

BUREAU OF JUSTICE ASSISTANCE

FY 2023 SECOND CHANCE ACT IMPROVING REENTRY EDUCATION AND EMPLOYMENT OUTCOMES ORIENTATION

FEBRUARY 14, 2024



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



Presenters

- **Andre Bethea**, Senior Policy Advisor, U.S. Department of Justice's Bureau of Justice Assistance (BJA)
- **Kevin Gates**, Grants Management Specialist, U.S. Department of Justice's Bureau of Justice Assistance (BJA)
- **Chidi Umez-Rowley**, Deputy Program Director, The Council of State Governments (CSG) Justice Center
- **Hanna Naum-Stoian**, Executive Director, Project Return

Agenda

Welcome and Introduction to OJP and BJA

Program Overview

Post-Award Management and Federal Compliance

Grants Management Overview

Resources

The Council of State Governments (CSG) Justice Center

Planning and Implementation

Grantee Experience: Project Return, Nashville, TN

Next Steps

Q&A

SECTION 1

WELCOME AND INTRODUCTION



BJA
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U.S. Department of Justice

What is the Office of Justice Programs?

- The Office of Justice Programs (OJP) provides grant funding, training, research, and statistics to the criminal justice community.
- OJP is one of three grant-making components of the Department of Justice along with the **Office on Violence Against Women (OVW)** and the **Office of Community Oriented Policing Services (COPS)**.

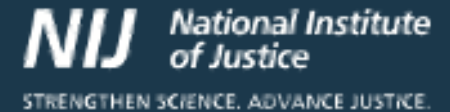
BJA – Bureau of Justice Assistance



BJS – Bureau of Justice Statistics



NIJ – National Institute of Justice



OVC – Office for Victims of Crime



OJJDP – Office of Juvenile Justice and Delinquency Prevention



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

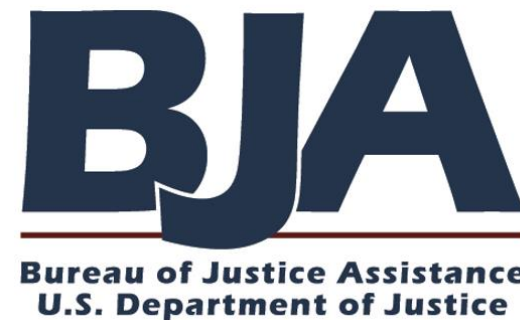




U.S. Department of Justice Bureau of Justice Assistance

Mission: BJA's mission is to provide leadership and services in grant administration and criminal justice policy development to support state, local, and tribal justice strategies to achieve safer communities. BJA works with communities, governments, and nonprofit organizations to reduce crime, recidivism, and unnecessary confinement, and promote a safe and fair criminal justice system.

**Karhlton F. Moore, BJA
Director**



<https://bja.ojp.gov/>



How BJA Supports the Field



Fund

Invest diverse funding streams to accomplish goals.



Educate

Research, develop, and deliver what works.



Equip

Create tools and products to build capacity and improve outcomes.



Partner

Consult, connect, and convene.

SECTION 2

PROGRAM OVERVIEW



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Second Chance Act (SCA)

- The **Second Chance Act** supports state, local, and Tribal governments and nonprofit organizations in their work to reduce recidivism and improve outcomes for people leaving incarceration.
- The **Second Chance Act** has supported over \$500 million in reentry investments across the country since it passed in 2008.
- Passed in 2018, the **Second Chance Reauthorization Act** builds on and strengthens the initial landmark legislation.

Attendee Poll

Has your organization previously received an SCA Grant Award?

- Yes
- No

FY 2023 Grantees

Congratulations!

- Alvis Inc.
- Arkansas Department of Higher Education
- California State University, Los Angeles (Cal State LA)
- Five Keys
- Hawkeye Community College
- Humboldt State University (California State Polytechnic University, Humboldt)
- Impact Justice
- Kansas Department of Commerce
- Kent State University
- Knoxville Leadership Foundation
- Miami Dade College
- Moraine Park Technical College
- Operation New Hope Inc.
- Oregon Department of Corrections
- Pennsylvania College of Technology
- Research Foundation of CUNY
- Safer Foundation
- Structured Employment Economic Development Corporation (Seedco)
- Tampa Bay Academy of Hope Inc.
- The Dannon Project
- University of Hawaii – Windward Community College
- University of California, Irvine (UC Irvine)
- Urban League of Central Carolinas Inc.
- Vermont Department of Corrections
- Virginia Commonwealth University
- Volunteers of America Texas, Inc.

Overview of Program

This program supports corrections systems' and nonprofit organizations' abilities to implement and expand education and employment programs that serve individuals during incarceration and throughout their period of reentry into the community. These programs will work to reduce recidivism, promote reentry success, and enhance employment and economic mobility prospects for incarcerated adults reentering the workforce.

Program Goal

Category 1: Improving Correctional Education

- Improve the educational and vocational education programs available to individuals who are incarcerated in prisons and jails and upon their return to the community. Services should begin prior to release from incarceration and continue throughout participants' period of reentry.

Category 2: Improving Employment Services and Connections

- Provide career training, including subsidized employment when part of a training program, to adults who are incarcerated in prisons and jails and upon their return to the community. Services should begin prior to release from incarceration and continue throughout participants' period of reentry. Remove regulatory employment barriers for incarcerated adults returning to their communities.

Program Objectives

Category 1: Improving Correctional Education

- Implement or expand educational and vocational programs for incarcerated adults that result in improved educational outcomes, as measured by literacy attainment, high school equivalence, and high school and higher education diplomas, certifications, and other credentials.
- Demonstrate increased collaboration between educational providers and corrections, community supervision providers, and other reentry stakeholders.
- Implement or expand post-secondary education and operations with a focus on the mandated Pell reinstatement for incarcerated students.

Category 2: Improving Employment Services and Connections

- Implement or expand job readiness assessments, individualized case plans, and employment-related services for incarcerated adults that result in improved employment readiness, attainment, and retention.
- Articulate and implement a robust vision for reentry employment with transitional supports and a focus on employment.

Note: Category 2 applicants must commit to ensuring public safety by restricting internet access within incarcerated settings as deemed appropriate by the respective correctional agency.

Program Deliverables

All Categories:

- Develop an action plan with input from BJA and an assigned technical assistance coach, submitted within 6 months of receiving final budget approval.
- Produce a final report at the end of the project period.

Program Activities

Category 1: Improving Correctional Education

- Establish/improve/expand educational and vocational programming and services for incarcerated adults, including competency-based learning using a range of services from literacy, high school diploma/equivalency, higher education to labor market needs-informed vocational education.
- Establish/improve/expand post-secondary educational programming and operations to meet the mandated Pell reinstatement for incarcerated students.

Category 2: Improving Employment Services and Connections

- Establish/improve/expand career training programs that are informed by labor market needs in the geographic areas to which incarcerated individuals will return.
- Continually assess local demand for employees in the geographic areas to which incarcerated individuals are likely to return and adjust educational and employment goals accordingly.
- Develop partnerships with local employers. Increase the quality and quantity of training, skills building, and pre-apprenticeship programs available to incarcerated persons (e.g., programs that respond to new and local labor market demands, jobs with advancement opportunities and good benefits, etc.).
- Conduct individualized reentry career planning programs at the start of incarceration or post-release employment planning programs for program participants.

SECTION 3

POST-AWARD MANAGEMENT AND FEDERAL COMPLIANCE



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Attendee Poll

What is your role in JustGrants?

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

Office of the Chief Financial Officer (OCFO)

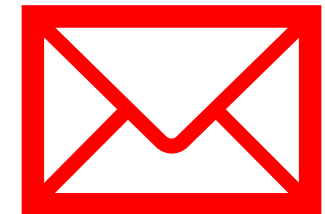
The OJP's **OCFO** provides fiscal policy guidance as well as accounting, budget, financial, and grants management. OCFO will contribute to your award management in the following ways:

- Clearing (approving) the project budget
- Reviewing budget modifications or extension requests
- Grantee **customer service on financial matters**
- Grantee financial monitoring, site visits, and compliance review
- Grants financial management training and technical assistance
- Grants financial closeout

OCFO Customer
Service



1-800-458-0786



Ask.OCFO@usdoj.gov

v



JustGrants Post- Award User Roles

If appropriate, an individual can have multiple roles in JustGrants.

Resources:

<https://justicegrants.usdoj.gov/training/trainin-g-entity-user-experience>

Entity Administrator



Confirms Entity profile information is current. Manages users and user assignments. Confirms Authorized Representative has proper legal authority to accept or decline an award.



Grant Award Administrator

Submits programmatic-related award requirements, including Performance Reports, Grant Award Modifications (GAMs), and Closeouts.

Authorized Representative



Accepts or declines awards on behalf of an Entity. Must have legal authority to enter into contracts, grants and cooperative agreements with the federal government on behalf of the Entity.



Financial Manager

Certifies and submits financial information and all Federal Financial Reports on behalf of an Entity.

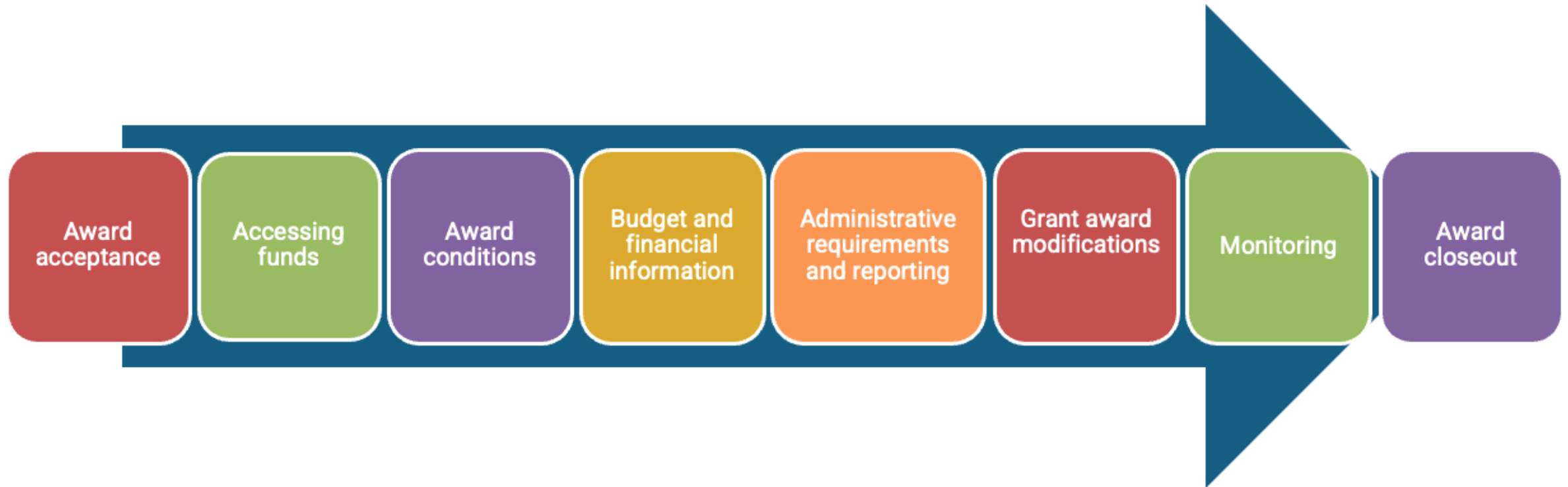
SECTION 4

GRANTS MANAGEMENT OVERVIEW



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Grant Management Award Cycle



Accessing Award Documents in JustGrants



- + New
- Home
- My Office
- JustGrants Search
- My Awards
- Monitoring
- Award Conditions
- Repositories
- Reports
- Privacy Policy
- Recents [See all](#)
- Active Funded Award FAW-172228
- Active Funded Award FAW-167613
- Grant Award Modification GAM-568087
- Grant Award Modification GAM-568089

Active Funded Award

(15PBJA-22-GK-04902-CSCR) PENDING-ACTIVE
Entity Legal Name (DOUGLAS COUNTY) Doing Business As: ()

Solicitation Title:	BJA FY 2022 Improving Adult and Juvenile Crisis Stabilization	Solicitation Category:	1: Adult and Juvenile Crisis Stabilization and Community Reentry Programs — State and Local Governments
Project Title:	Mental Health Stailization for Community Reentry	Federal Award Amount	\$438,498.00
Project Period:	10/1/22 - 9/30/25	Program Office:	BJA
Managing Office:	OJP	DUNS:	030778864
DOJ Grant Manager:	Jennifer Lewis	UEI:	CK8SAVBM4CM7
Grant Award Administrator:	Nancy Pierce	TIN:	936002293
FAW Case ID	FAW-174908	High Risk Flag	No

Assignments

View all

Task	Assigned to
— Audit And Assessment (Active)	Funded Award
— Financial (Active)	Funded Awards BJA
— Leadership (Active)	Funded Award
— Legal (Active)	Funded Award
2y Programmatic (Active)	Funded Awards
⚠ Annual Programmatic Desk Review (APDR-529815)	



- [View Application](#)
- [Funding Approval](#)
- [View Budget Attachments](#)

Case details

Last updated by
Queue processor(GenerateQuarterlyFFRProcessor)
(9d ago)

Created by
Agent(System-Queue-ServiceLevel.ProcessEvent)
(2mo ago)

Accessing Award Package



- + New
- Home
- My Office
- JustGrants Search
- My Awards
- Monitoring
- Award Conditions
- Repositories
- Reports
- Privacy Policy
- Recents See all
- Active Funded Award
FAW-172228
- Active Funded Award
FAW-167613
- Grant Award Modification
GAM-568087
- Grant Award Modification
GAM-568089
- Active Funded Award
FAW-172228

Active Funded Award

(15PBJA-22-GK-04902-CSCR) PENDING-ACTIVE
 Entity Legal Name (DOUGLAS COUNTY) Doing Business As: ()

Actions

Award Information

DUE IN 2 YEARS 8 MONTHS FROM NOW

Award Package	Award Conditions	Award Details	Award Attachments	Performance Management	Funding Balance and Availability	Federal Financial Report (FFR)	Grant Award Modification (GAM)	Monitoring	Closeout
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- > Award Letter
- > Award Information
- > Project Information
- > Financial Information
- ∨ Award Conditions

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.



Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Currently, among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38, currently, also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.



View Application

Funding Approval

View Budget Attachments

Case details

Last updated by
Queue processor(GenerateQuarterlyFFRProcessor)
(9d ago)
Created by
Agent(System-Queue-ServiceLevel.ProcessEvent)
(2mo ago)

Recent content (13)

- DOJ Justice Grants System - Award ...
Nov 9, 2022 9:00:31 PM
- Nov 9, 2022 9:00:27 PM
- GrantApplication.xml
Nov 9, 2022 9:00:27 PM
- Form SFLLL_2_0-V2.0.pdf
Nov 9, 2022 9:00:27 PM
- Form SF424_4_0-V4.0.pdf
Nov 9, 2022 9:00:27 PM

Load more

DOJ Grant Manager
Jennifer Lewis

Accessing Award Conditions



Active Funded Award

(15PBJA-22-GK-04902-CSCR) **PENDING-ACTIVE**
Entity Legal Name (DOUGLAS COUNTY) Doing Business As: ()

Actions

Award Information

DUE IN 2 YEARS 8 MONTHS FROM NOW

- Award Package
- Award Conditions**
- Award Details
- Award Attachments
- Performance Management
- Funding Balance and Availability
- Federal Financial Report (FFR)
- Grant Award Modification (GAM)
- Monitoring
- Closeout

Award(Initial)

Rows: 1-20

	Category	Type of Condition	Language	Document Submission Required	Description of Required Submission	Type of Compliance Check	ASAP Interaction	Type of ASAP Interaction	Amount or Percentage Withheld	Amount Withheld	Award in Compliance
1	General	Pre-populated		No	Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38 The recipient, and any ...		No			\$0.00	Yes
2	General	Pre-populated		No	Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42 The recipient, and any ...		No			\$0.00	Yes
3	General	Pre-populated		No	Applicability of Part 200 Uniform Requirements The Uniform Administrative Requirements, Cost Principles, and Audit Requireme...		No			\$0.00	Yes
4	General	Pre-populated		No	Effect of failure to address audit issues The recipient understands and agrees that the DOJ awarding agency (OJP or OVW, as ...		No			\$0.00	Yes
5	General	Pre-populated		No	Requirements of the award; remedies for non-compliance or for materially false statements The conditions of		No			\$0.00	Yes

- New
- Home
- My Office
- JustGrants Search
- My Awards
- Monitoring
- Award Conditions
- Repositories
- Reports
- Privacy Policy
- Recents [See all](#)
- Active Funded Award FAW-172228
- Active Funded Award FAW-167613
- Grant Award Modification GAM-568087
- Grant Award Modification GAM-568089
- Active Funded Award FAW-173027



Accessing Funds

To access funds, the following actions must be completed:

- Award accepted in JustGrants
- Entity registration in the U.S. Treasury's Automated Standard Application for Payments (ASAP) system (<https://www.fiscal.treasury.gov/asap/>)
- Addressing holds on funds related to withholding award conditions, if applicable
- Addressing suspension of ASAP account (SAM registration expired or delinquent reports), if applicable

Accessing Funds: ASAP

If you are a current or former OJP grant recipient with an active ASAP account: You do not need to take any additional action in ASAP unless another user must be added.

If you are a new OJP grant recipient: After the award is accepted in JustGrants, your agency's EA will receive two emails from ASAP (DoNotReply.asap@mail.twai.gov) to begin the registration process. **To have the ASAP registration email resent and/or for assistance registering in ASAP, contact OCFO Customer Service at**

ask.ocfo@ojp.usdoj.gov or 800-458-0786. ASAP resources available here:

<http://justicegrants.usdoj.gov/resources/asap>



STEP 1:

Federal agency & recipient both enroll in ASAP.gov



STEP 2:

Agency adds money to recipient account & sets rules for payments



STEP 3:

Recipient requests payment via ASAP.gov



STEP 4:

Approved payments can settle as quickly as the same day.

Award Conditions: Overview

Grantees are responsible for adhering to all applicable award conditions.

- The award conditions numbered 1 through 30 are applied to all OJP awards. **Resource:** <https://www.ojp.gov/funding/explore/legaloverview2023/mandatorytermsconditions>.
- Award conditions #31+ are specific to the program and your award itself.
- **There may be one or more withholding award conditions, which prevent expenditure and draw down of funds until the condition is met.**

- 1 
- 2 
- 3 
- 4 

Award Conditions: Withholding

Withholding award conditions prohibit expenditure or draw down of funds until:

- Specified action or document is approved by BJA
- Award Condition Modification (ACM) approved

Most common withholding conditions:

- Budget not cleared/approved or questioned costs—**note this condition allows access to up to 10% of funding**
- Missing or insufficient application information (for example, missing proposal narrative)
- Additional approvals needed based on type of project (for example, projects with environmental impact)

Your BJA Grant Manager will provide guidance on how to address active withholding conditions.



Award Conditions: Program Specific

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

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

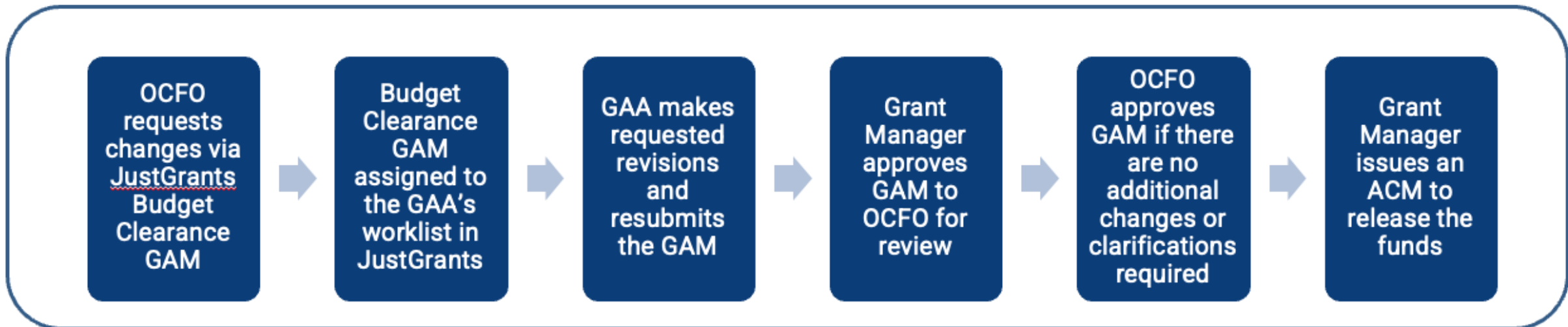


Budget/Financial: Budget Clearance

If OJP/BJA was unable to clear/approve the budget prior to award notification, changes will be required to the budget in JustGrants, and OJP/BJA must approve it before you have access to funds.

Most common reasons a budget could not be cleared:

- Misclassification costs
- Insufficient detail on calculation and/or narrative
- Unallowable or questioned costs



Budget/Financial: Allowable Costs

All costs must be allowable, reasonable, allocable, and necessary to the project per DOJ Grants Financial Guide and 2 C.F.R. 200. **Examples of unallowable costs include but may not be limited to:**

Costs that do not support approved project

Lobbying or fundraising

Unmanned aerial vehicles/systems (UAVs/UASs)

Food and beverages

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

Supplanting state or local funds

Administrative: Grants Financial Management Training

The Grant Award Administrator and Financial Manager assigned to your award must complete training within 120 days of grant acceptance.

- If the Grant Award Administrator and/or Financial Manager change, they will have 120 days to complete their training from the day they are added within the JustGrants system.
- **For certain recipients, funds will be withheld until completed.**
Must be completed every three years.
Available online at <https://onlinegfmt.training.ojp.gov/>.
- Submit Grants Financial Management Training certificates to your BJA Grant Manager.



Administrative: Subawards and Procurement Contracts

Grant recipients may propose to make **subawards** and/or enter into **procurement contracts** with other non-federal parties under the award. Different administrative requirements apply so it is important to properly classify. **The substance of the relationship should be given greater consideration than the form of agreement.**

Resources: <https://www.ojp.gov/training/subawards-and-procurement>

<p>A subaward is for the purpose of carrying out a portion of a federal award and creates a Federal assistance relationship with the subrecipient. Characteristics that support the classification of a subrecipient include when the non-federal entity:</p>	<p>A [procurement] contract is for the purpose of obtaining goods and services for the non-federal entity's own use and creates a procurement relationship with the contractor. Characteristics indicative of a procurement relationship are when the contractor:</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Determines who is eligible to receive what federal assistance 	<ul style="list-style-type: none"> <input type="checkbox"/> Provides the goods and services within normal business operations
<ul style="list-style-type: none"> <input type="checkbox"/> Has its performance measured in relation to whether objectives of a Federal program were met 	<ul style="list-style-type: none"> <input type="checkbox"/> Provides similar goods or services to many different purchasers
<ul style="list-style-type: none"> <input type="checkbox"/> Has responsibility for programmatic decision-making 	<ul style="list-style-type: none"> <input type="checkbox"/> Normally operates in a competitive environment
<ul style="list-style-type: none"> <input type="checkbox"/> Is responsible for adherence to applicable federal program requirements specified in the Federal award 	<ul style="list-style-type: none"> <input type="checkbox"/> Provides goods or services that are ancillary to the operation of the federal program
<ul style="list-style-type: none"> <input type="checkbox"/> In accordance with its agreement, uses the federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity. 	<ul style="list-style-type: none"> <input type="checkbox"/> Is not subject to compliance requirements of the federal program <u>as a result of the agreement</u>, though similar requirements may apply for other reasons.

Administrative: Subawards

All subawards under a federal award require prior approval by the funding agency. If a specific subaward was in your application budget, issuance of the award is approval of that subaward. Subawards not included or specified in the application must be approved via grant award modification (GAM).

The grant recipient serves as the Pass-Through Entity and **must have policies and procedures in place for managing and monitoring subawards** consistent with federal requirements.

Pass-Through Entity requirements include but are not limited to:

- Assessing risk of each subrecipient
- Passing on award conditions via subaward agreement
- Monitoring each subrecipient's performance and compliance

Chapter 3.14 of the [DOJ Grants Financial Guide](#)

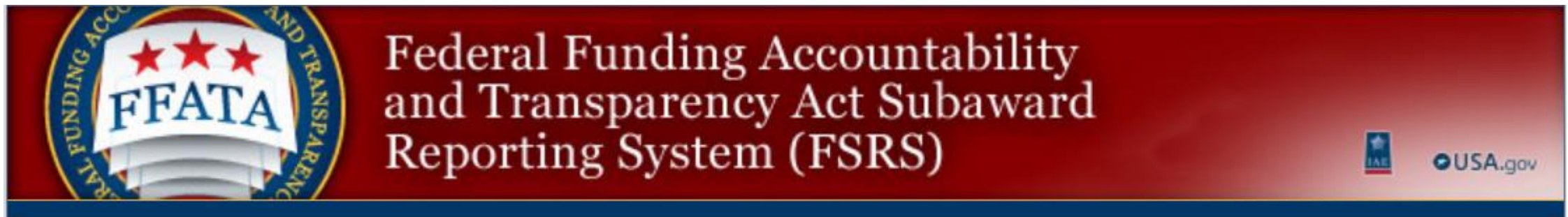
III. Postaward Requirements [🔗](#)

3.1 Payments	+
3.2 Period of Availability of Funds	+
3.3 Matching or Cost Sharing Requirements	+
3.4 Program Income	+
3.5 Adjustments to Awards	+
3.6 Costs Requiring Prior Approval	+
3.7 Property Standards	+
3.8 Procurement under Awards of Federal Assistance	+
3.9 Allowable Costs	+
3.10 OJP/COPS Office Conference Approval, Planning, and Reporting	+
3.11 Indirect Costs	+
3.12 OJP's Confidential Funds	+
3.13 Unallowable Costs	+
3.14 Subrecipient Management and Monitoring	—
Introduction	+
Subrecipient Monitoring	+
Best Practices	+
Avoiding Business with Debarred and Suspended Organizations	+

Welcome to the DOJ Grants Financial Guide
I. General Information
II. Preaward requirements
III. Postaward Requirements
IV. Organization Structure
V. Appendices

Administrative: FFATA Reporting on Subawards

- Federal Funding Accountability and Transparency Act (FFATA) **requires prime recipients of awards \geq \$30,000 to report subaward and executive compensation data on first-tier subawards \geq \$30,000.**
- Recipients must submit the FFATA report in FSRS (www.fsrs.gov) by the end of the following month in which the subaward was issued.
- User guides, FAQs, helpdesk, and online demos are available at www.fsrs.gov/resources.



Administrative: Procurement Contracts

All procurement transactions **must be conducted in a manner to provide, to the maximum extent practical, open and free competition.**

Prior written approval must be requested before executing a non-competitive (sole source) procurement over \$250,000. This does not apply to states or territories. Budget clearance is not approval.

States must follow the same policies and procedures they use for procurements from their non-federal funds. See [2 C.F.R. § 200.317](#).

All other non-federal entities, including subrecipients of a state, must follow [2 C.F.R. § 200.318](#) through [§ 200.326](#).

For more information, see [Chapter 3.8 of the DOJ Grants Financial Guide](#) and the [DOJ Guide to Procurement Procedures](#).

III. Postaward Requirements

3.1 Payments	+
3.2 Period of Availability of Funds	+
3.3 Matching or Cost Sharing Requirements	+
3.4 Program Income	+
3.5 Adjustments to Awards	+
3.6 Costs Requiring Prior Approval	+
3.7 Property Standards	+
3.8 Procurement under Awards of Federal Assistance	-
Procurement Standards—General Guidance	+
Contracting with Small and Minority Businesses, women's business enterprises, and labor surplus area firms	+
OJP Construction Requirements	+

Welcome to the DOJ Grants Financial Guide

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Reporting: Overview

Report Type	Reporting Period	Due	JustGrants Role / Resource
Federal Financial Report (SF-425)—Submitted in <u>JustGrants</u>	<ul style="list-style-type: none"> • Jan 1–Mar 31 • Apr 1–Jun 30 • Jul 1–Sep 30 • Oct 1–Dec 31 	<ul style="list-style-type: none"> • April 30 • July 30 • October 30 • January 30 	Financial Manager https://justicegrants.usdoj.gov/training/training-financial-reporting
Semiannual Performance Report—Submitted in <u>JustGrants</u>	<ul style="list-style-type: none"> • Jan 1–Jun 30 • Jul 1–Dec 31 	<ul style="list-style-type: none"> • July 30 • January 30 	Grant Award Administrator (Alternate GAA can edit but not submit) https://justicegrants.usdoj.gov/training/training-performance-reporting

The Final FFR and Final Performance Reports are due 120 days from the project end date.

Important Reporting Tips

Federal Financial Reports (SF-425)	Performance Reports
<ul style="list-style-type: none">• Report funds obligated and/or expended, NOT draw-down amounts.• Ensure funds that have been obligated align with approved budget.• Report for every quarter regardless of whether or not expenses were incurred.• Report CUMULATIVE amounts each quarter.	<ul style="list-style-type: none">• Answer performance measure questions in the PMT. Attach corresponding PMT report and any optional supporting documents.• Provide BJA Grants Manager an accurate summary of progress to date.• Report must be submitted even if no activities occurred in report period.• 14-day grace period after due date of regular reports before access to funds is suspended.

The ASAP account will be **suspended** automatically if a report is delinquent, and funds will not be available until it has been submitted. Late reports also influence how your award risk is assessed by OJP and may affect subsequent applications.

Grant Award Modifications (GAM) Overview

- A GAM is used to request changes that require prior approval.
- The assigned GAA must submit GAMs in JustGrants.

Programmatic

- Programmatic Costs GAM (costs requiring prior approval)
- Scope Change GAMs (alter programmatic activities, add subaward, change the project site, or change key staff)

Financial

- Budget Clearance GAM
- Budget Modification GAM (moving more than 10% of funds, or adding \$ into category previously \$0)
- Sole Source GAM for any sole source procurement in excess of simplified acquisition threshold (currently \$250,000)

BEST PRACTICE: Contact your BJA Grant Manager if you have questions prior to submitting a GAM.

Resource: <https://justicegrants.usdoj.gov/training/training-grant-award-modifications>

GAM: Project Period Extension

- Must be requested through JustGrants at least 30 days prior to the current end date.
- Must include narrative justification and a revised timeline. **Extensions should not be requested solely to expend remaining funds.**
- Generally, no more than one extension not to exceed 12 months is approved. OJP will consider exceptions on a case-by-case basis.

See the DOJ Grants Financial Guide for all requirements and contact your Grant Manager with any questions.



In-Depth Monitoring

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



Closeout

- All obligations must be incurred on or before the last day of the period of performance.
- Liquidation period of up to 120 days after to make any remaining payments.
- After submitting the Final Performance Report, Final FFR, and last drawdown in ASAP, the GAA submits the closeout.
- **Note:** the ASAP account will be suspended automatically upon submission of the closeout or 120 days after the project end date.

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

SECTION 5

RESOURCES



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

Bureau of Justice Assistance Points of Contact

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JUSTgrants
JUSTICE GRANTS SYSTEM

JustGrants Login | FAQs | COPS Office | OJP | OVW

Search

About ▾ Training ▾ Resources ▾ User Support ▾ Library ▾ News & Updates

Learn About the Department of Justice's Grants and Payment Management Systems

JustGrants Login

The Justice Grants System (JustGrants) is the Department of Justice's grants management system for the Office of Community Oriented Policing Services (COPS Office), the Office of Justice Programs (OJP) and the Office on Violence Against Women (OVW).

The JustGrants Resources website is an entryway into information about JustGrants and the system itself. Through this portal both award recipients and applicants can access [training resources](#) and [user support options](#), find answers to [frequently asked questions](#) and [sign up for the JusticeGrants Update e-newsletter](#).

Users can also [log in to JustGrants](#) through the site.


News Flash

Aug. 1: [Resources To Support Routine Entity Management for Current DOJ Grant Awards](#) 

July 26: [Updated Process To Access ASAP](#) 

July 18: [Register Now! August Dates Added for Virtual Q&A Sessions](#) 

LOGIN




JustGrants Login
Select the access graphic above to log in to the Justice Grants System (JustGrants).

TRAINING




Training
Learn to navigate JustGrants effectively and complete various essential grants management tasks.

FREQUENTLY ASKED QUESTIONS




FAQs
Find answers to frequently asked questions regarding the Justice Grants System (JustGrants) and the Automated Standard Application for Payments (ASAP).

USER SUPPORT



User Support
Access self-service, topic-specific, and technical support options for assistance in using the JustGrants System.

RESOURCES



Resources
Links to resource guides, financial and administrative resources for grant management, funding opportunities, and ASAP training and resources.

NEWS & UPDATES



News & Updates
View the latest information and updates on DOJ's grants management and payment management systems and sign up for JusticeGrants Updates emails from the COPS Office, OJP, and OVW.

Training Overview

The Department of Justice (DOJ) has made a collection of training resources available for JustGrants users. Training materials include self-guided eLearning videos, which are supplemented by job aid reference guides, checklists, and infographics. These resources will help users learn to navigate the system effectively and complete various essential grants management tasks.

As a supplement to the self-guided training materials, the JustGrants team offers additional opportunities through Virtual Q&A sessions for award recipients to receive real-time technical assistance and support on JustGrants system functionality.

- Visit the [Virtual Q&A Sessions](#) page for more information.

Please contact the [JustGrants Training team](#) with any questions about the training content.

If you have trouble accessing the trainings or you need technical assistance with your JustGrants account, please contact [JustGrants User Support](#).




Entity Management



Entity User Experience



Application Submission



Grant Award Acceptance



Award Management



Grant Award Modifications



Financial Reporting



Performance Reporting



Monitoring



Closeout



Virtual Q&A Sessions



Resources

DOJ Grants Financial Guide 2022

Last Updated June 2023

Welcome to the DOJ Grants Financial Guide [↗](#)

Foreword [↗](#)

We hope you find this guide useful and informative. If you have any questions or comments, please contact your appropriate DOJ Funding Source.

TOP 10 TOPICS

1. Financial Management Systems	6. Audit Requirements
2. Allowable Costs	7. Conference Costs
3. Unallowable Costs	8. Adjustments to Awards
4. Federal Financial Reports	9. Accounting by Approved Budget Category
5. Performance Reports	10. Subrecipient Monitoring

The Department of Justice (DOJ) has three primary grant-making components, the Office of Justice Programs (OJP), the Office on Violence Against Women (OVW) and the Office of Community Oriented Policing Services (COPS Office). The mission of OJP is to provide innovative leadership to federal, state, local, and tribal justice systems by disseminating state-of-the-art knowledge and practices across America, and providing grants for the implementation of these crime fighting strategies. The mission of OVW is to provide federal leadership in developing the national capacity to reduce violence against women, and administer justice for and strengthen services to victims of domestic violence, dating violence, sexual assaults, and stalking. The mission of the COPS Office is to advance the practice of community policing by the nation's state, local, territory, and tribal law enforcement agencies through information and resources.

Welcome to the DOJ Grants Financial Guide

- I. General Information
- II. Preaward requirements
- III. Postaward Requirements
- IV. Organization Structure
- V. Appendices

DOJ Grants Financial Guide [↗](#)

Now Available For Download

The PDF version of the DOJ Grants Financial Guide is now available.

Click the button below to view.

[View PDF Version](#)

View Change History summarizing changes to the 2022 Guide.

[PDF Format \(81 kb\)](#)





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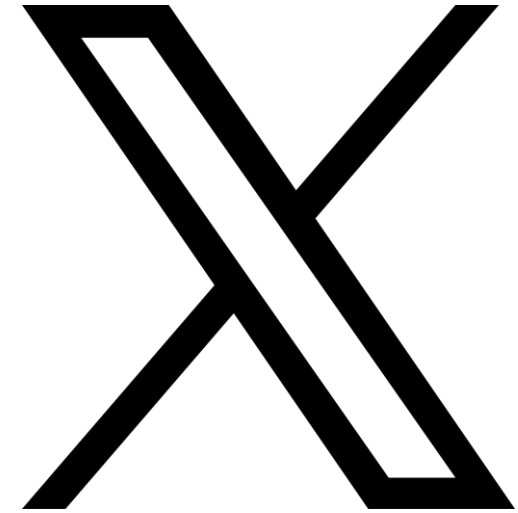
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 - [JUSTINFO](#), a twice-monthly email newsletter
 - [Funding News](#), a weekly notice of new grant opportunities and application tips
 - [JusticeGrants Update e-newsletter](#) for the latest information and updates on JustGrants, DOJ's grants management system
 - [OJP email newsletters](#) and topical messages available from OJP program offices (BJA, BJS, NIJ, OJJDP, OVC, and SMART)
- Sign up for [U.S. Department of Justice Email Updates](#)

<https://www.ojp.gov/subscribe>

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- **Twitter:** <https://twitter.com/DOJBJA>
- **YouTube:** <https://www.youtube.com/dojbjja>

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





Questions?

Enter in the **Q&A** box
and send to **All**
Panelists.

SECTION 6

THE COUNCIL OF STATE GOVERNMENTS (CSG) JUSTICE CENTER



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The Council of State Governments (CSG) Justice Center

Delivers training and technical assistance (TTA) for SCA grantees focused on behavioral health, housing, education, employment, and family supports. The CSG Justice Center offers:

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

Our Goals

- Break the cycle of incarceration
- Advance health, opportunity, and equity
- Use data to improve safety and justice

How We Work

- We bring people together
- We drive the criminal justice field forward with original research
- We build momentum for policy change
- We provide expert assistance

Equity and Inclusion Statement

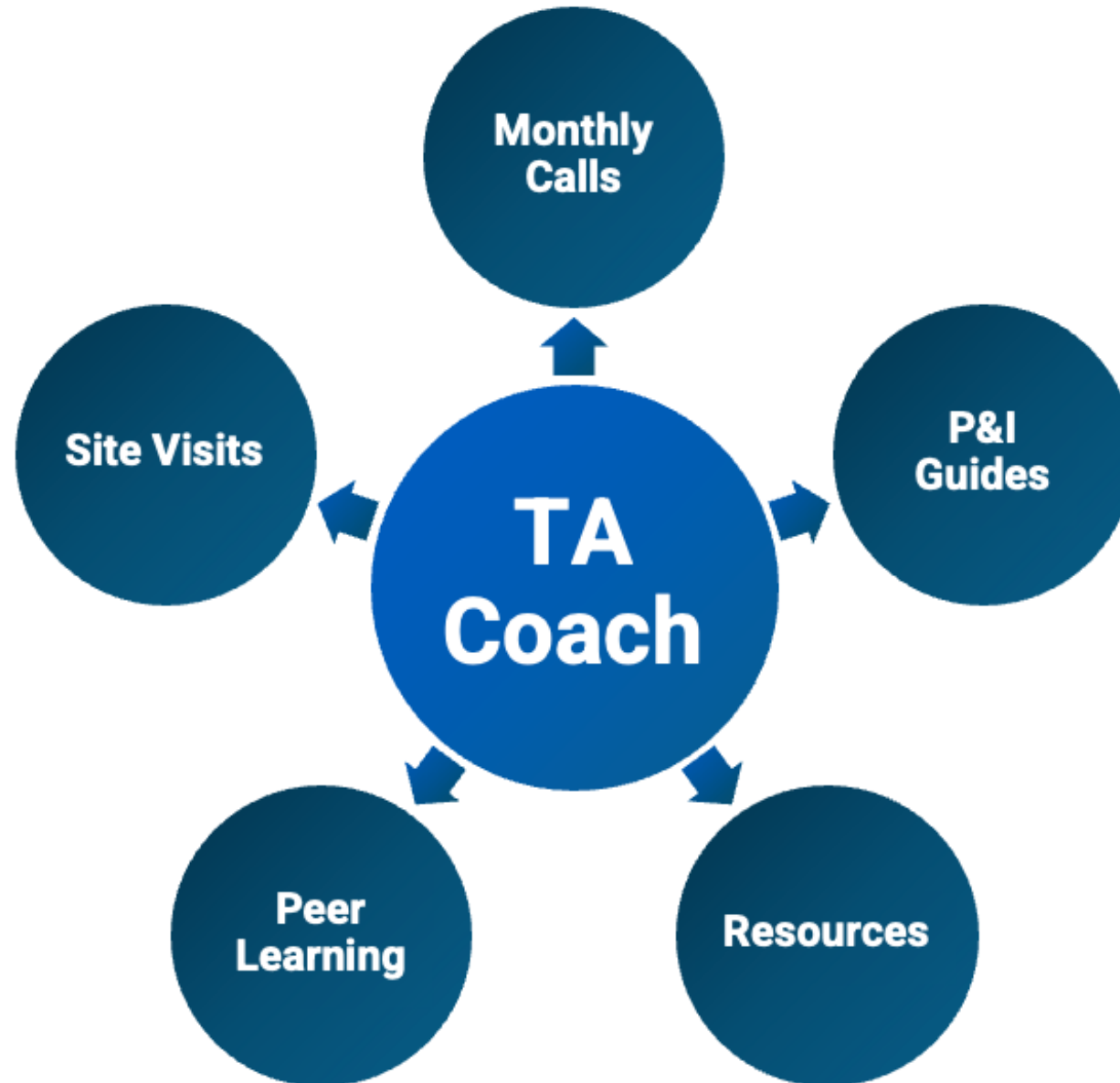


The Council of State Governments Justice Center is committed to advancing racial equity internally and through our work with states, local communities, and Tribal Nations.



We support efforts to dismantle racial inequities within the criminal and juvenile justice systems by providing rigorous and high-quality research and analysis to decision-makers and helping stakeholders navigate the critical, and at times uncomfortable, issues the data reveal. Beyond empirical data, we rely on stakeholder engagement and other measures to advance equity, provide guidance and technical assistance, and improve outcomes across all touchpoints in the justice, behavioral health, crisis response, and reentry systems.





SECTION 7

PLANNING AND IMPLEMENTATION



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Planning Process

- Six-month planning process
- Guided by TA coach
- Work with partners and TA coach to complete Planning and Implementation (P&I) Guide
- Submit P&I Guide to BJA for review

Planning and Implementation (P&I) Guide

- Stimulates discussion among the project team to develop cohesive goals, approaches, and problem-solving
- Helps assess potential implementation challenges and identify options for overcoming barriers
- Identifies what information will be collected and how it will be used
- Informs the development of an individualized TA Plan for each grantee
- Serves as an evolving plan that will be revisited over the course of the project

Planning and Implementation (P&I) Guide

1. Goals

2. Collaborative
Partnerships

3. Target Population

4. Evidence-Based
Services and
Supports

5. Data Collection,
Performance
Measurements, and
Program Evaluation

6. Sustainability

7. Technical
Assistance Needs

SECTION 8

GRANTEE EXPERIENCE: PROJECT RETURN (NASHVILLE, TN)



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Grantee Experience

- Project Overview
- Building a strong, collaborative team
 - Who should be at the table and how often?
 - Why does this matter?
 - Flexibility
 - Things to consider and lessons learned

Grantee Experience

- Planning and Implementation Guide
 - Project management tool
 - How the guide helped us

Grantee Experience

- Collaboration
 - Corrections and Nonprofits
- Benefits to Technical Assistance (TA)
 - Connections
 - Guidance
 - Planning and Implementation
 - Service Delivery
 - Problem-Solving
 - Achieving Goals and Objectives

SECTION 9

NEXT STEPS



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To-Do List

- ✓ Set up a **monthly** call with your TA provider.
- ✓ Review your proposal and identify any needed modifications.
- ✓ Consult your Program Manager if you identify any proposal modifications.
- ✓ Work with the CSG Justice Center toward the completion of the P&I Guide.

SECTION 10

Q&A



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

Points of Contact

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Thank you!

BJA

<https://bja.ojp.gov/>

CSG Justice Center

<https://csgjusticecenter.org/>