

BUREAU OF JUSTICE ASSISTANCE

GRANT PROGRAM REQUIREMENTS

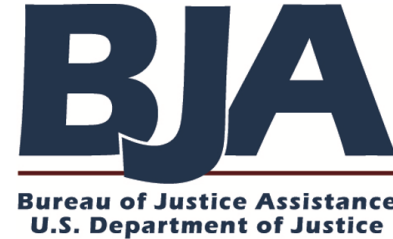
Ivette Ruiz, BJA State Project Advisor



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

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.



www.bja.gov





Appointed by President Biden in February 2022, Director Moore leads BJA's programmatic and policy efforts on providing a wide range of resources, including training and technical assistance, to law enforcement, courts, corrections, treatment, reentry, justice information sharing, and community-based partners to address chronic and emerging criminal justice challenges nationwide.

Policy Office

provides national leadership to criminal justice organizations that partner with BJA to identify effective program models for replication and infuse data-driven, evidence-based strategies into operational models, practices, and programs.

Programs Office

administers state, local, tribal, and territorial grant programs. It acts as BJA's direct line of communication to states, local jurisdictions, territories, and tribal governments by providing customer-focused grants management support and careful stewardship over federal funds.

Operations Office

coordinates all communication, formulates and executes the budget, manages contracts, measures grantees' performance, and provides administrative support to BJA.

Public Safety Officer Benefits Office

provides death and education benefits to survivors of fallen law enforcement officers, firefighters, and other public safety officers, and disability benefits to officers catastrophically injured in the line of duty.

**BJA Director
Karhlton F. Moore**

Five Major Strategic Focus Areas

Improve public safety through measures which build trust with the community and ensure an effective criminal justice system

Reduction in recidivism and prevention of unnecessary confinement and interactions with the criminal justice system

Integration of evidence-based, research-driven strategies into the day-to-day operations of BJA and the programs BJA administers and supports

Increasing program effectiveness with a renewed emphasis on data analysis, information sharing, and performance management

Ensuring organizational excellence through outstanding administration and oversight of all of BJA's strategic investments

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.

TODAY'S AGENDA



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

- Official Award Document
- Special Conditions
- Budget and Financial Information
- Budget Clearance Process
- Grants Financial Management Training
- Reporting Requirements
- Important Reporting Reminders
- Grant Award Modifications
- Grant Monitoring Activities
- Working with the Programs Office
- Grant Related Resources



Award Acceptance

The award document is a legally binding contract with the federal government that must be accepted by the Authorized Representative.

Award conditions may be attached to an award for financial and/or programmatic issues requiring resolution, referred to as withholding conditions.

Applicants have 45 days to accept the award through JustGrants from the date of award notification. The following training video regarding acceptance/denial may be helpful: <https://justicegrants.usdoj.gov/training/training-grant-award-acceptance>.

Program-specific award conditions may be applied based on the individual needs, goals, and objectives of each grantee.

Please contact your Grant Manager for any questions regarding the award acceptance process, or for any programmatic, financial, or administrative questions.

OFFICIAL AWARD DOCUMENT



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SPECIAL AWARD CONDITIONS



The most common award withholding conditions

- **Uncleared budget**
Conditional Clearance
- **Missing documents**
 - Disclosure of Duplication
 - Disclosure of Lobbying Activities (SF-LLL)
 - Application Attachments

Program specific conditions, including withholdings will typically be found on the last page of your conditions.

Withholding conditions must be removed/resolved before funds can be obligated, expended, or drawn down.

Regular communication with your assigned Grant Manager is critical, you cannot begin activities until these holds have been cleared



BUDGET AND FINANCIAL INFORMATION

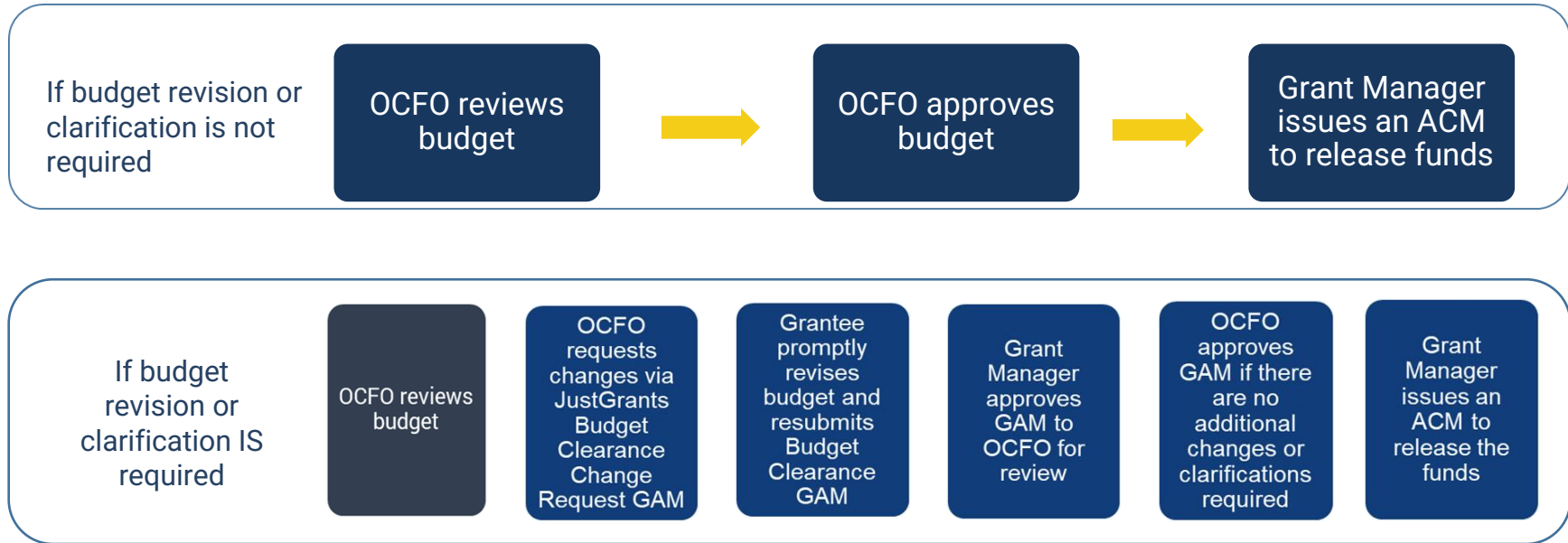


- Recipients agree to read and comply with the financial and administrative requirements set forth in the current edition of DOJ Grants Financial Guide and 2 C.F.R. 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- All costs must be reasonable, allocable, and necessary to the project.
- Recipients will work with assigned Grant Manager to clear the budget that is reviewed by the Office of the Chief Financial Officer. Budgets must:
 - Conform to federal cost categories
 - Have correct calculations
 - Include only allowable costs
 - Accurately identify subrecipients and contractors
- Reimbursement requests are based on immediate disbursement requirements to be made immediately or within 10 days. If not spent or disbursed within 10 days, funds must be returned to the awarding agency.

BUDGET CLERANCE PROCESS



All new awards include a withholding award condition for budget approval a Grant Award Modification (GAM) and subsequent Award Condition Modification (ACM) must be processed in order to access funds.



GRANTS FINANCIAL MANAGEMENT TRAINING



- This training is required for the Grant Award Administrators and Financial Managers Points of Contact (POCs).
- For some new grantees, POCs must take and pass the GFMD training in order to access grant funds. A withholding condition is included in the award document.
- For all other awards, grantee POCs have 120 days after the acceptance date of the new award to take and pass the GFMD training. After day 120, a hold will be put on the award until the training is taken.
- Please note: For FY22 awards, if the POC and FPOCs have previously taken the training, the completion date must be after January 1, 2020. Otherwise, the POCs will need to retake the training.
- The online training is available at <https://www.ojp.gov/training/fmts.htm>.

REPORTING REQUIREMENTS



RVCRI recipients submit semi-annual performance reports in JustGrants.

The Final FFR and Final Performance Reports will be due 120-days from the project end date

Report Type	Reporting Period	Due*	JustGrants Role
Federal Financial Report (SF-425) – Submitted in JustGrants	<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
Semi-Annual Performance Report - Submitted in JustGrants	<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).

IMPORTANT REPORTING REMINDERS



Federal Financial Reports (SF-425)

- 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.
- For questions, contact the Office of the Chief Financial Officer Helpdesk (800) 458-0786 or email Ask.ocfo@usdoj.gov.

Progress Reports

- Answer performance measure questions specifically written in the solicitation.
- Detail successes and challenges; elaborate on accomplishments; mention strategies to address challenges.
 - Narrative description
 - Comparison of goals in application to their accomplishments
 - Program Highlights
- Report must be submitted even if no activities occurred in report period.

JustGrants automatically freezes grant funds for delinquent reports. It is important to submit reports on time. Late reports also influence how your award risk is assessed by OJP and may affect subsequent applications.

GRANT AWARD MODIFICATIONS (GAMs)



Programmatic GAMs: Revision of scope or goals/objectives of the project

- Programmatic Scope Change
- Altering programmatic activities
- Changing the purpose of the project
- Changing the project site (s)
- Updating organizational staff with primary responsibility for implementation
 - Changes in key personnel
 - Contracting out and/or sub-awarding
 - Otherwise obtaining the services of a third party

- Financial GAMs
 - Budget Modification
 - Sole Source
- Project No-Cost Extension

Note:
GAMs requests must be submitted in the JustGrants System

GRANT MONITORING ACTIVITIES



OJP Program Office

- Desk reviews
- Site visits
- Enhanced Programmatic Desk Reviews

Other In- Depth Monitoring

- Financial Review – Office of the Chief Financial Officer
- Office of Inspector General (DOJ) audit
- Office of Inspector General (DOJ) investigation

WORKING EFFECTIVELY WITH THE PROGRAM OFFICE



Share updates about your project –we appreciate those e-mails!

We are available to troubleshoot or talk through issues you encounter

If a request is a little unusual, it's okay to e-mail or call and talk through it before you spend time submitting it

It's okay to remind us if we have not gotten back to you within a few days after a request

How do I reach my program manager? The award document includes a program office contact (pg. 1 of the award letter). However, this contact may change over time.

GRANT RELATED RESOURCES



- Grant Award Acceptance
<https://justicegrants.usdoj.gov/training/training-award-acceptance>
- Grant Adjustments (GAMs)
<https://justicegrants.usdoj.gov/training/training-grant-award-modifications>
- Changing Points of Contact
<https://justicegrants.usdoj.gov/training/training-entity-management>
- Performance Reporting
<https://justicegrants.usdoj.gov/training/training-performance-reporting>
- Financial Reporting
[Training: Financial Reporting | JustGrants Resources \(usdoj.gov\)](#)
- DOJ Financial Guide
<https://www.ojp.gov/funding/financialguidedoj/overview>

OTHER RESOURCES



- For FAQs for JustGrants, as well as the ASAP payment system:
<https://justicegrants.usdoj.gov/faqs>
- Questions about JustGrants, please email JustGrants.Support@usdoj.gov or call 833-872-5175.
Website: <https://justicegrants.usdoj.gov/training>
- Questions about ASAP payment system, please email asaphelpdesk@fiscal.treasury.gov or call: 855-868-0151 Website:
<https://fiscal.treasury.gov/asap/> and
<https://justicegrants.usdoj.gov/resources/asap>
- If you have questions on filing financial and/or you cannot draw down funds, please call our Office of the Comptroller Customer Service, which is available by email at ask.ocfo@usdoj.gov or by phone at: 1-800-458-0786.