

# Introduction to the National Reentry Resource Center



# The National Reentry Resource 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 and Office of Juvenile Justice and Delinquency Prevention, U.S. Department of Justice



# Organizational Structure

Steering Committee  
CSG Justice Center, Urban  
Institute, APPA, ASCA, Shay  
Bilchik



## Advisory Committees

*Housing  
Committee*

*Juvenile Justice  
Committee*

*Health, Mental Health,  
& Substance Abuse  
Committee*

*Tribal Affairs  
Committee*

*Victims &  
Survivors  
Committee*

*Employment  
& Education  
Committee*

*Local  
Government  
Committee*

*Pre-Release Planning &  
Post-Release Supervision  
Committee*

*Communities  
& Families  
Committee*

# 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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### Audiences

States/Locals  
Community and  
Faith-based  
Organizations  
People Returning Home

### Tools & Resources

Calendar  
Funding  
Frequently Asked  
Questions  
National Criminal  
Justice Initiatives Map  
Reentry Service  
Directories  
Program Examples  
Second Chance Act  
Federal Interagency  
Reentry Council  
Announcements

## 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





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## Audiences

States/Locals

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Organizations

People Returning Home

## Tools & Resources

Calendar

Funding

Reentry Service Directories

Program Examples

## Topics

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

## Juveniles

Each year, approximately 100,000 youth under the age of 18 leave secure residential facilities, including juvenile facilities, jails and prisons, following adjudication. <sup>4</sup>Many youth in the juvenile justice system struggle with educational deficiencies, mental illnesses, and substance abuse, and return to communities with high rates of crime and poverty and poorly performing schools. Youth who are released from institutional confinement are more likely to succeed if they have access to services that can help them thrive in a noninstitutional environment. Discharge planning, educational and vocational programs, housing assistance, substance abuse and mental health treatment, and life skills training can reduce recidivism and help youth build healthy, productive futures.

### Key Resources

- ▶ **Breaking Schools' Rules: A Statewide Study on How School Discipline Relates to Students' Success and Juvenile Justice Involvement**, Council of State Governments Justice Center (2011)

The CSG Justice Center, in partnership with the Public Policy Research Institute at Texas A&M University, has released an unprecedented statewide study of nearly 1 million Texas public secondary school students, followed for at least six years. Among its startling findings are that the majority of students were suspended or expelled between seventh to twelfth grade. To download this publication, click [here](#).

- ▶ **Webinar: Education and the World of Work: Anchors to a Strong Juvenile Reentry Plan**, National Reentry Resource Center (2011)

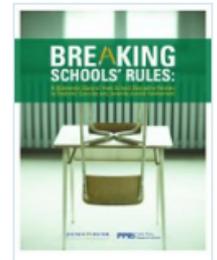
On June 15, 2011, the National Reentry Resource Center hosted this webinar, which described the elements of strong educational programs in residential facilities, strategies for ensuring continuity to community-based academic and vocational programs, and the roles different juvenile justice system parties have played in ensuring educational opportunities for youth committed to placement.

To watch a recording of the webinar, [click here](#). To download a PDF of the PowerPoint presentation used in the webinar, [click here](#).

### Frequently Asked Questions



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## Frequently Asked Questions

Each of the NRRC'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: Juvenile Justice

[FAQs Main](#) | [Juvenile Justice FAQs](#) | [Committee](#) | [Notes](#)

This FAQ was informed by the National Reentry Resource Center's Committee on Juvenile Justice, and written primarily by David Altschuler and Leah Kane. The committee is chaired by Shay Bilchik.

How is the juvenile justice system organized, and what does the organization of the system mean for juvenile reentry?

From what types of facilities do juvenile justice-involved youth return?

What are the characteristics of youth held in out-of-home placement facilities?

How long do youth remain in out-of-home placement facilities?

What behavioral health conditions do youth in the juvenile justice system face?

What are the educational characteristics of committed youth?

What obstacles may arise to reconnecting youth to school after an out-of-home placement?

How have jurisdictions successfully connected young people back to school after their out-of-home placement?

How can the reentry process ensure that youth who are not enrolling in school after release, or are close to the completion of their education, are well-equipped to enter the job market?

Why is it important to involve a youth's family in reentry planning, and how can reentry programs do it?

What are the elements of effective youth mentoring programs?

How should the child welfare and foster care systems be involved in reentry?

Why should interventions be individualized and culturally competent?

How do you ensure that your assessment and classification processes contribute to successful juvenile reentry?

What responses are appropriate for youth who are at low risk of reoffending but have a high need for services and supports?

How do you design programming that taps into a youth's strengths?

Why are cognitive-behavioral interventions important?

Why are incentives and graduated sanctions important?

What role do judges play in juvenile reentry?

# Webinars

- [Education and the World of Work: Anchors to a Strong Juvenile Reentry Plan \(6/15/11\)](#)
- [Identifying and Engaging Reentry Mentors for Justice-Involved Youth \(11/1/10\)](#)
- [Family Engagement in Reentry for Justice-Involved Youth \(10/4/10\)](#)
- [Juvenile Reentry in Concept and Practice \(1/26/10\)](#)
- Recordings of all webinars are available at <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**

## 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
		
<a href="#">View All Conference Sessions</a>	<a href="#">Browse the Slideshow</a>	<a href="#">Watch the Video</a>

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>.

## 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](#).

### Resources Specifically for Office of Juvenile Justice and Delinquency Prevention (OJJDP) Grantees

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

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### Audiences

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**Federal Interagency  
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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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**[National Criminal  
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[Reentry Service Directories](#)

[Program Examples](#)

[Second Chance Act](#)

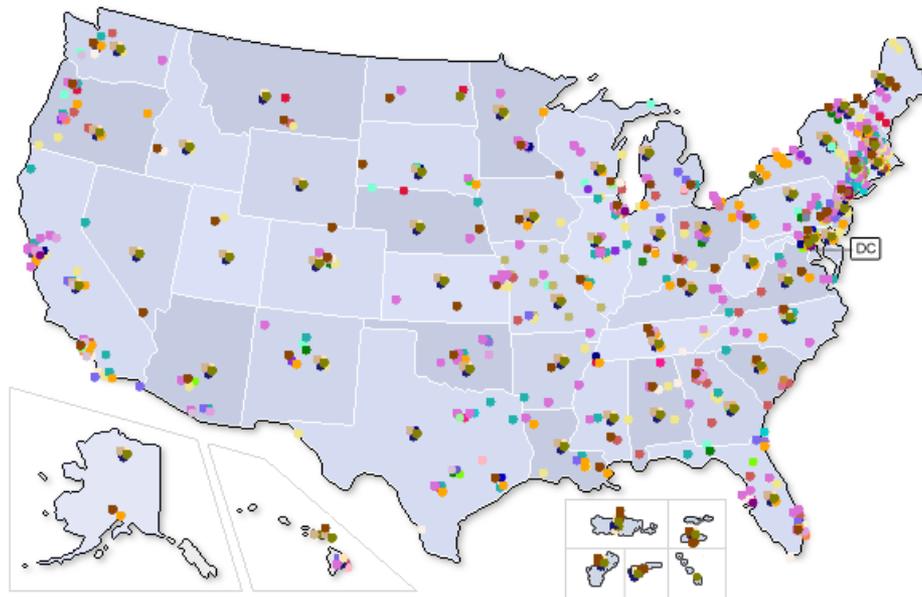
[Forums/Networking](#)

[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.



# 2011 Second Chance Programs

1. State and Local Reentry Demonstration Projects (Section 101)
  - Planning
  - Implementation
2. State, Tribal and Local Reentry Courts (Section 111)
3. Family-Based Substance Abuse Treatment (Section 113)
4. Technology Careers Training Demonstration Grants (Section 115)
5. Offender Reentry Substance Abuse Treatment (Section 201)
6. Mentoring Grants to Nonprofit Organizations (Section 211)

# 2011 Second Chance Programs

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5. *Offender Reentry Substance Abuse Treatment (Section 201)*
6. Mentoring Grants to Nonprofit Organizations (Section 211)

# 2011 Juvenile SCA Grantees



- 9 Demonstration Planning Grantees (in yellow)
- 5 Demonstration Implementation Grantees (in red)
- 9 Mentoring Grantees (in blue)

Lists of grantees are available at

<http://www.nationalreentryresourcecenter.org/about/second-chance-act>

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### Frequently Asked Questions

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

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- ▶ 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



***Demonstration Grantees:*** Please contact Leah Kane (240-482-8585 or [lkane@csg.org](mailto:lkane@csg.org))

***Mentoring Grantees:*** Please contact Crystal Garland (646-383-5744 or [cgarland@csg.org](mailto:cgarland@csg.org)) or Saudia Abdullah (646-383-5758 or [sabdullah@csg.org](mailto:sabdullah@csg.org))

[www.nationalreentryresourcecenter.org](http://www.nationalreentryresourcecenter.org)



# ***Managing Your Second Chance Act Award Effectively***

## **The Path to Programmatic Success**

### **OJJDP Grant Program Requirements and Establishing a Relationship with OJJDP**

**Thomas Murphy**

**Juvenile Justice Lead for Second Chance Act**



# ***Section I***

## ***Managing Your Award***

- **Award Package**
- **Special Conditions**
- **Progress/Performance Measures and Financial Reporting**
- **Budget and expenditure tracking**
- **Using the Grants Management System (GMS)**



## *Post Award Instructions*

- Can be found at:
- [http://www.ojp.usdoj.gov/funding/pdfs/post\\_award\\_instructions.pdf](http://www.ojp.usdoj.gov/funding/pdfs/post_award_instructions.pdf).



# ***The Award Package***

- Letter from the Assistant Attorney General with contact information
- Letter from the Director of the Office of Justice Programs, Office for Civil Rights
- Award Document
  - Award Number (Reference on all OJJDP correspondence)
  - Date of Award
  - Start and End Dates
  - Amount of Award
  - Project Title
  - Special Conditions
- Memo from the OJJDP National Environmental Policy Act (NEPA) Coordinator



# ***Special Conditions***

- **Standard:**
  - **Comply with OJP Financial Guide -**  
<http://www.ojp.usdoj.gov/financialguide/index.htm>.
  - **Civil Rights**
  - **Audit Requirements (OMB Circular A-133)**
  - **Use of Federal Funds**
  - **Reporting Requirements ( SF425, DCTAT)**
  - **Limit on Grantees' Salaries**
  - **Criminal Background Screening**
  - **FFATA**
  - **CCR**
  - **High risk grantee requirements**
- **Some Special Conditions impact grantee's access to funds**



## ***Read the Guidelines***

- Know the Office of Management and Budget (OMB) Circulars and Common Rules
- <http://www.whitehouse.gov/omb/grants/index.html>
- Code of Federal Regulations
- <http://www.gpoaccess.gov/cfr/index.html>
- Questions about the Financial Guide?
- Customer Service @ 800-458-0786 (choose option 2) or
- [Ask.ocfo@usdoj.gov](mailto:Ask.ocfo@usdoj.gov)



# Semi-Annual Progress Reports

Reporting Period	Delinquent After
July 1 – December 31	January 30
January 1 – June 30	July 30

- Reports should include a separate attachment covering progress made toward each goal and objective as submitted in application.
- Reports must also include separate attachment containing data on mandatory performance measures submitted into an online reporting tool called the Data Collection and Technical Assistance Tool (DCTAT).

**Note:** Final report is cumulative covering accomplishments over entire project period.



## ***Progress Report Requirements***

The reporting requirements are designed to provide the grantor agency with sufficient information to monitor grant implementation and goal achievement. Specifically, create a separate document and upload into GMS covering the following:

- 1. Status of each goal carried over from previous reporting period.**
- 2. Status of each goal during the reporting period.**
- 3. Corrective action planned to resolve implementation.**



## ***Progress Report Requirements (continued)***

- 4. If appropriate, identify changes that are needed in the implementation plan.**
- 5. Technical assistance the grantor agency might provide.**
- 6. Indicate the results of the project achieved both during the reporting period and cumulative to date, based on the required performance measures.**



## *Performance Measures Reporting*

1. **Collect mandatory indicators based on your program type.**
2. **Submit data on-line to the Data Collection and Technical Assistance Tool (DCTAT): [www.ojjdp-dctat.org](http://www.ojjdp-dctat.org).**
3. **Create a Performance Data Report in DCTAT.**
4. **Upload the Performance Data Report to GMS as a component of your Progress Report for the reporting period.**



# ***Quarterly Financial Reports Federal Financial Report – SF425***

Reporting Period	Delinquent After
January 1 - March 31	April 30
April 1 - June 30	July 30
July 1 - September 30	October 30
October 1 - December 31	January 30

**Submit online through GMS: <https://grants.ojp.usdoj.gov/>**

**Financial Form User's Guide:**

**[www.ojp.gov/training/pdfs/gms\\_userguide.pdf](http://www.ojp.gov/training/pdfs/gms_userguide.pdf)**



# ***Reporting Overview: Program, Performance Measures, and Finance***

- **Progress Reports:**
  - Due twice a year.
  - Submitted on-line through GMS.
- **Performance Measures:**
  - Submitted on-line through Data Collection and Technical Assistance Tool (DCTAT) Web site.
  - DCTAT Performance Report should be uploaded into GMS Progress Report.
- **SF 425/Federal Financial Form (FFR):**
  - Due four times a year.
  - Submitted on-line through GMS.



## *Assistance with Report Submission*

- On-line Progress Report submission in GMS: contact the GMS helpdesk – 888 549-9901, option 3 or e-mail [GMS.helpdesk@usdoj.gov](mailto:GMS.helpdesk@usdoj.gov).
- On-line Data Collection and Technical Assistance Tool (DCTAT): contact DCTAT Helpdesk – 866-487-0512 or e-mail – [Ojjdp-dctat@csrincorporated.com](mailto:Ojjdp-dctat@csrincorporated.com).
- On-line Federal Financial Form submission: contact the Office of Chief Financial Officer Customer Service at 800-458-0786 or email – [askocfo@usdoj.gov](mailto:askocfo@usdoj.gov)



# ***Relationship between Program and Finance***

- **Why is it important?**
  - Reconciliation between budgeting, spending and reporting
  - Knowing when program changes necessitate budget modifications
  - Monitoring the rate of drawdown's
  - Knowing in advance if a No-Cost Extension is necessary



# ***Budget and Expenditure Tracking***

- Know your budget and draw down history.
- Request a reconciliation at least monthly from your business/finance office.
- Review the Office of Justice Program Financial Guide and bookmark it on your internet browser.
  - [www.ojp.usdoj.gov/financialguide](http://www.ojp.usdoj.gov/financialguide).
- Check any proposed budget changes with your OJJDP Program Manager first
  - Budget modifications of more than 10% of award amount between approved budget categories must be formally approved by your Program Manager through the grant adjustment process in GMS



## ***Accessing Payment***

- **Need to complete the ACH form prior to attempting to access payment using the Grant Payment Request System (GPRS)**
- **Payments by OJP are electronically deposited by the Department of Treasury**
- **Access GPRS at <https://grants.ojp.usdoj/gprs>**
- **Payments are not processed by OJP during the last 4 business days of the month.**



## ***For Your Organization Do You Know the Answers?***

- **How do program and finance reconcile accounts each month/quarter to make sure actual spending and financial reports match up?**
- **How does program/finance decide if a budget modification or no-cost extension is necessary?**
- **How does program staff ensure that expenses are allowable?**



## ***OJP Food and Beverage Policy***

- **Food and beverages are unallowable under any grant, cooperative agreement, or contract.**
- **Certain exceptions can be made:**
  - **Only in cases where such sustenance is not otherwise available (i.e. in extremely remote areas) or**
  - **When a special presentation at a conference requires a plenary address where there is not other time for sustenance to be attained.**
  - **Such an exception would require prior approval from OJP.**



# ***Grants Management System***

- ***Submitting Your Reports***
- ***Requesting a Grant Adjustment***
- ***Grant Closeout***
- ***GMS On-line Trainings***





# ***Submitting Progress Reports in GMS***

- **Attach narrative addressing progress report requirements**
- **Attach copy of DCTAT report**
- **Must be approved by OJJDP Program Manager**
- **May be “change requested” if additional information is needed**
- **Failure to submit will put an immediate, automatic “hold” on funding**



# ***Performance Reporting Requirements***

## ***Semi-Annual Performance Reports***

<b>Reporting Period</b>	<b>Delinquent After</b>
<b>July 1 – December 31</b>	<b>January 30</b>
<b>January 1 – June 30</b>	<b>July 30</b>

- **Upload separate attachment into GMS containing data on mandatory performance measures from the online reporting tool called the Data Collection and Technical Assistance Tool (DCTAT).**
- **First report is due by January 30, 2012 for period of October 1 to December 31, 2011**
- **Access OJJDP Performance Measures web page @ <http://ojjdp.gov/grantees/pm/index.html>**



## ***Purpose of the SCA Performance Measures***

- **Directly linked to OJJDP's core mission & designed to support the purpose and administration of SCA;**
- **Permit the collection of information to determine whether a program achieved its goals and objectives;**
- **The resulting information is used to improve the operation of the program**



# ***Changes to Grant Award***

- **Grant Adjustment Notices (GAN)**
- **Initiated by grantee in GMS to request change:**
  - **Project Period**
  - **Project Scope**
  - **Signing Authority**
  - **Key Personnel**
  - **Budget Modification**
  - **Organization Address/Name**
- **Must be approved by OJJDP Program Manager**



# ***Grant Closeout***

## **Grantees:**

- **Must submit the final progress report, final financial report and the closeout in GMS before the 90th day after their grant end date.**
- **May request a no-cost extension via a “Change Project Period” Grant Adjustment Notice in GMS if you have funds remaining and wish to continue program activities**
- **Should be submitted 45 days or more in advance of the grant end date.**
- **After 30 days prior to end date, grantee can not initiate a GAN in GMS, but Program Manager can.**



# ***GMS On-line Training Tool***

- **GMS Overview**
  - Overview of the overall functionality of GMS.
- **Grant Adjustment Notices (GANs)**
  - Leads you through the steps in the process of creating, saving, and submitting each of the different types of Grant Adjustment Notices.
- **Progress Reporting**
  - Shows you how to create and submit progress reports and respond to change requests.
- **Closeouts**
  - Instructs you how to create a closeout package and submit it before the 90th day after the grant end date.
- You can access the training by going to <http://www.ojp.usdoj.gov/gmscbt/>



## ***Section II***

# ***Managing Your Program***

- **Staffing**
- **Marketing**
- **Communications**
- **Sustainability**



# ***Staffing – items that are important to keep in mind***

- **Be sure to submit Grants Adjustments to update your point of contact and/or authorized representative**
- **Recruiting**
- **Hiring/Transitions**
  - **Submit resumes of key personnel to OJJDP for approval.**
  - **Changes in key staff may require OJJDP approval.**
  - **Official award file should be kept in your office.**



## *Marketing*

- Stakeholder identification
- Advisory group briefings, if applicable
- Celebrate successes with partners
- Share success with community
- Outreach/sharing with nearby grantees
- Leverage resources



## *Communications*

- **Communicate successes to internal stakeholders**
- **Share reports/marketing materials**
- **Create internal listserv/website, etc.**
- **Outreach to external stakeholders**
- **Seek opportunities to collaborate, share resources, and expand participation.**



## *Sustainability*

- **Begin planning early.**
- **Build partnerships and collaborate with key leaders and stakeholders.**
- **Use your data collection efforts to your advantage**
- **Stay informed of other external private and public funding sources: Grants.gov and your state juvenile justice specialist at [www.ojjdp.gov/statecontacts](http://www.ojjdp.gov/statecontacts).**
- **Sign up for JuvJust listserv.**



## ***Section III***

# ***Support for Your Program***

- **OJJDP grant monitoring**
- **Training and Technical Assistance**



## *Grant Monitoring*

- **Grant monitoring and oversight is an integrate process of programmatic, financial, and administrative management that occurs throughout the grant lifecycle from award through closeout.**



# ***Working with your Program Manager***



- Your Program Manager is your “point” person for any problems or issues with your award.
- Email your Program Manager when you need guidance about a change in project scope, are having trouble reaching your goals and objectives, want to discuss a budget change or think that you may need a no-cost extension, etc. The sooner you communicate a need for assistance the sooner your issue can be resolved.
- The Program Manager may not be able to answer your question immediately but he/she will be able to direct you to someone who can and/or will be able to research your question and get back to you.



# ***Components of Grant Monitoring***

- Telephone Communication
- Email Correspondence
- Desk Monitoring (Desk Review)
- Review of Compliance with Reporting Requirements( Semi-annual Progress Reports and Quarterly Financial Reports)
- Grant Adjustment Requests
- On-site Monitoring (Site Visits)
- Connect grantee with Technical Assistance (Programmatic, training and recommendations regarding solutions to challenging issues)



## ***Enhanced Programmatic Desk Review***

- **An in-depth review of a grant which allows the federal grant manager to assess financial and programmatic integrity and accountability of a grant and grantee without going on site.**
- **Takes place of an on site visit by OJJDP grant manager.**



## ***What Happens on an Enhanced Programmatic Desk Review***

**The extensiveness will vary but generally will include:**

- Request for specific information/documentation**
- Review of programmatic aspects including recent progress reports and if the project implementation is on schedule.**
- Review of administrative and financial aspects including but not limited to reporting requirements and if expenditures are in line with approved budget**
- Exit interview via phone or video conference.**



# ***Site Visits: When to expect one and what is expected***

- Your Program Manager might conduct a site visit of your grant during the grant project period.
- Sometimes your project will be visited due to a particular issue but other times it will be the result of a random sampling.





# ***What happens on a Site Visit?***

The extensiveness of a site visit will vary but generally they include:

- A discussion of programmatic issues including recent progress reports and if the projects implementation is on schedule.
- If any technical assistance is needed and how OJJDP can help if necessary.
- Administrative and financial issues including but not limited to reporting requirements and if expenditures are in line with approved budget.
- A visit to the program activities funded by OJJDP.
- Other related issues or concerns of both Program Manager or grantee.



## ***Producing and Publishing Documents***

- **Review and approval process**
- **Disclaimers**
- **Use of OJJDP Logo on all documents published with OJP funding.**



## *Technical Assistance*

- Provided through the National Reentry Resource Center – [www.nationalreentryresourcecenter.org](http://www.nationalreentryresourcecenter.org)
- May involve an on-site visit by staff of NRRC.
- DCTAT technical assistance through CSR, Inc.
- GMS technical assistance through OJP



# ***Customer Service***

- **Program Managers at OJJDP strive to be responsive to requests from the grantees that they manage.**
- **Often it is better to document your request in a email to your Program Manager.**
- **Please be sure to note your award number in all emails and voicemails.**





## ***OJJDP Grant Managers***

- [Eric.Stansbury@usdoj.gov](mailto:Eric.Stansbury@usdoj.gov) – MI, OH, TX
- [Angela.Parker@usdoj.gov](mailto:Angela.Parker@usdoj.gov) – OH (planning)
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# *Questions?*





***Thank You!***

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