

Orientation and Grant Management Webinar for 2013 Second Chance Act Grantees



Today's webinar features speakers from:

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

- The *BJA Policy Office* acts as a national leader for criminal justice policy, training, and technical assistance to advance the direction of justice. It also acts as a connecting point with national organizations to set policy and help broadcast information on the best practices.
- The *BJA Programs Office* organizes and manages all state and local grant programs. It functions as a direct line of communication to states, territories, and tribal governments because the office is responsible for providing assistance and coordinating resources.

CSR, Incorporated

- Oversees BJA's Performance Measurement Tool (PMT), which grantees must use to report performance measurement data on activities funded by their award.

National Reentry Resource Center

- A project of the Council of State Governments (CSG) Justice Center
- Provides individualized training and technical assistance to all Second Chance Act grantees

Agenda

I. Welcome and Congratulations

- Dr. Gary Dennis, Senior Policy Advisor, Bureau of Justice Assistance, U.S. Department of Justice

II. Introduction to the National Reentry Resource Center

- Dr. Beth Skinner, Reentry Program Director, CSG Justice Center
- Leah Kane, Deputy Program Director, CSG Justice Center

III. Post-Award Grant Management and Federal Compliance

- Tracey Willis, State Policy Advisor, BJA
- Michael Bottner, State Policy Advisor, BJA
- Lucia Turck, State Policy Advisor, BJA
- Ania Dobrzanska, State Policy Advisor, BJA
- Jennifer Lugue, State Policy Advisor, BJA

IV. Data Collection and Performance Measurement

- Rachel Brushett, Senior Research Associate, CSR, Inc.

V. Q&A

Introduction to the National Reentry Resource Center





the NATIONAL REENTRY RESOURCE CENTER

— A project of the CSG Justice Center —

- Authorized by the passage of the Second Chance Act in April 2008
- Launched by the Council of State Governments in October 2009
- Administered in partnership with the Bureau of Justice Assistance, U.S. Department of Justice



National Reentry Resource Center

Objectives

- Provide a one-stop, interactive source of current, user-friendly reentry information.
- Identify, document, and promote evidence-based practices.
- Advance the reentry field through training, distance learning, and knowledge development.
- Deliver individualized, targeted technical assistance to the Second Chance Act grantees.

National Reentry Resource Center

Federal Interagency Reentry Council

“Reentry provides a major opportunity to reduce recidivism, save taxpayer dollars, and make our communities safer.”—Attorney General Eric Holder of the The Federal Interagency Reentry Council.

[Learn More](#)



The National Reentry Resource Center provides education, training, and technical assistance to states, tribes, territories, local governments, service providers, non-profit organizations, and corrections institutions working on prisoner reentry. [Learn more...](#)

QUICK LINKS

- [Funding Opportunities](#)
- [The Second Chance Act](#)
- [National Criminal Justice Initiatives Map](#)
- [What Works in Reentry Clearinghouse](#)

THE NATIONAL REENTRY RESOURCE CENTER

Funded by the Second Chance Act of 2008, and launched by the Council of State Governments Justice Center in 2009, the National Reentry Resource Center provides education, training, and technical assistance to states, tribes, territories, local governments, service providers, non-profit organizations, and corrections institutions working on prisoner reentry.

Issue Areas

Health

Health and Criminal Justice Populations



The U.S. Bureau of Justice Statistics reported that about 700,000 individuals returned to the community from state and federal prisons in 2012, and as many as 9 million people are estimated to cycle through local jails each year. These individuals suffer from disproportionately high rates of HIV/AIDS, hepatitis, diabetes, and other communicable and chronic diseases compared with the general population, and mental illness and substance abuse are especially prevalent.^[i] For example, about 17 percent of inmates in jails and prisons suffer from serious mental illnesses—more than three times the rate in the general population.^[ii]

Individuals who are incarcerated have constitutional protections to ensure health needs are identified and addressed, but very few have consistent access to necessary health care services upon release. As many as 90 percent of those exiting the criminal justice system are uninsured,^[iii] and few state or local corrections facilities have programs in place to enroll individuals in health coverage for which they might be eligible.^[iv] The result is that most individuals returning to the community after incarceration are simply unable to access a consistent source of health care.

This presents challenges for both public health and public safety. Inadequate access to health care is associated with poor health outcomes,^[v] as well as higher rates of rearrest and reincarceration for those with mental health and/or substance abuse disorders.^[vi] Yet, research suggests that assessing individuals' health care needs and linking them to health insurance coverage and appropriate services and supports can improve health outcomes^[vii] and reduce recidivism among those with mental illness and substance abuse.^[viii]

Estimates vary widely, but one national study concluded that well over half of all individuals exiting the criminal justice system each year will be newly eligible for coverage as a result of the Patient Protection and Affordable Care Act.^[ix] For information on changes in health care policy, including health care reform, [click here](#).

JUSTICE CENTER HEALTH CARE PUBLICATIONS



Guidelines for the Successful Transition of People with Behavioral Health Disorders from Jail and Prison

DECEMBER 11, 2013

Developed by the Substance Abuse and Mental Health Services Administration's (SAMHSA) GAINS Center for Behavioral Health and Justice Transformation in collaboration with the Council of State Governments Justice Center and the Bureau of Justice Assistance, the guidelines promote the criminal justice partnerships that are necessary to develop successful approaches for identifying individuals in need of services, determining what services those individuals need, and addressing these needs during transition from incarceration to community-based treatment and supervision.

Distance Learning

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Programs

Reentry Home Issue Areas Projects Resources Facts & Trends In the News

Reentry Webinars and Video

JUSTICE CENTER WEBINAR ARCHIVE

VIDEOS

Neighborhood-Based Supervision: A Review of Promising Practices

SEPTEMBER 25, 2013

The practice of neighborhood-based supervision allows parole officers to interact closely with parolees within their social environment, as well as with community organizations and residents, providing them with insight into the parolees' susceptibility to negative influences in the neighborhood.

Funding and Sustaining Mentoring Programs

SEPTEMBER 12, 2013

This webinar was offered to Second Chance Act mentoring grantees interested in learning strategies to fund and sustain their programs. Panelists discussed the elements of a successful sustainability plan, sources of funding for juvenile and adult programs, how to build effective collaborations, and effective uses of program data.

Reentry Planning to Support Post-Release Engagement and Retention in Community Treatment

AUGUST 22, 2013

Presented in collaboration with Treatment Alternatives for Safe Communities and the Addiction Technology Transfer Center Network, this

Webinar: Trapped: The Effects of Criminal Debt on Reentry

SEPTEMBER 13, 2013

On September 12, 2013, the Sargent Shriver National Center on Poverty Law, the American Civil Liberties Union (ACLU), Community Legal Services of Philadelphia, and the Illinois Asset Building Group cosponsored a webinar exploring criminal defendant/prisoner debt in the U.S. and [...]

Second Chance Act: What have we learned about reentry programs so far?

SEPTEMBER 5, 2013

This video by the National Institute of Justice (NIJ) features an interview with leading researcher Ron D'Amico of Social Policy Research Associates. He discusses data indicating that offender reentry remains a national challenge. NIJ is conducting an in-depth study of [...]

The Intersection of Reentry & Housing

NOVEMBER 18, 2010

Andy McMahon is speaking about the intersection between the reentry and housing. He is the Associate Director of the Corporation for Supportive Housing.

<http://csgjusticecenter.org/reentry/webinars-and-video/>

Online Publications

The screenshot shows the website for the Justice Center, part of The Council of State Governments. The header includes the organization's name and tagline, along with navigation links like 'Who We Are', 'Publications', and 'News and Announcements'. There are also social media icons for Twitter, YouTube, and LinkedIn, and a search bar. The main content area is titled 'Reentry Publications' and is divided into two columns: 'JUSTICE CENTER PUBLICATIONS' and 'EXTERNAL PUBLICATIONS'. The first column features three articles: 'Integrated Reentry and Employment Strategies...', 'Lessons Learned: Planning and Assessing a Law Enforcement Reentry Strategy', and 'The Impact of Probation and Parole Populations on Arrests in Four California Cities'. The second column features two articles: 'Game Changer: The Potential of the Affordable Care Act...' and 'Three-Quarter Houses: The View from the Inside'. Each article includes a date and a brief description of its content.

JUSTICE CENTER PUBLICATIONS

Integrated Reentry and Employment Strategies: Reducing Recidivism and Promoting Job Readiness
SEPTEMBER 26, 2013
The Integrated Reentry and Employment Strategies white paper was written to address the challenges that service providers cannot successfully serve every adult on probation or leaving prison or jail who needs a job.

Lessons Learned: Planning and Assessing a Law Enforcement Reentry Strategy
APRIL 3, 2013
The CSG Justice Center's *Lessons Learned: Planning and Assessing a Law Enforcement Reentry Strategy* describes how four law enforcement agencies used the principles outlined in *Planning and Assessing a Law Enforcement Reentry Strategy* to engage in local-level reentry partnerships in order to reduce crime and increase public safety in their jurisdictions.

The Impact of Probation and Parole Populations on Arrests in Four California Cities

EXTERNAL PUBLICATIONS


Game Changer: The Potential of the Affordable Care Act to Improve Public Health, Increase Public Safety, and Save Taxpayer Dollars
OCTOBER 31, 2013
The John Jay Center on Media, Crime, and Justice held a two-day symposium in New York on October 21-22 entitled "Health Behind Bars—What Obamacare Means for Courts, Prisons, Jails and Justice-Involved Communities."

Three-Quarter Houses: The View from the Inside
OCTOBER 22, 2013
Developed by the Prisoner Reentry Institute at John Jay College of Criminal Justice, and in collaboration with MFY Legal Services and Neighbors Together, this comprehensive study examines "three-quarter houses" in New York City.

<http://csgjusticecenter.org/reentry/publications-library/>

What Works in Reentry Clearinghouse

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Programs

What Works in Reentry Clearinghouse

The *What Works in Reentry Clearinghouse* offers easy access to important research on the effectiveness of a wide variety of reentry programs and practices. It provides a user-friendly, one-stop shop for practitioners and service providers seeking guidance on evidence-based reentry interventions, as well as a useful resource for researchers and others interested in reentry. To get started, click the button below for additional information about this project or how to use this site; or, click on a focus area topic on the left to begin exploring. You can also conduct a customized search by clicking the advanced search link on the right.

Click here for more information about the *What Works in Reentry Clearinghouse* and information on how to use this site

Browse Focus Areas

- [Brand Name Programs](#)
- [Education](#)
- [Employment](#)
- [Family-Based Programs](#)
- [Housing](#)
- [Mental Health](#)
- [Substance Abuse](#)

Search What Works

[Advanced Search](#)

Coming Soon

- Case Management and Comprehensive Programs
- Cognitive Behavioral Treatment
- Juvenile-Specific Interventions
- Sex Offender Treatment
- Supervision and Sanctions

Ratings Key

High Rigor	Basic Rigor	
		Strong evidence of a beneficial effect
		Modest evidence of a beneficial effect
		No statistically significant findings
		Modest evidence of a harmful effect
		Strong evidence of a harmful effect

Sign Up for the NRRC Newsletter

The screenshot shows the website for the National Reentry Resource Center (NRRC). At the top right, there is a navigation bar with a 'Subscribe' button (circled in orange), an RSS icon, and a search box. Below this are social media icons for Twitter, YouTube, and LinkedIn. The main header includes the 'JUSTICE CENTER' logo and the text 'THE COUNCIL OF STATE GOVERNMENTS Collaborative Approaches to Public Safety'. A secondary navigation bar lists 'Who We Are', 'Publications', 'News and Announcements', 'Updates from Capitol Hill', and a 'Programs' dropdown menu. The main content area features a teal banner with the text 'National Reentry Resource Center'. Below the banner, there is a section for the 'Federal Interagency Reentry Council' with a quote from Attorney General Eric Holder and a 'Learn More' link. To the right of this section is a photograph of two men in suits sitting at a table. Further right is a box with the NRRC logo and a description of the center's mission, including a 'Learn more...' link. Below this is a 'QUICK LINKS' section with a list of links: 'Funding Opportunities', 'The Second Chance Act', 'National Criminal Justice Initiatives Map', and 'What Works in Reentry Clearinghouse'. At the bottom, there is a section titled 'THE NATIONAL REENTRY RESOURCE CENTER' with a paragraph of text about the center's funding and launch.

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NRRC Home Issue Areas Projects Resources Facts & Trends In the News

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<http://csgjusticecenter.org/nrrc>

Technical Assistance Timeline

- **December/January:** Your technical assistance provider will reach out to you to learn more about your project
- **January:** All grantees will receive Planning & Implementation Guide and invitations to P&I Guide Webinar
- **February/March/April:** Grantees should work with their TA provider to complete the P&I Guide
- **May 2014:** Potential SCA Conference



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

Second Chance Act of 2007

Post Award Grant Management & Federal Compliance

BJA State Policy Advisors

Ania Dobrzanska, CCM

Michael Bottner

Jennifer Lugue

Lucia M. Turck

E. Tracey A. Willis, M.S.W.



Overview

- Award Acceptance
- Special Conditions
- Report Submission
- Federal Funding Accountability and Transparency Act (FFATA)
- Financial Information
- Unallowable Costs
- Grant Payments
- Grant Adjustment Notice (GANs)
- Grant Monitoring
- Grant Closeout
- Additional Information



Award Acceptance

- Assign a Financial Point of Contact (FPOC) in GMS.
- Sign and date the award letter, and initial the special condition pages.
- Email the documents to acceptance@usdoj.gov or fax to 1-866-388-3055.
- Receive a packet containing the grant ID, PIN number, and information about accessing funds through the Grant Payment Request System (GPRS).



Award Document →

Department of Justice Office of Justice Programs Bureau of Justice Assistance		Grant		PAGE 1 OF 9
1. RECIPIENT NAME AND ADDRESS (Including Zip Code) Municipality of Anchorage P.O. Box 196650 632 W. 6th Avenue, Room 850 Anchorage, AK 99519-6650		4. AWARD NUMBER: 2009-SB-B9-1238 5. PROJECT PERIOD: FROM 03/01/2009 TO 02/28/2013 BUDGET PERIOD: FROM 03/01/2009 TO 02/28/2013		
1A. GRANTEE IRS/VENDOR NO. 926000079		6. AWARD DATE 06/17/2009	7. ACTION Initial	
3. PROJECT TITLE Mobile Data Computer Infrastructure System Rehabilitation Project and Specialized Enforcement Overtime		8. SUPPLEMENT NUMBER 00		9. PREVIOUS AWARD AMOUNT \$ 0
		10. AMOUNT OF THIS AWARD \$2,700,337		11. TOTAL AWARD \$2,700,337
12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).				
13. STATUTORY AUTHORITY FOR GRANT This project is supported under FY09 Recovery Act (BJA-Byrne JAG) Pub. L. No. 111-5, 42 USC 3750-3758				
15. METHOD OF PAYMENT PAPRS				
AGENCY APPROVAL		GRANTEE ACCEPTANCE		
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL James H. Burch II Acting Director		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Stephen Miko Resource Manager		
17. SIGNATURE OF APPROVING OFFICIAL 		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL		19A. DATE
AGENCY USE ONLY				
20. ACCOUNTING CLASSIFICATION CODES FISCAL FUND BUD. DIV. YEAR CODE ACT. OFC. REG. SUB. POMS AMOUNT 9 B SB 80 00 00 2700337				21. ISBUGT0604

OJP FORM 4000-2 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

OJP FORM 4000-2 (REV. 4-88)



Special Conditions

- Special conditions are terms & conditions of the award.
- All awards will include standard special conditions.
- Some special conditions are program-specific.
- Certain special conditions may be added specifically to an individual award.



Special Conditions



	Department of Justice Office of Justice Programs Bureau of Justice Assistance	AWARD CONTINUATION SHEET Grant	PAGE 2 OF 9
PROJECT NUMBER	2009-SB-B9-1238	AWARD DATE	06/17/2009
<i>SPECIAL CONDITIONS</i>			
<ol style="list-style-type: none">1. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide.2. The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the recipient is in compliance.3. The recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits (and any other audits of OJP grant funds) are not satisfactorily and promptly addressed, as further described in the current edition of the OJP Financial Guide, Chapter 19.4. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of OJP.5. The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any subrecipients. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by - mail: Office of the Inspector General U.S. Department of Justice Investigations Division 950 Pennsylvania Avenue, N.W. Room 4706 Washington, DC 20530 e-mail: oig.hotline@usdoj.gov hotline: (contact information in English and Spanish): (800) 869-4499 or hotline fax: (202) 616-9881 Additional information is available from the DOJ OIG website at www.usdoj.gov/oig.6. RECOVERY ACT – Conflict with Other Standard Terms and Conditions The recipient understands and agrees that all other terms and conditions contained in this award, or in applicable OJP grant policy statements or guidance, apply unless they conflict or are superseded by the terms and conditions included here that specifically implement the American Recovery and Reinvestment Act of 2009, Public Law 111-5 (“ARRA” or “Recovery Act”) requirements. Recipients are responsible for contacting their grant managers for any needed clarifications.			



Examples of Special Conditions

- All awards will include **standard special conditions** concerning compliance with:
 - OJP Financial Guide
 - Use of Federal Funds
 - Audit requirements, the Anti-Lobbying Act
 - Civil Rights – EEOP
 - Reporting Potential Fraud, Waste, and Abuse
- **Withholding special conditions-** hold on funds for overdue reports and/or budget pending approval.



SCA Reporting Requirements

- Quarterly SF-425 Financial reports: **GMS**
 - No activity? Enter 0.
- Quarterly PMT Programmatic reports: **PMT**
- Semi-Annual GMS Programmatic reports: **GMS**
 - Jan 30 and July 30
 - **Upload PDF** versions of your PMT to the report in GMS
- Hold on funds - GMS automatically freezes grant funds for delinquent reports.



GMS: Financial Status Reports

SF-425

Quarterly

<u>Reporting Period</u>	<u>Due Date</u>
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30
October 1 – December 31	January 30

- Submitted in GMS: <https://grants.ojp.usdoj.gov>



PMT: Performance Reports

Quarterly

<u>Reporting Period</u>	<u>Due Date</u>
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30
October 1 – December 31	January 30

- Submitted through the Performance Measurement Tool (PMT) website: <https://www.bjaperformancetools.org/>
- For technical assistance, please contact the PMT Helpdesk at **1-888-252-6867** or bjapmt@csrincorporated.com



GMS: Progress Reports

Semi-Annual

Reporting Period

October 1 – December 31

January 1 – June 30

Due Date

January 30

July 30

- Submitted in GMS: <https://grants.ojp.usdoj.gov>
- Your report will NOT be approved until you upload your PMT report through GMS as a Progress Report. PMT reports should be saved and uploaded as a PDF file.
- For technical assistance, please contact the GMS Helpdesk at **1-888-549-9901** or GMS.helpdesk@usdoj.gov



FFATA Reporting

End of the Month Following Subaward

- The Federal Funding Accountability and Transparency Act (FFATA) requires information on federal awards be made available to the public via a single, searchable website, www.USASpending.gov.
- FSRS (www.fsrs.gov) is the FFATA Subaward Reporting System used to capture and report sub-award and executive compensation data regarding the first-tier sub-awards to meet the FFATA reporting requirements.
- Prime recipients of awards \$25,000 or more report on any first-tier subawards of \$25,000 or more (effective October 1, 2010).
- To help navigate the submission process, user guides, FAQs, and online demos are available at www.fsrs.gov/resources.
- For more information about FFATA, see <http://www.ncja.org/issues-and-legislation/grant-management-accountability/ffata-webinar>.



Accessing Funds: GPRS

- Funds are requested through the Grants Payment Request System (GPRS), a web-based payment system that allows grant recipients to submit payment requests through the Internet.
- To access GPRS go to: <https://grants.ojp.usdoj.gov/gprs/login> and complete your registration.
- Individuals within your organization that are designated in GMS as the awards Financial Point of Contact (FPOC) may register in GPRS. The FPOC is the only user that may access the application.
- You can request payment for an individual award using the **Create Payment Request** form.



Accessing Funds: GPRS

- Payment requests can be submitted at anytime; however, if your award has a delinquent report, a **hold** will be placed on your account, and you will not be able to submit a payment request.
 - Once the outstanding report has been submitted, the hold will be removed from your account.
- The average timeframe for a payment request to be processed and deposited is two to three business days.
- **NOTE: OJP does not process payment requests during the last 4 business days of each month.**
- GPRS User Guide: <http://www.ojp.gov/about/pdfs/gprsuserguide.pdf>
- Need assistance? Contact OCFO: 1-800-458-0786 ask.ocfo@usdoj.gov



Financial Information

- OJP Financial Guide – Please bookmark <http://www.ojp.usdoj.gov/financialguide/>, or download the PDF version http://www.ojp.usdoj.gov/financialguide/PDFs/OCFO_2011FinancialGuide.pdf.
- To be allowable under Federal awards; costs must be reasonable, allocable, and necessary to the project. In addition, they must comply with funding statute requirements.
- For specific factors to determine whether costs are allowable, please reference the OJP Financial Guide, the program solicitation, and the applicable Cost Principles:
 - Cost Principles for Educational Institutions
[Title 2 CFR Part 220 \[PDF - 348 Kb\]](#)
 - Cost Principles for State, Local, and Indian Tribal Governments
[Title 2 CFR Part 225 \[PDF - 288 Kb\]](#)
 - Cost Principles for Non-Profit Organizations
[Title 2 CFR Part 230 \[PDF - 276 Kb\]](#)



Unallowable Costs

- Land Acquisition
- Lobbying
- Fundraising
- Compensation and Travel for Federal Employees
- Consultant Fees Above \$450/day (Without Prior Approval)
- Bonuses or Commissions
- Military-type Equipment
- Corporate Formation
- Costs Incurred Outside the Project Period
- Food and Beverage
- Program Specific Unallowable Costs



Unallowable Costs

In addition to the unallowable costs identified in the OJP Financial Guide, award funds may not be used for:

- Prizes/rewards/entertainment/trinkets (or any type of monetary incentive)
- Client stipends
- Gift cards
- Vehicles



Grant Adjustment Notices (GANs)

- A GAN is used to request project changes and/or corrections.
- Once OJP makes a decision regarding the proposed change, the grantee is notified by GMS via e-mail.
- GANs are submitted and approved through GMS. GAN types include:
 - Budget Modifications
 - Change of Scope
 - Project Period
 - Point of Contact Information
 - Removal of Special Conditions
 - Sole Source
 - Costs Requiring Prior Approval.
- GANs will not be approved if the grantee is delinquent on financial or programmatic reporting.



GAN: Project Period Extension

- May not exceed 12 months past the original end date, unless there are extraordinary circumstances.
- Must be requested through GMS no later than 45 days prior to the current end date.
- Requests must include:
 1. the current, unobligated balance
 2. explanation for why the project could not be finished before the current grant end date
 3. description of the pending activities to be completed during the requested extension period
 4. how the grant funds will be utilized during the requested extension period



GAN: Change to Project Scope

- Project Scope
 - Prior approval is needed when changes include:
 - Altering programmatic activities
 - Affecting the purpose of the project
 - Changing the project site
 - Changing target population (TP)
 - Changing the subgrantee/contract



GAN: Budget Modification

Budget Revision

- Prior approval is needed when proposing the following changes:
 - A budget adjustment affects a cost category that was not included in the original budget.
 - Change to Indirect Costs.
 - 10% rule is exceeded: The proposed cumulative change is greater than 10 percent of the total award amount. The 10% rule does not apply to an award of less than \$100,000.

NOTE: Processing a GAN for a budget modification is like reviewing a new budget from scratch. You must attach a revised budget & budget narrative.

For more information on budget modifications:

<http://www.ojp.usdoj.gov/financialguide/PostawardRequirements/chapter10page1.htm#a>



GAN: Sole Source

As an award recipient or subrecipient, you **must conduct all procurement transactions in open, free, and fair competition**. However, a sole source procurement process may be used when you can document:

- The item or service is available only from a single source;
- A true public exigency or emergency exists; or
- After competitive solicitation, competition is considered inadequate.

Sole Source Procurements – prior approval is needed for all sole source procurements in excess of \$100,000. A document addressing each of the items:

http://www.ojp.usdoj.gov/financialguide/PDFs/New%20Procurement%20Guide_508compliant.pdf

- Approval of a grant award with a specific partner organization named in the proposal does NOT indicate approval of a sole source procurement.
- If a sole source is submitted by using the justification that the item or services is only available from a single source, you must demonstrate how you came to that determination.
- A budget clearance does not mean that the submitted sole source justification was approved - **you must submit a GAN** requesting approval.



BJA Compliance Monitoring

- **BJA will monitor grant recipients to ensure they are:**
 - Doing what was proposed and approved;
 - Meeting programmatic, administrative, and fiscal requirements;
 - Identifying and resolving problems and/or issues; and
 - Receiving needed training and guidance.



Grant Closeout

Standard Closeout:

- Submitted within 90 calendar days after the grant end date.
- All administrative, programmatic, and financial requirements have been met.
- All expenses must be obligated by the last day of the project period.

Administrative Closeout:

- On the 91st day after the grant end date, GMS will automatically freeze funds, initiate an administrative closeout and notify the grantee.
- The grantee is unwilling/non-compliant or unable to complete closeout requirements

TIP: start the closeout process as soon as the program is completed and all monies have been spent



Closeout Notification

- GMS will automatically notify the grantee:
 - 60 days prior to the grant end date
 - On the grant end date
 - 30 days after the grant end date
- Notifications will be sent to the point of contact, financial point of contact, and the authorizing official.



Closeout Components

1. Final progress report
2. Final financial status report (SF-425)
3. Special condition compliance
4. Financial reconciliation
5. Programmatic requirement certifications



For additional information

- BJA Main Phone: 202-616-6500
- BJA Website: <https://www.bja.gov/>
- State Policy Advisors:
<https://www.bja.gov/About/Contacts/ProgramsOffice.html>
- FAQs about BJA Funding: <https://www.bja.gov/funding.aspx#4>



For additional information (continued)

- **OCFO** Customer Service Center: 1-800-458-0786 ask.ocfo@usdoj.gov
- **PMT**: <https://www.bjaperformancetools.org/>
- **PMT Help Desk**: 1-888-252-6867 BJAtools@csrincorporated.com



Other important links

- BJA Grant Writing and Management Academy:
<https://www.bja.gov/gwma/index.html>
- Grant Payment Request System (GPRS) User Guide:
<http://www.ojp.gov/about/pdfs/gprsuserguide.pdf>
- [Grants.gov](http://www.grants.gov)
- Grants Management System (GMS): <https://grants.ojp.usdoj.gov/>
 - GMS Training Tool: <http://www.ojp.gov/gmscbt/>
 - GMS Help Desk: 1-888-549-9901
- OJP Financial Guide: <http://www.ojp.gov/financialguide/index.htm>
- OJP Grants 101: <http://www.ojp.gov/grants101/>
- OJP Standard Forms & Instructions:
<http://www.ojp.gov/funding/forms.htm>



Standard Forms

- **Indirect Cost Rate Agreement:**
http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf
- **Disclosure of Lobbying Activities** (Required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded): <http://www.ojp.usdoj.gov/funding/forms/disclosure.pdf>
- **Accounting System and Financial Capability Questionnaire** (Required for any applicant other than an individual that is a non-governmental entity and that has not received any award from OJP within the past 3 years; this form must be downloaded, completed, and then uploaded):
http://www.ojp.usdoj.gov/funding/forms/financial_capability.pdf
- **Standard Assurances** (Required to be submitted in GMS prior to the receipt of any award funds): http://www.ojp.usdoj.gov/funding/forms/std_assurances.pdf



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Q&A



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