

BUREAU OF JUSTICE ASSISTANCE

FY 2023 SMART POLICING INITIATIVE (SPI) PROGRAM NEW GRANTEE ORIENTATION

December 5, 2023



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

SECTION 1

WELCOME AND INTRODUCTIONS



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SPI BJA Team



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Agenda

Welcome and Introduction to OJP, BJA and SPI

Program and JustGrants Overview

Grants Management Overview

JustGrants Demos

Resources

Q&A

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

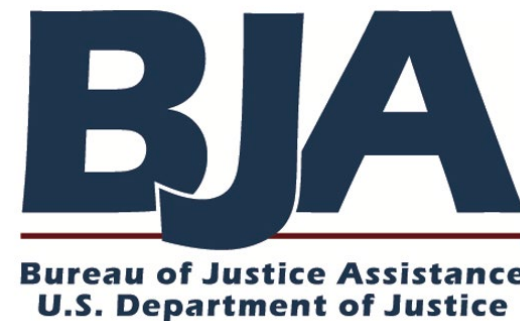




U.S. Department of Justice Bureau of Justice Assistance

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.

Poll Question

Has your organization been awarded Federal grants in the past?

Yes, my organization has extensive experience with Federal grants.

Yes, though my organization does not currently have any Federal grants.

My organization has limited experience with Federal grants.

My organization is new to Federal grants and looking to learn more!

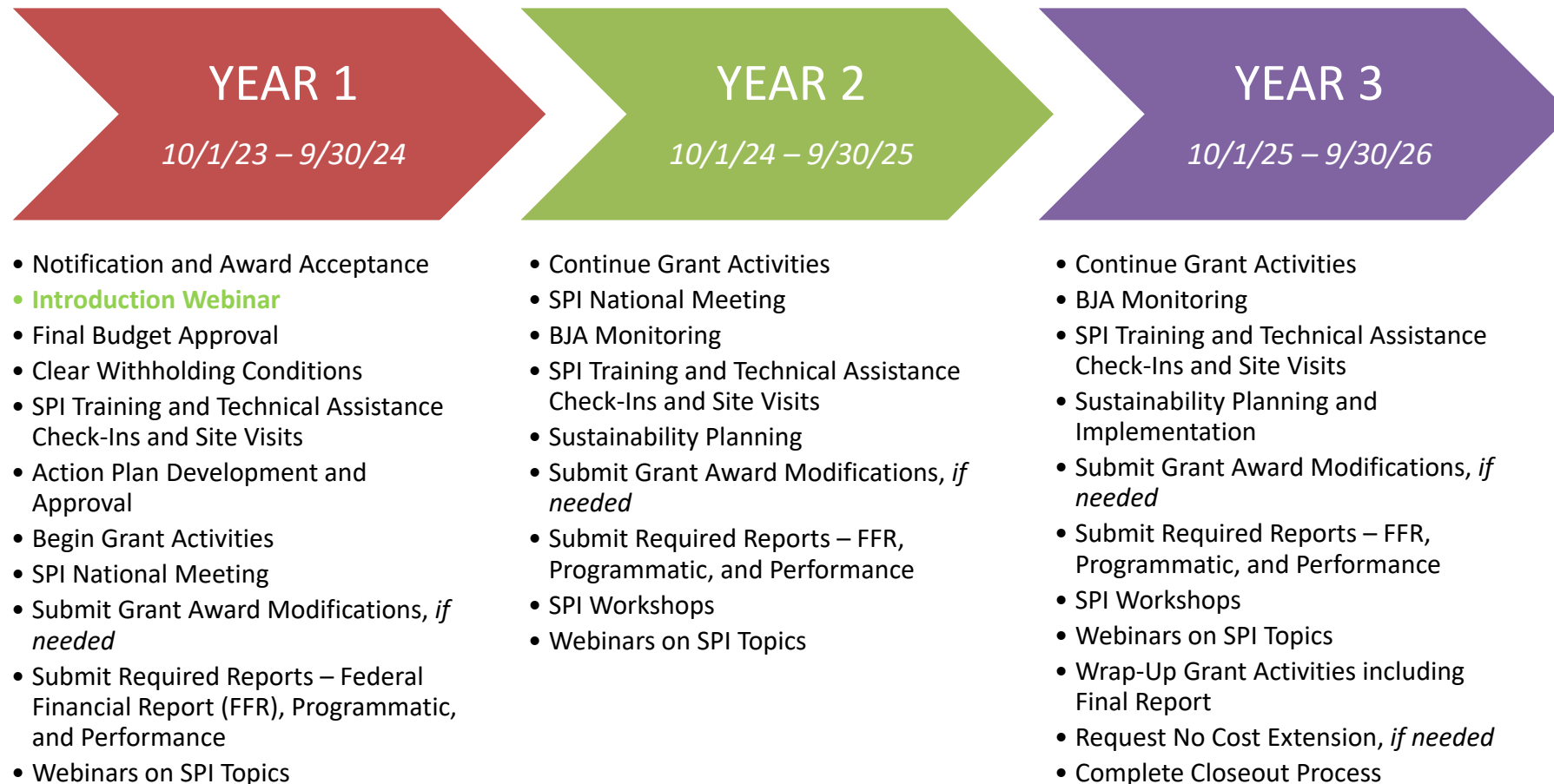
SECTION 2

ROLES AND SUPPORTS



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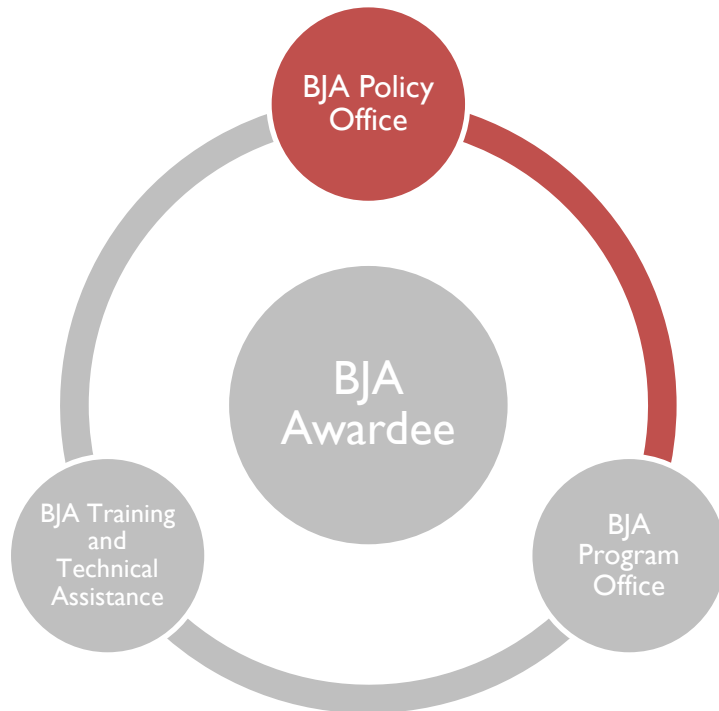
SPI Awardee Roadmap



BJA Awardee Supports



Role of the BJA Policy Office



- The Policy Office provides national leadership in criminal justice policy, training, and technical assistance to further the administration of justice.
- Acts as a liaison to national organizations that partner with BJA to set policy and help disseminate information on best and promising practices.

Working Effectively with the Policy and Program Offices

- 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.

Role of the BJA Program Office



- The Program Office staff is committed to ensuring that the highest level of service is provided to our customers.
- Program staff provide timely and accurate information and assistance to their customers on the broad array of grant programs and other activities we support.
- Program Office staff members develop and maintain mutual and professional relationships with all customers and provide prompt, courteous, and well-informed responses to grant applicants and recipients; local, state, and federal agencies and organizations; Indian tribes; Office of Justice Programs (OJP); and the general public.

Role of the BJA Program Office (cont.)



- Maintain regular communication with recipient Grant Award Administrator
- Provide assistance and advice to recipients on programmatic, administrative, and financial requirements
- Oversee project spending and drawdowns to track implementation progress
- Execute administrative actions and approves changes to grant activities or budget
- Review and approves all semi-annual performance reports
- Review federal financial report (FFR) to track spending with project implementation
- Conduct monitoring

Role of Training and Technical Assistance



- Help agencies and jurisdictions identify and address operational and programmatic needs.
- Provide access to national subject matter experts and practitioners to address these needs.
- Increase knowledge and use of best practices, emerging technologies, and new models.

SECTION 3

SPI OVERVIEW



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SPI Beginnings

- Launched by the Bureau of Justice Assistance (BJA) in 2009
- Focus:
 - Impact of policing strategies and tactics
 - Efficient and effective use of scarce resources
 - Prevention orientation
 - Methodological rigor in studies of policing effectiveness



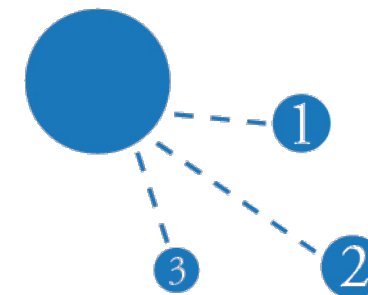
SPI Goals

Establish and/or expand evidence-based programming in police agencies to increase their ability to **effectively and sustainably prevent and respond to crime.**



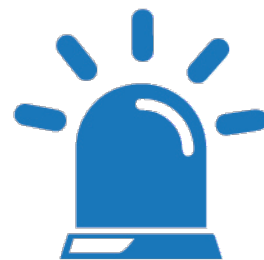
SPI Goals

Use **technology, intelligence, and data in innovative ways** that enable police agencies to focus resources on the people and places associated with high concentrations of criminal behavior and crime.



SPI Goals

Advance the state of
policing practice and
science for the benefit of
the entire field.



Following the Evidence Leads to Interesting Innovations

St. Louis, MO	Mobile surveillance trailer deployments
Boston, MA	Violence reduction → focus on homicide clearance rates
Detroit, MI	Partnership with local businesses to reduce violent crime and build technology infrastructure
Tempe, AZ	Evidence-based de-escalation training curriculum and evaluation
Miami, FL	Embedded criminologists in real-time crime center

What Are We Learning?

- Measuring “dosage”
- In-reach and Outreach → Sustainability
- Collaboration is a vital component of success
- Planning for integration and sustainability
- Interplay between crime analysis and research partnerships
- Evidence-based approaches can result in very interesting innovations

STOP AND TALK



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SECTION 4

SPI TRAINING AND TECHNICAL ASSISTANCE (TTA)



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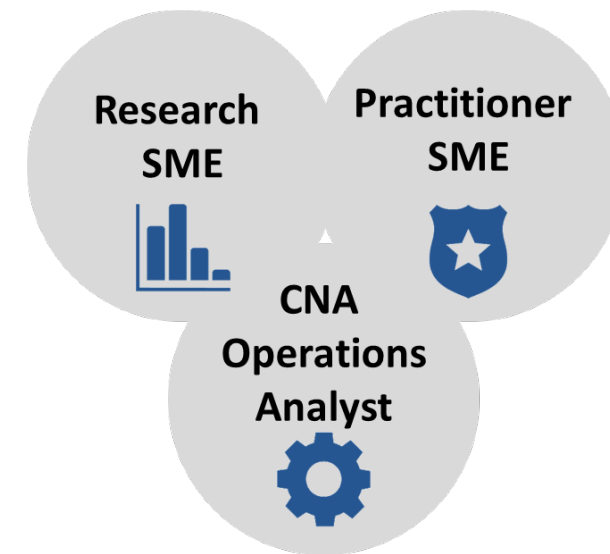
TTA Approach

- Our approach to TTA is:
 - Relationship Based
 - Non-Directive
 - Success and Outcome-Oriented

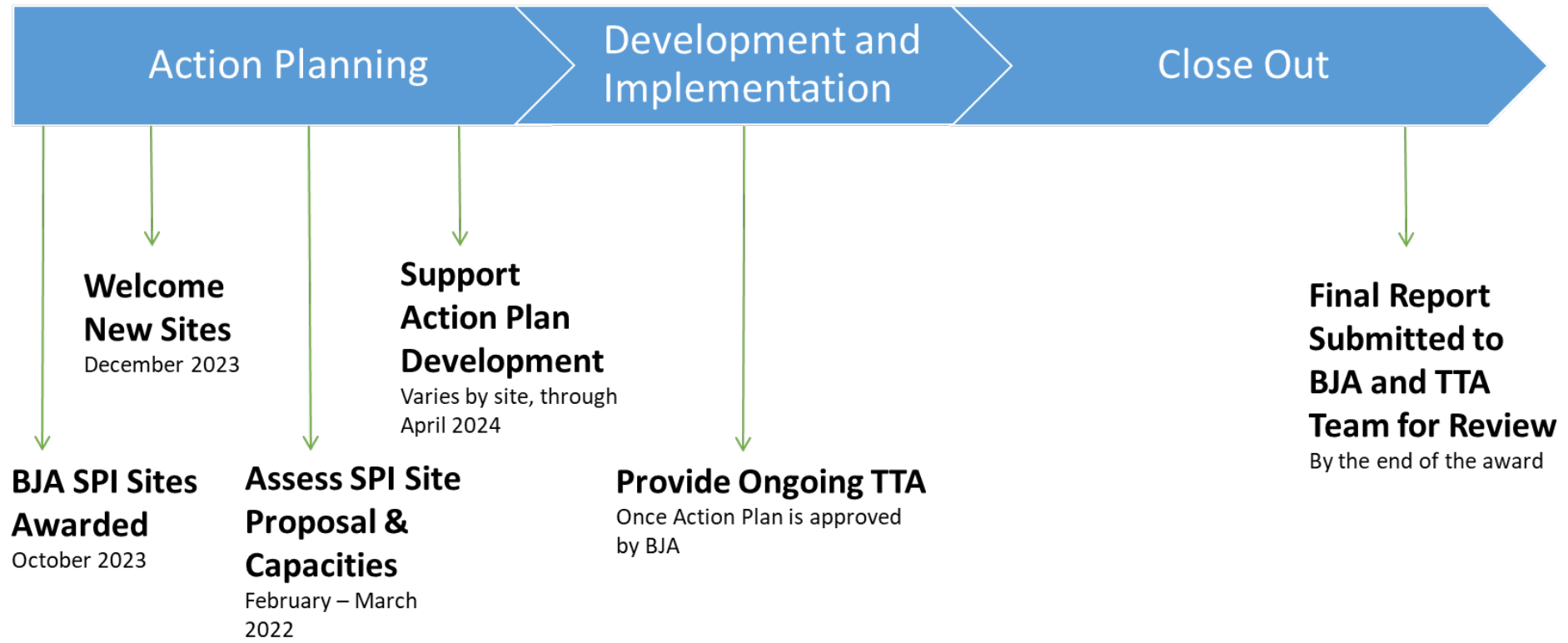


Your TTA Team

- Your TTA Team:
 - Gains a detailed knowledge of your site
 - Supports development and review of your Action Plan
 - Identifies challenges, issues, and TTA needs as they emerge
 - Recommends and supports the delivery of TTA
 - Provides guidance, support, and information
 - Identifies success stories



SPI TTA Process



STOP AND TALK



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SECTION 5

PROGRAM AND JUSTGRANTS OVERVIEW



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FY23 SPI Grants – Overview

OJP is authorized to distribute funds to support **projects designated for funding in the [Consolidated Appropriations Act, 2023](#) (Public Law 117-328) to improve the functioning of the criminal justice system, to prevent or combat juvenile delinquency, and to assist victims of crime (other than compensation).**

The [explanatory statement](#) regarding the Consolidated Appropriations Act, 2023 (Public Law 117-328) lists the designated projects, which the act incorporates by reference, as stated in relevant part, below:

\$229,551,000 is for discretionary grants to improve the functioning of the criminal justice system, to prevent or combat juvenile delinquency, and to assist victims of crime (other than compensation), **which shall be used for the projects, and in the amounts, specified under the heading, “Byrne Discretionary Community Project Grants/Byrne Discretionary Grants,”** in the explanatory statement described in section 4 (in the matter preceding division A of this consolidated Act).

FY23 SPI Grants Overview

Image from the SPI – Project Title, Amount Columns, and Project Summary

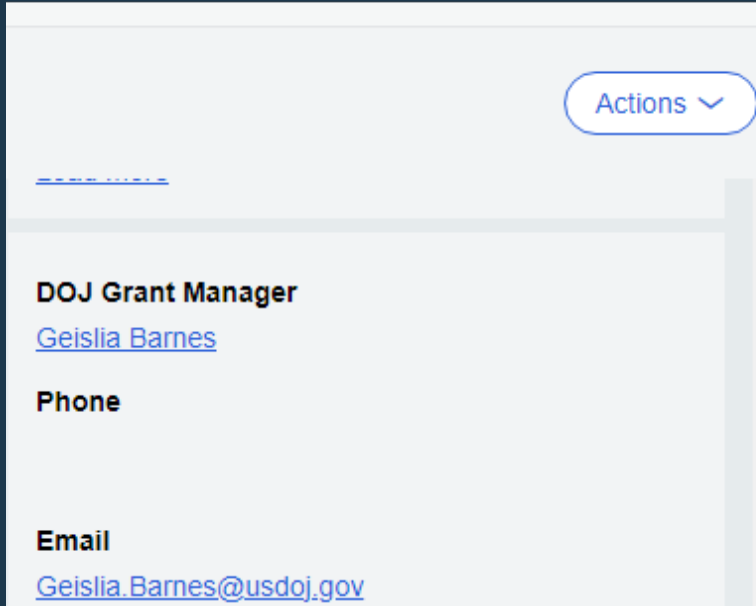
Recipient	Amount	State	Project Summary
CHARLESTON, CITY OF	\$ 800,000.00	SC	The City of Charleston Police Department (CPD) in South Carolina proposes to implement
CITY OF LAS VEGAS	\$ 800,000.00	NV	The Las Vegas Department of Public Safety SAJE Policing Assessment Project is a
CITY OF PORTLAND	\$ 800,000.00	OR	The Portland Police Bureau (PPB) has seen a significant increase in stolen vehicles over the past six years. In 2022, PPB
DENVER, CITY & COUNTY OF	\$ 698,257.00	CO	While violence has markedly increased across much of the United States in the past few
MANCHESTER POLICE DEPARTMENT	\$ 537,124.00	NH	The Manchester (NH) Police Department (MPD) proposes to implement an investigative
CITY OF ALTON	\$ 800,000.00	IL	Like many communities in the United States, the City of Alton experiences ongoing high levels
CITY OF INDIANAPOLIS	\$ 800,000.00	IN	The Indianapolis Metropolitan Police Department (IMPD) and its research partner the National
CITY OF TACOMA-POLICE DEPARTMENT	\$ 800,000.00	WA	The Tacoma Police Department (TPD) intends to implement and test technology that seeks to
CITY OF TAMPA	\$ 800,000.00	FL	Firearm related violence is an ongoing problem in the City of Tampa (pop. 387,050). In 2019,
CITY OF TUCSON	\$ 784,380.00	AZ	With gun related crime rates increasing in Tucson, Arizona over the past few years, the

Role of the BJA Programs Office Team

The BJA Programs Office is responsible for providing timely and accurate grants administration information and assistance across the broad array of BJA grant programs to ensure project success and compliance.

BJA Grant Managers are responsible for assisting with:

- Accepting the award
- Accessing funds
- Compliance with award conditions
- Reviewing and approving performance reports
- Grant award modifications
- Training and technical assistance
- Grant closeout procedures



The screenshot shows a user interface for a grant manager. At the top right, there is a button labeled "Actions" with a downward arrow. Below this, the text "DOJ Grant Manager" is displayed, followed by the name "Geislia Barnes" in a blue, underlined link format. Below the name, the word "Phone" is listed, but no number is visible. Further down, the word "Email" is listed, followed by the email address "Geislia.Barnes@usdoj.gov" in a blue, underlined link format.

Your primary point of contact is the BJA Grant Manager assigned to your award. The grant manager's name, email address, and phone number is listed in the funded award in JustGrants.

Office of the Chief Financial Officer (OCFO)

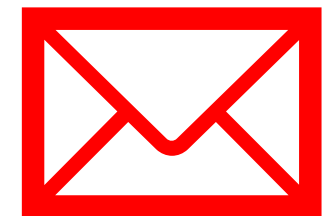
The OJP's **OCFO** provides fiscal policy guidance as well as accounting, budget, financial, and grants management.

- 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



JustGrants Post-award User Roles

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

Resources:
<https://justicegrants.usdoj.gov/training/training-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 3

GRANTS MANAGEMENT OVERVIEW



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Grant Management Award Cycle





Award Acceptance

The grant award agreement is a legally binding contract with the federal government.

- The Authorized Representative accepts the award electronically in JustGrants.
- Applicants have 45 days to accept the award through JustGrants from the date of award notification, but if you need more time, contact your BJA Grant Manager.
- Training resources for award acceptance are available here:
<https://justicegrants.usdoj.gov/training/training-grant-award-acceptance>.

NOTE: If your agency is contemplating declining the award agreement, please first contact BJA to discuss the situation.



Award Acceptance



The Entity Administrator (EA) assigns the following roles in JustGrants: Grant Award Administrator and Financial Manager. The EA will also confirm the Authorized Representative that was assigned to the application. Instructions begin on page 11: <https://justicegrants.usdoj.gov/sites/g/files/xyckuh296/files/media/document/jarg-grantee-accept.pdf>

PENDING-EXTERNAL ASSIGNEE



If the Authorized Representative needs to be changed prior to the award acceptance, the EA can register the correct person in DIAMD/JustGrants and change the role assignment. See entity management guidance beginning on page 16: <https://justicegrants.usdoj.gov/training/jarg-entity-management.pdf>

PENDING-AWARD ACCEPTANCE



After the role assignments have been made and the Authorized Representative has been confirmed or reassigned, the award agreement will be in the Authorized Representative's worklist to be reviewed and accepted. See page 17: <https://justicegrants.usdoj.gov/sites/g/files/xyckuh296/files/media/document/jarg-grantee-accept.pdf>



After the award has been accepted the award status in JustGrants will be either PENDING-ACTIVE or PENDING-ASAPNOTIFICATIONSENT . Award management resource: <https://justicegrants.usdoj.gov/training/training-award-management>

Accessing Funds

In order 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/>).
- Address holds on funds related to withholding award conditions, if applicable.
- Address 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: <https://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.**



Award Conditions: Withholding

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

- SPI Action Plan is approved by BJA.
- Award Condition Modification (ACM) approved.

Most common withholding conditions:

- Budget not cleared/approved or questioned costs.
- 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.

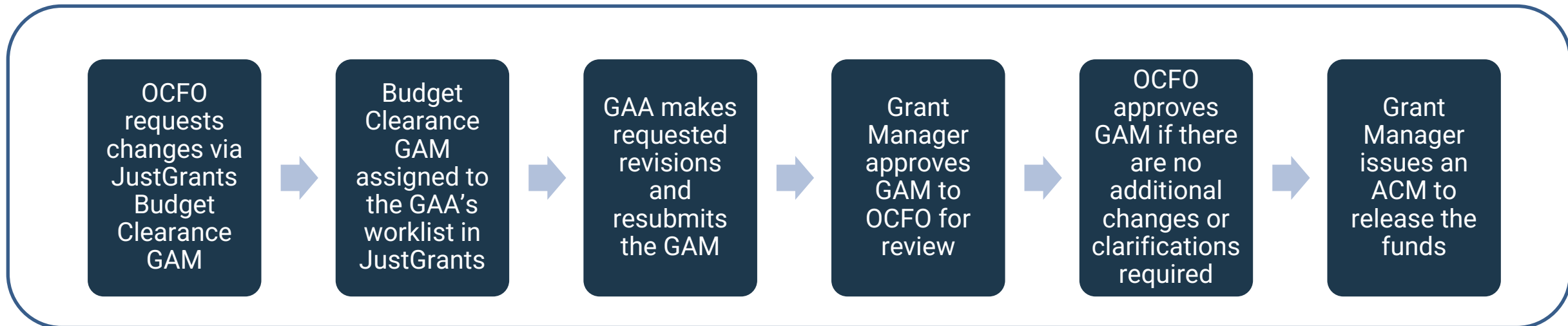


Budget/Financial: Budget Clearance

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 of **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

Security enhancements or equipment to any nongovernmental entity that is not engaged in criminal justice or public safety

Lobbying or fundraising

Unmanned aerial vehicles/systems (UAVs/UASs)

NEW! Prohibited and controlled equipment, consistent with Executive Order (EO) 14074, per OJP policy

Food and beverages

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

Supplanting state or local funds

Prohibited Equipment (Executive Order 14074)

OJP has **prohibited** the use of OJP grant funds for the purchase or transfer of the following equipment:

- Firearms and ammunition .50+ caliber.
- Firearm silencers, as defined in 18 U.S.C. 921(a)(24).
- Bayonets.
- Grenades and launchers (including stun and flash-bang).
- Explosives (except for explosives and percussion actuated non-electric disruptors used for accredited bomb squads and explosive detection canine training).
- Any vehicles that do not have a commercial application, including all tracked and armored vehicles, unless the law enforcement agency certifies that the vehicle will be used exclusively for disaster-related emergencies; active shooter scenarios; hostage or other search and rescue operations; or anti-terrorism preparedness, protection, prevention, response, recovery, or relief.

Complete guidance: <https://www.ojp.gov/funding/explore/prohibited-and-controlled-equipment>

Prohibited Equipment (Executive Order 14074)

OJP has **prohibited** the use of OJP grant funds for the purchase or transfer of the following equipment:

- Unmanned Aerial System (UAS), Unmanned Aircraft (UA) and/or Unmanned Aerial Vehicle (UAV).
- Weapons systems covered by DOD Directive as amended (Autonomy in Weapon Systems).
- Weaponized aircraft, vessels, and vehicles of any kind.
- Aircraft that are combat-configured or combat-coded, have no established commercial flight application, or have no application for disaster-related emergencies; active shooter scenarios; hostage or other search and rescue operations; or anti-terrorism preparedness, protection, prevention, response, recovery, or relief
- Long-range acoustic devices without a commercial application.
- Camouflage-patterned uniforms intended for law enforcement use in urban or populous areas.

Controlled Equipment (EO 14074)

OJP has **controlled** the use of OJP grant funds for the purchase or transfer of the following equipment. Recipients may request prior written approval to purchase these items.

- Command and/or control vehicles (Any wheeled vehicle either purpose-built or modified to facilitate the operational control and direction of public safety units responding to an incident).
- Tactical vehicles, wheeled (excludes non-tactical patrol vehicles).
- Manned aircraft, fixed and/or rotary wing.
- Specialized firearms and ammunition under .50 caliber. This excludes service-issued handguns, rifles, or shotguns that are issued or approved by the agency to be used during the course of regularly assigned duties.
- Explosives and pyrotechnics.

Prior Approval of Certain Costs

Contact your BJA grant manager if your proposed budget includes costs that require prior BJA approval:

Compensation for consultant services in excess of the maximum daily rate for an 8-hour day of \$650 or hourly rate of \$81.25 per hour.

Publication plans.

Costs incurred prior to the date of the subaward period.

Foreign travel.

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 3 years.
- Available online at <https://onlinegfmt.training.ojp.gov/>.
- Submit Grants Financial Management Training certificates to your BJA Grant Manager.



Procurement Overview

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



Grantees should follow their local/state guidelines for procurement.

When deciding the specific processes for bids, timelines, and how the scope of those documents, you should use your local/state guidelines as long as these do not contradict federal regulations on procurement.



There are certain circumstances that may call for other than full and open competition. These circumstances may result in “sole sourcing” contracting.

To request advance approval from OJP to use a noncompetitive approach for a procurement contract that would exceed the simplified acquisition threshold (**\$250,000**), the recipient must submit a justification for use of a noncompetitive approach.

Sole source contracting that does not exceed the **\$250,000** threshold for prior BJA approval should still follow the OJP financial guide requirements.

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 which 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 decisionmaking. 	<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 as a result of the agreement, though similar requirements may apply for other reasons.

Poll Question

Does your project budget include these costs?

Subaward(s)

Procurement contract(s)

Both subaward(s) and procurement contract(s)

Neither/not sure

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](#)

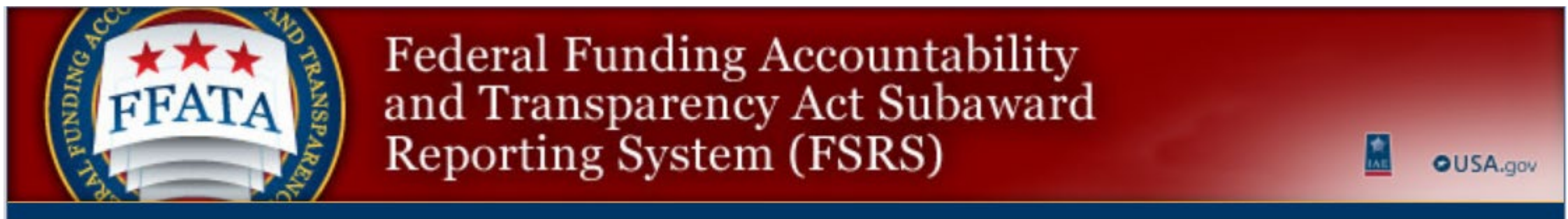
III. Postaward Requirements [🔗](#)

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

I. General Information

II. Preaward requirements

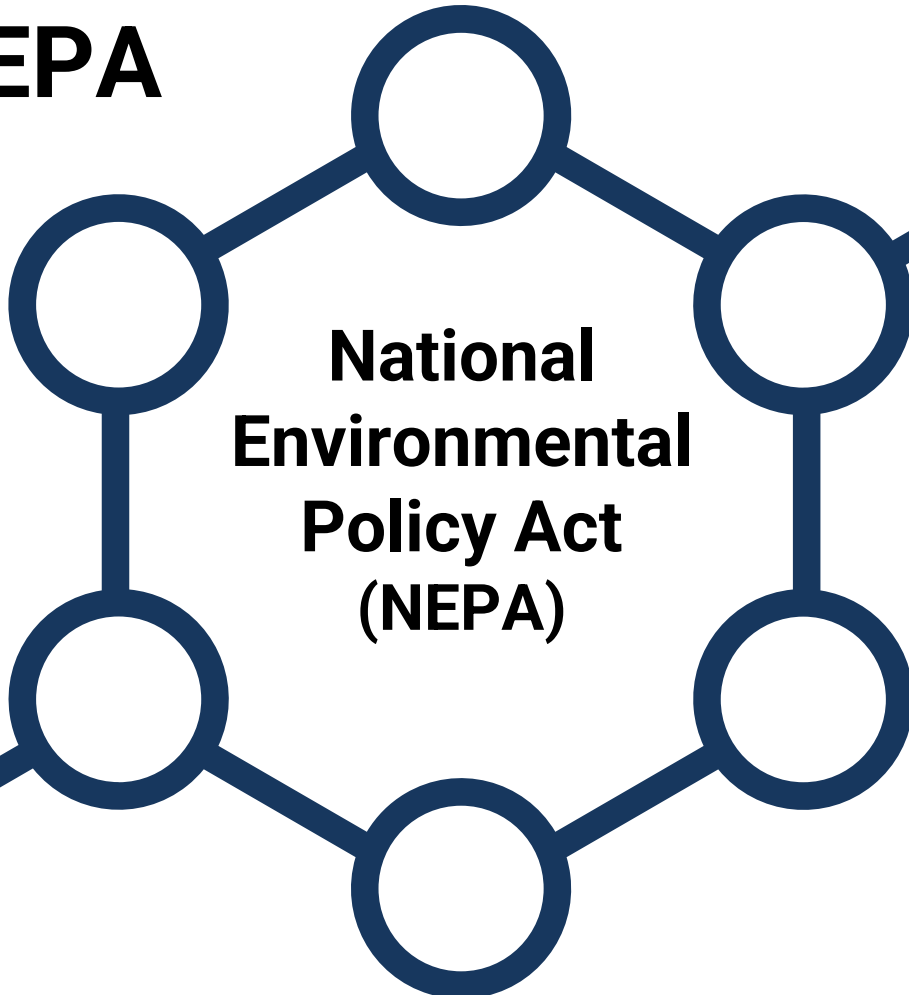
III. Postaward Requirements

IV. Organization Structure

V. Appendices

Administrative: NEPA

NEPA is a law that requires Federal agencies to consider the environmental impacts of their actions and decisions before they act. NEPA applies to Federal actions when a Federal agency has the discretion to choose among one or more alternatives.



National Environmental Policy Act (NEPA)

What are the NEPA Award Conditions to satisfy?

There will be two different types of NEPA Award Conditions in your agreement, if applicable:

1. Environmental Assessment (EA) is or may be required.
2. Withholding condition until EA or Categorical Exclusion is provided.

Note: Please reference your award agreement for the applicable specific NEPA Award Condition language.

What is NEPA?

What is required to satisfy the award condition?

To satisfy the NEPA Award Condition, BJA's NEPA contractor representative will contact your agency with assistance.

NEPA

What activities typically require NEPA documentation?



If a project involves any of the circumstances listed below, it is likely that NEPA documentation will be required:

- Building renovation and/or expansion activities.
- New construction (such as standard construction, modular/prefabricated structures, new paved areas, and fences).
- Use of chemicals (such as for testing, evaluation, research, or training purposes).
- Miscellaneous outdoor/exterior activities (such as firing range pads and installing outdoor security cameras).
- Purchase of non-standard equipment that presents the potential for impacts or requires permitting (such as incinerators).
- Exhumation activities.
- Drug disposal.

Resource:
<https://bja.ojp.gov/funding/nepa-guidance>

NEPA

What activities typically do not trigger the need for NEPA documentation?

- Indoor classroom training activities that do not involve the use of chemicals or firearms.
- Purchase of standard equipment (such as office furniture and supplies, lab supplies, and law enforcement equipment).
- Administrative activities/services (such as counseling, mentoring, vocational rehab services, salaries, fringe benefits, travel, technical assistance, and statistical analysis).

Note: *Even if documentation is not typically required, the activities are still subject to NEPA and only BJA can make the determination as to what level of compliance and documentation is needed.*

Resource:

<https://bja.ojp.gov/funding/nepa-guidance>

Administrative: Body-Worn Camera Policy

A recipient that proposes to use funds to purchase body-worn camera (BWC) equipment or implement or enhance BWC programs must have policies and procedures in place related to BWC equipment usage, data storage and access, privacy considerations, and training.



BWC Podcast Series

For more about these topics, please check out the **BWC Podcast Series**.



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Resources

A repository of information related to the Body-Worn Camera (BWC) Toolkit Program.



The [BJA BWC Toolkit \(https://bja.ojp.gov/program/bwc\)](https://bja.ojp.gov/program/bwc) provides model BWC policies and best practices to assist departments in implementing BWC programs.

Administrative: Other

Other Administrative requirements include but are not limited to:

- Reporting any waste, fraud, and abuse, or similar misconduct to the OIG. See the [DOJ Grants Financial Guide Section 3.20](#)
- Determination of suitability to interact with participating minors. See: <https://ojp.gov/funding/Explore/Interact-Minors.htm>
- Requirements to include a disclaimer statement on websites or publications.

Reminder: Thoroughly read the award conditions!



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Resources: <https://www.ojp.gov/funding/implement/overview>


Administrative: Payments

- Payment (draw-down) requests are submitted in ASAP. Funds are deposited within 1 business day. ASAP accounts are suspended the last 3 business days each month, except September when it will be suspended 5 days.
- Draw down requests should be timed to ensure **that Federal cash on hand is the minimum needed for disbursements/reimbursements to be made immediately or within 10 days.** If not spent or disbursed within 10 days, funds must be returned to OJP.
- **Recipients should have written procedures for cash management of funds to ensure that Federal cash on hand is kept at or near zero.** DOJ periodically conducts financial reviews to ensure that this requirement is met.

DOJ Grants Financial Guide 2022

Last Updated June 2023

III. Postaward Requirements

3.1 Payments 

Chapter 3.1 Payments:

<https://www.ojp.gov/funding/financialguidedoj/iii-postaward-requirements#pkson1>

ASAP Resources:

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

Administrative: Financial Management Systems

All recipients are required to:

- Establish and maintain auditable accounting records.
- Accurately account for on the receipt, obligation, and expenditure of grant funds.
- Account for funds for each award separately from other grants and other funding sources.

Resource:

<https://www.ojp.gov/funding/financialguidedoj/ii-preaward-requirements#cr381>

2.3 Standards for Financial Management Systems	
Accounting System	+
Project Cost Budgeting and Accounting	+
Preventing Commingling of Funds	+
Supplanting	+



Administrative: Financial Management Systems

Features of an adequate accounting system:

- Meets requirements for periodic reporting.
- Provides financial data for planning, control, measurement, and evaluation of direct and indirect costs.
- Provides cost and property control to ensure optimal use of funds.
- Controls funds/resources to assure conformance with general or special conditions.
- Must be able to accommodate a fund and account structure to separately track receipts, expenditures, assets, and liabilities for awards, programs, and subrecipients.

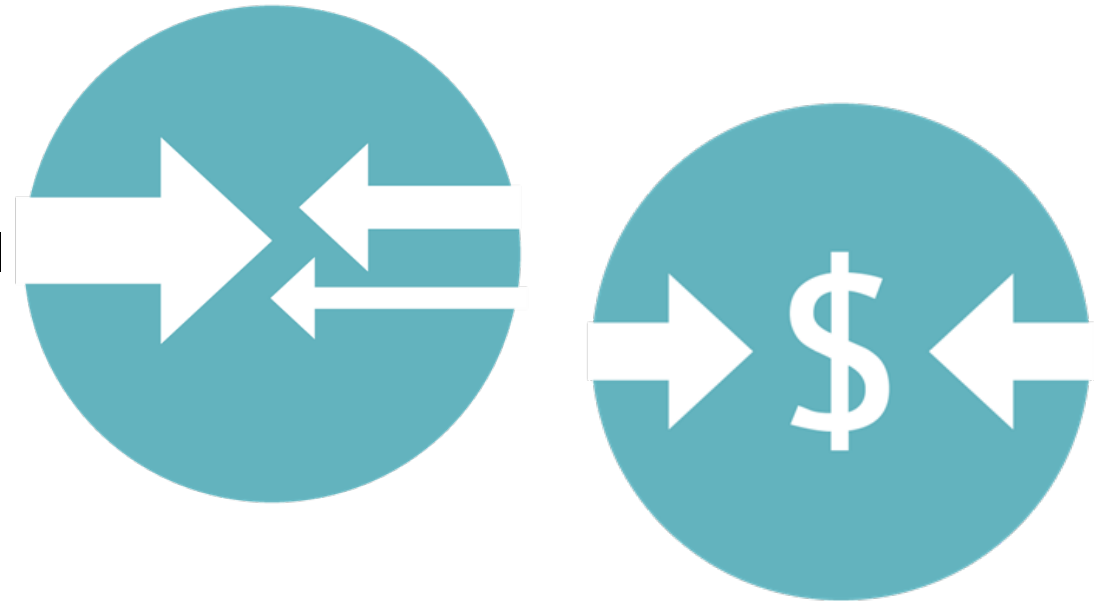
DOJ will review the accounting system if an award is selected for monitoring.



Administrative: Financial Management Systems

Recipients and subrecipients are **prohibited from commingling funds** on either a program-by-program or project-by-project basis.

- Although Federal regulations do not require physical segregation of cash deposits, the accounting systems must ensure that agency funds are not commingled with funds from other Federal or private agencies.
- Funds specifically budgeted/received for one project/award may not be used to support another.
- If the recipient's automated general ledger accounting system cannot comply with this requirement, a system should be established to adequately track funds according to each budget category.



Federal funds **must not supplant** (i.e., replace) funds that have been budgeted for the same purpose through non-Federal sources.

When Do I Report?

Report Type	Reporting Period	Due	JustGrants Role / Resource
Federal Financial Report (SF-425) – Submitted in JustGrants	<ul style="list-style-type: none"> • Oct 1 – Dec 31 • Jan 1 – Mar 31 • Apr 1 – Jun 30 • Jul 1 – Sep 30 	<ul style="list-style-type: none"> • January 30 • April 30 • July 30 • October 30 	Financial Manager
			https://justicegrants.usdoj.gov/training/training-financial-reporting
Semi-annual Performance Report Submitted in JustGrants	<ul style="list-style-type: none"> • Jul 1 – Dec 31 • Jan 1 – Jun 30 	<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
BJA quarterly performance measures https://ojp.gov/performance/ . Submitted in the BJA Performance Measurement Tool (PMT) – https://bjapmt.ojp.gov	<ul style="list-style-type: none"> • Oct 1 – Dec 31 • Jan 1 – Mar 31 • Apr 1 – Jun 30 • Jul 1 – Sep 30 	<ul style="list-style-type: none"> • July 30 • January 30 	Grant Award Administrator

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

Important Reporting Tips

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.

Performance Reports

- Answer performance measure questions directly in JustGrants. Attach 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.
- **No changes to the purpose of the project or project title will be approved.**

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 onsite.
- 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.



Common Areas of Noncompliance

Grant Award Administrator and Financial Manager: Financial management and grant administration training not completed

FFATA reporting not submitted.

Unauthorized obligation of funds in violation of grant withholding special conditions and/or prior to budget clearance.

Unauthorized costs or changes: Costs incurred that were not in the approved budget; making changes to the budget or project that required prior written approval.

Accounting policies and procedures are not documented or need improvement; lack of tracking award expenditures by approved budget category.

Common Areas of Noncompliance

Inadequate subaward management and monitoring policies and procedures.

Misclassification of subaward as a procurement contract, or vice versa.

Procurement transactions and policies – not conducted using open and free competition; policies inconsistent with Federal requirements.

Indirect cost rate charged improperly and/or rate expired; lack of budget modification GAM submission to reflect current rate agreement.

Use of funds for **consultant rates in excess of \$650 per day** (or \$81.25 per hour) without explicit prior approval from BJA via GAM.



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 4

RESOURCES



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



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](#) [↗](#)



JustGrants Login

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



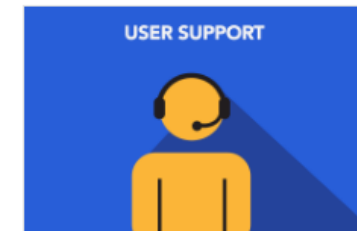
Training

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



FAQs

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



User Support

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



Resources

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



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.

DOJ Grants Financial Guide 2022

Last Updated October 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

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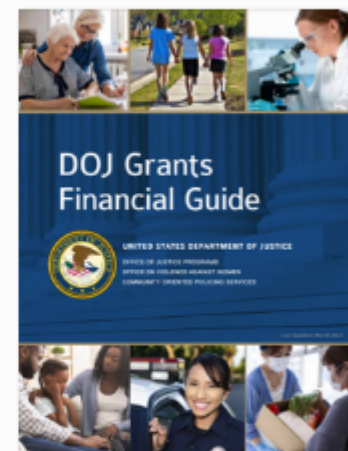
The PDF version of the DOJ Grants Financial Guide is now available.

Click the button below to view.

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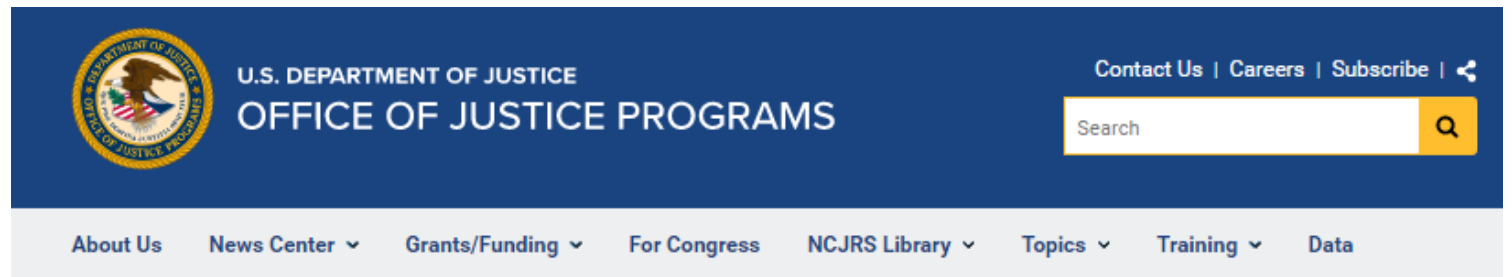
View Change History summarizing changes to the 2022 Guide.

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<https://www.ojp.gov/funding/financialguidedojo/overview>

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 - [OJP email newsletters](#) and topical messages available from OJP program offices (BJA, BJS, NIJ, OJJDP, OVC, and SMART)
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- For information on funding opportunities, publications, and initiatives, visit **BJA’s website:** www.bja.ojp.gov.



SECTION 6

NEXT STEPS AND ACTIVITIES



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

Begin Working with Your TTA Team

- Monthly Update Calls
- SPI Capacity Assessment
- SPI Action Plan
- SPI National Meeting

SPI Capacity Assessment

1. SPI Scope
2. Evidence-Based Policing
3. Data and Information Analysis
4. Research Capacity and Partnerships
5. Outreach and Collaboration
6. Sustainability and Organizational Change

SPI Action Plan

- Expand on topics in your proposal including:
 - Identified problem.
 - Approach.
 - Evaluation plan.
 - Community involvement.
 - Sustainability.

SPI National Meeting

- October 2024
- Training on Core Principles (e.g., collaboration, sustainability, research)
- Keynote Speaker(s)
- Topically-Based Panels (presentations from current/previous SPI sites)
- Peer Networking and Breakout Sessions



Questions?

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

SPI TTA Team -
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spi@cna.org