

BUREAU OF JUSTICE ASSISTANCE

**FY23 SECOND CHANCE ACT (SCA)
IMPROVING ADULT AND JUVENILE CRISIS
STABILIZATION AND COMMUNITY REENTRY
(CSCR) PROGRAM ORIENTATION WEBINAR**

December 12, 2023



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

Presenters



Meg Chapman, Policy Advisor, BJA



Jennifer Lewis, State Policy Advisor, BJA



Eva Juarez, Budget and Performance Division, BJA



Sarah Wurzburg, Council State Governments-Justice Center



Alexis Lacy, Council of State Governments-Justice Center



Agenda

Introduction

Improving Adult and Juvenile Crisis Stabilization and Community Reentry (CSCR) Program Overview

Getting Started

Post-Award Grant Management and Federal Compliance

Performance Reporting Overview

Questions

Agenda Item 1

INTRODUCTION



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

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



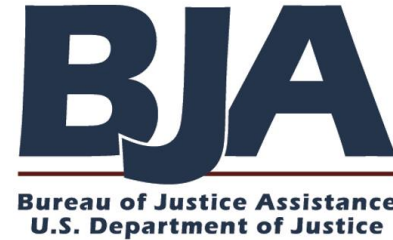
SMART – Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking



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://bj.a.ojp.gov/>



How BJA Supports the Field



Fund

Invest diverse funding streams to accomplish goals.



Educate

Research, develop, and deliver what works.



Equip

Create tools and products to build capacity and improve outcomes.

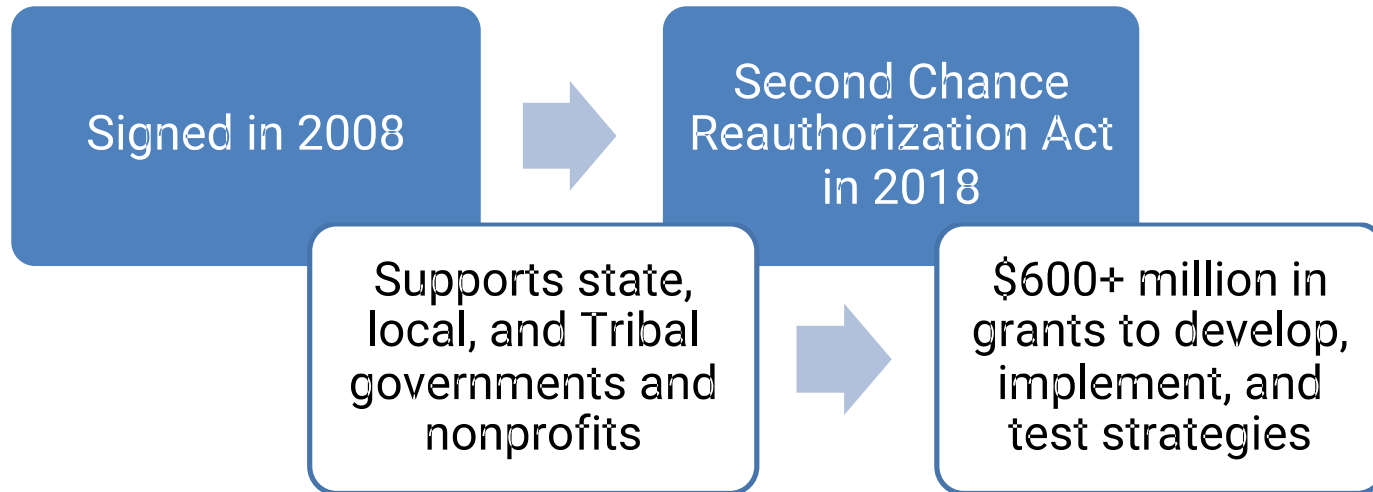


Partner

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



Poll Question:

Has your organization been awarded a BJA SCA grant in the past?

Yes, my organization has experience with SCA grants.

My organization has experience with BJA grants, but not SCA grants.

My organization has experience with federal grants, but not with BJA grants.

My organization has no experience with federal grants and looking to learn more!

BJA's SCA Funding

Grant Funding

Seed money

Proof of concept

Expand or enhance

Training and Technical Assistance (TTA) to Grantees

With fidelity

In line with research

With project management and
content expertise

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

The National Reentry Resource Center (NRRC)

The Council of State Governments 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 Improving CSCR Treatment Partners

Grantees

10
state, local,
tribal, and
community-
based
agencies

Funder

BJA

TTA
Provider

The Council
of State
Governments
Justice
Center

National
Reentry
Resource
Center

The Council
of State
Governments
Justice
Center

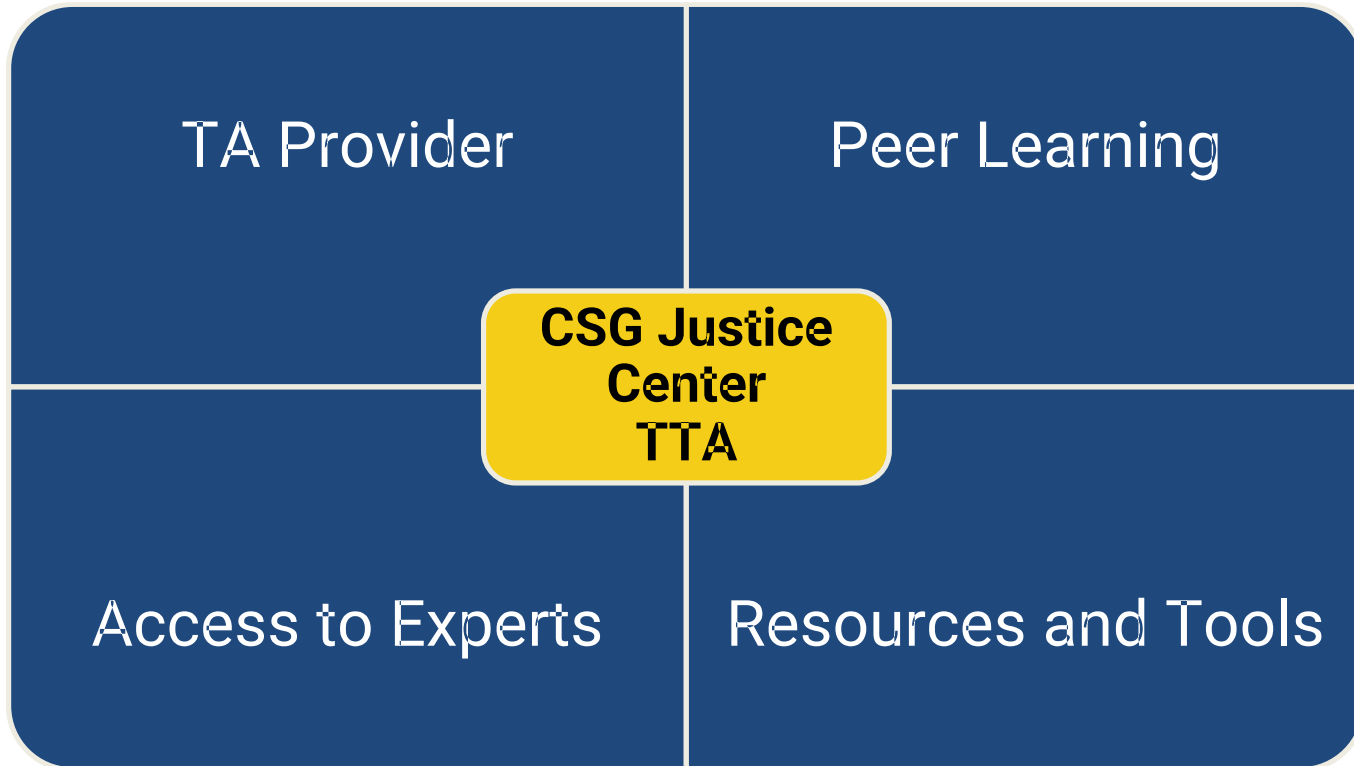
The Council of State Governments Justice Center



Justice Center
THE COUNCIL OF STATE GOVERNMENTS

Delivers TTA for SCA grantees focused on improving treatment and recovery needs for adults and youth with mental illnesses, substance use, or co-occurring disorders to facilitate their successful reintegration to communities after a prison, jail, or juvenile detention sentence

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





TA Plan Lifecycle

Develop

TA provider works with grantee to develop TA plan.

Review

Goals identified in the plan will be continuously reviewed and updated.

Needs

Grantee will identify TA needs and work with TA provider to meet TA goals.

Support

TA provider focused on moving grantee forward to meet grant milestones.

Agenda Item 2

IMPROVING ADULT AND JUVENILE CRISIS STABILIZATION AND COMMUNITY REENTRY (CSCR) PROGRAM OVERVIEW



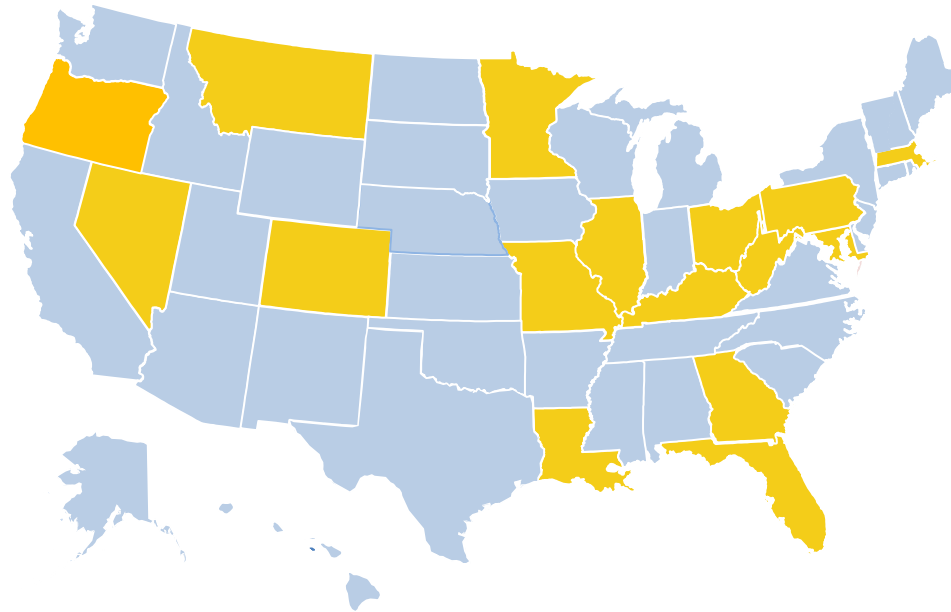
BJA
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U.S. Department of Justice

Award History

Began in FY 2022

\$15,269,686
awarded to date

21 grants to State,
local, and Tribal
entities



CSCR Grantees

FY 2023 CSCR Grantees

Congratulations!

- Allegheny County, PA
- Blackfeet Tribe of the Blackfeet Indian Reservation, MT
- City of Huntington, WV
- Clark County Department of Juvenile Justice Services, NV
- Fulton County, GA
- Healthcare Access Maryland Inc.
- I. M. Sulzbacher Center for the Homeless Inc. , FL
- Louisiana Parole Project Inc.
- Second Chance Center Inc., CO
- St. Louis County Administration Building, MN

CSCR Program Goal

Provide clinical and recovery support services that establish treatment, suicide prevention, and continuity of care in the community for people with mental health, substance use, or co-occurring disorders upon their release from a prison, jail, or juvenile detention facility.

Reentry
Systems

Crisis
Systems

Program Objectives

Provide training and education for criminal and juvenile justice agencies, mental health and substance use agencies, and community-based behavioral health providers on interventions that support the following:

- Best practices diversion models
- Crisis response services
- Engagement in recovery supports, treatment, and services
- Access to medication while in an incarcerated setting and continuity of care during reentry into the community

Program Objectives

Ensure that individuals with serious mental illness are provided timely access to appropriate recovery supports that may include the following:

- Peer support services
- Medication management (including long-acting injectable medications where clinically appropriate)
- Case management
- Psychosocial therapies

Program Priorities

- Programs designed to promote racial equity and the removal of barriers to access and opportunities.
- Applicant or subrecipient identify as culturally specific organization.
- Involvement of Community Care Provider Program.



Grantee Deliverables

- Action plan submitted within 6 months of receiving final budget approval.
- A final report at the end of the project period.
- Quarterly reporting on performance measures.



Allowable Uses of Grant Funds

Screening and
Assessment

Collaborative
Case Planning

Evidence-based
Treatment and
Programming

Suicide, Relapse,
Homelessness
Prevention

Peer Support
Services

Benefit
Coordination

Crisis
Response
Services

Care
Coordination
and Recovery
Support Services

Allowable Costs



Salary and
benefits
Subawards



Medication
Supplies



Curricula
Screening
and
assessment
tools



Transitional
housing
Transportation



Equipment
Materials
Training
Travel

Agenda Item 3

GETTING STARTED



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Bureau of Justice Assistance
U.S. Department of Justice

BUREAU OF JUSTICE ASSISTANCE
 IMPROVING ADULT AND JUVENILE CRISIS STABILIZATION AND COMMUNITY
 REENTRY PROGRAM
 PERFORMANCE MEASURES

Planning Process

- 6-month planning process
- Guided by TTA coach
- Work with partners to complete Action Plan
- Submit for BJA approval

General 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 JustGrants. If you select Yes, you will be directed to answer the questions in the final report section. These are one-time-only questions that you will answer prior to report closeout.
 - a. Yes/No (If Yes, answer the "Semiannual Narrative" questions and create a final report.)
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 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, please select from the following responses:

Reason(s) for no grant activity during the reporting period	Select all that apply
In procurement	<input type="radio"/>
Project 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 project 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 BJA budget approval	<input type="radio"/>
Waiting for partners or collaborators to complete the application	<input type="radio"/>
Other	<input type="radio"/>
If other, please explain	

Action Plan Components

General award administration, grant activity, program description

Program participants served

Screening and assessment tools, drug and alcohol testing

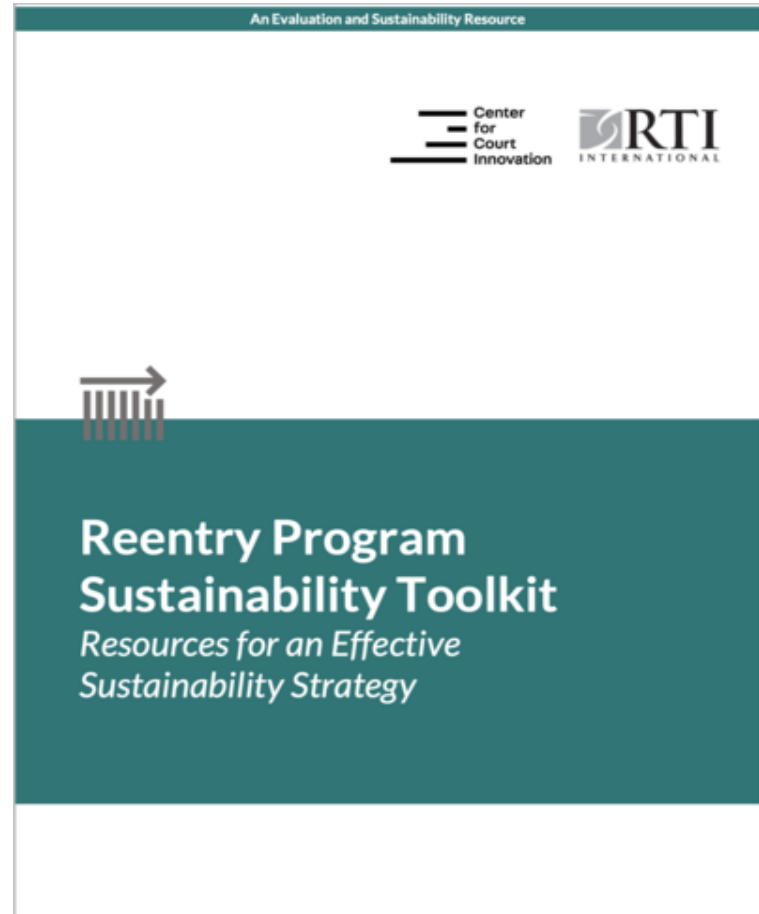
Treatment and other services provided

Training

Accomplishments, barriers, and support needed from BJA and/or CSG-JC?

Planning for Program Sustainability

BJA offers many sustainability resources to support you, all available at [Reentry Program Sustainability Toolkit: Resources for an Effective Sustainability Strategy](https://nationalreentryresourcecenter.org) (nationalreentryresourcecenter.org)



Agenda Item 4

POST-AWARD GRANT MANAGEMENT AND FEDERAL COMPLIANCE



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Attendee Poll

What is your role in JustGrants?

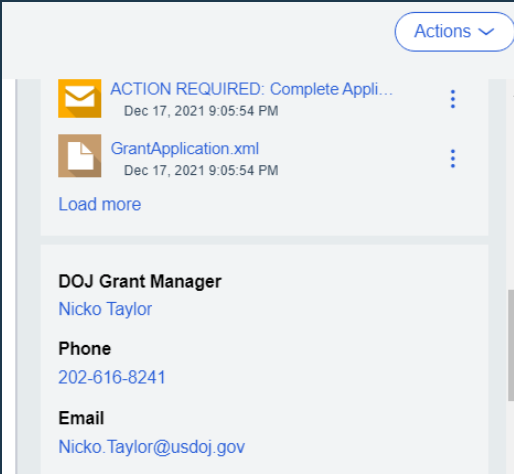
- Grant Award Administrator
- Alternate Grant Administrator
- Financial Manager
- Authorized Representative
- Entity Administrator
- Other

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 interface with the following content:

- Actions** (dropdown menu)
- Message 1:** ACTION REQUIRED: Complete Appli... (Dec 17, 2021 9:05:54 PM)
- Message 2:** GrantApplication.xml (Dec 17, 2021 9:05:54 PM)
- [Load more](#)
- 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.

Grant Management Award Cycle





Accessing Award Documents in JustGrants



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
◀ 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: ()

170 ? JL

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



- + 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: ()

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 Complan
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		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 (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% 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.

Resource: https://justicegrants.usdoj.gov/sites/g/files/xyckuh296/files/media/document/FINAL_EXT_Awd-Conditions-JARG_072021.pdf

Award Conditions: Program Specific

BJA specific award conditions –
Action Plan, also referred to as the
Planning and Implementation Guide:

The recipient must submit an action plan for review no later than 180 days after receiving final approval of the project's budget from OCFO, unless an extension for good cause shown has been granted by BJA. Failure to submit the action plan within 180 days of final budget approval may result in the freezing of grant funds.

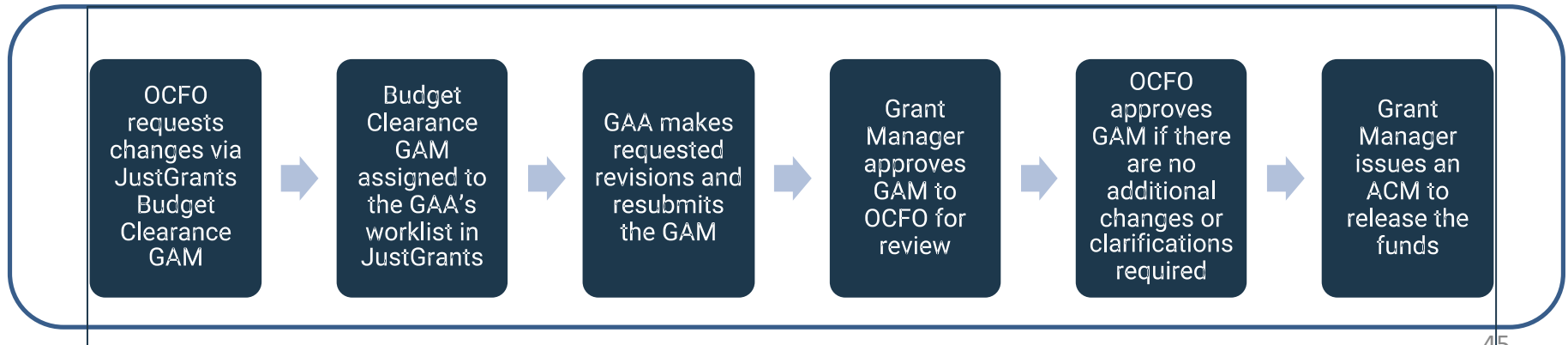


Budget/Financial: Budget Clearance

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 **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

Any costs incurred outside the project period

Any costs incurred prior to the clearance of active withholding conditions

Sole source contracts or other costs requiring prior approval

Lobbying and fundraising

Food and beverages

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

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

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 3 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 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: 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 included 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](#)

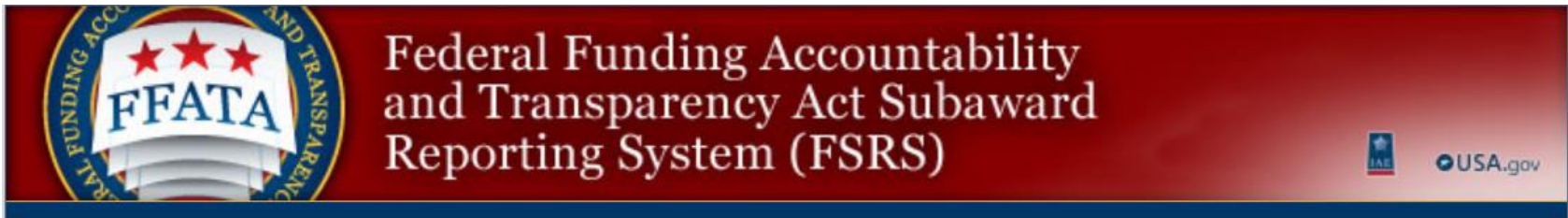
III. Postaward Requirements

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

Reporting: Overview

Report Type	Reporting Period	Due	JustGrants Role / Resource
Federal Financial Report (SF-425) – Submitted in JustGrants	<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
			https://justicegrants.usdoj.gov/training/training-financial-reporting
Semi-annual Performance Report - Submitted in JustGrants	<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)
			https://justicegrants.usdoj.gov/training/training-performance-reporting

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 directly in JustGrants. Attach 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% 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

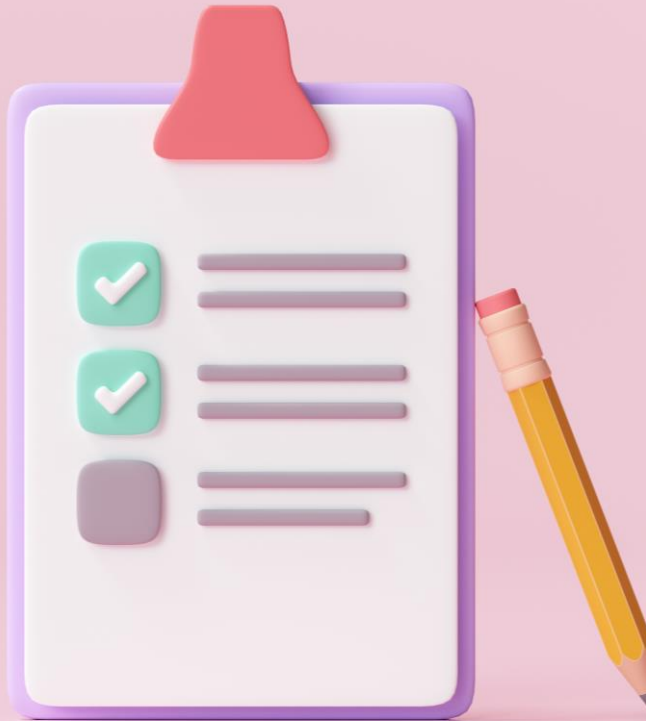
- OJP conducts formal in-depth monitoring on at least 10% of active grants each fiscal year.
- Recipients are required to participate.
- Conducted remotely or onsite.
- Full review of grant award documents and interviews of key project staff.
- Letter issued with results, to include issues for resolution 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.

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



Agenda Item 5

PERFORMANCE REPORTING OVERVIEW



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



What is Performance Management?

Process by which grantees regularly collect and report data

Determine whether they are implementing activities as intended and achieving their desired goals and objectives.

Questionnaire captures inputs, outputs, and outcomes over time and enable pre- and post-comparisons that can be used to facilitate change, as needed.

Periodic reporting over life of grant.

For more information, visit the OJP Grant Performance Measurement and Progress Reporting Information Portal at ojp.gov/performance and the BJA Performance Measures site at <https://bjp.ojp.gov/funding/performance-measures/overview>.

Why Does BJA Use Performance Measures?



To identify areas of success and potential areas of improvement



To track grant activity and progress towards program goals



To understand how funds are being distributed



To comply with the law

What Data Will I Need to Report?

Performance measures

- A series of questions that measure outcomes of grant

Narrative questions

- A series of narrative questions related to the grantee's specific goals, objectives, barriers, and successes

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?

- BJA's PMT and the Justice Grants system (JustGrants) are two separate systems that both facilitate performance reporting for BJA.
- JustGrants will eventually replace the Performance Measurement Tool (PMT) entirely; however, we are still within the window of transition.
- Access the JustGrants system at: <https://diamd-auth.usdoj.gov/>.
- For JustGrants system-related questions, contact the JustGrants Support Team: JustGrants.Support@usdoj.gov or 833-872-5175.

When Do I Report?

CSCR Program grantees report performance measures semiannually in JustGrants. If your program reports in JustGrants, you have no reporting requirement in the PMT.

Reporting Period	Data Required	JustGrants Deadline
January 1–June 30	Performance Measures and Narrative Questions	July 30
July 1–December 31	Performance Measures and Narrative Questions	January 30
Last Reporting Period of Award – Mark as “Final Report”	Performance Measures and Narrative Questions	120 days after the award end date



CSCR Questionnaire Overview

Link to Performance Measures Questionnaires:

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

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

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

**BUREAU OF JUSTICE ASSISTANCE
IMPROVING ADULT AND JUVENILE CRISIS STABILIZATION AND
COMMUNITY REENTRY PROGRAM
PERFORMANCE MEASURES QUESTIONNAIRE**

GENERAL 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 Justice Grants (JustGrants) system. If you select Yes, you will be directed to answer the questions in the Semiannual Narrative Questions section. These are one-time-only questions that you will answer prior to report closeout.
 - A. Yes/No (If Yes, answer the Semiannual Narrative Questions and create a final report.)
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 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="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	<input type="checkbox"/>
Waiting for partners or collaborators to complete the application	<input type="checkbox"/>
Other	<input type="checkbox"/>
If Other, explain:	

Questionnaire Structure

Overview

The CSCR Questionnaire focuses on services provided, number and type of participants receiving services, and program completion.

Sections

- **General Award Administration**
 - Section for reporting grant activity, closeout status, and activity types for which grantees used funding.
- **Grant Activity**
 - Identifying the stage of the grant and related activities.
- **Program Description *and* Program Participants Served**
 - Measures about participants receiving services, and the services they received.

Questionnaire Structure

Sections

- **Screening and Assessment Tool**
 - Measures screening and assessment tools used
- **Drug or Alcohol Testing**
 - Questions about drug or alcohol testing administered and associated treatment services
- **Services Provided**
- **Training**
- **Semiannual Narrative Questions**
 - Open-ended questions about the grant and grant activity

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 make course corrections as needed.





Defining Goals and Objectives

Great Goals but Needing Improvement

“Increase number of participants in CSCR.”

“Reduce the correctional population, in particular those with co-occurring disorders.”



SMART Goal Examples

“Improve public safety by increasing the percentage of successful completions of CSCR to 80 percent.”


“Reduce the number of people in jail who have a substance use disorders to less than 10 percent.”



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.


 JUSTgrants
 JUSTICE GRANTS SYSTEM

JustGrants Login | FAQs | COPS Office | OJP | OVW

[About](#) | [Training](#) | [Resources](#) | [User Support](#) | [Library](#) | [News & Updates](#)

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

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 Update emails from the COPS Office, OJP and OVW.



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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.

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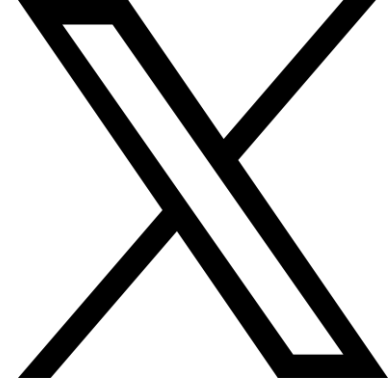
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 - [OJP email newsletters](#)^{sr} and topical messages available from OJP program offices (BJA, BJS, NIJ, OJJDP, OVC, and SMART)
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<https://www.ojp.gov/subscribe>

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For information on funding opportunities, publications, and initiatives, visit **BJA's website:** www.bja.ojp.gov.



Last Agenda Item

QUESTIONS AND ANSWERS



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

Points of Contact

BJA

- Meg Chapman
Margaret.T.Chapman@usdoj.gov
- Jennifer Lewis
Jennifer.L.Lewis@usdoj.gov
- Performance Management Tool
Helpdesk bjapmt@usdoj.gov

TTA

- Sarah Wurzburg
swurzburg@csg.org
- Alexis Lacy
alacy@csg.org

Resources

- [FY 2023 Improving Adult and Youth Crisis Stabilization and Community Reentry Program | Bureau of Justice Assistance \(ojp.gov\)](#)
- [Home – National Reentry Resource Center](#)
- [Taking the Call – CSG Justice Center](#)
- [Expanding First Response: A Toolkit for Community Responder Programs – CSG Justice Center – CSG Justice Center](#)
- [Roadmap to the Ideal Crisis System – National Council for Mental Wellbeing \(thenationalcouncil.org\)](#)
- [Quality Measurement in Crisis Services - National Council for Mental Wellbeing](#)
- [Collaborative Comprehensive Case Plans – CSG Justice Center](#)
- [ResearchDecisionTree.pdf \(ojp.gov\)](#)

THANK YOU!

alacy@csg.org, more
resources available at
<https://csgjusticecenter.org>