

BUREAU OF JUSTICE ASSISTANCE

BJA FY23 SECOND CHANCE ACT PAY FOR SUCCESS INITIATIVE KICKOFF WEBINAR

FEBRUARY 6, 2024



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



Presenters

- **Andre Bethea** – Senior Policy Advisor, Bureau of Justice Assistance
- **Michael Dever** – Division Chief, Bureau of Justice Assistance
- **Charley Francis** – Deputy Program Director, Council of State Governments Justice Center

Agenda

Welcome and Introduction to OJP and BJA

Program Overview

Post-Award Management and Federal Compliance

Grants Management Overview

Getting Started

Next Steps

Resources

SECTION 1

WELCOME AND INTRODUCTION



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Welcome and Congratulations



Please Introduce yourself in the chat section.



Include your name, city and state, and organization.



As we continue in the presentation, use that chat function to ask any questions.

Attendee Poll

What is your role in JustGrants?

- Grant Award Administrator
- Alternate Grant Administrator
- Financial Manager
- Authorized Representative
- Entity Administrator
- Other



What is the Office of Justice Programs?

- The Office of Justice Programs (OJP) provides grant funding, training, research, and statistics to the criminal justice community.
- OJP is one of three grant-making components of the Department of Justice along with the **Office on Violence Against Women (OVW)** and the **Office of Community Oriented Policing Services (COPS)**.

BJA – Bureau of Justice Assistance



BJS – Bureau of Justice Statistics



NIJ – National Institute of Justice



OVC – Office for Victims of Crime



OJJDP – Office of Juvenile Justice and Delinquency Prevention



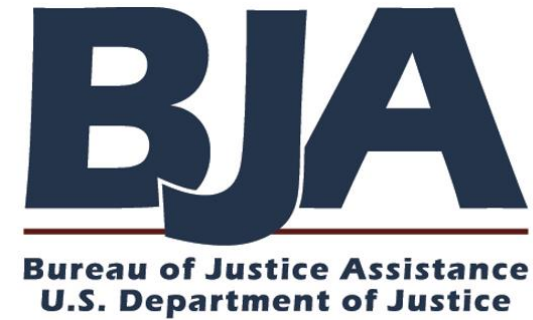
SMART – Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking



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.

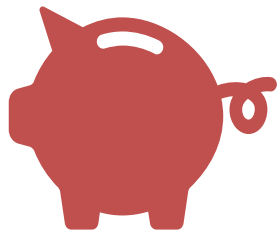
Karhlton F. Moore, BJA Director



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



How BJA Supports the Field



Investments

Provide diverse funding to accomplish goals.



Sharing Knowledge

Research, develop, and deliver what works to build capacity and improve outcomes.

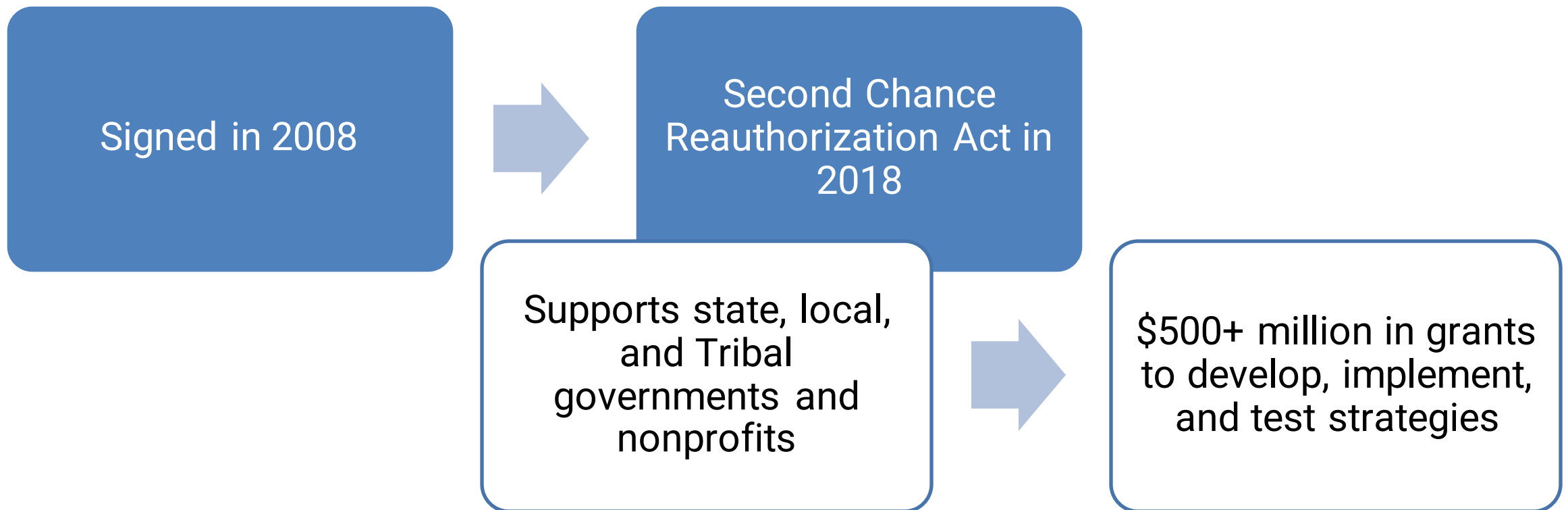


Engagement

Consult, connect, and convene.

The Second Chance Act (SCA)

Funding to reduce recidivism and improve outcomes for youth and adults leaving detention and incarceration to return to their communities.



BJA's SCA Funding

Grant Funding

Seed money

Proof of concept

Expand or enhance

Training & Technical Assistance (TTA) to Grantees

With fidelity

In line with research

With project management and content expertise

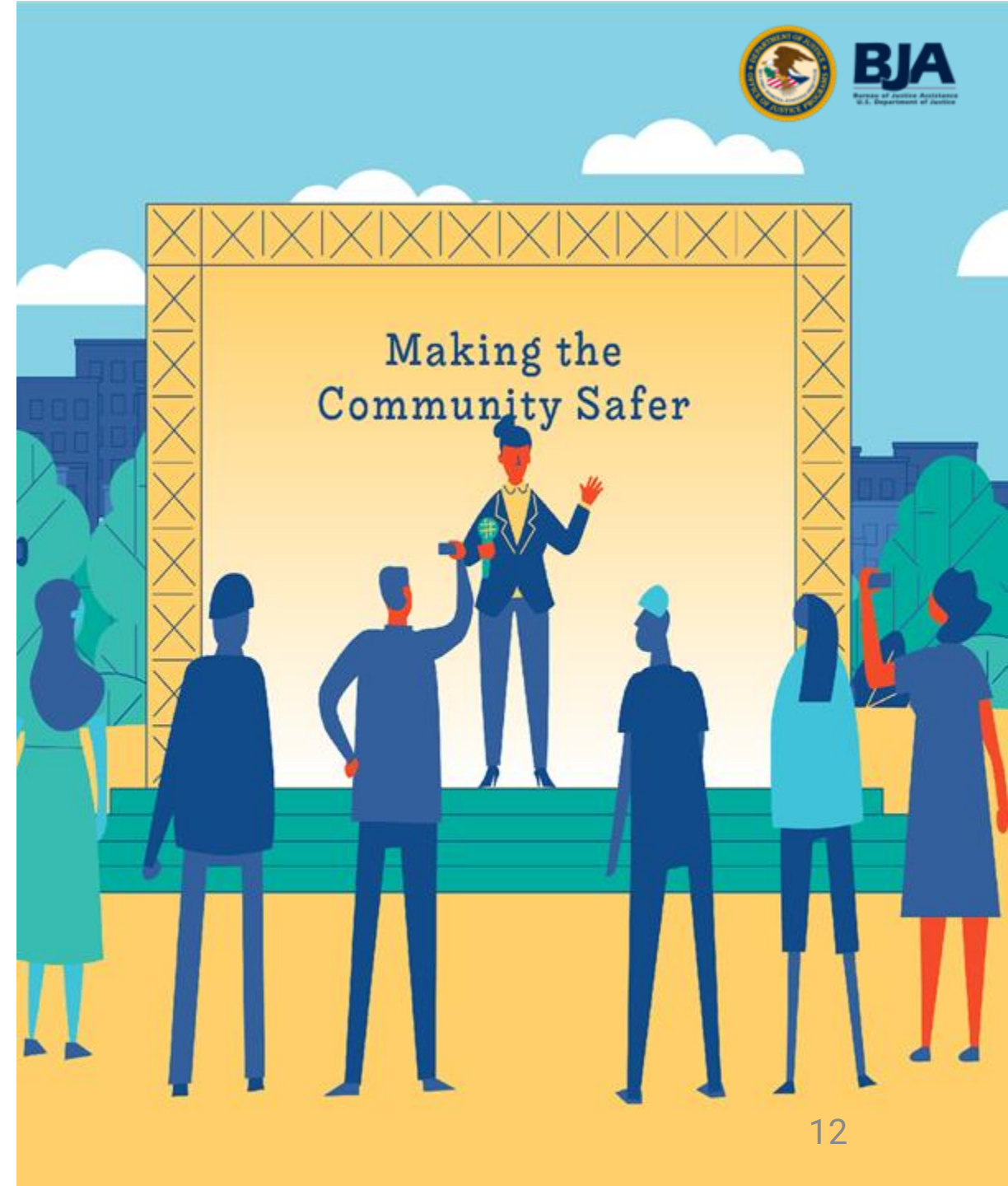
The National Reentry Resource Center to support SCA TTA providers and the reentry field.

The National Reentry Resource Center (NRRC)

The Council of State Governments (CSG) Justice Center operates the NRRC as a collaborative project of BJA and OJJDP.

The primary mission of the NRRC is to advance the knowledge base of the reentry field.

The NRRC serves as a convener and coordinator of SCA grantees.



Key Program Name Partners

Grantees

6 state,
local,
Tribal
agencies

Funder

BJA

Training and
Technical
Assistance
Provider (TTA)

CSG
Justice
Center

National Reentry
Resource Center

CSG
Justice
Center

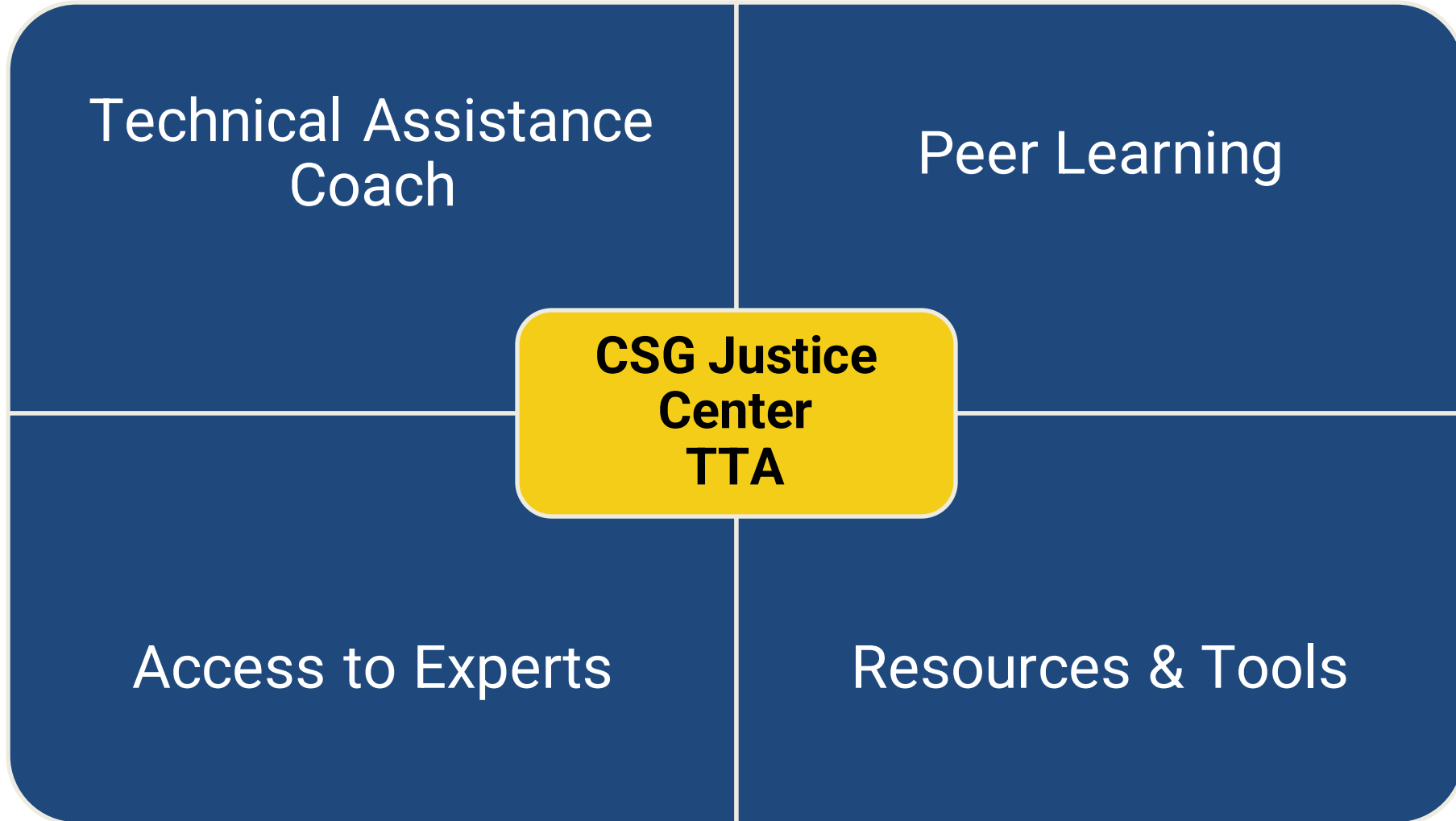


Justice Center

THE COUNCIL OF STATE GOVERNMENTS

Delivers TTA for SCA grantees focused on development of contracts that are performance based that tie outcomes to payment for services to reaching agreed-upon goals.

- Content expertise
- Project management support
- Connections to peer networks and resources



SECTION 2

PROGRAM OVERVIEW



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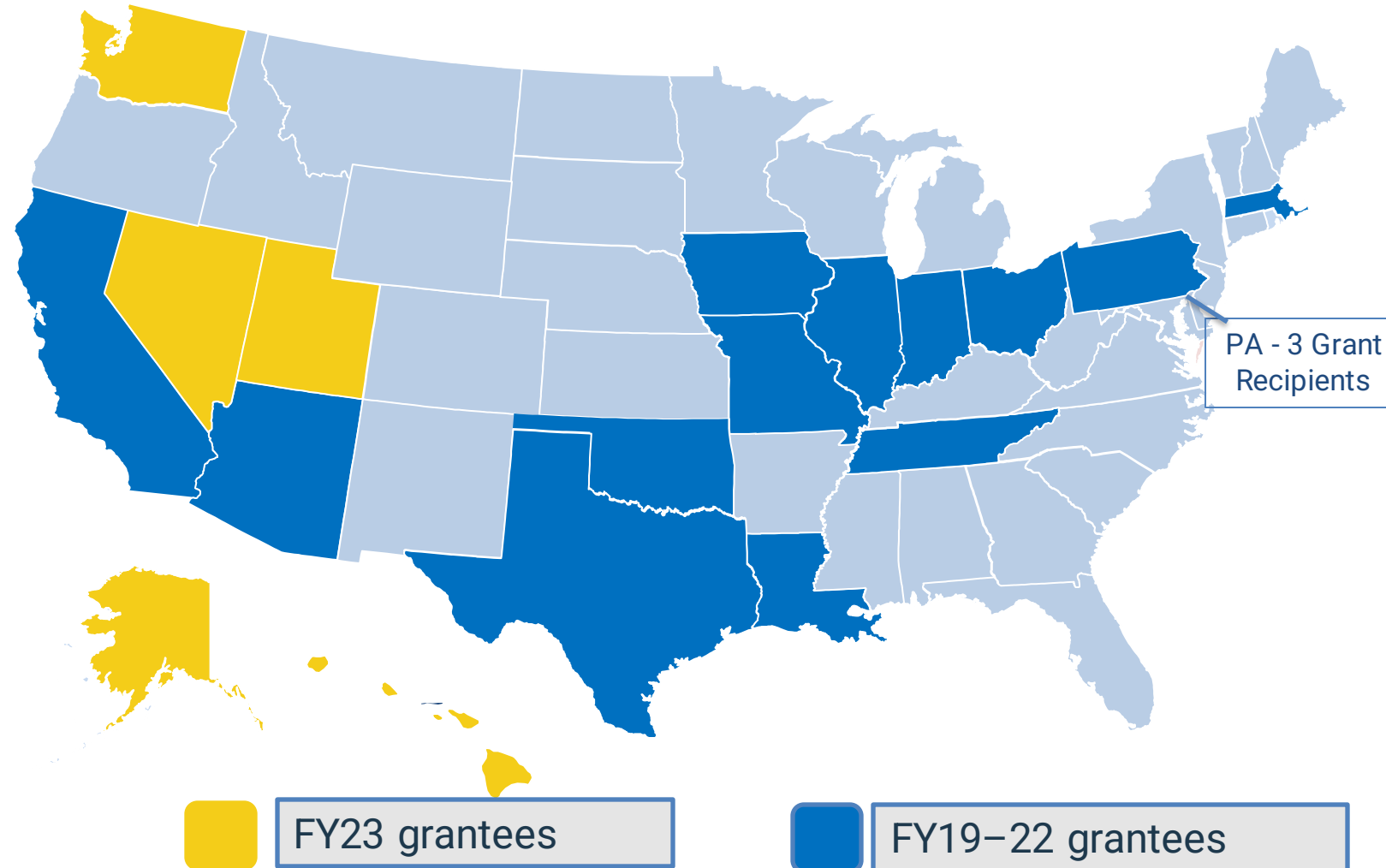


Award History

Began in FY2019

\$23,000,000
awarded to date

22 grants to state,
local, Tribal
governments

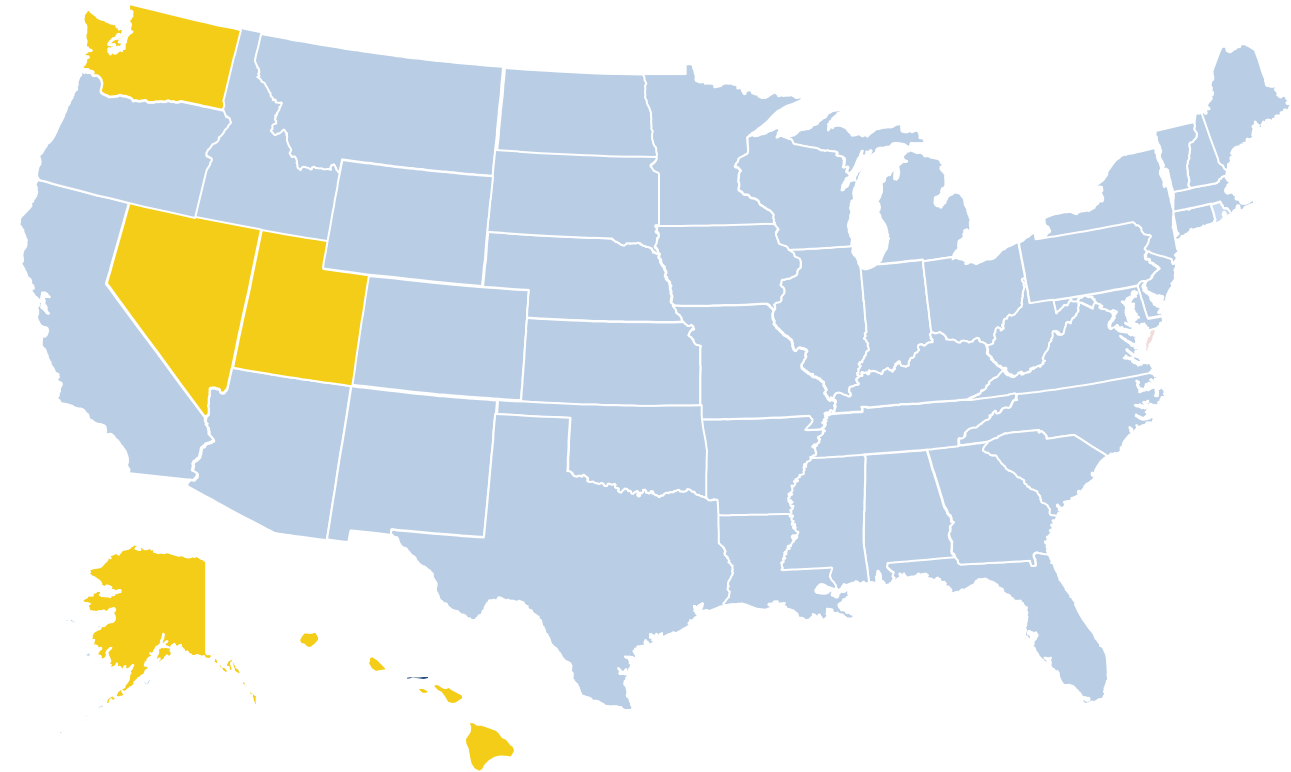




FY2023 Grantees

- Anchorage, Alaska
- Kaua'i County, Hawaii
- King County, Washington
- Las Vegas, Nevada
- Weber Housing Authority, Utah

Congratulations!





Program Objectives

- Pay for Success is performance-based and outcomes-based programming that ties payment for services to reaching agreed-upon goals.
- Under this initiative, services that may be purchased include a wide range of reentry services that are tailored to individuals leaving incarceration, particularly those with substance use disorders, as well as permanent supportive housing.



Program Goals and Objectives

- The FY2023 Second Chance Act Pay for Success Initiative aims to enhance public safety, lower recidivism, and improve the lives of people coming out of the criminal justice system.
- The goals for each category are to increase access to programming for and reduce recidivism in the target reentry population:
 - **Category 1:** Performance-Based and Outcomes-Based Contracting for Reentry Services
 - **Category 2:** Performance-Based and Outcomes-Based Contracting for Permanent Supportive Housing (PSH)



Category 1: Performance-Based and Outcomes-Based Contracting for Reentry Services

Enhance already established performance-based and outcomes-based contracts to provide individualized reentry services for people leaving incarceration who are identified through a validated risk tool as being at moderate to high risk to reoffend in the community.

Manage the performance-based or outcomes-based reentry services contract, including data and report collection, regular performance and outcome reviews between governments and service providers, on- and off-site monitoring, outcomes validation, and incentive payment approvals.

Ensure government staff and service providers have adequate training on performance-based or outcomes-based procurement, reentry services, data collection, and outcomes validation.



Category 2: Performance-Based and Outcomes-Based Contracting for PSH

Enter performance-based or outcomes-based contracts to provide evidence-based, high-quality PSH to formerly incarcerated individuals who have a substance use disorder.

Manage the performance-based or outcomes-based PSH contract, including data and report collection, regular performance and outcome reviews between governments and service providers, on- and off-site monitoring, performance and outcomes validation, and incentive payment approvals.

Ensure government staff and service providers have adequate training on performance-based or outcomes-based procurement, PSH, data collection, and outcomes validation.



Program Deliverables

Analysis that demonstrates reentry service or PSH need using data indicating the number and needs of people to be served.

Analysis that demonstrates the performance targets or outcomes selected for payment.

Analysis that demonstrates the grantee's decision about the performance-based or outcomes-based contract structure, repayment strategy, and timing of payments.

Revised procurement contract(s).

Closeout report, including a listing and description of the performance targets or outcomes achieved and payments made.



Focus Areas

- Pay for Success Initiative for:
 - Reentry services
 - Permanent supportive housing
- Use of data analysis for outcomes, selected payment, and determination of contract structure
- Clear identification of target population through data
- Ongoing reporting on contract through term reports and contract progress through TTA

SECTION 3

POST-AWARD MANAGEMENT AND FEDERAL COMPLIANCE



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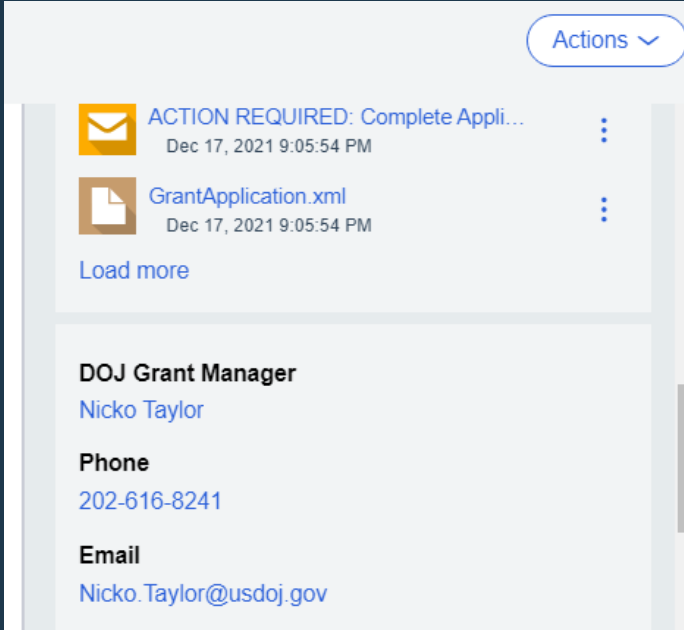


BJA Programs Office Role

The BJA Programs Office is responsible for providing timely and accurate grants administration information and assistance across the broad array of BJA grant programs to ensure project success and compliance.

BJA Grant Managers are responsible for assisting with the following:

- Accepting the award
- Accessing funds
- Compliance with award conditions
- Reviewing and approving performance reports
- Grant award modifications
- Training and technical assistance
- Grant closeout procedures



The screenshot shows an email interface with an 'Actions' dropdown menu. The email content includes:

- Message:** ACTION REQUIRED: Complete Appli... (Dec 17, 2021 9:05:54 PM)
- Attachment:** GrantApplication.xml (Dec 17, 2021 9:05:54 PM)
- Sender:** DOJ Grant Manager, Nicko Taylor
- Phone:** 202-616-8241
- Email:** Nicko.Taylor@usdoj.gov

Your primary point of contact is the BJA Grant Manager assigned to your award. The grant manager's name, email address, and phone number is listed in the funded award in JustGrants.

Office of the Chief Financial Officer (OCFO)

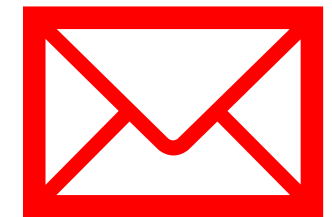
The OJP's **OCFO** provides fiscal policy guidance as well as accounting, budget, financial, and grants management. OCFO will contribute to your award management in the following ways:

- Clearing (approving) the project budget
- Reviewing budget modifications or extension requests
- Grantee **customer service on financial matters**
- Grantee financial monitoring, site visits, and compliance review
- Grants financial management training and technical assistance
- Grants financial closeout

OCFO Customer Service



1-800-458-0786



Ask.OCFO@usdoj.gov



JustGrants Post-Award User Roles

If appropriate, an individual can have multiple roles in JustGrants.

Resources:
<https://justicegrants.usdoj.gov/training/training-entity-user-experience>

Entity Administrator



Confirms Entity profile information is current. Manages users and user assignments. Confirms Authorized Representative has proper legal authority to accept or decline an award.



Grant Award Administrator

Submits programmatic-related award requirements, including Performance Reports, Grant Award Modifications (GAMs), and Closeouts.

Authorized Representative



Accepts or declines awards on behalf of an Entity. Must have legal authority to enter into contracts, grants and cooperative agreements with the federal government on behalf of the Entity.



Financial Manager

Certifies and submits financial information and all Federal Financial Reports on behalf of an Entity.

Poll Question

Has your organization been awarded federal grants in the past?

Yes, my organization has extensive experience with federal grants.

Yes, though my organization does not currently have any federal grants.

My organization has limited experience with federal grants.

My organization is new to federal grants and looking to learn more!

SECTION 4

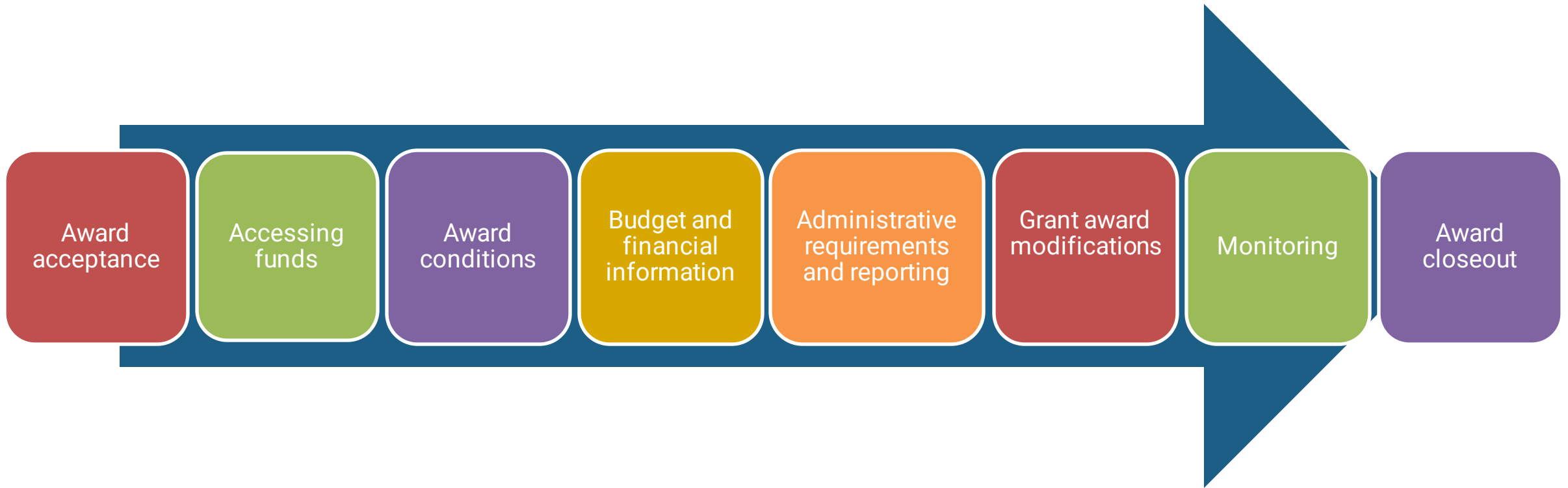
GRANTS MANAGEMENT OVERVIEW



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



Grant Management Award Cycle





Accessing Award Documents in JustGrants



- + New
- Home
- My Office
- JustGrants Search
- My Awards
- Monitoring
- Award Conditions
- Repositories
- Reports
- Privacy Policy

Active Funded Award

(15PBJA-22-GK-04902-CSCR) **PENDING-ACTIVE**
Entity Legal Name (DOUGLAS COUNTY) Doing Business As: ()

Solicitation Title:	BJA FY 2022 Improving Adult and Juvenile Crisis Stabilization	Solicitation Category:	1: Adult and Juvenile Crisis Stabilization and Community Reentry Programs — State and Local Governments
Project Title:	Mental Health Stailization for Community Reentry	Federal Award Amount	\$438,498.00
Project Period:	10/1/22 - 9/30/25	Program Office:	BJA
Managing Office:	OJP	DUNS:	030778864
DOJ Grant Manager:	Jennifer Lewis	UEI:	CK8SAVBM4CM7
Grant Award Administrator:	Nancy Pierce	TIN:	936002293
FAW Case ID	FAW-174908	High Risk Flag	No

Assignments

View all

Task	Assigned to
— Audit And Assessment (Active)	Funded Award
— Financial (Active)	Funded Awards BJA
— Leadership (Active)	Funded Award
— Legal (Active)	Funded Award
2y Programmatic (Active)	Funded Awards
2y Annual Programmatic Desk Review (APDR-529815)	



- View Application
- Funding Approval
- View Budget Attachments

Case details

Last updated by
Queue processor(GenerateQuarterlyFFRProcessor)
(9d ago)

Created by
Agent(System-Queue-ServiceLevel.ProcessEvent)
(2mo ago)



Accessing Award Package



- + New
- Home
- My Office
- JustGrants Search
- My Awards
- Monitoring
- Award Conditions
- Repositories
- Reports
- Privacy Policy
- Recents See all
- Active Funded Award
FAW-172228
- Active Funded Award
FAW-167613
- Grant Award Modification
GAM-568087
- Grant Award Modification
GAM-568089
- Active Funded Award
FAW-172228

Active Funded Award

(15PBJA-22-GK-04902-CSCR) **PENDING-ACTIVE**
Entity Legal Name (DOUGLAS COUNTY) Doing Business As: ()

Actions

Award Information

DUE IN 2 YEARS 8 MONTHS FROM NOW

Award Package	Award Conditions	Award Details	Award Attachments	Performance Management	Funding Balance and Availability	Federal Financial Report (FFR)	Grant Award Modification (GAM)	Monitoring	Closeout
-------------------------------	----------------------------------	-------------------------------	-----------------------------------	--	--	--	--	----------------------------	--------------------------

- > [Award Letter](#)
- > [Award Information](#)
- > [Project Information](#)
- > [Financial Information](#)
- < [Award Conditions](#)

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.



Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Currently, among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38, currently, also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.



- [View Application](#)
- [Funding Approval](#)
- [View Budget Attachments](#)

Case details

Last updated by
Queue processor(GenerateQuarterlyFFRProcessor)
(9d ago)
Created by
Agent(System-Queue-ServiceLevel.ProcessEvent)
(2mo ago)

Recent content (13)

- DOJ Justice Grants System - Award ...
Nov 9, 2022 9:00:31 PM
- Nov 9, 2022 9:00:27 PM
- GrantApplication.xml
Nov 9, 2022 9:00:27 PM
- Form SFLLL_2_0-V2.0.pdf
Nov 9, 2022 9:00:27 PM
- Form SF424_4_0-V4.0.pdf
Nov 9, 2022 9:00:27 PM

[Load more](#)

DOJ Grant Manager

Jennifer Lewis



Accessing Award Conditions



Active Funded Award

(15PBJA-22-GK-04902-CSCR) **PENDING-ACTIVE**

Entity Legal Name (DOUGLAS COUNTY) Doing Business As: ()

Actions

Award Information

DUE IN 2 YEARS 8 MONTHS FROM NOW

- Award Package
- Award Conditions**
- Award Details
- Award Attachments
- Performance Management
- Funding Balance and Availability
- Federal Financial Report (FFR)
- Grant Award Modification (GAM)
- Monitoring
- Closeout

Award(Initial)

Rows: 1-20

	Category	Type of Condition	Language	Document Submission Required	Description of Required Submission	Type of Compliance Check	ASAP Interaction	Type of ASAP Interaction	Amount or Percentage Withheld	Amount Withheld	Award in Compliance
1	General	Pre-populated		No	Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38 The recipient, and any ...		No			\$0.00	Yes
2	General	Pre-populated		No	Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42 The recipient, and any ...		No			\$0.00	Yes
3	General	Pre-populated		No	Applicability of Part 200 Uniform Requirements The Uniform Administrative Requirements, Cost Principles, and Audit Requireme...		No			\$0.00	Yes
4	General	Pre-populated		No	Effect of failure to address audit issues The recipient understands and agrees that the DOJ awarding agency (OJP or OVW, as ...		No			\$0.00	Yes
5	General	Pre-populated		No	Requirements of the award; remedies for non-compliance or for materially false statements The conditions of		No			\$0.00	Yes

Accessing Funds

In order to access funds, the following actions must be completed:

- Award accepted in JustGrants.
- Entity registration in the U.S. Treasury's Automated Standard Application for Payments (ASAP) system (<https://www.fiscal.treasury.gov/asap/>).
- Addressing holds on funds related to withholding award conditions, if applicable.
- Addressing suspension of ASAP account (System for Award Management (SAM) registration expired or 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 EA will receive two emails from ASAP (DoNotReply.asap@mail.twai.gov) to begin the registration process. **To have the ASAP registration email resent and/or for assistance registering in ASAP, contact OCFO Customer Service at ask.ocfo@ojp.usdoj.gov or 800-458-0786.** ASAP resources available here:

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



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.



Award Conditions: Overview

Grantees are responsible for adhering to all applicable award conditions.

- The award conditions numbered 1 through 30 are applied to all OJP awards.
Resource: <https://www.ojp.gov/funding/explore/legaloverview2023/mandatorytermsconditions>.
- Award conditions #31+ are specific to the program and your award itself.
- **There may be one or more withholding award conditions, which prevent expenditure and draw down of funds until the condition is met.**



Award Conditions: Withholding

Withholding award conditions prohibit expenditure or draw down of funds until:

- Specified action or document is approved by BJA
- Award Condition Modification (ACM) approved

Most common withholding conditions:

- Budget not cleared/approved or questioned costs
 - note this condition allows access to up to 10 percent of funding
- Missing or insufficient application information (for example, missing proposal narrative)
- Additional approvals needed based on type of project (for example, projects with environmental impact)

Your BJA Grant Manager will provide guidance on how to address active withholding conditions.



Award Conditions: Program Specific

Development and finalization of your service contract (**also called deliverables**):

The recipient may incur obligations, expend, or draw down funds in an amount not to exceed \$200,000 for the sole purposes of researching, pricing, writing, negotiating, and finalizing the service contracts, within 12 months of receiving final approval of the project's budget from the Office of the Chief Financial Officer. The grantee is not authorized to incur any additional obligations, make any additional expenditures, or draw down any additional funds until BJA has reviewed and approved the grant recipient's completed service contract and has issued an Award Condition Modification (ACM) removing this condition.

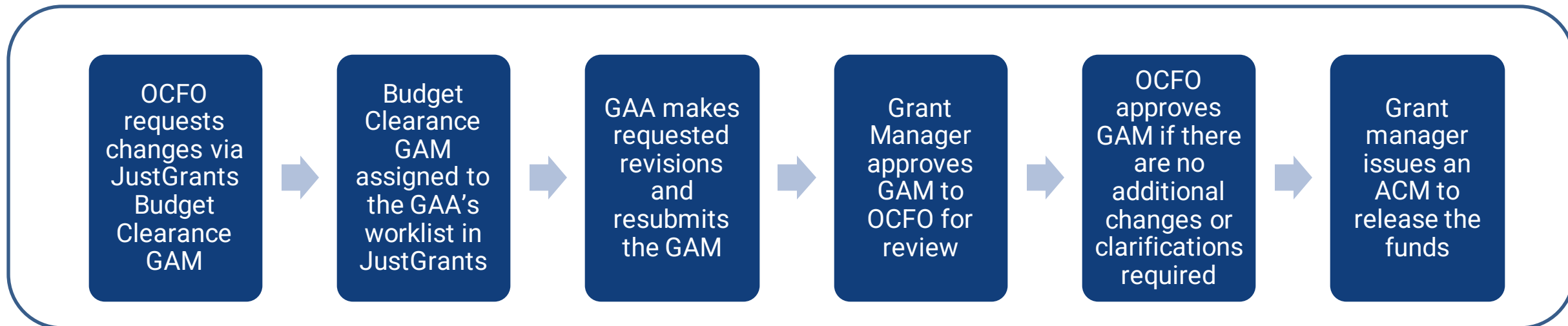


Budget/Financial: Budget Clearance

If OJP/BJA was unable to clear/approve the budget prior to award notification, changes will be required to the budget in JustGrants, and OJP/BJA must approve it before you have access to funds.

Most common reasons a budget could not be cleared:

- Misclassification costs
- Insufficient detail on calculation and/or narrative
- Unallowable or questioned costs



Budget/Financial: Unallowable Costs

All costs must be allowable, reasonable, allocable, and necessary to the project per the [DOJ Grants Financial Guide](#) and [2 C.F.R. 200](#). Examples of unallowable costs include but may not be limited to:

Costs that do not support the approved project

Security enhancements or equipment to any nongovernmental entity that is not engaged in criminal justice or public safety

Lobbying or fundraising

Unmanned aerial vehicles/systems (UAVs/UASs)

NEW! Prohibited and controlled equipment, consistent with Executive Order (EO) 14074, per OJP policy

Food and beverages

Gift cards, prizes, rewards, entertainment, trinkets, or any monetary incentive

Supplanting state or local funds

Administrative: 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 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, funds will be withheld until completed.**
- 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.





Administrative: Subawards and Procurement Contracts

Grant recipients may propose to make **subawards** and/or enter into **procurement contracts** with other non-federal parties under the award. Different administrative requirements apply, so it is important to properly classify. **The substance of the relationship should be given greater consideration than the form of agreement.**

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

A **subaward** is for the purpose of carrying out a portion of a Federal award and creates a Federal assistance relationship with the subrecipient. **Characteristics that support the classification of a subrecipient include** when the non-Federal entity:

- Determines who is eligible to receive what federal assistance
- Has its performance measured in relation to whether objectives of a federal program were met
- Has responsibility for programmatic decision-making
- Is responsible for adherence to applicable federal program requirements specified in the federal award
- In accordance with its agreement, uses the federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity

A **[procurement] contract** is for the purpose of obtaining goods and services for the non-federal entity's own use and creates a procurement relationship with the contractor. **Characteristics indicative of a procurement relationship are** when the contractor:

- Provides the goods and services within normal business operations
- Provides similar goods or services to many different purchasers
- Normally operates in a competitive environment
- Provides goods or services that are ancillary to the operation of the federal program
- Is not subject to compliance requirements of the federal program as a result of the agreement, though similar requirements may apply for other reasons



Administrative: Subawards

All subawards under a federal award require prior approval by the funding agency. If a specific subaward was in your application budget, issuance of the award is approval of that subaward. Subawards not included or specified in the application must be approved via grant award modification (GAM).

The grant recipient serves as the Pass-Through Entity and **must have policies and procedures in place for managing and monitoring subawards** consistent with federal requirements.

Pass-Through Entity requirements include but are not limited to:

- Assessing risk of each subrecipient
- Passing on award conditions via subaward agreement
- Monitoring each subrecipient's performance and compliance

Chapter 3.14 of the [DOJ Grants Financial Guide](#)

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	+
3.8 Procurement under Awards of Federal Assistance	+
3.9 Allowable Costs	+
3.10 OJP/COPS Office Conference Approval, Planning, and Reporting	+
3.11 Indirect Costs	+
3.12 OJP's Confidential Funds	+
3.13 Unallowable Costs	+
3.14 Subrecipient Management and Monitoring	—
Introduction	+
Subrecipient Monitoring	+
Best Practices	+
Avoiding Business with Debarred and Suspended Organizations	+

Welcome to the DOJ Grants Financial Guide

I. General Information

II. Preaward requirements

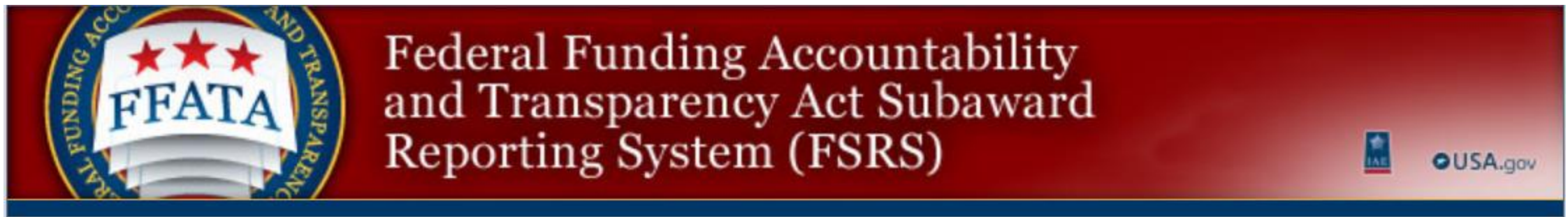
III. Postaward Requirements

IV. Organization Structure

V. Appendices

Administrative: 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) 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.





Administrative: Procurement Contracts

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. This does not apply to states or territories. Budget clearance is not approval.

States must follow the same policies and procedures they use for procurements from their nonfederal funds. See [2 C.F.R. § 200.317](#).

All other nonfederal entities, including subrecipients of a state, must follow [2 C.F.R. § 200.318](#) through [§ 200.326](#).

For more information, see [Chapter 3.8 of the DOJ Grants Financial Guide](#) and the [DOJ Guide to Procurement Procedures](#).

DOJ Grants Financial Guide 2022

Last Updated June 2023

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	+
3.8 Procurement under Awards of Federal Assistance	-
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



When Do I Report?

Report type	System	Reporting period	Due date	Help Desk
Financial Status Reports (SF 425)	JustGrants https://justgrants.usdoj.gov/ Financial Manager submits	January 1 - March 31 April 1 – June 30 July 1 – September 30 October 1 – December 31	April 30 July 30 October 30 January 30	OCFO Customer Service 800-458-0786 ask.ocfo@usdoj.gov
Semi-annual Performance Report	JustGrants https://justgrants.usdoj.gov/ **Attach PMT Report** Grant Award Administrator submits	January 1 – June 30 July 1 – December 31	July 30 January 30	JustGrants Support 833-872-5175 JustGrants.Support@usdoj.gov
BJA Quarterly Performance Measures	PMT https://bjapmt.ojp.gov Grant Award Administrator submits	January 1 - March 31 April 1 – June 30* July 1 – September 30 October 1 – December 31* *upload to JustGrants	April 30 July 30 October 30 January 30	PMT Help Desk 888-252-6867 bjapmt@usdoj.gov

The Final FFR and Final Performance Reports are due 120-days from the project end date.



Important Reporting Tips

Federal Financial Reports (SF-425)

- Report funds obligated and/or expended, NOT draw-down amounts.
- Ensure funds that have been obligated align with approved budget.
- Report for every quarter regardless of whether or not expenses were incurred.
- Report CUMULATIVE amounts each quarter.

Performance Reports

- Answer performance measure questions in the PMT. Attach corresponding PMT report and any optional supporting documents.
- Provide BJA Grants Manager an accurate summary of progress to date.
- Report must be submitted even if no activities occurred in report period.
- 14-day grace period after due date of regular reports before access to funds is suspended.

The ASAP account will be **suspended** automatically if a report is delinquent, and funds will not be available until it has been submitted. Late reports also influence how your award risk is assessed by OJP and may affect subsequent applications.



Grant Award Modifications (GAM) Overview

- A GAM is used to request changes that require prior approval.
- The assigned GAA must submit GAMs in JustGrants.

Programmatic

- Programmatic Costs GAM (costs requiring prior approval)
- Scope Change GAMs (alter programmatic activities, add subaward, change the project site, or change key staff)

Financial

- Budget Clearance GAM
- Budget Modification GAM (moving more than 10 percent of funds, or adding \$ into category previously \$0)
- Sole Source GAM for any sole source procurement in excess of simplified acquisition threshold (currently \$250,000)

BEST PRACTICE: Contact your BJA Grant Manager if you have questions prior to submitting a GAM.

Resource: <https://justicegrants.usdoj.gov/training/training-grant-award-modifications>

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. OJP will consider exceptions on a case-by-case basis.

See the DOJ Grants Financial Guide for all requirements and contact your Grant Manager with any questions.



In-Depth Monitoring

- OJP conducts formal in-depth monitoring on at least 10 percent of active grants each fiscal year.
- Recipients are required to participate.
- Monitoring is conducted remotely or on site.
- Involves a 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

- 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 draw down 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.

Resource: <https://justicegrants.usdoj.gov/training/training-closeout>



SECTION 5

GETTING STARTED



BJA
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Planning Process

- 12-month planning process
- \$200,000 of grant funds available
- Guided by TTA coach
- Work with partners to complete action plan

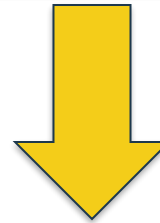
The Planning Deliverables

1. Analysis of need
2. Analysis of performance target or outcomes selected payment
3. Analysis that demonstrates the grantee's decision about the outcomes-based contract structure
4. Special withholding conditions removed

Planning Phase

Analysis 1: Service Need

- Analysis that demonstrates service need, including specific data requirements for each grant category



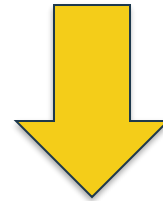
Analysis 2: Performance Targets or Outcomes

- Analysis that demonstrates the performance targets or outcomes selected for payment

Planning Phase

Analysis 3: Performance-Based or Outcomes-Based Contract Structure

- Analysis that demonstrates the grantee's decision about the outcomes-based contract structure



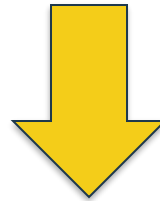
Final analyses submitted to BJA for approval

- Submit the three analyses to BJA for approval to move to the implementation phase and remove the special condition withholding.

Implementation Deliverables

First Year of Contract Term Report

- After the first year of the contract term, submit a report to BJA.



Closeout Report

- Closeout report, including a listing and description of the performance targets or outcomes achieved and payments made.

SECTION 6

NEXT STEPS



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To-Do List

- ✓ Contact BJA Programs about budget clearance.
- ✓ Set up a **monthly** call with your TTA provider.
- ✓ Review narrative proposal.
- ✓ Complete the planning deliverables (three analyses).

SECTION 7

RESOURCES



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



The Justice Grants System (JustGrants) is the Department of Justice's grants management system for the Office of Community Oriented Policing Services (COPS Office), the Office of Justice Programs (OJP) and the Office on Violence Against Women (OVW).

The JustGrants Resources website is an entryway into information about JustGrants and the system itself. Through this portal both award recipients and applicants can access [training resources](#) and [user support options](#), find answers to [frequently asked questions](#) and [sign up for the JusticeGrants Update e-newsletter](#).


Users can also [log in to JustGrants](#) through the site.

News Flash

Aug. 1: [Resources To Support Routine Entity Management for Current DOJ Grant Awards](#) 

July 26: [Updated Process To Access ASAP](#) 

July 18: [Register Now! August Dates Added for Virtual Q&A Sessions](#) 




LOGIN

JustGrants Login
Select the access graphic above to log in to the Justice Grants System (JustGrants).




TRAINING

Training
Learn to navigate JustGrants effectively and complete various essential grants management tasks.




FREQUENTLY ASKED QUESTIONS

FAQs
Find answers to frequently asked questions regarding the Justice Grants System (JustGrants) and the Automated Standard Application for Payments (ASAP).




USER SUPPORT

User Support
Access self-service, topic-specific, and technical support options for assistance in using the JustGrants System.



RESOURCES

Resources
Links to resource guides, financial and administrative resources for grant management, funding opportunities, and ASAP training and resources.



NEWS & UPDATES

News & Updates
View the latest information and updates on DOJ's grants management and payment management systems and sign up for JusticeGrants Updates emails from the COPS Office, OJP, and OVW.



Training Overview

The Department of Justice (DOJ) has made a collection of training resources available for JustGrants users. Training materials include self-guided eLearning videos, which are supplemented by job aid reference guides, checklists, and infographics. These resources will help users learn to navigate the system effectively and complete various essential grants management tasks.

As a supplement to the self-guided training materials, the JustGrants team offers additional opportunities through Virtual Q&A sessions for award recipients to receive real-time technical assistance and support on JustGrants system functionality.

- Visit the [Virtual Q&A Sessions](#) page for more information.

Please contact the [JustGrants Training team](#) with any questions about the training content.


If you have trouble accessing the trainings or you need technical assistance with your JustGrants account, please contact [JustGrants User Support](#).




Entity Management



Entity User Experience



Application Submission



Grant Award Acceptance



Award Management



Grant Award Modifications




Financial Reporting



Performance Reporting



Monitoring



Closeout



Virtual Q&A Sessions



Resources



DOJ Grants Financial Guide 2022

Last Updated June 2023

Welcome to the DOJ Grants Financial Guide [↗](#)

Foreword [↗](#)

We hope you find this guide useful and informative. If you have any questions or comments, please contact your appropriate DOJ Funding Source.

TOP 10 TOPICS

1. Financial Management Systems	6. Audit Requirements
2. Allowable Costs	7. Conference Costs
3. Unallowable Costs	8. Adjustments to Awards
4. Federal Financial Reports	9. Accounting by Approved Budget Category
5. Performance Reports	10. Subrecipient Monitoring

The Department of Justice (DOJ) has three primary grant-making components, the Office of Justice Programs (OJP), the Office on Violence Against Women (OVW) and the Office of Community Oriented Policing Services (COPS Office). The mission of OJP is to provide innovative leadership to federal, state, local, and tribal justice systems by disseminating state-of-the-art knowledge and practices across America, and providing grants for the implementation of these crime fighting strategies. The mission of OVW is to provide federal leadership in developing the national capacity to reduce violence against women, and administer justice for and strengthen services to victims of domestic violence, dating violence, sexual assaults, and stalking. The mission of the COPS Office is to advance the practice of community policing by the nation's state, local, territory, and tribal law enforcement agencies through information and resources.

Welcome to the DOJ Grants Financial Guide

- I. General Information
- II. Preaward requirements
- III. Postaward Requirements
- IV. Organization Structure
- V. Appendices

DOJ Grants Financial Guide [↗](#)

Now Available For Download

The PDF version of the DOJ Grants Financial Guide is now available.

Click the button below to view.

[View PDF Version](#)

View Change History summarizing changes to the 2022 Guide.
[PDF Format \(81 kb\)](#)



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(Message and
data rates may
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 - [JUSTINFO](#), a twice-monthly email newsletter
 - [Funding News](#), a weekly notice of new grant opportunities and application tips
 - [JusticeGrants Update e-newsletter](#) for the latest information and updates on JustGrants, DOJ's grants management system
 - [OJP email newsletters](#) and topical messages available from OJP program offices (BJA, BJS, NIJ, OJJDP, OVC, and SMART)
- Sign up for [U.S. Department of Justice Email Updates](#)

<https://www.ojp.gov/subscribe>

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- **YouTube:** <https://www.youtube.com/dojbja>
- Use the QR code to subscribe to “**Justice Matters**” and “**News From BJA**” to receive the latest information from BJA and the field.
- For information on funding opportunities, publications, and initiatives, visit **BJA’s website:** www.bja.ojp.gov.





Contact Information

- **Andre Bethea** – Senior Policy Advisor, BJA, Andre.Bethea@usdoj.gov
- **Charley Francis** – Deputy Program Director, CSG Justice Center, cfrancis@csjg.org
- **Kevin Gates** – State Policy Advisor/Grants Management Specialist, BJA, kevin.gates@usdoj.gov
- **Performance Management Tool Helpdesk** – bjapmt@usdoj.gov



Questions?

Enter in the **Q&A** box and
send to **All Panelists**.

THANK YOU!

More resources available at
<https://csgjusticecenter.org>



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