

An Introduction to the National Reentry Resource Center





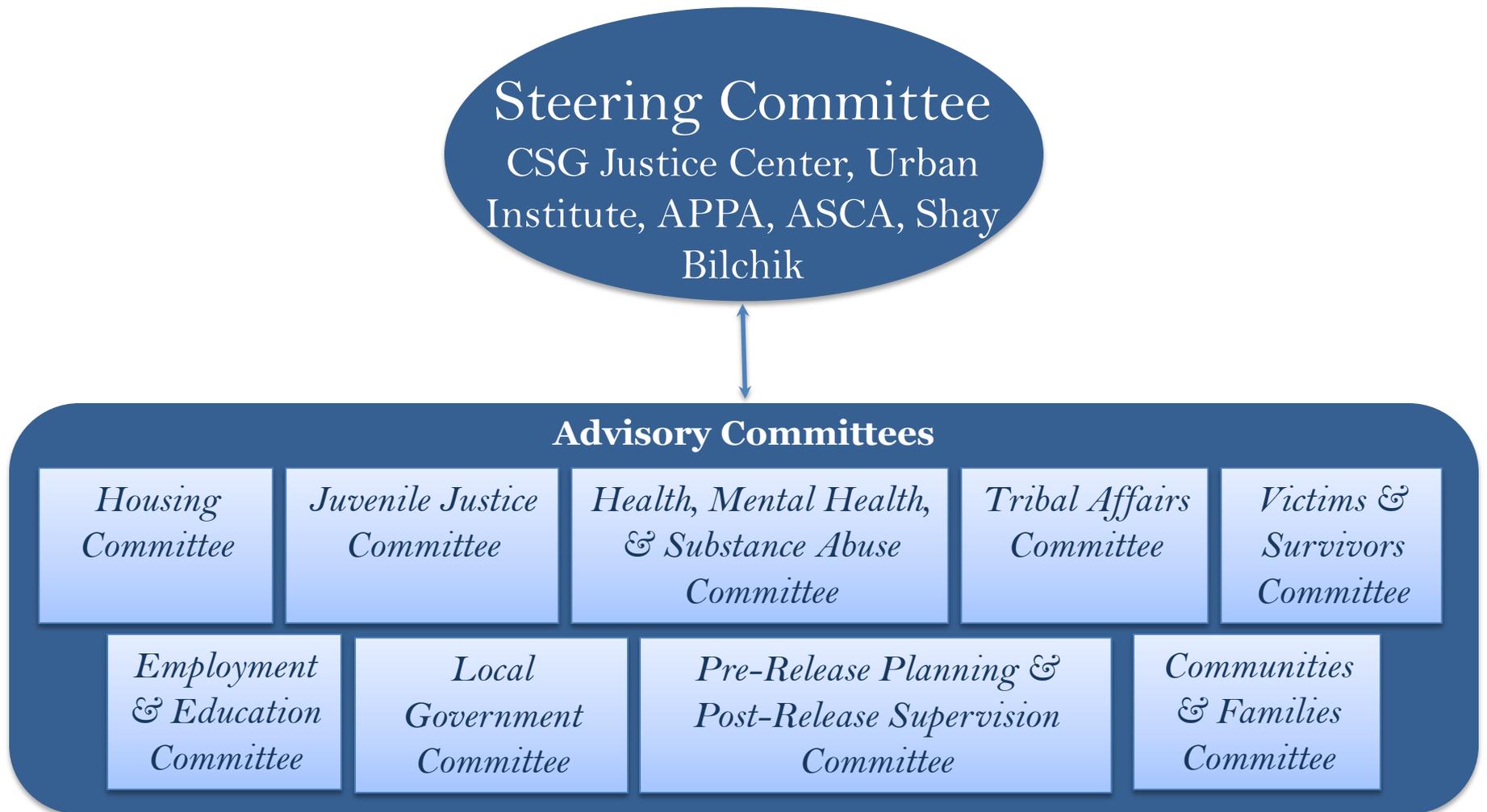
the NATIONAL REENTRY RESOURCE CENTER

— 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



Organizational Structure



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.

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National Reentry Resource Center



Frequently Asked Questions

Extensive Q&As about employment and education; health, mental health, and substance use disorders; housing; juvenile justice; tribal reentry, and victims. »

1 2 3 4

Popular Topics

- ▶ Housing
- ▶ Substance Abuse
- ▶ Juveniles
- ▶ Employment
- ▶ Starting a Reentry Initiative

[View All Topics](#)

Announcements

- ▶ Offender Reentry in Indian Country & Native Communities Webinar Series: The Role of Law Enforcement in Reentry
- ▶ Register now for webinar: *How and Why Probation Departments Should Partner with Families – A Conversation with San Francisco Probation Chief Wendy Still and New York Probation Commissioner Vincent Schiraldi*
- ▶ Register now for *Evidence-Based Practices of Community Supervision: Part I, A Focus on Current Issues and Trends* Webinar

What's New?

- ▶ October National Reentry Resource Center Newsletter Now Available
- ▶ Register Now for *How and Why Probation Departments Should Partner with Families – A Conversation with San Francisco Probation Chief Wendy Still and New York Probation Commissioner Vincent Schiraldi* Webinar
- ▶ Watch the Webinar: *Evidence-Based Practices of Community Supervision: Part I, A Focus on Current Issues and Trends*
- ▶ Juvenile Justice FAQs
- ▶ CSG Justice Center Releases *Breaking Schools' Rules: A Statewide Study of How Discipline Relates to Students' Success and Juvenile Involvement*
- ▶ Job Openings at the Justice Center

Reentry in the Media

- ▶ *AustinTalks* (TX) – Program helps families cope with loved ones in prison
- ▶ *Dayton Daily News* (OH) – More ex-cons now





Substance Abuse

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Program Examples

Topics

- ▶ Starting a Reentry Initiative
- ▶ Employment
- ▶ Housing
- ▶ Law Enforcement
- ▶ Substance Abuse
- ▶ Mental Health
- ▶ Performance Measurement
- ▶ Victims
- ▶ Families
- ▶ Juveniles
- ▶ Mentoring
- ▶ Tribal Affairs

The majority of people in prison and jail have a substance use disorder.¹ Despite the promise demonstrated by some treatment programs for people who are incarcerated, just a fraction of the people who need services for substance abuse receive it.² Connecting people incarcerated to treatment programs proven to be effective, prioritizing resources for those nearing release, and encouraging community-based aftercare will ensure better outcomes for people released from prisons and jails, and the communities to which they return.

Key Resources

- ▶ [National Recovery Month: Prevention Works, Treatment is Effective, People Recover Toolkit](#),³ Substance Abuse and Mental Health Services Administration's Center for Substance Abuse Treatment (2011)

The Substance Abuse and Mental Health Services Administration's (SAMHSA's) Center for Substance Abuse Treatment, recently released the *National Recovery Month: Prevention Works, Treatment is Effective, People Recover Toolkit*. As a key conduit for several of SAMHSA's Strategic Initiatives, Recovery Month increases the understanding of substance use and mental disorders to achieve the full potential of prevention and treatment support services. It also helps people recognize and seek assistance for these health conditions with the same urgency as any other condition and aims to reduce barriers to recovery.

- ▶ [Understanding Health Reform](#),⁴ Substance Abuse and Mental Health Services Administration
- The Affordable Care Act was passed by Congress and Signed into law by President Obama on March 23, 2010. This resource explains how the comprehensive health care reform will affect you, your family, and friends.
- ▶ [Webinar: The Essential Elements of Reentry: Primary Care and the Transitions Clinic Approach](#), National Reentry Resource Center (2010)

On October, 25, 2010, the National Reentry Resource Center, with the support of the Bureau of Justice Assistance, U.S. Department of Justice, hosted a webinar about implementation of the Transitions Clinic Model which is used in San Francisco to reintegrate recently released individuals that suffer from chronic illnesses back into the community.

To watch the webinar, please click [here](#). To download the PowerPoint presentation used in this webinar, please click [here](#).⁵

- ▶ [Topics in Brief: Treating Offenders with Drug Problems: Integrating Public Health and Public Safety](#)⁶, National Institute on Drug Abuse (2009)

This fact sheet summarizes the treatment principles and research findings that have particular relevance to the criminal justice community and to treatment professionals working with drug abusing offenders.

Frequently Asked Questions



©RoJo Images - Fotolia.com

Frequently Asked Questions

Each of the NRRRC's Advisory Committees is developing a series of FAQs that address the key issues that practitioners in the field are facing. FAQs on the following aspects of reentry are available; additional FAQs will be published in the upcoming months. Click on the links below to jump to the list of questions for each FAQ.

- ▶ [Employment & Education](#)
- ▶ [Health, Mental Health, and Substance Use Disorders](#)
- ▶ [Housing](#)
- ▶ [Juvenile Justice](#)
- ▶ [Tribal Reentry](#)
- ▶ [Victims](#)

Employment & Education

Show More Questions

What is the typical educational profile of previously incarcerated adults?

What is the typical educational profile of previously incarcerated youth?

What educational and vocational training opportunities are available to people in prison?

What are the benefits of educational development and attainment for a previously incarcerated adult?

What types of jobs are barred to people with criminal records?



Health, Mental Health, and Substance Use Disorders

Show More Questions

What health risks do people returning from prison or jail face?

What is the prevalence of mental illness, substance use, and co-occurring disorders among incarcerated populations?

Why are healthcare services so critical for successful reentry?

Are some communities affected by the health conditions of returning individuals more than others?

Is focusing on addiction treatment for incarcerated individuals a fiscally responsible policy?



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Frequently Asked Questions: Health, Mental Health, & Substance Use Disorders

[FAQs Main](#) | [Health, Mental Health, & Substance Use Disorders FAQs](#) | [Committee](#) | [Notes](#)

This FAQ was created by the National Reentry Resource Center's Committee on Health, Mental Health, and Substance Use Disorders.

What health risks do people returning from prison or jail face?

What is the prevalence of mental illness, substance use, and co-occurring disorders among incarcerated populations?

Why are healthcare services so critical for successful reentry?

Are some communities affected by the health conditions of returning individuals more than others?

Is focusing on addiction treatment for incarcerated individuals a fiscally responsible policy?

Why is it important to screen and assess for mental health and substance use disorders at jail and prison intake and at release?

What is the difference between screening and assessment?

How can correctional facilities improve healthy transitions to the community?

How can continuity of care policies at release improve outcomes for people with substance use disorders and/or mental illnesses?

What is health literacy education and why should corrections facilities and their healthcare partners promote it?

What health issues do women tend to face when incarcerated and on their return to the community?

How can pre-release planning help elderly individuals address their healthcare needs?

How can reentry initiatives address the behavioral healthcare needs of individuals who are homeless or in transitional housing upon release?

What is the role of drug testing in supervising individuals on probation or parole with substance use and co-occurring mental health disorders?

What should substance abuse treatment for individuals under criminal justice supervision address?

How can community corrections and mental health agencies collaborate to improve outcomes for people under community supervision with mental illnesses?

Why should people reentering the community who need health care receive more routine assessment and treatment for past traumas?

What role do peer support services play in recovery from substance use disorders, mental illnesses, and co-occurring disorders?

How can families assist in promoting positive health outcomes?

Are criminal justice, treatment, and service providers prohibited from sharing information because of federal and state privacy laws?

What can agencies do to facilitate information sharing?

Why is it so important to help individuals apply for public benefits prior to release from prison and jail whenever possible?

What federal benefits are available to people after incarceration?

When people are incarcerated, what happens to their federal benefits?

When can a person (re)apply for federal benefits?

Does a substance use disorder prohibit access to SSI or SSDI benefits?

Webinars/Webcasts/Podcasts

- ▶ [How and Why Probation Departments Should Partner with Families – A Conversation with San Francisco Probation Chief Wendy Still and New York Probation Commissioner Vincent Schiraldi](#)
National Reentry Resource Center

In this webinar, held on **November 22, 2011**, San Francisco Probation Chief Wendy Still and New York City Probation Commissioner Vincent Schiraldi engaged in a facilitated conversation on the role of family members in the community supervision process. These two jurisdictions are at the forefront of major reform efforts in their corrections system. Notably, both jurisdictions are making improvements to their agencies to better partner with families and communities. To watch a recorded version of this webinar, click [here](#). To download a PDF of the PowerPoint slides used during this webinar, click [here](#). 📄

- ▶ [Evidence-Based Practices of Community Supervision: Part I, A Focus on Current Issues and Trends](#)
National Reentry Resource Center

The webinar, held on **November 10, 2011** draws in part from the lessons of the recent Council of State Governments Justice Center publication, *A Ten-Step Guide to Transforming Probation Departments to Reduce Recidivism*. The guide, which was co-authored by Dr. Geraldine Nagy (one of the webinar's co-presenters) provides probation leaders with a roadmap to overhaul the operations of their agencies so they can increase public safety in their communities and improve rates of compliance among people they are supervising. To watch a recording of this webinar, click [here](#). To download a PDF of the PowerPoint Presentation used in this webinar, click [here](#). 📄

- ▶ [Innovations in Substance Abuse Treatment: Continuing Care and Medicated-Assisted Treatments for the Criminal Justice Population](#), National Reentry Resource Center

On **October 25, 2011** the National Reentry Resource Center sponsored this webinar in which presenters reviewed how adopting a “continuing care model” to treat substance use disorders can improve outcomes for individuals who are justice involved. Presenters also provided an overview of medications for the treatment of alcohol and opioid addiction, including how specific medications work in the brain and how they can support people who are justice involved with recovery and returning from prison to the community. To watch this webinar, click [here](#). To download a PDF of the PowerPoint presentation used in this webinar, click [here](#). 📄

<http://www.nationalreentryresourcecenter.org/training/webcasts>



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Library



What's This?

The National Reentry Resource Center is working to build the most extensive library of reentry resources and publications available on the Internet. Documents of interest to state and local policymakers, community- and faith-based organizations, and people returning home are arranged around several topics. The library includes publications authored by the leading organizations, researchers, service providers, and practitioners working in the reentry field. Descriptions of publications, in most cases, are based on or excerpted from the source publication or website.

- ▶ Assessments
- ▶ Identification
- ▶ Probation
- ▶ Children and Families
- ▶ Incarcerated Individuals
- ▶ Reentry Initiatives
- ▶ Community and Faith-Based Organizations
- ▶ Juveniles
- ▶ Sex Offenders
- ▶ Education
- ▶ Law Enforcement
- ▶ State Government
- ▶ Employment
- ▶ Local Government
- ▶ Strategic Plans
- ▶ Fathers
- ▶ Mental Health
- ▶ Substance Abuse
- ▶ Financial Obligations
- ▶ Mentoring
- ▶ Task Forces/Coalitions
- ▶ Forms/Samples
- ▶ Mothers
- ▶ Victims
- ▶ Government Benefits
- ▶ Parole
- ▶ Videos/Documentaries
- ▶ Housing
- ▶ Performance Measurement
- ▶ Women
- ▶ Physical Health

Keyword:

State:

Results 1 - 20 of 1069

Sort by: [Title](#) | [Date](#)

[Probation and Parole in the United States, 2010](#)

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

November 21, 2011

Grant Management Resources

Resources for All Federal Grantees

- ▶ [2011 OJP Financial Guide](#), U.S. Department of Justice, Office of Justice Programs

The *OJP Financial Guide* serves as the primary reference manual to assist award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and ensure funds are used for the purposes for which they were awarded. It compiles a variety of laws, rules and regulations that affect the financial and administrative management of your award. The Guide should be the starting point for all recipients and subrecipients in ensuring the effective day to day management of your awards. The provisions of the Guide apply to Department of Justice awards.

- ▶ [The Office for Civil Rights Webinar for Second Chance Act Grantees](#), The Office for Civil Rights in the Office of Justice Programs, U.S. Department of Justice

This Second Chance Act grantee-specific webinar addressed the federal civil rights requirements that accompany federal funding. In establishing financial assistance programs, Congress linked the receipt of federal funding to compliance with Federal civil rights laws. The Office for Civil Rights (OCR) in the Office of Justice Programs, U.S. Department of Justice, is responsible for ensuring that recipients of financial assistance from OJP and its component agencies comply with applicable Federal civil rights statutes and regulations. During the webinar, OCR staff provide an overview of federal civil rights laws and answer questions from attendees.

In preparation for this webinar, the Office for Civil Rights asked that grantees review a series of case studies. In particular, webinar participants were asked to focus on the seventh and ninth case studies. These case studies can be downloaded [here](#). To download a copy of the PowerPoint slides used in this webinar, please click [here](#).

Resources Specifically for Bureau of Justice Assistance (BJA) Grantees

- ▶ [2011 Orientation/Grant Management Webinar](#)

The 2011 orientation and grant management webinar for BJA Second Chance Act grantees will be held on Thursday, December 1, 2011. To register for the webinar, [click here](#). Powerpoint slides and a recording of the webinar will be available here after the webinar.

- ▶ [Performance Measurement Resources](#)

All BJA grantees are required to regularly submit data through BJA's Performance Measurement Tool (PMT). To access the PMT system, [click here](#).

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Federal Interagency Reentry Council

[Interagency Reentry Council](#) | [Mission & Goals](#) | [Activities](#)

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

In January 2011 Attorney General Eric Holder convened the inaugural meeting of the interagency Reentry Council. The purpose of this group is to bring together numerous federal agencies to make communities safer, assist those returning from prison and jail in becoming productive, tax-paying citizens, and save taxpayer dollars by lowering the direct and collateral costs of incarceration.

Substantial commitments were made as result of the meeting. The Council also empowered staff—now representing 18 federal departments and agencies—to work towards a number of goals. And the Council agreed to meet every 6 months, with its next meeting to occur in July.

Download: [Overview of the Federal Interagency Reentry Council](#)

Reentry Council Members

Eric Holder, Jr., Attorney General, U.S. Department of Justice
Ken Salazar, Secretary, U.S. Department of Interior
Tom Vilsack, Secretary, U.S. Department of Agriculture
Hilda Solis, Secretary, U.S. Department of Labor
Kathleen Sebelius, Secretary, U.S. Department of Health and Human Services
Shaun Donovan, Secretary, U.S. Department of Housing and Urban Development
Arne Duncan, Secretary, U.S. Department of Education
Eric Shinseki, Secretary, U.S. Department of Veterans Affairs
R. Gil Kerlikowske, Director, Office of National Drug Control Policy



Photo credits U.S. Department of Justice

What's New

October 14: Reentry MythBusters:
[Medicaid Suspension vs. Termination for Juveniles](#) | [Juvenile Records](#) | [Youth Access to Education upon Reentry](#)

September 27: Reentry MythBusters:
[Criminal Histories and Employment Background Checks](#) | [Veterans Health Care](#) | [Voting Rights](#) | [Federal Taxes](#) | [Medicaid Suspension vs. Termination](#)

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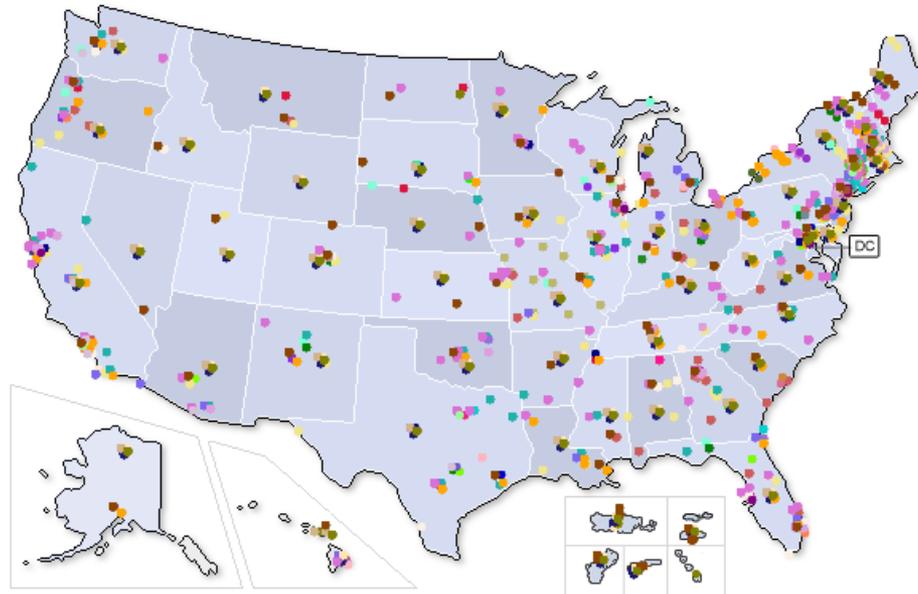
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- Frequently Asked Questions
- National Criminal Justice Initiatives Map**
- Reentry Service Directories
- Program Examples
- Second Chance Act
- Forums/Networking
- Announcements

National Criminal Justice Initiatives Map

The National Criminal Justice Initiatives map highlights national reentry and other criminal justice initiatives implemented throughout the United States and its territories. The map, though not exhaustive, will seek to provide a place-based catalog of national initiatives and programs designed to reduce the recidivism rates of people returning from prison, jail, and juvenile facilities. The map will be updated periodically as new initiatives are announced.

Click on a state to see a list of its criminal justice initiatives.



Making the Most of Second Chances, February 23-25, 2011

Senior officials from the Department of Justice, reentry experts, formerly incarcerated individuals, victims, and representatives of programs receiving federal funding through the Second Chance Act (Public Law 110-199) came together for the three-day conference, Making the Most of Second Chances, in Washington, DC. This second annual national conference for Second Chance Act grantees was convened by the [Council of State Governments \(CSG\) Justice Center](#), with support from the [Bureau of Justice Assistance](#) (BJA), U.S. Department of Justice.

Find information about each session, download handouts and presentations, browse photos, and watch videos from the conference.

Conference Sessions	Photos	Featured Video: Plenary
		
View All Conference Sessions	Browse the Slideshow	Watch the Video

Download the Agenda: [Making the Most of Second Chances](#) 

Video, slides, and handouts from the 2011 grantee conference are available at <http://www.nationalreentryresourcecenter.org/2011-second-chance-act-conference>. Materials from the 2010 conference are available at <http://www.nationalreentryresourcecenter.org/making-second-chances-work>.

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Frequently Asked Questions

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- ▶ Substance Abuse
- ▶ Juveniles
- ▶ Employment
- ▶ Starting a Reentry Initiative

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- ▶ Job Openings at the Justice Center »

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- ▶ *Dayton Daily News* (OH) – More ex-cons now



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Collaborative Approaches to Public Safety

Demonstration: Angel Ilarraza, ailarraza@csg.org (240) 482-8588

Mentoring: Crystal Garland, cgarland@csg.org (646) 383-5744, or
Saudia Abdullah, sabdullah@csg.org (646) 383-5758

Reentry Court: Hallie Fader-Towe, hfader@csg.org (646) 383-5750

Technology Career: Saudia Abdullah, sabdullah@csg.org (646) 383-5758

Family-Based Substance Abuse Treatment or Co-occurring Treatment: Kati Guerra,
kguerra@csg.org (240) 482-8576

www.nationalreentryresourcecenter.org



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

Second Chance Act of 2007

Post Award Grant Management & Federal Compliance

Ania Dobrzanska, CCM
BJA State Policy Advisor

Brenda Worthington
BJA State Policy Advisor

Michael Bottner
BJA State Policy Advisor



Overview

- Award Acceptance
- Special Conditions
- Report Submission
- FFATA
- Financial Information
- Unallowable Costs
- Grant Payments
- 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-19-1238 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. 92600079		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. 		
<ol style="list-style-type: none"> 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>Date Due</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: Progress Reports

Quarterly

<u>Reporting Period</u>	<u>Date Due</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

Date Due

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)
- Prime Grant Recipients awarded a new Federal grant greater than or equal to \$25,000 as of October 1, 2010 are subject to FFATA sub-award reporting requirements.
- The prime awardee is required to file a FFATA sub-award report by the end of the month following the month in which the prime recipient awards any sub-grant greater than or equal to \$25,000.
- Reports are to be filed using the FFATA Subaward Reporting System (FSRS) at <https://www.fsrs.gov/>.



Accessing Funds: GPRS

- Funds are requested through GPRS, a web-based payment request system that allows grant recipients to submit payment requests via 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 as the Financial Point of Contact (FPOC) for the award in GMS 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 with a 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 turnaround time for a payment request to be 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, and they must also comply with the 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
- Other Unallowable Costs
- Food and Beverage



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: include but are not limited to budget modifications; change of scope; project period; point of contact; address; removal of special conditions; sole source; and 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 be for more than 12 months past the original end date, unless there are extraordinary circumstances.
- Must be requested through GMS no later than 45 days before the current end date.
- Request must include:
 - the amount of additional time needed
 - why the extension is necessary
 - why the project activities can't be completed within the original time period
 - what you intend to do in the extended time (include timeline)
 - the most recent unobligated balance (include revised budget)



GAN: Change to Project Scope

- Project Scope – prior approval needed when the 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 needed when proposing these 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 an 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 on page 23 of the Guide to Procurement Procedures for Recipients of DOJ Grants and Cooperative Agreements must be attached to the GAN.
http://www.ojp.usdoj.gov/financialguide/PDFs/New%20Procurement%20Guide_508compliant.pdf
- **NOTE:** Approval of a grant award with a specific partner organization named in the proposal does NOT indicate approval of a sole source procurement.



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



Grantee Resources: <http://www.ojp.usdoj.gov/BJA/resource/index.html>

Grantee Resources: Access guidelines, forms, and information about conferences - Windows Internet Explorer

http://www.ojp.usdoj.gov/BJA/resource/index.html

File Edit View Favorites Tools Help

Grantee Resources: Access guidelines, forms, and inf...

ABOUT BJA FUNDING OPPORTUNITIES BJA PROGRAMS JUSTICE ISSUES **GRANTEE RESOURCES** TRAINING & TA JUSTICE TODAY PUBLICATIONS

Grantee Resources

Text size: [] [] Feedback []
Print page Send page

BJA Grantee Resources at a Glance

NEW! [BJA Grant Writing Manual](#)

Grantee Toolbox. Provides links to standard forms, the OJP Financial Guide, OMB Circulars, and BJA Program Guidelines and Frequently Asked Questions. [MORE](#)

Evaluation. Link to BJA's Center for Program Evaluation. [MORE](#)

[National Environmental Policy Act \(NEPA\) Guidance](#)

[Use of Federal Funds by Grantees, Contractors, and OJP Bureaus and Offices to Provide Food and Beverages at Specific Events](#)
If you have questions about this policy, please contact the Office of the Chief Financial Officer at 1-800-458-0786 or e-mail ask.oc@usdoj.gov.

Important [Progress Reporting Announcement](#) for BJA Grant Recipients

[Current OJP Funding Opportunities](#)

[Grants Management System](#)

How To Consolidate GMS User Accounts ([PowerPoint Presentation](#) or [Instructions](#))

[Grants Management System \(GMS\) On-line Training Tool](#)
From this link, you can access:

- External Overview
- Consolidating User Accounts
- Grant Adjustment Notices
- Progress Reports
- Grants Management System Closeouts
- Financial Status Reporting (SF-269a)

[Grants.gov](#)

[Checklist for New SAA Administrators and SAA Staff](#)

[Hatch Act for State and Local Employees](#)

[OJP Resource Guide](#)

BJA Network

RSS DIRECTOR'S NOTES

Stay informed by subscribing to our RSS feed. Receive notices of announcements, publications, upcoming events, and more directly to your feed.

>> Read More

SUBSCRIBE PODCAST EVENTS

BJA Guide to Grants

Information on grant management, technical assistance, and more.

ADDITIONAL RESOURCES

Related Web Sites
Provides links and brief descriptions of relevant organizations and government agencies.

(2 items remaining) Waiting for http://www.ojp.usdoj.gov/BJA/resource/index.html...

Local intranet 100%

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For additional information

- BJA Main Phone: 202-616-6500
- BJA Website: <http://www.ojp.usdoj.gov/BJA/>
- State Policy Advisors:
<http://www.ojp.usdoj.gov/BJA/resource/ProgramsOffice.pdf>
- Information on Reentry Initiative:
www.ojp.usdoj/reentry/learn.html
- National Reentry Resource Center:
<http://www.nationalreentryresourcecenter.org/>



For additional information (continued)

- **GMS:** <https://grants.ojp.usdoj.gov/>
 - GMS Training Tool: <http://www.ojp.gov/gmscbt/>
 - GMS Help Desk: 1-888-549-9901
- **2011 OJP Financial Guide:**
http://www.ojp.usdoj.gov/financialguide/PDFs/OCFO_2011FinancialGuide.pdf
- **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



Standard Forms

- **Indirect cost rate agreement:**
<http://www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm>
- **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