Second Chance Act
FY2016 Grantee Orientation Webinar

November 9, 2016

Overview

01 Welcome and Congratulations

02 Introduction to the National Reentry Resource Center

03 Post-Award Grant Management and Federal Compliance

04 Questions and Answers

Speakers

Bureau of Justice Assistance

- – DeAnna Hoskins, Senior Policy Advisor
- – Linda Hill-Franklin, State Policy Advisor
- – Jennifer L. Lewis, State Policy Advisor
- – Zafra Stork, State Policy Advisor
- – E. Tracey A. Willis, M.S.W., State Policy Advisor

Council of State Governments Justice Center

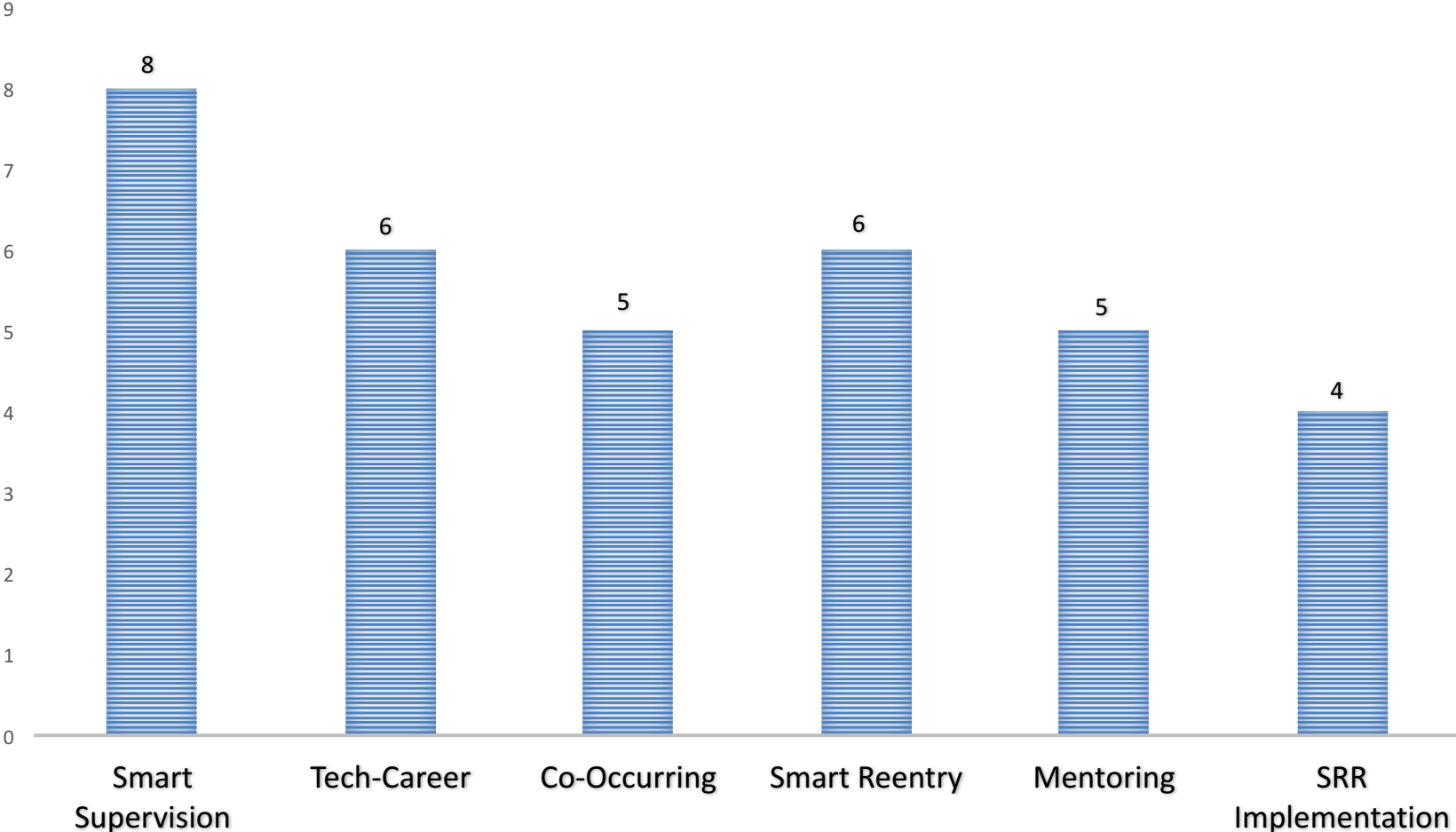- Stefan LoBuglio, Ed.D. Director, Corrections and Reentry
- Nicole Jarrett, Ph.D. Program Director, Corrections and Reentry

CSR Incorporated, Inc.

- Finesse Moreno-Rivera, Senior Criminal Justice Research Associate

Congratulations!

FY16 ADULT SECOND CHANCE ACT AWARDS

U.S. Department of Justice
Bureau of Justice Assistance

- **Mission:** to provide leadership and services in grant administration and criminal justice policy development to support local, state, and tribal justice strategies to achieve safer communities.

> **The Second Chance Act has supported over $300 million in reentry investments across the country**

Bureau of Justice Assistance
U.S. Department of Justice

https://www.bja.gov/

BJA Expectations for Grantees

- Serve the number of people you proposed

- Use validated risk and needs assessment instruments and the most appropriate evidence-based practices and interventions to serve your target population

- Seek help when help is needed and communicate regularly with TA providers and BJA staff, including your Program Manager or your Policy Advisor.

What Grantees Can Expect

On-going and timely support

- BJA Program and Policy Staff
- National Reentry Resource Center Technical Assistance

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

the NATIONAL REENTRY RESOURCE CENTER
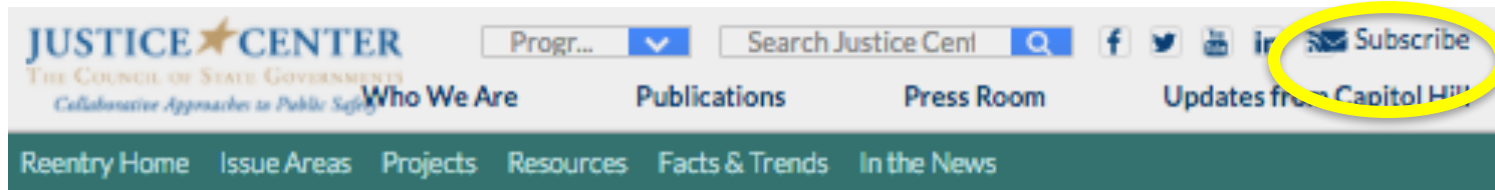A project of the CSG Justice Center

Deliver individualized, targeted technical assistance to Second Chance Act grantees

Provide one-stop, interactive source of current, user-friendly reentry information

Advance the reentry field through training, distance learning, and knowledge development

Identify, document, and promote evidence-based practices.

NRRC Website

- Online resources
- Key Reentry Issue Areas
- News Updates
- Webinars

NRRC Website: Webinars and Video

- All webinars are recorded, archived, and available on our website

NRRC Website: Publications

NRRC Website: Grantee Highlights

Rockdale County, GA, Uses RNR Simulation Tool to Customize Reentry Plans for People Leaving Jail

August 25, 2016

By Ashleigh Fryer, CSG Justice Center Staff

Known as the "mother hen" of the Rockdale County Jail (RCJ) in Conyers, Georgia, because of her kind and honest demeanor toward inmates and jail staff alike, Ms. Ford had been incarcerated at RCJ half a dozen times over the course of more than a decade.

In 2015, when Ms. Ford entered RCJ's Reentry Intervention Prevention Program (RRIPP)—a program aimed at helping provide services to people with co-occurring substance use and mental disorders who are preparing to reenter the community—many aspects of her lifestyle and outlook began to change in part because of the support provided through the program. One thing stuck with her, though—her maternal instinct.

"Now [the people in her RRIPP cohort] call her 'mother,'" said Rotunda Gorman, Ms. Ford's case manager in the program. "Once she blossomed in the program and started telling herself, 'Change is possible. There's hope for me,' she was able to pass that on to the people around her."

The Role of the NRRC TA provider

Help grantees achieve the goals of their grant
- Recommend publications and online resources
- Connect grantees to subject matter experts
- Connect grantees to other peers that have tackled similar challenges

Move the field in data-driven direction
- Share with grantees evidence-based practices and promising approaches
- Provide support through monthly contact calls, site visits as needed, and distance learning opportunities

Support BJA
- Ensure grantees are aware of grant management, performance measurement, and other BJA requirements
- Provide timely information on successful and innovative work the grantees are conducting

http://csgjusticecenter.org/nrrc/technical-assistance/

Technical Assistance Timeline

- **October / November:** Your technical assistance provider will reach out to you to set up initial TA calls. Invitations to Grant Program Specific Webinar

- **November / December:** TA providers introduce the P&I Guide and work with you to complete the P&I Guide during the planning period of your project

Second Chance Act of 2007

Post Award Grant Management & Federal Compliance for 2016 Grantees

BJA State Policy Advisors

Linda Hill- Franklin
Jennifer L. Lewis
Zafra Stork
E. Tracey A. Willis

Overview

- Award Acceptance

- Special Conditions

- Report Submission

- Federal Funding Accountability and Transparency Act (FFATA)

- Financial Information

- Unallowable Costs

- Grant Payments

- Grant Adjustment Notice (GANs)

- Grant Monitoring

- Grant Closeout

- Additional Information and resources

Award Acceptance

- Assign a Financial Point of Contact (FPOC) in GMS.

- Make sure to check and frequently update all contacts in GMS, this is how we know who to contact and you don't miss out on important information because the wrong contact person is listed.

- You are to sign and date the award letter, and initial the special condition pages.

- Email the documents to acceptance@usdoj.gov

- You in turn will 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

6. AWARD DATE   06/17/2009   7. ACTION

1A. GRANTEE IRS/VENDOR NO.
926000079

8. SUPPLEMENT NUMBER
00

Initial

9. PREVIOUS AWARD AMOUNT $ 0

3. PROJECT TITLE
Mobile Data Computer Infrastructure System Rehabilitation Project and Specialized Enforcement Overtime

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

21. ISBUGT0604

FISCAL YEAR	FUND CODE	BUD. ACT.	OFC.	DIV. REG.	SUB.	POMS	AMOUNT
9	B	SB	80	00	00		2700337

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 based on the review of the application and if additional information is needed.

Special Conditions

Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

AWARD CONTINUATION SHEET

Grant

PAGE 2 OF 9

PROJECT NUMBER   2009-SB-B9-1238   AWARD DATE   06/17/2009

SPECIAL CONDITIONS

1. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide.

2. The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the recipient is in compliance.

3. The recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits (and any other audits of OJP grant funds) are not satisfactorily and promptly addressed, as further described in the current edition of the OJP Financial Guide, Chapter 19.

4. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of OJP.

5. The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any subrecipients. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by -

   mail:

   Office of the Inspector General
   U.S. Department of Justice
   Investigations Division
   950 Pennsylvania Avenue, N.W.
   Room 4706
   Washington, DC 20530

   e-mail: oig.hotline@usdoj.gov

   hotline: (contact information in English and Spanish): (800) 869-4499

   or hotline fax: (202) 616-9881

   Additional information is available from the DOJ OIG website at www.usdoj.gov/oig.

6. RECOVERY ACT – Conflict with Other Standard Terms and Conditions
   The recipient understands and agrees that all other terms and conditions contained in this award, or in applicable OJP grant policy statements or guidance, apply unless they conflict or are superseded by the terms and conditions included here that specifically implement the American Recovery and Reinvestment Act of 2009, Public Law 111-5 ("ARRA" or "Recovery Act") requirements. Recipients are responsible for contacting their grant managers for any needed clarifications.

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

Examples of Special Conditions

- All awards will include standard special conditions concerning compliance with:
    - DOJ Grants Financial Guide
    - Use of Federal Funds
    - Audit requirements, the Anti-Lobbying Act
    - Civil Rights – EEOP (Equal Employment Opportunity Plan)
    - Reporting Potential Fraud, Waste, and Abuse

- **There are also withholding special conditions-** These conditions place holds on funds for overdue reports and/or pending budget approval, other program requirements, and documentation that was missing or not sufficient when the grant application was reviewed.

Withholding Special Conditions

- **Planning** - Some SCA awards include withholding special conditions that limit spending until required planning documents are submitted and approved including the Planning and Implementation Guide (Co-Occurring and Adult Demonstration) and the SCA Action Plan (Smart Supervision).

- **Travel** - FY16 SCA grantees with a withholding special condition related to pending budget approval will be allowed to incur obligations, expend, and draw down funds for travel, lodging, and per diem costs only, in an amount not to exceed $15,000, for the sole purpose of attending required award related conferences and training.

- It is important to work with your State Policy Advisor to remove any other active withholding special conditions or you will not be able to draw down funds even for conference travel.

SCA Reporting Requirements

- **Quarterly <u>SF-425 Financial reports</u>**: Submitted in GMS
  - No activity? Enter 0.

- **Quarterly <u>PMT Programmatic reports</u>**: Submitted in PMT

- **Semi-Annual <u>GMS Programmatic reports</u>**: Submitted in GMS
  - Jan 30 and July 30
  - Upload PDF versions of your PMT to the report in GMS

NOTE: Hold on funds - GMS automatically freezes grant funds for delinquent reports. It is important to submit reports timely.

GMS: Financial Status Reports SF-425

Reporting Period	Due Date
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.

- For help with reports or any financial issues please contact **OCFO Customer Service** by phone at 1-800-458-0786 (option 2), or by email at ask.ocfo@usdoj.gov.

Important Reminders for Submitting a SF-425:

- Report actual funds spent, NOT your draw down amounts from the Federal Government.
- Report from the recipient/subrecipient level.
- Report the correct match requirement.
- Report program income as the cumulative amount, NOT a quarterly amount.
- Report correct indirect cost rate and/or base supplied by your cognizant Federal agency.
- Report correct indirect cost rate type (provisional, final, or fixed).
- Report for every quarter regardless of whether or not expenses were incurred.

PMT: Performance Reports

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

- Submitted through the **Performance Measurement Tool (PMT)** website: https://www.bjaperformancetools.org/.

- Please ensure you collect all required performance measurements including Court and Criminal Involvement data which is required for your Final PMT report.

- For technical assistance and/ or to unlock a report for corrections, please contact the **PMT Helpdesk** at 1-888-252-6867 or bjapmt@csrincorporated.com.

GMS: Progress Reports

Reporting Period	Due Date
October 1 – December 31	January 30
January 1 – June 30	July 30

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

- PMT reports should be saved and uploaded as a PDF file.

- Your report will NOT be approved until you upload your PMT report through GMS as a Progress Report.

- 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://ojp.gov/funding/Explore/SolicitationRequirements/FinancialRequirements.htm

FAPIIS Reporting

- The Federal Awardee Performance and Integrity Information System (FAPIIS) requires grantees to report information on certain civil, criminal, and administrative proceedings submitted to the federal designated integrity and performance system (currently, "FAPIIS") within the System for Award Management ("SAM") https://www.fapiis.gov/fapiis/index.action

- OJP grants and cooperative agreements that exceed $500,000 typically will include a condition that requires the recipient -- if the total value of its currently active grants, cooperative agreements, and procurement contracts from all federal agencies exceeds $10 million, as set out in the condition -- to report particular information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either its OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. For more information http://ojp.gov/funding/FAPIIS.htm

Accessing Funds: GPRS

- Funds are requested through the Grants Payment Request System (GPRS), a web-based payment system that allows grant recipients to submit payment requests through the Internet.

- Individuals within your organization that are designated in GMS as the awards **Financial Point of Contact (FPOC)** may register in GPRS. The FPOC is the only user that may access the application.

- To access **GPRS** go to: https://grants.ojp.usdoj.gov/gprs/login and complete your registration.

- **GPRS User Guide**: http://www.ojp.gov/about/pdfs/gprsuserguide.pdf

- Need assistance? Contact **OCFO:** 1-800-458-0786 or ask.ocfo@usdoj.gov.

Accessing Funds Cont.

- Payment requests can be submitted at anytime; however, if your award has a delinquent report, a **hold** will be placed on your account, and you will not be able to submit a payment request.
  - Once the outstanding report has been submitted, the hold will be removed from your account.

- You can request payment for an individual award using the Create Payment Request form.

- The average timeframe for a payment request to be processed and deposited is two to three business days.

- NOTE: OJP does not process payment requests during the last 4 calendar days of each month. If payment is requested during this time, it is not processed until the 1st of the next month.

Financial Information

- Recipients agree to read and comply with the financial and administrative requirements set forth in the current edition of the current **DOJ Grants Financial Guide**.

- To be allowable under Federal awards; costs must be reasonable, allocable, and necessary to the project. In addition, they must comply with funding statute requirements.

- Grantees need to refer to their program guidelines, award special conditions, and the approved budget.

Grants Financial Management Training

- **Grants Financial Management Online Training -** offers a 24 module training emphasizing the basics of Federal grants management and is designed for those responsible for the financial administration of discretionary and/or formula grants and can help avoid questioned or unallowable costs. Completion of this this training is required for award POCs and FPOCs within 120 days of award acceptance. Go to: http://gfm.webfirst.com.

- The required training is also offered an in person format. For more information please go to: http://live.impaqint.com/ojptraining/index.html

Financial Information: Resources

- **2015 OJP Grants Financial Guide-**

  Go to: http://ojp.gov/financialguide/DOJ/index.htm.

- **The Office of Management and Budget's Uniform Guidance-** combines previous guidance and circulars on Administrative Requirements, Cost Principles and Audit Requirements for Federal awards into one streamlined government wide framework for grants management. The new Uniform Guidance is effective for grants and cooperative agreements awarded on or after December 26, 2014.
- For specific factors to determine whether costs are allowable, please reference the OJP Financial Guide, the program solicitation, and the applicable Cost Principles**.**

  Go to: http://ojp.gov/funding/Apply/Resources/2CFR200_2013.pdf.

- The **OJP website** also offers updates and FAQs on the Uniform Guidance http://ojp.gov/funding/UniformGuidance.htm.

Unallowable Costs

- Land Acquisition

- Lobbying

- Fundraising

- Compensation and Travel for Federal Employees

- State and Local Taxes

- Bonuses or Commissions

- Prohibited or Controlled Equipment

- Corporate Formation

- Costs Incurred Outside the Project Period

- Entertainment and Food and Beverage

- Program Specific Unallowable Costs

Unallowable Costs

In addition to the unallowable costs identified in the 2015 DOJ Grants Financial Guide, Second Chance Act awards funds may not be used for:

- Prizes/rewards/entertainment/trinkets (or any type of monetary incentive)
- Client stipends
- Gift cards
- Vehicles
- Costs that do not support approved project activities

Procurement

- As a recipient or subrecipient, you must conduct all procurement transactions in a manner providing full and open competition consistent with the Procurement Standards in the Uniform Guidance. This requirement holds whether procurement transactions are negotiated or competitively bid, and without regard to dollar value.

- When determining whether an entity is a subrecipient or a contractor, the legal document executed between the recipient and the entity receiving federal award funds from the recipient is **NOT** the driving determinant. The substance of the activity that has been contracted or subawarded will be the major factor considered. If you delegate **program activities** to another entity, that delegation will generally be considered a subaward. On the other hand, if you purchase or procure goods or services from another entity to carry out the project or program under a Federal award, that activity will generally be considered a contract.

Monitoring Subrecipients

- The direct recipient is responsible for monitoring the subrecipient and making certain that all fiscal and programmatic responsibilities are fulfilled, including compliance with Federal rules and regulations.

- There are three key components to monitoring subrecipients successfully:

    1. A subaward agreement that specifies task and reporting requirements, as well as possible noncompliance penalties and termination procedures.
    2. A monitoring plan that is detailed in the subaward document and implemented by the direct recipient as planned.
    3. For subrecipients with Federal expenditures over $750,000 annually, compliance with the audit requirements.

Grant Adjustment Notices (GANs)

- A GAN is used to request project changes and/or corrections.

- Once OJP makes a decision regarding the proposed change, the grantee is notified by GMS via e-mail.

- GANs are submitted and approved through GMS. GAN types include:
  - Budget Modifications
  - Change of Scope-
  - Project Period
  - Point of Contact Information
  - Removal of Special Conditions
  - Sole Source
  - Costs Requiring Prior Approval

- GANs will not be approved if the grantee is delinquent on financial or programmatic reporting.

GAN: Award Recipient Contact Information

- Award recipients must verify Point of Contact(POC), Financial Point of Contact (FPOC), and Authorized Representative contact information in GMS, including telephone number and e-mail address.

- If any information is incorrect or has changed, a Grant Adjustment Notice (GAN) must be submitted via the Grants Management System (GMS) to document changes.

GAN: Project Period Extension

- May not exceed 12 months past the original end date, unless there are extraordinary circumstances.

- Must be requested through GMS no later than 45 days prior to the current end date.

- **Please follow the format and include the information below as an attachment to your GAN:**
  1. The <u>current</u>, unobligated balance
  2. Explanation for <u>why</u> the project could not be finished before the current grant end date
  3. Description of the pending <u>activities to be completed</u> during the requested extension period
  4. How the grant funds will be utilized during the requested extension period

GAN: Change to Project Scope

Prior approval is needed when changes include:

- Altering programmatic activities
- Affecting the purpose of the project
- Changing the project site
- Changing target population (TP)
- Changing the subgrantee/contract

- Work with your TA Coach for assistance prior to requesting a scope change GAN

GAN: Budget Modification

Budget Revision

-Processing a GAN for a budget modification is like reviewing a new budget from scratch. You must attach a <u>revised budget</u> & <u>budget narrative</u> for the full award amount.

- Prior approval is needed when proposing the following changes:

- A budget adjustment affects a cost category that was not included in the original budget

- Change to Indirect Costs

- <u>10% rule is exceeded</u>: The proposed cumulative change is greater than 10 percent of the total award amount - does not apply to an award of less than $100,000

  For more information on budget modifications requirements refer to the 2015 DOJ Grants Financial Guide.

Sole Source Prior Approval

Sole Source procurement should be used only when use of competitive solicitation procedures like sealed bids, or competitive proposals is not applicable to the requirement or is impracticable.

Non-Federal entities may conduct noncompetitive proposals (or, "sole source" procurement), by procurement through solicitation from only one source when one or more of the following circumstances apply:

- The item or service is available only from a single source;
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- DOJ or the pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
- After solicitation of a number of sources, competition is determined to be inadequate

Sole Source GAN

Sole Source Procurements – Prior approval through a Sole Source Justification GAN in GMS is needed for all sole source procurements in excess of $150,000. A document addressing each of the 7 items detailed in the DOJ Financial Guide :

http://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.8a.htm

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

GAN: Publication Plan Submissions

- All grantees and cooperative agreement recipients (grantees) should begin submitting publications for review via GANs in GMS.

- The grantee should select <u>PO Approval GAN and mark *"Publication Plan Submissions"* or *"Other: Publication Review,"* and</u> **attach their publication(s) into the GAN module**.
  - Publication: This applies to major publications such as evaluations or final reports. Announcements/press release do not apply.

- The grantees should **explain their publication plan** (i.e., dates of distribution; target audience, etc.) in the GAN explanation block or in an attachment.
- This is in compliance with the BJA publications special condition to all awards.

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.

Common Audit Findings

- **Below are the most common findings from audits of DOJ awards in fiscal year 2010. These findings are provided to make recipients aware of some areas to monitor closely in managing an award:**

- Accounting procedures are not documented or need improvement.

- Internal control procedures are not documented or need improvement.
- Payroll procedures are not documented or need improvement.

- There is no documentation to support accounting transactions, journal entries, or costs.

- Inventory procedures are not documented or needed improvement.

Common Audit Findings Cont.

- Recipient staff is not adequately trained in generally accepted accounting principles or Government accounting responsibilities.

- Cash has been drawn in excess of amounts needed for immediate disbursement.

- Financial or other program reporting requirements are not filed accurately or in a timely manner.

- The FFR amounts do not reconcile to the recipient's accounting system.

- Subrecipient monitoring is not being conducted.

Grant Closeout

NOTE: Recipients should start the closeout process as soon as the project is completed and all Federal and matching funds, if applicable, have been spent.

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

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

Final progress report – A Final PMT report must be attached in GMS. Court and Criminal Involvement Data must be completed in the Final PMT report.

Final financial status report (SF-425)

Special condition compliance

Financial reconciliation

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

- *We also have a document that covers FAQs about BJA Funding: https://www.bja.gov/funding.aspx*

Other important links

- BJA Grant Writing and Management Academy (5 online training modules for life of grant including managing federal funds, strategic planning, and budgets): https://www.bja.gov/gwma/index.html

- 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 award great online resources
  - OJP Grants 101: http://www.ojp.gov/grants101/
  - OJP Funding Resource Center http://ojp.gov/funding/index.htm

- OJP Standard Forms & Instructions: http://ojp.gov/funding/Apply/Forms.htm

Standard Forms

- Indirect Cost Rate Agreement:
  http://ojp.gov/funding/Apply/Resources/IndirectCosts.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://ojp.gov/funding/Apply/Resources/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://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf

- Standard Assurances (Required to be submitted in GMS prior to the receipt of any award funds): http://ojp.gov/funding/Apply/Resources/StandardAssurances.pdf

BJA State Policy Advisors

Linda Hill-Franklin

Linda.Hill-Franklin@ojp.usdoj.gov 202-514-0712

Jennifer L. Lewis

Jennifer.L.Lewis@ojp.usdoj.gov 202-305-8064

E. Tracey A. Willis

Tracey.Willis@ojp.usdoj.gov 202-305-1766

Zafra Stork

Zafra.Stork@usdoj.gov 202-307-0613

In order to address individual questions and stay within time constraints, please email your questions to your State Policy Advisor directly.

Performance Measures Overview

This Presentation will Help You:

- Understand the impact of SCA as they relate to BJA's mission
- Focus on data-driven activity and the importance of collecting accurate data for reporting

Performance Measures Help:

- Capture information so we may provide feedback to grantees
- Capture information to provide transparency reports and answer data requests
- Capture information to assist with grant management

PMT Reporting Schedule—SCA

Type of Data Required	Reporting Period	PMT Due Date	Upload to GMS?
Program Performance Measures	January 1–March 31	April 30	No
Program Performance Measures **& Narrative Questions**	April 1–June 30	July 30	**YES** July 30
Program Performance Measures	July 1–September 30	October 30	No
Program Performance Measures **& Narrative Questions**	October 1–December 31	January 30	**YES** January 30

PMT Reporting Schedule

✓ **Quarterly:**

- Grantees are required to enter data for program performance measures in the PMT every 3 months

- Grantees have 30 days after the end of the reporting period to enter the data.

- Grantees are encouraged to create a report for their records after each quarter's data entry

✓ **Semiannually:**

- SCA grantees are required to answer the narrative questions for the previous 6 months of activity. Grantees must submit a copy of the PMT report to BJA **as an attachment to the grants Progress Report through the GMS**

✓ **Closeout:**

- Grantees are required to answer the narrative questions for the previous months of activity since their last PMT report submission to the GMS

- Grantees are required to answer the **Court and Criminal Involvement** questions for the **entire grant period**. They then must submit a *PMT Final Report* to BJA **as an attachment to the *Final* Progress Report through the GMS**

Step 1: Log In

Step 2: Profile

Step 3: Information and Resources

Step 4: Federal Awards

Step 5: General Award Information
  a. Operational (Answer "Yes" to Question #1: Was there grant activity?)
  b. Not Operational (Answer "No" to Question #1)

Step 6: Data Entry
  a. Performance Measures
  b. Narrative Questions

Step 7: Create a Report
  a. User Feedback Form
  b. GMS Report

- **There are five active SCA programs in the Performance Measurement Tool:**
  - Targeting Offenders with Co-Occurring Substance Abuse and Mental Health Program
  - Family-Based Prisoner Substance Abuse Treatment Program
  - Adult Mentoring Program
  - Adult Offender Reentry Demonstration Grant Program
  - Technology Careers Program

Goals & Objectives

- Provide evidence-based reentry services to offenders;
- Use validated assessment instruments to screen and identify offenders for treatment and reentry planning;
- Implement a transition plan for offenders, incorporating both pre- and post-release services;
- Provide treatment services (including substance use and mental health) to offenders;
- Offer additional services (including educational/vocational, employment, and housing) to offenders;
- Support offenders with case management to monitor reintegration; and
- Reduce recidivism.

- **General Award Information**
  - Grant Activity? Yes/No
  - Is this your last time reporting in the PMT before closing out your grant? Yes/No
  - Implementing organization type: nonprofit, tribal, state, or local government

- **Participant-Level Services Provided**
  - Reentry, cognitive-based, mental health, substance abuse, employment, educational, and housing services
  - Risk/Needs Assessment (low, moderate, or high risk)
    [NOTE: Please report for new participants only.]

Program Characteristics
  - Jail based or prison based
  - Target population served by grantees

- **Participants' Race, Ethnicity, and Gender**
  - White, Black, Asian, American Indian/Alaska Native, Pacific Islander or Native Hawaiian, Multiracial, Other

- **Successful Completions**
  - Program length in months
  - Number of participants who completed pre-release and post-release services

- **Court and Criminal Involvement**
  - Post-program criminal involvement
    [NOTE: These questions are to be answered at the close of your grant.]

- **8 Narrative Questions**

✓ **Remember to read the questions carefully**

- Including the italics. Italics are definitions for the question. It will tell you how to interpret the question.

✓ **Print out the Questionnaire**

- Fill it out. It will save you time when you have to input your data into the PMT.

✓ **Don't hesitate to contact the PMT help desk with any questions you have**

- GMS reporting occurs **TWICE** a year (Jan and July)

- Narrative Questions are due **TWICE** a year (Jan and July)

- The first reporting period for SCA FY2016 grants started on **October 1, 2016**

- Data entry on activities that occurred during the October – December 2016 reporting period will be open for reporting in the PMT on or around **January 1, 2017** and will be due **January 30, 2017**

Resources

- **PMT Web Site:**
  https://www.bjaperformancetools.org
  - Webinar trainings, performance measure grids/questionnaires, user guides, FAQs, and helpful links

- **PMT Help Desk:**
  - Monday–Friday 8:30 a.m.–5:30 p.m. EST
  - Toll-free number: 1-888-252-6867
  - E-mail: bjapmt@csrincorporated.com

Thank you for your time and attention!

CSR