA on the program



# Connect and Protect Questionnaire Structure

## Final Report (closeout only)

- ❖ Programmatic Adjustments
- ❖ Systems Change and Organizational Capacity

# Defining Goals and Objectives

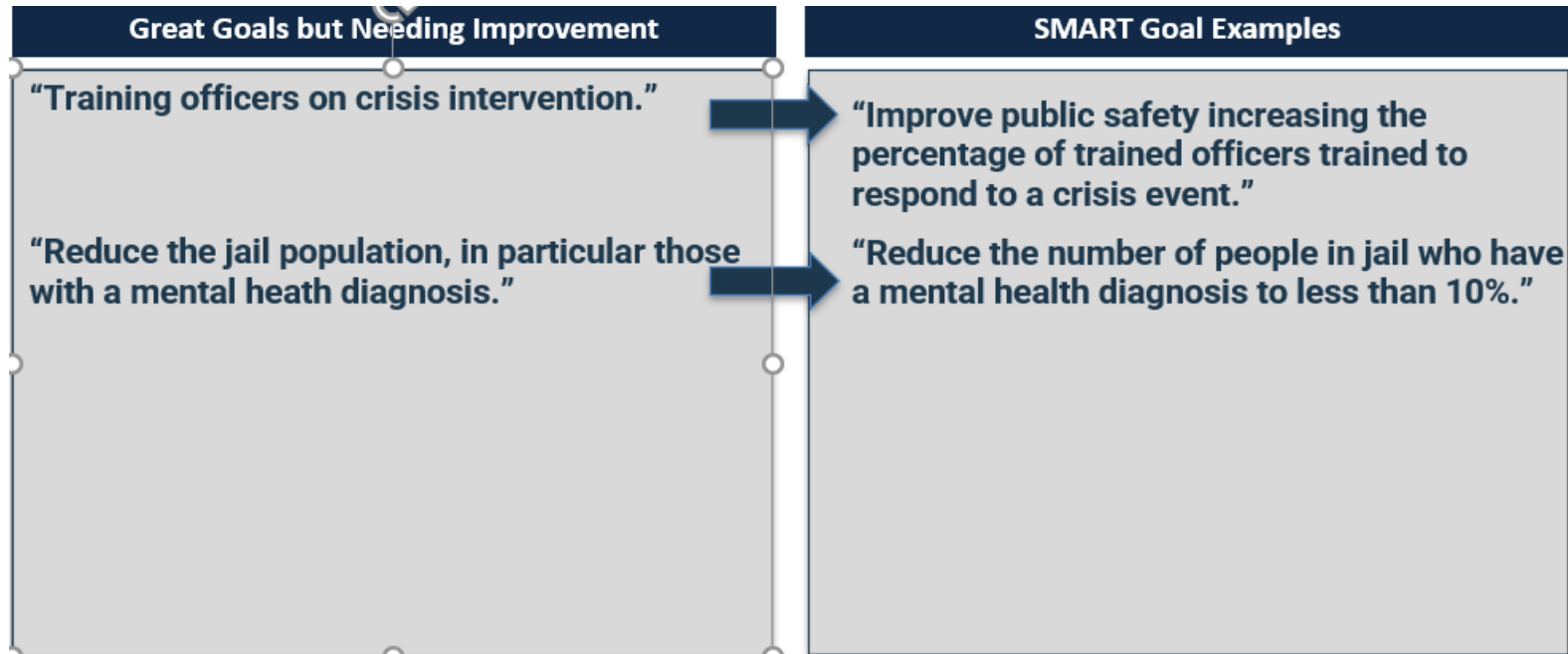
## Setting Goals Best Practices:

- ❖ Well-defined goals clarify priorities and establish criteria for success.
- ❖ **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 course correct as needed.





# Defining Goals and Objectives



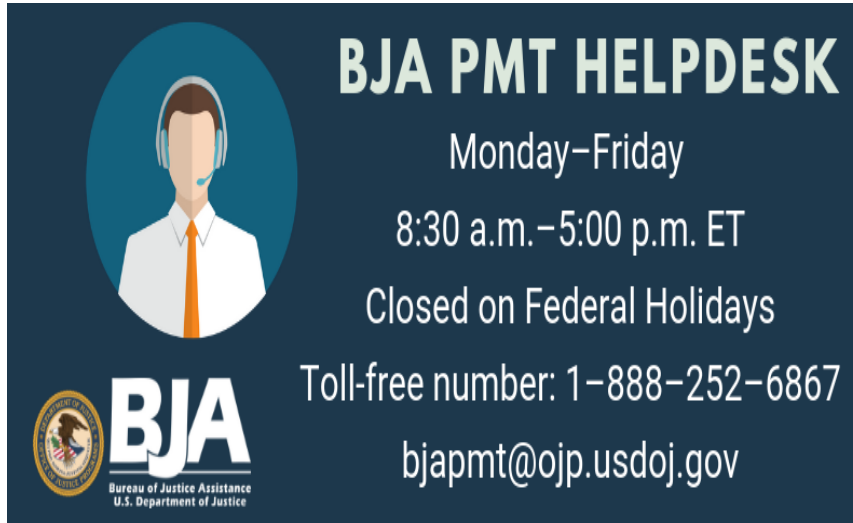


# Ensuring Data Quality


## Data Quality Best Practices:

- ❖ Designate staff for coordination of the performance data collection.
- ❖ Review the performance measure questionnaire before entering data.
- ❖ Ensure that designated staff participate in trainings.
- ❖ Review, edit, and validate data with subrecipients before submission.
- ❖ Be mindful of the validation alerts built into the JustGrants questionnaire and verification outreach by the PMT Helpdesk.

# Contact Information and Resources



**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



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

- ❖ [Office of Justice Programs](#)
- ❖ [BJA Performance Measures](#)
- ❖ [OJP Grant Performance Measurement and Progress Reporting Information Portal](#)
- ❖ [Performance Measurement Tool](#)
- ❖ [BJA YouTube Channel](#)

Thank you for your hard work and dedication!



# Contact Information and Resources (cont.)

## **PPI TEAM CONTACTS**

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Thank you for your hard work and dedication!



# Contact Information and Resources

## JustGrants Helpdesk

Monday–Friday 5:00 a.m.–9:00 p.m. Eastern Time (ET)

Saturday–Sunday and Federal Holidays 9:00 a.m.–5:00 p.m. ET

1–833–872–5175 | [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov)

## JustGrants Training and Resources

<https://justicegrants.usdoj.gov/>



# Agenda

- I. Welcome and Introductions
- II. Budget and Grant Management
- III. Performance Measurement Tool
- IV. Questions and Answers

**Questions?**



# Contact Information

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