

BUREAU OF JUSTICE ASSISTANCE

FY 2023 JUSTICE AND MENTAL HEALTH COLLABORATION PROGRAM (JMHCP) AND CONNECT & PROTECT (C&P)

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

November 15, 2023



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

Agenda

Welcome and Introductions

Budget and Grant Management

Performance Measurement Tool

Questions and Answers



Speakers

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



Grant Team Member Introductions

Please introduce yourself in the chat box and include the following:

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

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 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.

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 C&P grantees.

Grantee Expectations

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

- 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

BUDGET AND GRANT MANAGEMENT



BJA
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U.S. Department of Justice

BJA Programs Office – Division

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Aja Pappas, Programs Division Chief

Tammy Lovill, State Policy Advisor

Nikisha Love, State Policy Advisor

Renee Howell, State Policy Advisor

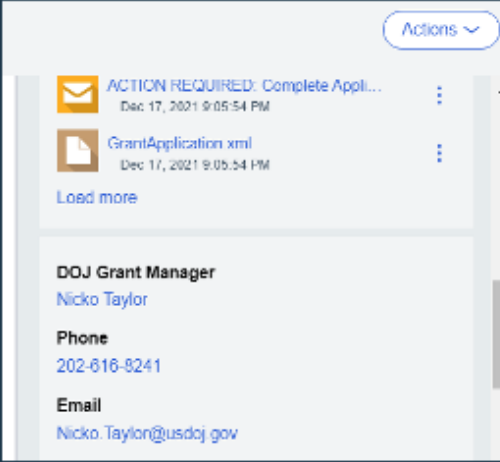
Winston Skerrett, State Policy Advisor

Role of the BJA Programs Office Team

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:

- 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 notification from JustGrants. The subject is "ACTION REQUIRED: Complete Appl...". The sender is "DOJ Grant Manager" (Nicko Taylor). The email contains a file named "GrantApplication.xml" and a "Load more" link. The contact information for the grant manager is listed below the email content.

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

- Grantee **customer service on financial matters**
- **Grantee budget clearance**
- Grantee financial monitoring, site visits, and compliance review
- Grants financial management TTA
- Grants financial closeout

OCFO Customer Service



1-800-458-0786



Ask.OCFO@usdoj.gov

v

Grant Management Overview





JustGrants Post- Award User Roles

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

Resources:

<https://justicegrants.usdoj.gov/training/trainin-g-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.

Award Acceptance

The grant award agreement is a legally binding contract with the federal government.

- The Authorized Representative accepts the award electronically in JustGrants.
- Applicants have 45 days to accept the award through JustGrants from the date of award notification, but if you need more time, contact your BJA Grant Manager.
- Training resources for award acceptance are available here:
<https://justicegrants.usdoj.gov/training/trainin-g-grant-award-acceptance>.

NOTE: If your agency is contemplating declining the award agreement, please first contact BJA to discuss the situation.



Award Acceptance



The Entity Administrator (EA) assigns the following roles in JustGrants: Grant Award Administrator and Financial Manager. The EA will also confirm the Authorized Representative that was assigned to the application. Instructions begin on page 11:

<https://justicegrants.usdoj.gov/sites/g/files/xvckuh296/files/media/document/iarg-grantee-accept.pdf>

PENDING-EXTERNAL ASSIGNEE



If the Authorized Representative needs to be changed prior to the award acceptance, the EA can register the correct person in DIAMD/JustGrants and change the role assignment. See entity management guidance beginning on page 16:

<https://justicegrants.usdoj.gov/training/iarg-entity-management.pdf>

PENDING-AWARD ACCEPTANCE



After the role assignments have been made and the Authorized Representative has been confirmed or reassigned, the award agreement will be in the Authorized Representative's worklist to be reviewed and accepted. See page 17:

<https://justicegrants.usdoj.gov/sites/g/files/xvckuh296/files/media/document/iarg-grantee-accept.pdf>



After the award has been accepted the award status in JustGrants will be either PENDING-ACTIVE or PENDING-ASAPNOTIFICATIONSENT. Award management resource: <https://justicegrants.usdoj.gov/training/training-award-management>

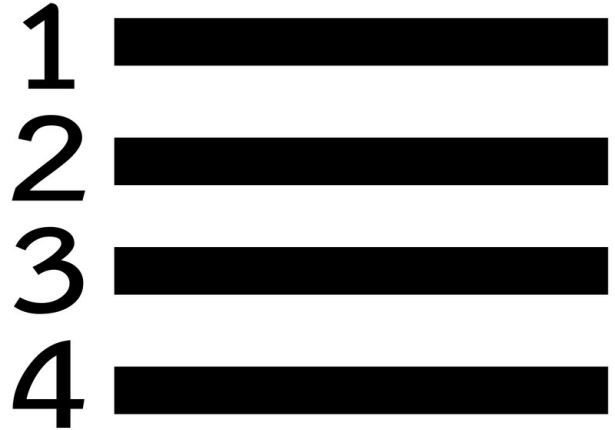
Award Conditions: Overview

Grantees are responsible for adhering to all applicable award conditions

- The award conditions #1–30 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 (example, program budget or program narrative, etc.)
- Award Condition Modification (ACM) approved

Most common withholding conditions:

- Budget not cleared/approved or questioned costs
- Missing or insufficient application information (for example, missing proposal narrative, or MOU)

Contact your BJA grant manager if you have questions or need guidance on how to address active withholding conditions that may appear on your award.



Award Conditions: Match Requirement

JMHCP and C&P

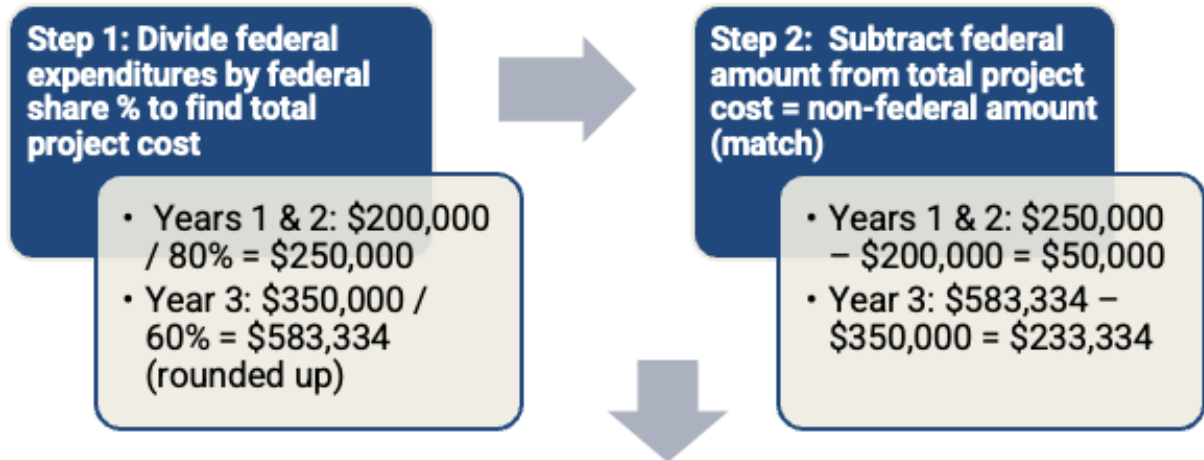
- This program requires a non-federal match of 20 percent of the total project cost in years 1 and 2 (total) and 40 percent in year 3.
- This means the federal share cannot exceed 80 percent of the total project cost in the first 2 years and 60 percent in year 3.
- **Total project cost is the total federal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

Budget/Financial: Allowable Costs

All costs must be allowable, reasonable, allocable, and necessary to the project per of **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 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

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 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 3 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 or 800-458-0786.**



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.

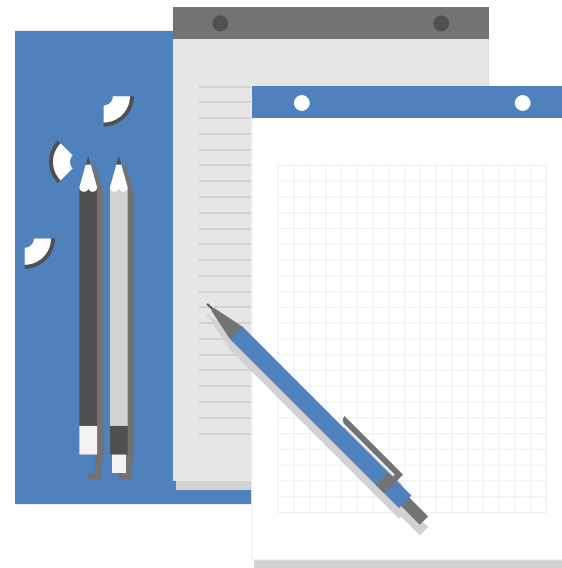
Reporting Requirements: Overview

Report Type	Reporting Period	Due	JustGrants Role
Federal Financial Report (SF-425)	<ul style="list-style-type: none"> • Jan 1–Mar 31 • Apr 1–Jun 30 • Jul 1–Sep 30 • Oct 1–Dec 31 	<ul style="list-style-type: none"> • April 30 • July 30 • October 30 • January 30 	Financial Manager
Semiannual Performance Report	<ul style="list-style-type: none"> • Jan 1–Jun 30 • Jul 1–Dec 31 	<ul style="list-style-type: none"> • July 30 • January 30 	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: 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 which 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 decisionmaking.
- 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 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	+
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
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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 the following**:

- 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: 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: 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 to include a disclaimer statement on websites or publications

Reminder: Thoroughly read the award conditions!



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[Home](#) / [Grants/Funding](#) / [Recipient Resources](#) → Resources: <https://www.ojp.gov/funding/implement/overview>

Grant Award Modifications (GAM) Overview

- A GAM is used to request changes that require prior approval.
- The assigned GAA must submit GAMs in JustGrants.
- **No changes to the purpose of the project or project title will be approved.**

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 Modification GAM (moving more than 10% of funds, or adding \$ into category previously \$0)
- Conditional Budget Clearance
- 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.





Monitoring: Overview

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

On track to meet project goals and objectives

Meeting programmatic, administrative, and fiscal requirements

Identifying and resolving problems and/or issues

Receiving needed training and guidance



Monitoring: In-Depth Monitoring

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

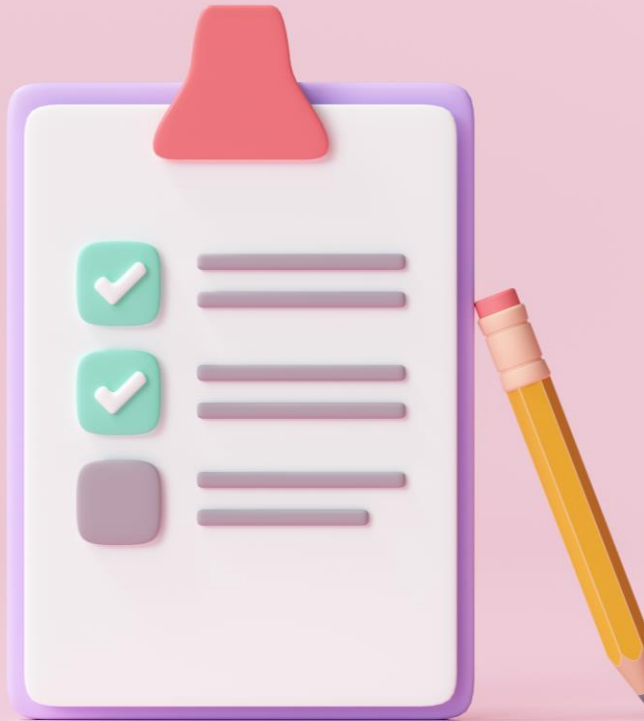
Conducted remotely or onsite.

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

Letter issued with results, to include issues for resolution (IFR) 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 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.



Learn About the Department of Justice's Grants and Payment Management Systems

[JustGrants Login](#)

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

Feb 21: [Register Now! March Dates Added for Virtual Q&A Sessions](#) 

[Aug 10: Review New and Updated JustGrants FAQs](#) 



JustGrants Login

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



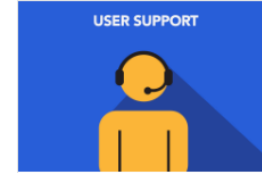
Training

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



FAQs

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



User Support

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



Resources

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



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.

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.

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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 \(81 kb\)](#)



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

BJA Grant Managers

GM	State/Region	Program Lead	Contact Information
Tammy Lovill	Midwest (IL, IN, IA, KS, MI, MN, MO, NE, ND, SD, WI)	Connect & Protect/ CRIT & TA, JMHCP	Tammy.L.Lovill@usdoj.gov
Winston Skerrett	Northeast (CT, DC, DE, MA, ME, MD, NH, NJ, NY, PA, RI, VT) Plus OH	Discretionary & JAG, RSAT	Winston.Skerrett@usdoj.gov
Renee Howell	Southeast (AL, AR, FL, GA, KY, LA, MS, NC, SC, TN, VA, WV) Plus Islands (VI, MP, AS & PR)	RSAT, Discretionary & JAG	Renee.Howell@usdoj.gov
Nikisha Love	Southwest & West (AK, AZ, CA, CO, GU, HI, ID, MT, NV, NM, OK, OR, TX, UT, WA, WY)	JMHCP, Connect & Protect/CRIT & TA	Nikisha.Love@usdoj.gov

PERFORMANCE MEASUREMENT TOOL



BJA
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U.S. Department of Justice



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 and BJA Performance Measures site at <https://bja.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.
- FY23 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^W

Link to Performance Measures Questionnaire:

<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?

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

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

<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:	

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

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

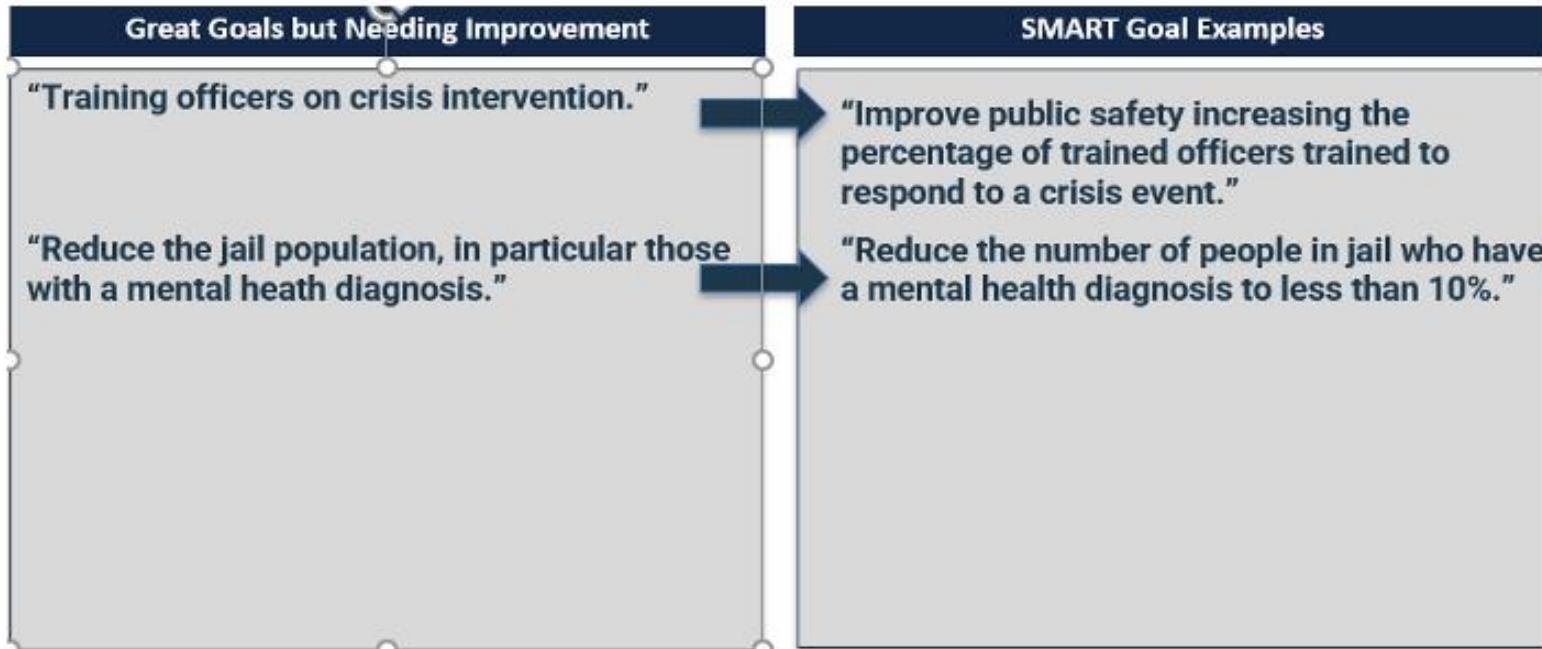
Defining Goals and Objectives

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 semi-annually** 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.



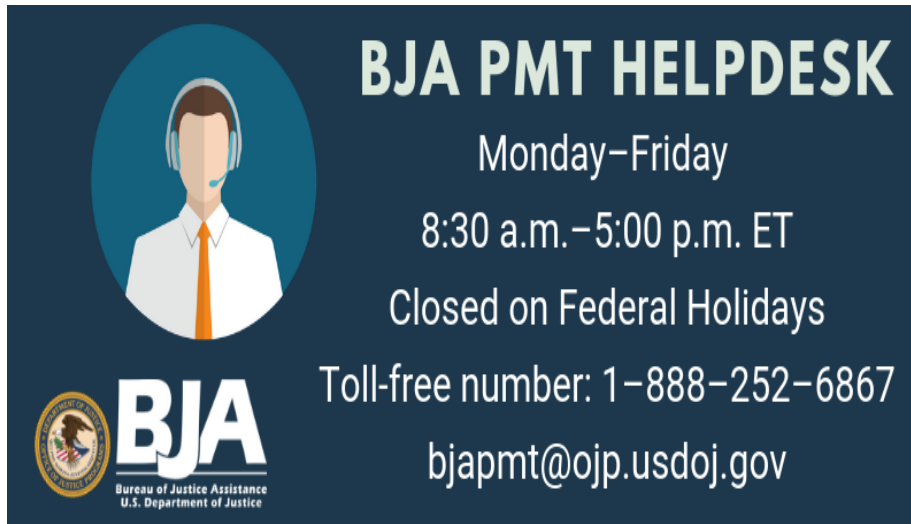
Defining Goals and Objectives




Ensuring Data Quality

- Designate **Data Quality Best Practices**
- 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](#)



PPI Team Contact Information

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Thank you for your hard work and dedication!



Contact Information and Resources

PI Team Contact Information

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

JustGrants Training and Resources

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



Questions?

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