

Orientation and Grant Management Webinar for 2012 Second Chance Act Grantees



Agenda

- I. Welcome and Congratulations
 - Dr. Gary Dennis, Senior Policy Advisor, Bureau of Justice Assistance (BJA), U.S. Department of Justice
- II. Introduction to the National Reentry Resource Center
 - David D'Amora, Director, National Initiatives Division, Council of State Governments (CSG) Justice Center
 - Leah Kane, Policy Analyst, CSG Justice Center
- III. Post-Award Grant Management and Federal Compliance
 - Ania Dobrzanska, State Policy Advisor, BJA
 - Brenda Worthington, State Policy Advisor, BJA
 - Michael Bottner, State Policy Advisor, BJA





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.

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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

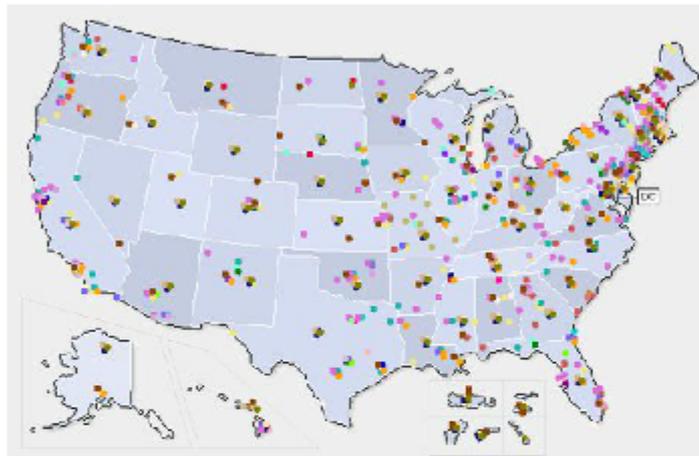
Program Examples

Second Chance Act

Federal Interagency Reentry Council

Announcements

National Reentry Resource Center



National Criminal Justice Initiatives Map

Reentry and other criminal justice initiatives found throughout the United States and its territories. >

1 2 3

Popular Topics

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

[View All Topics](#)

Announcements

- ▶ Register Now for Webinar: "Electronic Technology and Reentry: An Overview of New Trends and Applications for Supervision"
- ▶ New Database on Collateral Consequences Released
- ▶ Q&A with Adrienne Noti, Senior Program Analyst at the Office of Child Support Enforcement

[View All Announcements](#)

What's New?

- ▶ October 15, 2012 NRRC Newsletter Available Online
- ▶ CSG Justice Center Executive Director Discusses State Reductions in Recidivism on NPR's *Talk of the Nation*
- ▶ Juvenile Justice, Law Enforcement, School and Health Professionals Join Other Experts and Stakeholders to Forge Consensus on School Disciplinary Policies NRRC
- ▶ CSG Justice Center Releases New Corrections and Behavioral Health Collaborative Framework
- ▶ National Reentry Resource Center Releases New Report on State Reductions in Recidivism
- ▶ *Second Chances and Safer Communities Conference* Webpage Released NRRC

Reentry in the Media

- ▶ *New York Post* (NY) — Helping inmates free themselves



Substance Abuse

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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

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](#),  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](#),  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](#). 

Frequently Asked Questions



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Frequently Asked Questions

Each of the NRRC's [Advisory Committees](#) is developing a series of FAQs that practitioners in the field are facing. FAQs on the following aspects of reentry a FAQs will be published in the upcoming months. Click on the links below to jump to each FAQ.

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

Communities & Families

Show More Questions

[What role do families and communities play in helping people successfully return from correctional facilities, and how can reentry stakeholders engage them?](#)

[How can corrections-based programs help keep families connected?](#)

[How can correctional officials structure visitation opportunities to promote positive and safe contact between people in correctional facilities and their families?](#)

[How can reentry stakeholders help facilitate family reunification?](#)

[How do family reunification and contact strategies differ when there are issues of domestic violence?](#)



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?](#)

Distance Learning

Archived Web Events

- ▶ [Webinar: A New Collaborative Framework for Reducing Recidivism and Promoting Behavioral Health](#),[®] CSG Justice Center's Mental Health/Consensus Project

This webinar, held October 2, 2012, provided an overview of the report, “[Adults with Behavioral Health Needs under Correctional Supervision: A Shared Framework for Reducing Recidivism and Promoting Recovery](#).”[®] This report provides a practical framework to assist corrections, mental health, and substance abuse policymakers and professionals to work collaboratively at the systems level to prioritize scarce treatment and supervision resources for the large number of adults with mental health and substance use disorders who cycle through the criminal justice system. To watch a recording of the webinar, click [here](#).[®] To download a PDF of the PowerPoint presentation used in this webinar, click [here](#). 

- ▶ [Webinar: Learning from People Who Succeed Upon Release: What Strategies, Approaches, and Tools Can Make a Difference](#),[®] National Reentry Resource Center

This webinar, held on August 14, 2012, discussed the experiences of successful and unsuccessful releases. Kathleen Gnall, an independent criminal justice consultant, offered suggestions about how the “lessons learned” from these experiences could be incorporated at both the macro-level (system and organization) and the micro-level (individual reentry planning) to increase the likelihood that more released individuals will become productive and law-abiding citizens. To watch the archived recording of this webinar, click [here](#).[®] To download the PowerPoint slides used in this presentation, click [here](#). 

- ▶ [The What Works in Reentry Clearinghouse: A New Tool for Understanding Reentry Research](#),[®] National Reentry Resource Center

This webinar, held on July 24, 2012, provides a guided tour of the What Works in Reentry Clearinghouse, a new tool developed by the Council of State Governments Justice Center and the Urban Institute. Presenters briefly discuss the history of the project, provide an overview of inclusionary/exclusionary criteria, and show participants how to navigate and maximize the site. To watch the archived recording of this webinar, click [here](#).[®] To download a PDF of the PowerPoint presentation used during this event, click [here](#). 

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

Keyword:

State:

Results **1 - 20** of **1137**

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

[Performance Incentive Funding: Aligning Fiscal and Operational Responsibility to Produce More Safety at Less Cost](#)

Vera Institute of Justice

November 07, 2012

[Improving the Juvenile Justice System for Girls: Lessons from the States](#)

Georgetown Center on Poverty, Inequality and Public Policy

October 24, 2012

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](#)
- [Employment](#)
- [Housing](#)
- [Mental Health](#)

Coming Soon

- Substance Abuse
- Education
- Juvenile-Specific Interventions
- Supervision and Sanctions
- Cognitive-Behavioral Programs
- Sex Offender Treatment
- Family-Based Programs
- Comprehensive Programs

Search What Works

[Advanced Search](#)

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

http://nationalreentryresourcecenter.org/what_works

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 was held on Thursday, December 1, 2011.

- To watch a recording of the webinar, click [here](#).

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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

Federal Interagency Reentry Council

About | 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 Reentry Council](#)

Reentry Council Agencies

U.S. Department of Justice
U.S. Department of Interior
U.S. Department of Agriculture
U.S. Department of Labor
U.S. Department of Health and Human Services
U.S. Department of Housing and Urban Development
U.S. Department of Education
U.S. Department of Veterans Affairs
Office of National Drug Control Policy



Photo credit: U.S. Department of Justice

What's New

August 16: Office of Child Support Enforcement Releases *“Voluntary Unemployment,” Imputed Income, and Modification Laws and Policies for Incarcerated Noncustodial Parents Fact Sheet*

August 16: Office of Child Support Enforcement Releases *Providing Expedited Review and Modification Assistance Fact Sheet*

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States/Locals

Community and Faith-based
Organizations

People Returning Home

Tools & Resources

Calendar

Funding

Frequently Asked Questions

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Justice Initiatives Map**

Reentry Service Directories

Program Examples

Second Chance Act

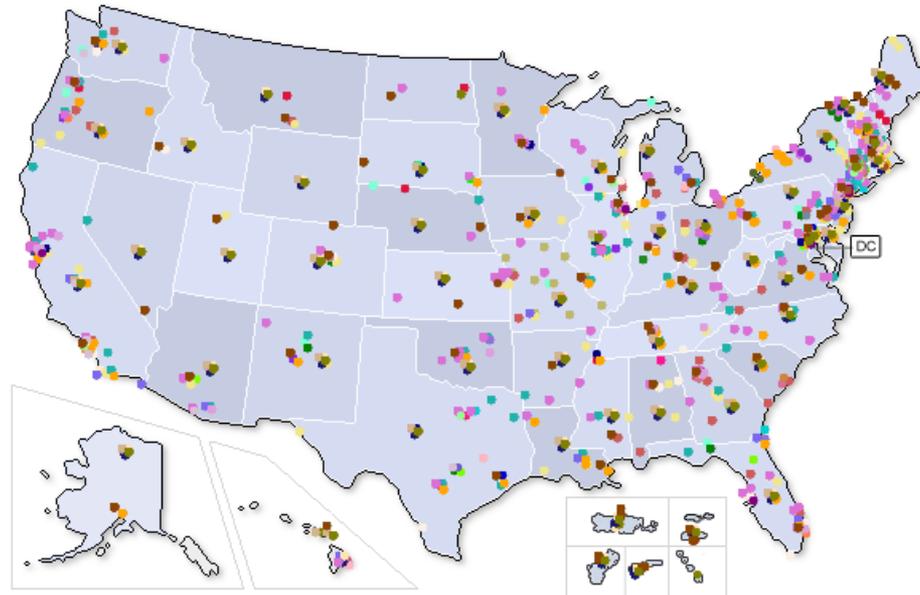
Forums/Networking

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.



Second Chances and Safer Communities, May 22-24, 2012

The 2012 Second Chance Act Conference, "Second Chances and Safer Communities," was held May 22-24, 2012, at the Marriott Wardman Park Hotel in Washington, DC. The 2012 conference was the third national reentry conference convened by the Council of State Governments (CSG) Justice Center® with support from the Bureau of Justice Assistance, U.S. Department of Justice® under the Second Chance Act. The conference featured keynote addresses by Attorney General Eric Holder® and Hilda Solis, Secretary of the U.S. Department of Labor®.

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

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

Download the Agenda: Second Chances and Safer Communities 

2012 conference: <http://nationalreentryresourcecenter.org/sca-3rd-conference>

2011 conference: <http://www.nationalreentryresourcecenter.org/2011-second-chance-act-conference>

2010 conference: <http://www.nationalreentryresourcecenter.org/making-second-chances-work>

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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



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Reentry in the Media

- ▶ *New York Post* (NY) — Helping inmates free themselves



the NATIONAL REENTRY
RESOURCE CENTER

— *A project of the CSG Justice Center* —

(877) 332-1719

info@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-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



 <p>Department of Justice Office of Justice Programs Bureau of Justice Assistance</p>	<p>AWARD CONTINUATION SHEET Grant</p>	<p>PAGE 2 OF 9</p>
<p>PROJECT NUMBER 2009-SB-B9-1238</p>		<p>AWARD DATE 06/17/2009</p>
<p style="text-align: center;"><i>SPECIAL CONDITIONS</i></p> <ol style="list-style-type: none"> 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. 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. 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. 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. 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. 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

Reporting Period

January 1 – March 31

April 1 – June 30

July 1 – September 30

October 1 – December 31

Date Due

April 30

July 30

October 30

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) 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 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



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
- 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



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>



BJA

Bureau of Justice Assistance
U.S. Department of Justice

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
- 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