BUREAU OF JUSTICE ASSISTANCE

FY 2023 RESIDENTIAL SUBSTANCE ABUSE TREATMENT (RSAT) GRANT PROGRAM: GRANTEE ORIENTATION

November 9, 2023

Bureau of Justice Assistance
U.S. Department of Justice

WELCOME AND INTRODUCTION

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

Agenda

- Welcome and Introduction to OJP and BJA
- BJA Policy Office - RSAT Program Overview
- BJA Programs Office - JustGrants Overview
- Grants Management
- Performance Management
- Training and Technical Assistance
- Resources and Questions

Presenters

Margaret Chapman, Policy Advisor, BJA

Aja Pappas, Programs Division Chief, BJA

Renee Howell, State Policy Advisor, BJA

Eva Juarez, Budget and Performance Division, BJA

Andrew Klein, Advocates for Human Potential

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.

https://bja.ojp.gov/

Karhlton F. Moore, BJA Director

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**

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

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: How long have you been an RSAT Grantee?

- Since 2005
- 10-15 Years
- Under 10 years
- This is our First RSAT Award

RSAT OVERVIEW AND REQUIRMENTS

BJA
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U.S. Department of Justice

BJA POLICY OFFICE

Meg Chapman
Policy Advisor
Corrections, Reentry, and Justice Reform

FY23 RSAT Program Overview

The RSAT Program assists states with developing and implementing residential SUD treatment programs within state correctional facilities, as well as within local correctional and detention facilities, in which adults and juveniles are incarcerated for a period of time sufficient to permit SUD treatment. RSAT Program funds may be used to implement three types of programs: residential, jail-based, and aftercare (Public Law 90-351, Title I, Sec. 1901 (codified at 34 U.S.C. 10421); Department of Justice Appropriations Act, 2023 (Public Law 117-328; 136 Stat. 4459, 4537)).

State Awards Made: 56

Dollar Amount: $39,376,160

FY23 RSAT Grants Overview

Goals

Assist state, local, and tribal efforts to increase access to evidence-based prevention and SUD treatment and reduce overdose deaths.

Objectives

- Enhance the capabilities of state, local, or tribal governments to initiate or continue evidence-based SUD or co-occurring substance use and mental health disorder treatment programs in the nation's prisons, juvenile detention centers, and jails.
- Increase the number of prisons and jails offering MAT to incarcerated individuals with OUD.
- Prepare individuals for reintegration into communities, including supporting continuity of treatment for OUD treatment and recovery supports prior to release.
- Assist individuals and communities through the reentry process by delivering community-based treatment, recovery, and other broad-based aftercare services to support successful reentry and continuity of care.

RSAT Program Requirements

Residential SUD treatment program in prisons and juvenile detention centers

- Engage individuals with SUD or co-occurring substance use and mental health disorders for a period of 6–12 months.
- Require periodic/random drug testing of individuals while they are in the program and under community supervision.
- Establish a therapeutic community (i.e., program participants are set apart from the general population).
- Provide aftercare services.

RSAT Program Requirements

Residential SUD treatment programs in jails

- Engage individuals with SUD or co-occurring substance use and serious mental health disorders for at least 3 months.
- Require periodic/random drug testing of individuals while they are in the program and under community supervision.
- Make every effort to establish a therapeutic community.
- Provide aftercare services.

RSAT Program Requirements

Jail-based SUD treatment programs that initiate or continue evidence-based SUD treatment programs (e.g., MAT) individuals were on when arrived at the jail.

- Emphasis is on pretrial populations
- No requirements related to therapeutic community or minimum length of programming.

RSAT Program Requirements

Aftercare services include case management and the full continuum of recovery and aftercare services.

- Must involve coordination of the correctional facility treatment program with other human services and recovery support services and programs such as educational and job training, parole supervision, and recovery housing, as well as participation in individual and peer group programs that provide ongoing support for maintenance of long-term recovery after reentry.

PROGRAM AND JUSTGRANTS OVERVIEW

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BJA PROGRAMS OFFICE

Aja Pappas
Division Chief
Bureau of Justice Assistance

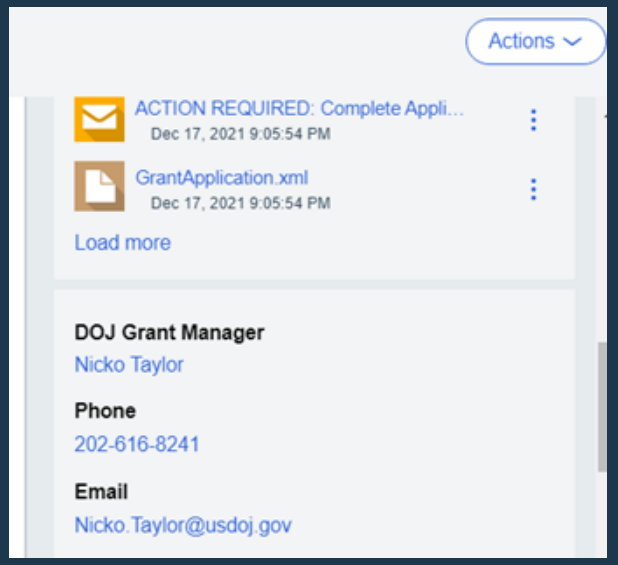
Renee Howell
State Policy Advisor and RSAT Lead
Bureau of Justice Assistance

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



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

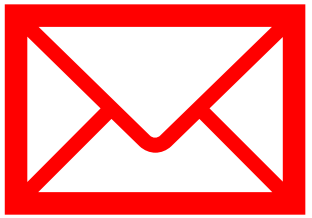
Office of the Chief Financial Officer (OCFO)

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

- 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

GRANTS MANAGEMENT OVERVIEW

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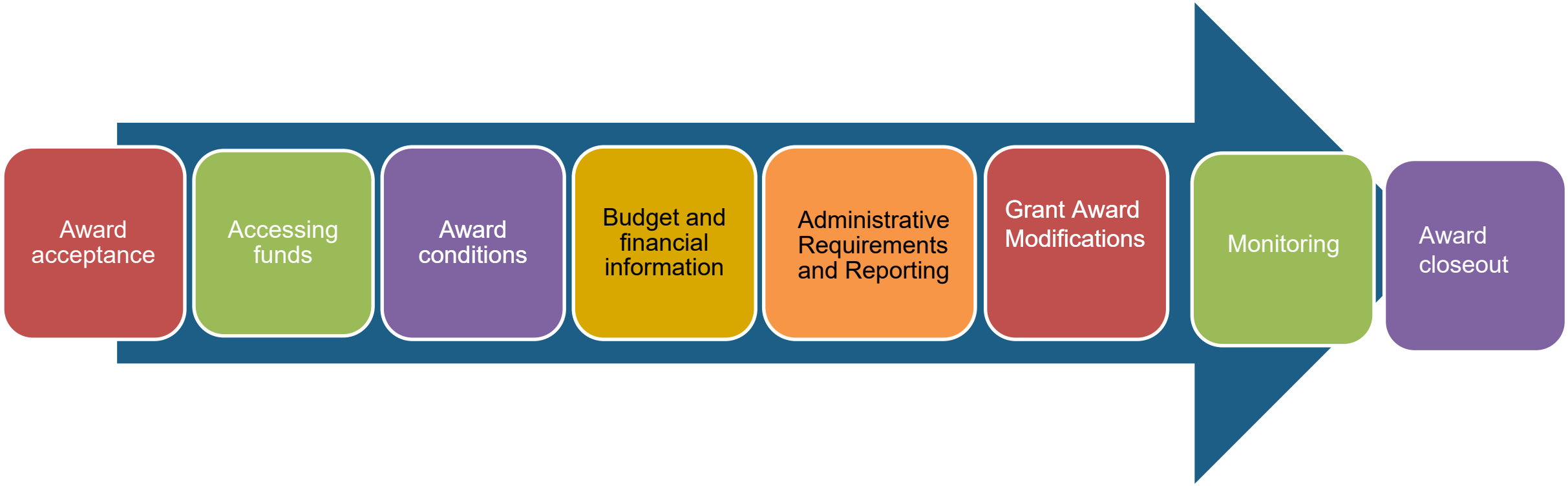
Grant Management Award Cycle



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.

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

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

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

PENDING-EXTERNAL ASSIGNEE → PENDING-AWARD ACCEPTANCE

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/)
- Addressing holds on funds related to withholding award conditions, if applicable
- Addressing suspension of ASAP account (SAM registration expired or delinquent reports), if applicable

Accessing Funds: ASAP

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

If you are a new OJP grant recipient: After the award is accepted in JustGrants, your agency's EA will receive two emails from ASAP (DoNotReply.asap@mail.twai.gov) to begin the registration process. **To have the ASAP registration email resent and/or for assistance registering in ASAP, contact OCFO Customer Service at ask.ocfo@ojp.usdoj.gov or 800-458-0786.** ASAP resources available here: 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

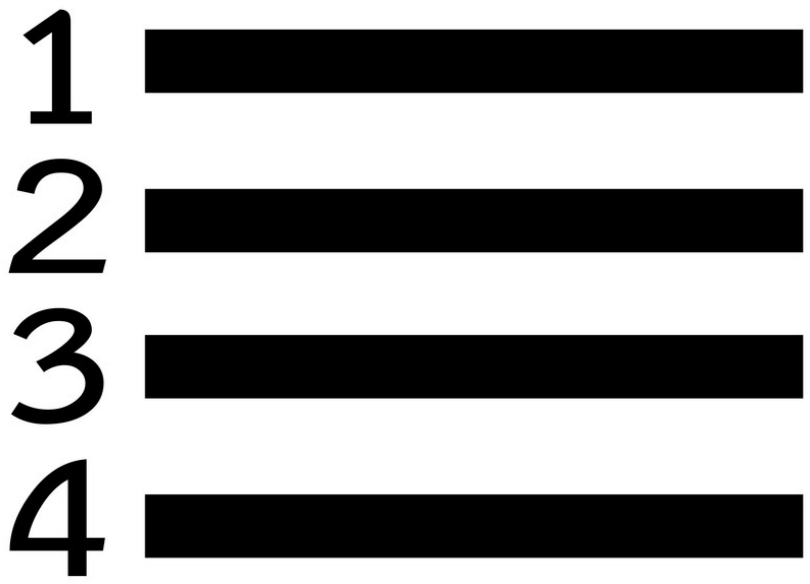
STEP 3:
Recipient requests payment via ASAP.gov

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 #1–30 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:

- Specified action or document is approved by BJA (example, updated budget and narratives showing approved funded amount)
- 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, or MOU)

Contact your BJA grant manager if you have questions or need guidance on how to address active withholding conditions that may appear on your award.

Resource: https://justicegrants.usdoj.gov/sites/g/files/xyckuh296/files/media/document/FINAL_EXT_Awd-Conditions-JARG_072021.pdf

Award Conditions: Overview

Grantees are responsible for adhering to all applicable award conditions. Please review your award conditions for specific holds which may apply to your agency.

All awardees have the following condition hold:

The recipient may not draw down any funds under this award until:

1) The recipient submits a **budget, budget narrative and programmatic narrative reflecting their full award amount via Programmatic Cost Grant Award Modification (GAM)**

   BJA approves the submission via Grant Award Modification (GAM), and BJA has issued an Award Condition Modification (ACM) releasing this award condition. The recipient may obligate these funds and/or obligate or expend non-federal funds but, if done prior to the removal of this award condition, recipient accepts the risk that such obligations or expenditures may not be reimbursable to this award. Recipient should further be aware that the provisions found herein may be superseded by more restrictive award conditions otherwise placed upon this award.

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

Administrative: Grants Financial Management Training

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

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

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 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

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:	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:
❑ Determines who is eligible to receive what Federal assistance	❑ Provides the goods and services within normal business operations
❑ Has its performance measured in relation to whether objectives of a Federal program were met;	❑ Provides similar goods or services to many different purchasers
❑ Has responsibility for programmatic decision-making	❑ Normally operates in a competitive environment
❑ Is responsible for adherence to applicable Federal program requirements specified in the Federal award	❑ Provides goods or services that are ancillary to the operation of the Federal program
❑ 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.	❑ Is not subject to compliance requirements of the Federal program as a result of the agreement, though similar requirements may apply for other reasons.

Administrative: Subawards

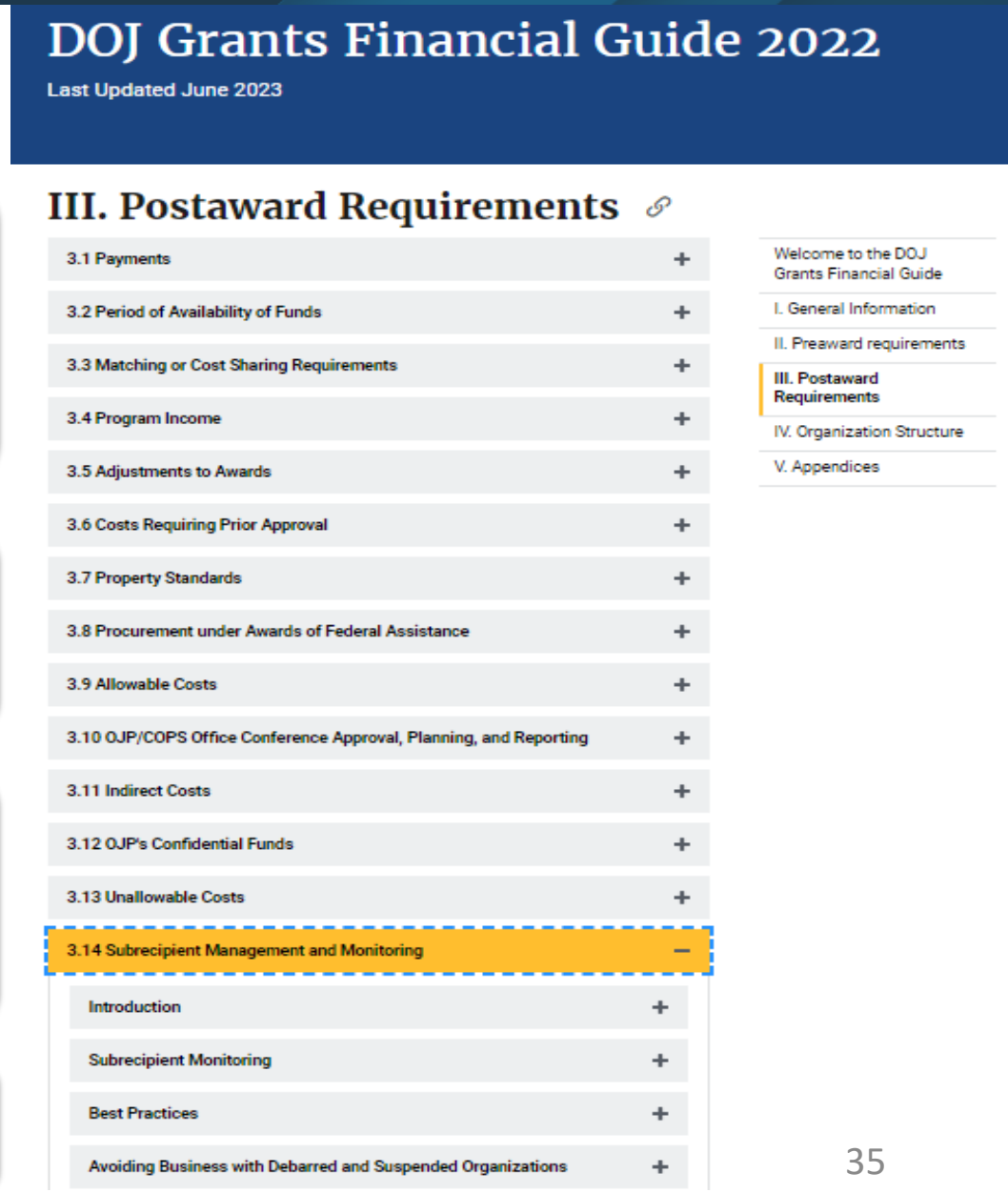
All subawards under a federal award require prior approval by the funding agency. If a specific subaward was in your application budget, issuance of the award is approval of that subaward. Subawards not included or specified in the application must be approved via grant award modification (GAM).

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

Pass Through Entity requirements included 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



Administrative: FFATA Reporting on Subawards

- Federal Funding Accountability and Transparency Act (FFATA) **requires prime recipients of awards ≥$30,000 to report subaward and executive compensation data on first-tier subawards ≥$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

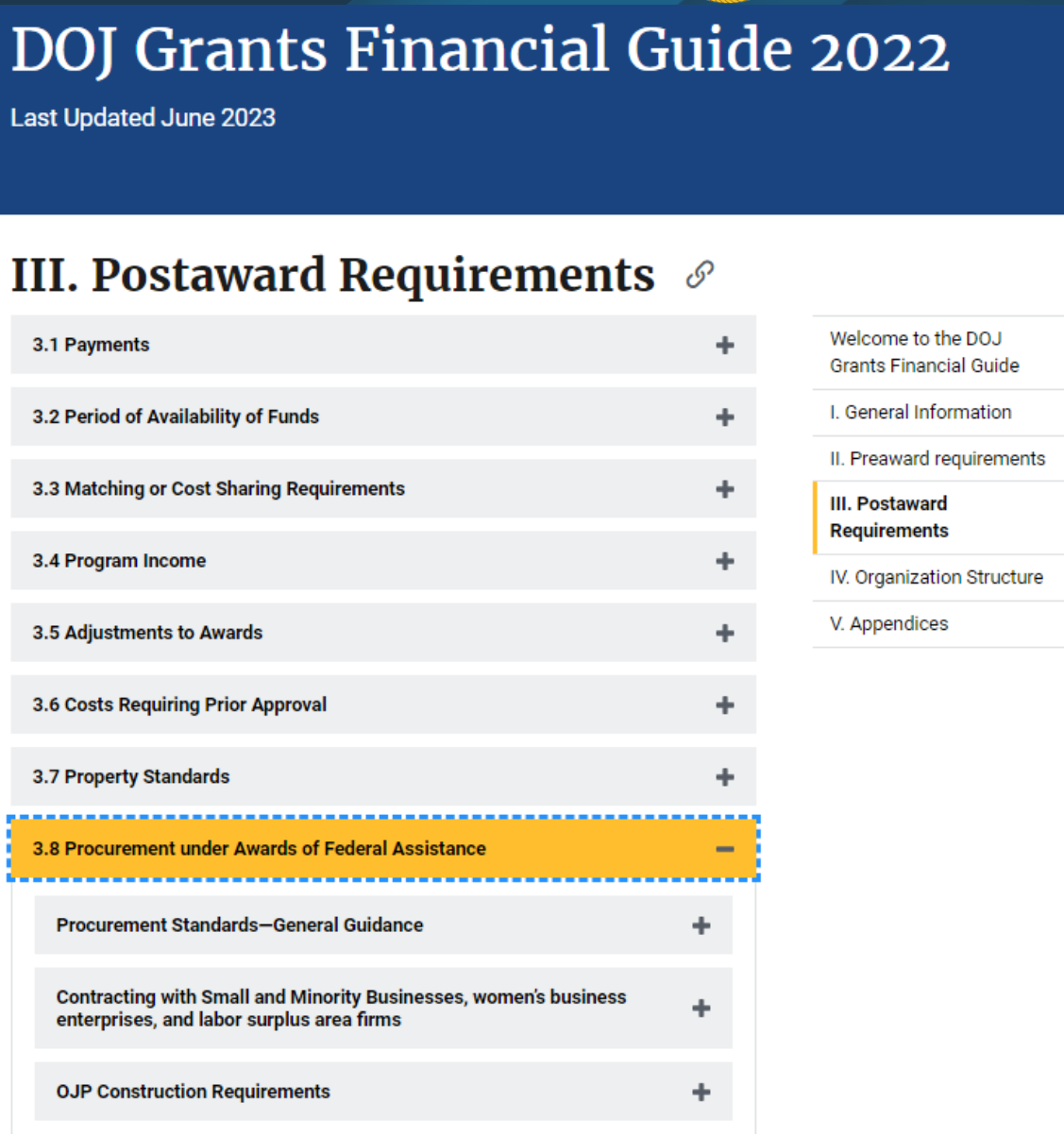
All procurement transactions **must be conducted in a manner to provide, to the maximum extent practical, open and free competition.**

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 nonfederal funds. See 2 C.F.R. § 200.317.

All other nonfederal 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.



Administrative: Other

Other Administrative requirements include but not limited to:

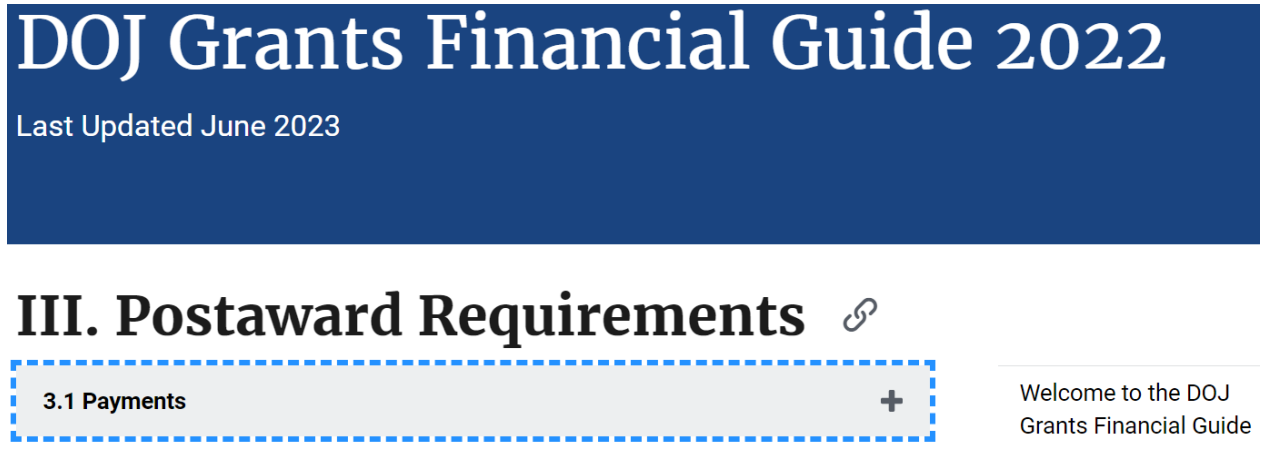
- Reporting any waste, fraud, and abuse, or similar misconduct to the OIG. See the DOJ Grants Financial Guide Section 3.20.
- Determination of suitability to interact with participating minors. See: https://ojp.gov/funding/Explore/Interact-Minors.htm
- Requirements to include a disclaimer statement on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

Reminder: Thoroughly read the award conditions!

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

Administrative: Payments

- Payment (draw down) requests are submitted in ASAP. Funds are deposited within one 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.



Chapter 3.1 Payments:
https://www.ojp.gov/funding/financialguidedoj/iii-postaward-requirements#pkson1

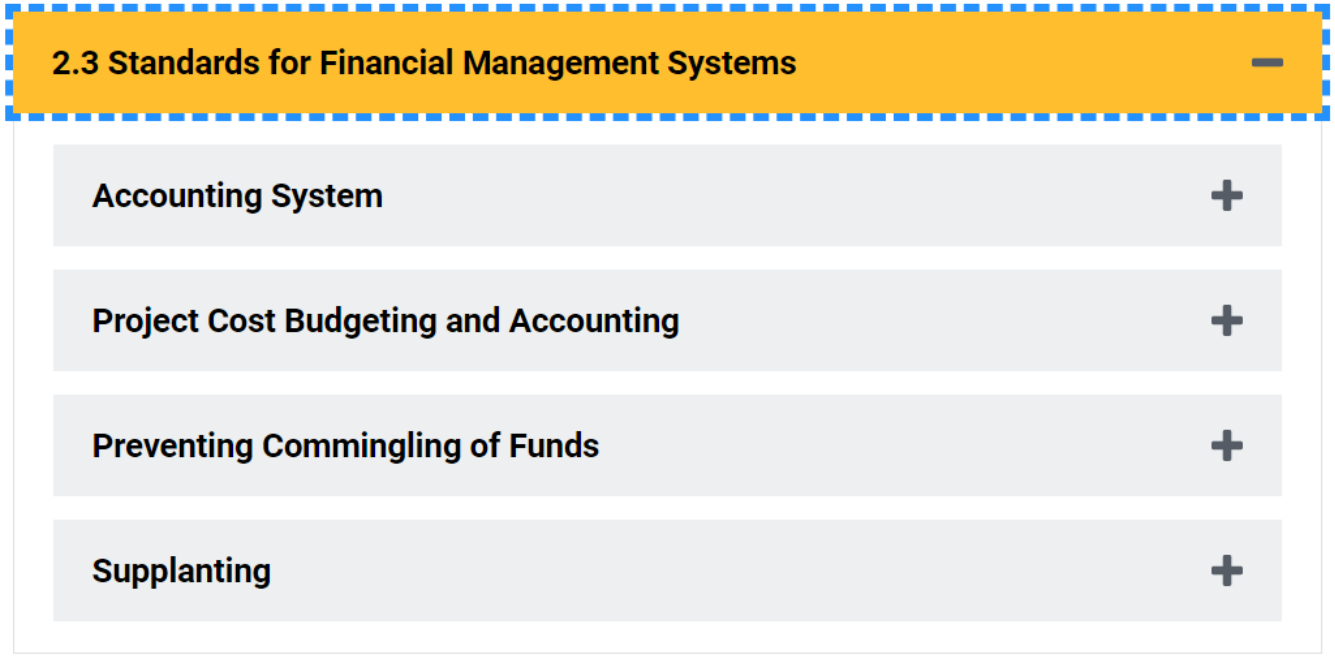
ASAP Resources:
https://justicegrants.usdoj.gov/resources/asap

Administrative: Financial Management Systems

All recipients are required to:

- Establish and maintain auditable accounting records
- Accurately accounts for on the receipt, obligation, and expenditure of grant funds.
- Funds for each award must be accounted for separately from other grants and other funding sources.

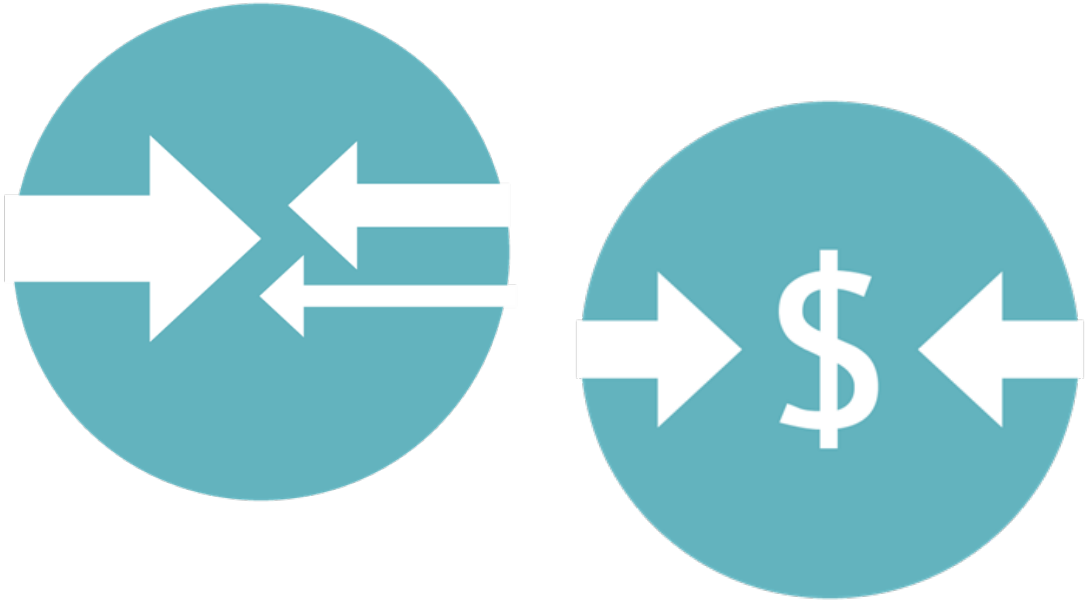
Resource:
https://www.ojp.gov/funding/financialguidedoj/ii-preaward-requirements#cr381



Administrative: Financial Management Systems

Recipients and subrecipients are **prohibited from <u>commingling</u> 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 **<u>must not supplant</u>** (i.e., replace) funds that have been budgeted for the same purpose through non-federal sources.

Poll Question: How Familiar are you with the GAM process in JustGrants?

- Very Familiar
- Somewhat Familiar
- Not Familiar

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

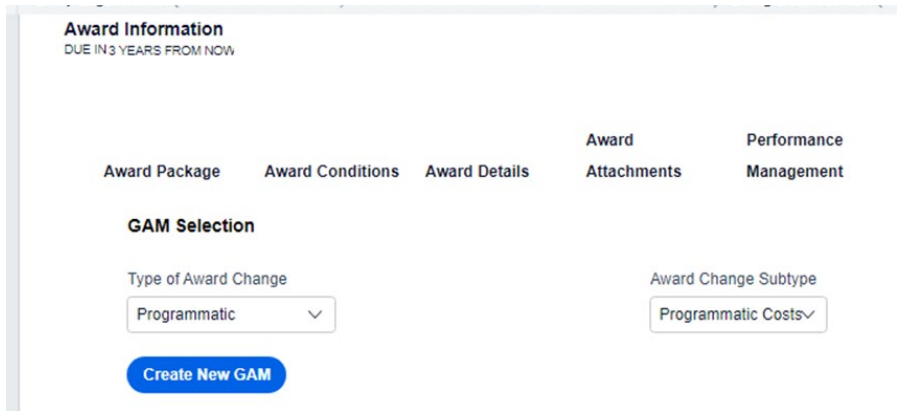
- Budget Modification GAM (moving more than 10% of funds, or adding $ into category previously $0)
- Sole Source GAM for any sole source procurement in excess of simplified acquisition threshold (currently $250,000)

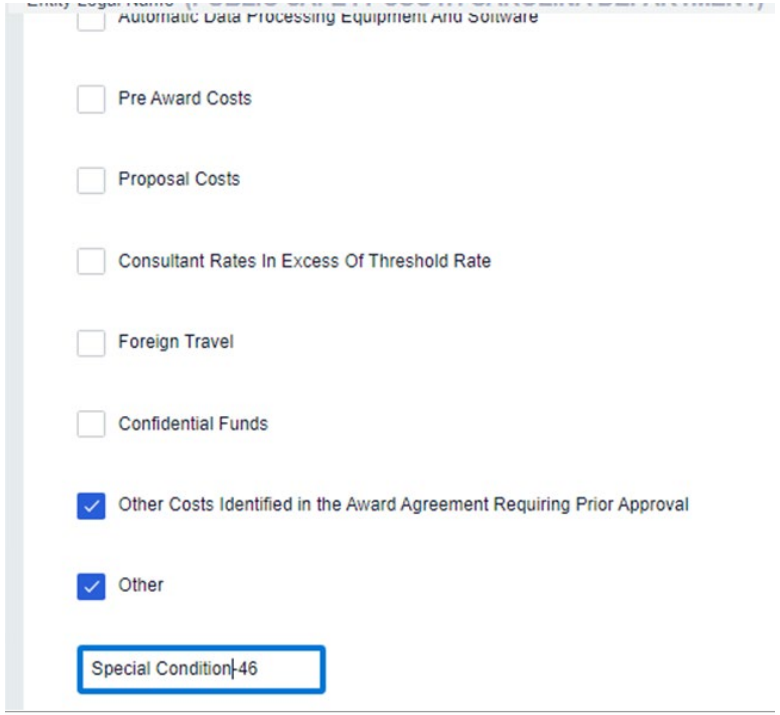
BEST PRACTICE: Contact your BJA Grant Manager if you have questions prior to submitting a GAM.

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

Award Conditions: Program and Budget Narrative

All RSAT grantees will be required to submit a Programmatic Cost Gam to satisfy this condition. When creating the GAM they should select -*Programmatic* from the first drop down and *Programmatic Costs* from the second drop down and select *"Create New GAM"* – once in the GAM they need to select the following options: - *Other Costs Identified in the Award Agreement Requiring Prior Approval* and the *"Other"* box under this option and type the following into the text box- *"Special Condition- 46"*





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.

Resource: https://www.ojp.gov/funding/financialguidedoj/iii-postaward-requirements#bvaepl

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

PERFORMANCE REPORTING OVERVIEW

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Agenda

- Performance Management at the Bureau of Justice Assistance (BJA)
- Purpose of Performance Measures and Benefits to Grantees
- Data Reporting: What, Where, When, and How
- Program Specific Questionnaire
- Data Reporting Best Practices
- Contact Information and Resources

What is Performance Management at BJA?

- **Performance management is the process** by which grantees regularly collect data on their grant activities to determine whether they are implementing activities as intended and achieving their desired goals and objectives.
- **BJA has established performance measures in the form of questionnaires for each grant program.** These measures help capture inputs, outputs, and outcomes over time and enable pre- and post-comparisons that can be used to facilitate change as needed. Each program will be provided their respective questionnaire by BJA.
- **BJA grantees report on their activities** on a periodic basis throughout the life of their grant.
- **For more information, we invite you to visit** the OJP Grant Performance Measurement and Progress Reporting Information Portal at ojp.gov/performance and BJA Performance Measures site at https://bja.ojp.gov/funding/performance-measures.

Why Does BJA Use Performance Measures?

To identify areas of success and potential areas of improvement. Performance measures identify needs for TTA or revisions to program design or implementation.

To track grant activity and progress towards program goals. They enable BJA to respond to external requests (e.g., congressional inquiries, media requests).

To understand how funds are being distributed. Results inform budget, strategic plan, and future funding.

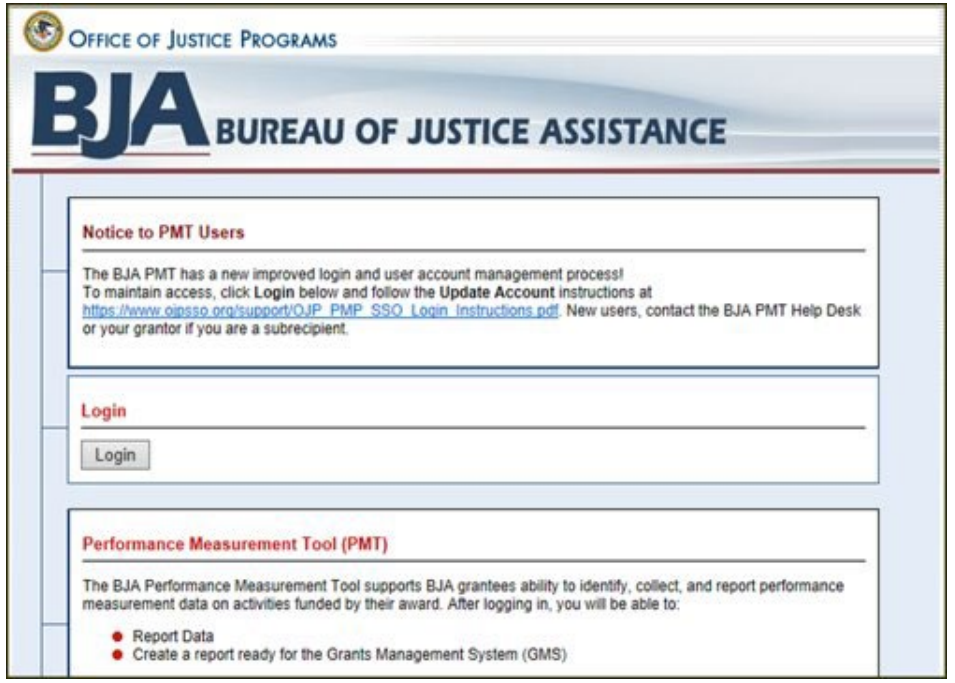
To comply with the law. Tracking of progress through performance measurement is required by the Government Performance and Results Modernization Act of 2010, the Digital Accountability and Transparency Act of 2014, and the Grant Reporting Efficiency and Agreements Transparency Act of 2019.

What Data Will I Need to Report?

- **Performance measures:** The performance measure for your program is a series of questions that measure outcomes of grant activities and demonstrate accomplishment of goals and objectives of BJA's programs.
- **Narrative questions:** A series of narrative questions related to the grantee's specific goals, objectives, barriers, and successes are also provided to grantees to be used for data reporting. Grantees responses to narrative questions are required during the **January** and **July** submission periods.
- **Closeout questions:** A series of questions grantees will need to respond to only when activities have been completed and the **grant is ending**.

Where do I Report?

- BJA's Performance Measurement Tool (PMT) is one of the online tools that facilitates performance reporting for BJA.
- RSAT Program grantees report performance measures quarterly (Jan/April/July/Oct) in the PMT until further notice.
- The report generated by the PMT is then uploaded into the Justice Grants system (JustGrants) twice a year (January/July).
- Access the PMT at: https://bjapmt.ojp.gov.



When Do I Report?

Reporting Period	Data Required	PMT Deadline	Upload to JustGrants ?
October 1–December 31	Performance Measures and Narrative Questions	January 30	Yes January 30
January 1–March 31	Performance Measures	April 30	No
April 1–June 30	Performance Measures and Narrative Questions	July 30	Yes July 30
July 1–September 30	Performance Measures	October 30	No
Last Reporting Period of Award	Performance Measures, Narrative Questions, and Closeout Questions	120 Days After Award End Date	Yes 120 Days After Award End Date

RSAT Questionnaire Overview

Link to Performance Measures Questionnaires:

https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/RSAT-Measures.pdf

More information on performance measures can be found on this page:

https://bja.ojp.gov/funding/performance-measures

BUREAU OF JUSTICE ASSISTANCE
RESIDENTIAL SUBSTANCE ABUSE TREATMENT (RSAT) GRANT PROGRAM
PERFORMANCE MEASURES

The following pages outline general questions and performance measures for the Bureau of Justice Assistance (BJA) *Residential Substance Abuse Treatment (RSAT)* grant program. The performance measures for this program were established to show the impact and value of the program and indicate how grant activities meet the following objectives:

1. Provide residential treatment facilities set apart—in a completely separate facility, or a dedicated housing unit in a facility exclusively for use by RSAT program participants—from the general correctional population.
2. Focus on the substance abuse problems of the RSAT program participants.
3. Develop each RSAT program participant's cognitive, behavioral, social, vocational, and other skills to solve substance abuse and related problems.
4. Require urinalysis and/or other proven reliable forms of drug and alcohol testing for RSAT program participants, including both periodic and random testing, and for former participants while they remain in the custody of the state or local government.

The performance measures for the RSAT program are shown by grant program type (Jail-based, Prison-based, and Aftercare). The questions are structured in two formats—quantitative (numeric) measures and qualitative (narrative) measures. You will complete the quantitative measures in the BJA Performance Measurement Tool (PMT) four times per year to report on your activity during the prior 3 months, also known as a reporting period. You will be asked to complete qualitative measures twice each year. These consist of seven narrative questions that you will answer based on activities during the previous two reporting periods.

In addition, in January and July of each calendar year, you are responsible for creating the *GMS Report* from the PMT that you upload into the Grants Management System (GMS). During the nonsubmission periods, you are encouraged to create this report and keep a copy for your records.

NOTE: Data collection on these measures will take effect with grant activities that begin as of April 1–June 30, 2012. Specifically, data entry and reporting in the PMT will begin on July 1, 2012. Subsequent data entry will occur quarterly, with a 30-day submission period following the close of the reporting period.

You are required to report data for all measures as they relate to the activities funded by the BJA award plus 25 percent non-Federal match funds. The activities include training and hiring treatment personnel. The remainder of the questions are about program *participant-level measures*. For these questions, please report the number of individuals that is equal to the proportion of the Federal funds (plus matching funds) of your total annual budget for the RSAT program.

Your responses to the questions that follow must be entered in the PMT at https://bjapmt.ojp.gov. If you have any questions about the PMT or performance measures, please call the BJA Performance Tools Help Desk at 1-888-252-6867, or send an e-mail to bjapmt@usdoj.gov.

If you have questions about your program, please contact your State Policy Advisor (SPA) at http://www.ojp.usdoj.gov/BJA/resource/ProgramsOffice.html.

This questionnaire is only to be used for data collection purposes.
All grantees must enter their data in the PMT at https://bjapmt.ojp.gov.

Questionnaire Structure

- **Overview**
  The RSAT Questionnaire focuses on services provided, number and type of participants receiving services, and program completion
- **Sections**
  - **General Award Administration**
    Section for reporting grant activity, closeout status, and activity types for which grantees used funding
  - **Jail/Prison/Juvenile-Based Programs**
    Measures about participants receiving services, and the services they received
  - **Court and Criminal Involvement: Jail/Prison Based**
    Focused on court and criminal involvement for participants, to be completed at the close of the grant

Questionnaire Structure

Sections

- **Aftercare Programs**
  Measures on aftercare activities
- **Court and Criminal Involvement: Aftercare**
  - Questions about court and criminal involvement for participants who have ever participated in the RSAT Aftercare program
  - Individuals can be included in more than one category
- **Semiannual Narrative Questions**
  Open ended questions about the grant and grant activity

Participant-Level Measures

- The Jail/Prison-Based Programs section contains questions about Medication Assisted Treatment
- Reminder that individuals who are treated by different services by your program may be counted in multiple sections
- Only report numbers applicable during the activity period of the grant
- All measures should only reflect activity funded in whole or part by BJA

Defining Goals and Objectives

Setting Goals Best Practices

- Well-defined goals clarify priorities and establish criteria for success.
- **Set SMART goals** to clarify the scope of your priorities.
- **Revaluate goals semiannually** to determine whether changes to program priorities and activities require updates.
- **Use data** to understand your progress toward your goals and make course corrections as needed.

Defining Goals and Objectives

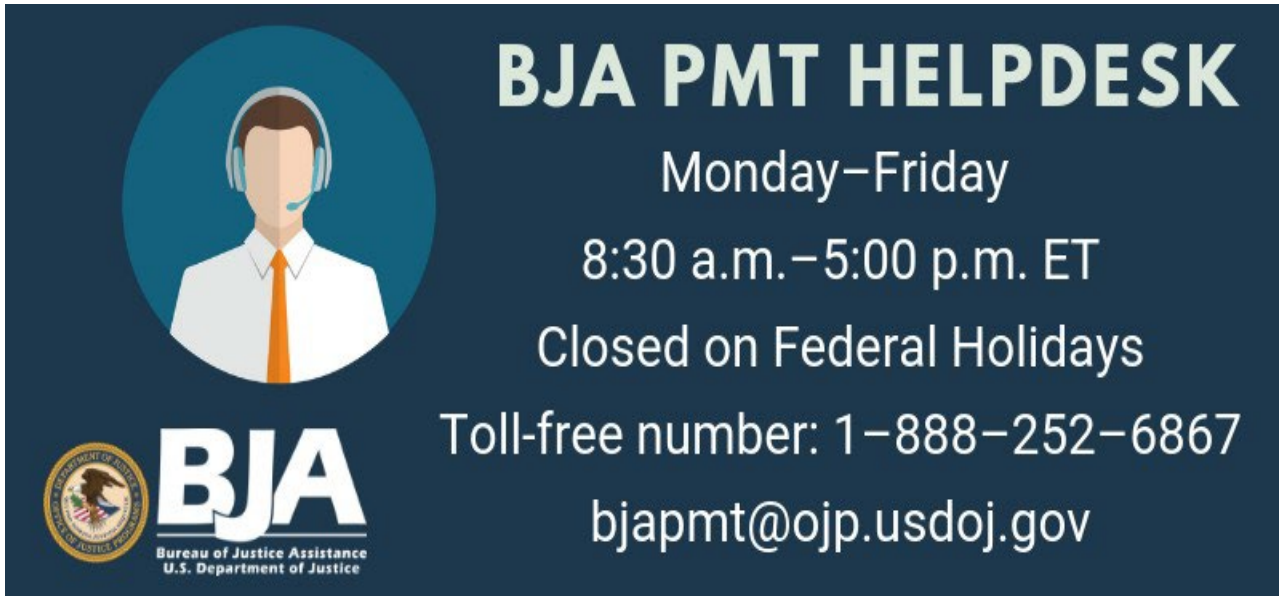
Great Goals but Needing Improvement	SMART Goal Examples
"Increase number of participants in RSAT."	"Improve public safety by increasing the percentage of successful completions of RSAT to 75%."
"Reduce the jail population, in particular those with substance use disorders."	"Reduce the number of people in jail who have a substance use disorders to less than 10%."

Ensuring Data Quality

Data Quality Best-Practices:

- Designate staff for coordination of the performance data collection.
- Review the performance measure questionnaire before entering data.
- Ensure that designated staff participate in trainings.
- Review, edit, and validate data with subrecipients before submission.
- Be mindful of the validation alerts built into the JustGrants questionnaire and verification outreach by the PMT Helpdesk.

Contact Information and Resources

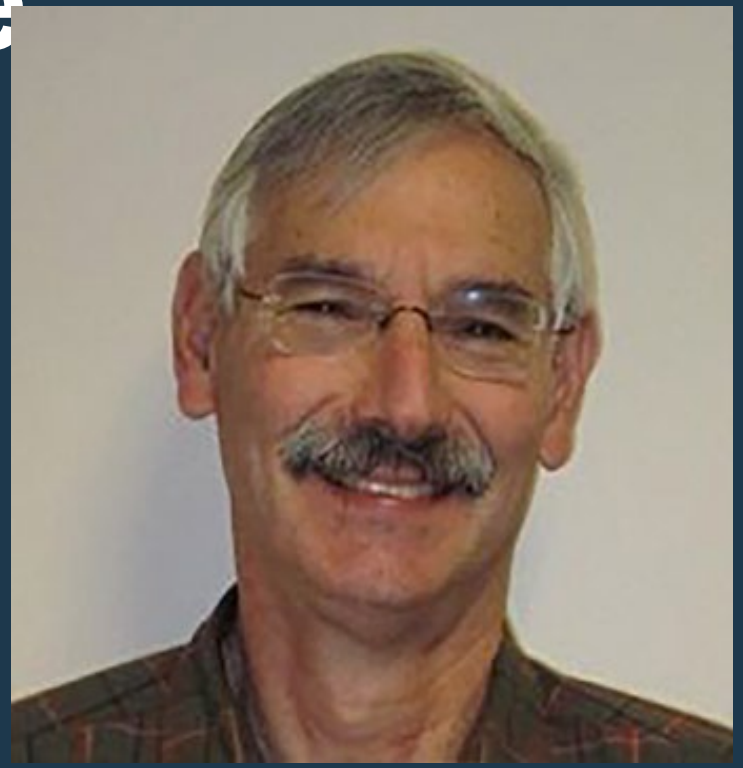


Websites

- Office of Justice Programs
- BJA Performance Measures
- OJP Grant Performance Measurement and Progress Reporting Information Portal
- Performance Management Tool
- BJA YouTube Channel

Thank you for your hard work and dedication!

Training and Technical Assistance



Andrew Klein

Advocates for Human Potential

Poll Question: Did someone from your agency attend the 2023 COSSUP/RSAT Conference?

Yes

No

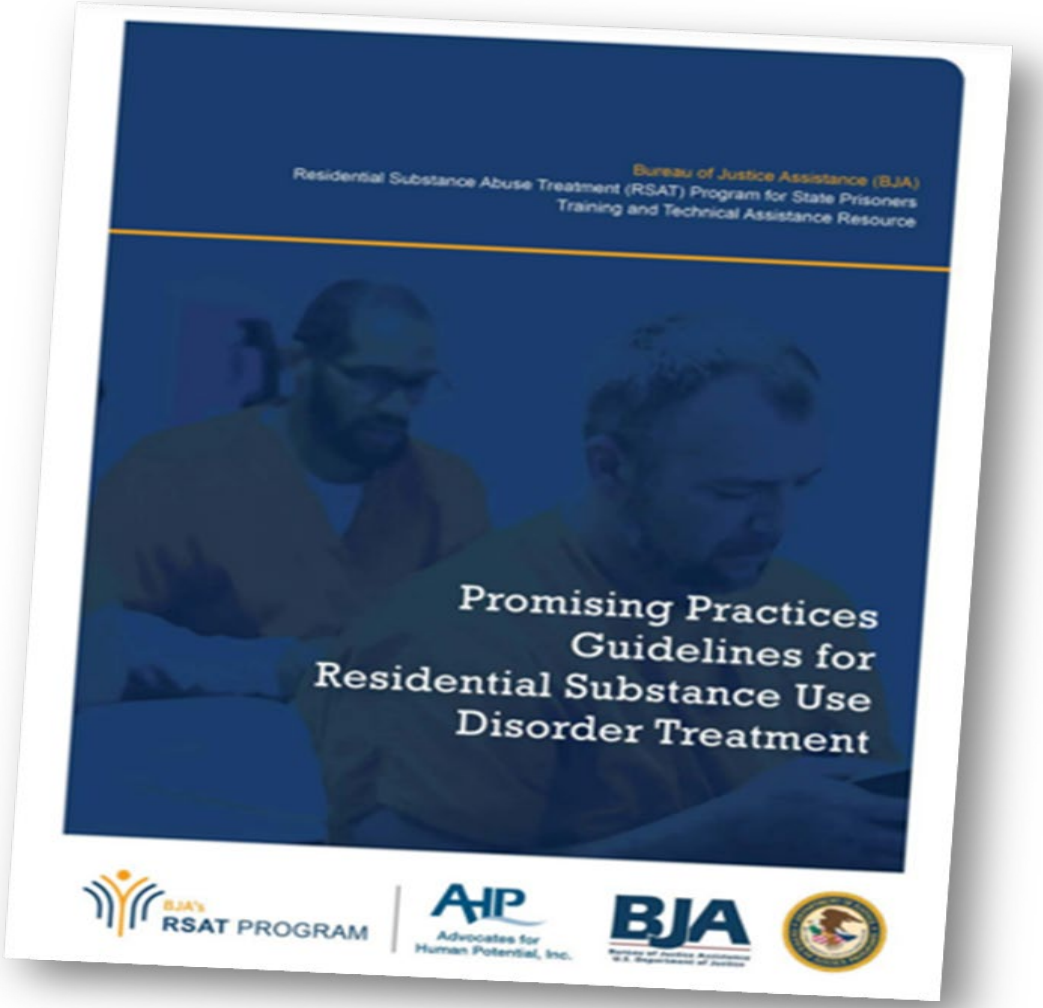
Training and Technical Assistance (TTA)

Advocates for Human Potential, Inc.

- Technical assistance to states and sub-awardees
- Training opportunities
- Development and dissemination of topical resources
- Maintain TTA resource center (RSAT-TTA.com)

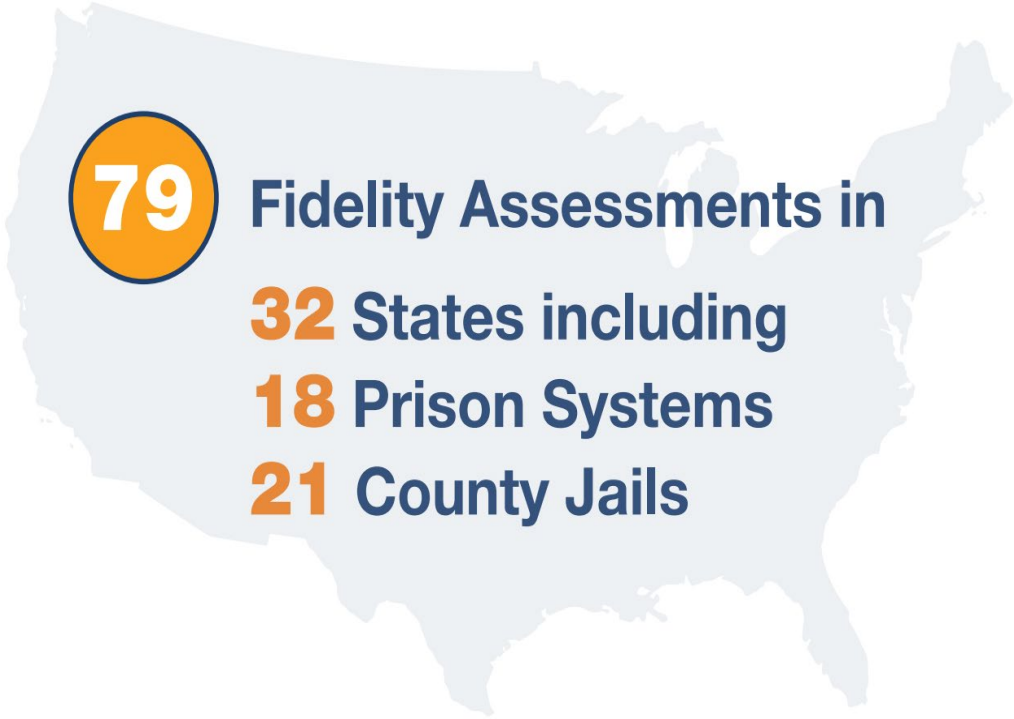
TTA Resources

- Promising Practices Guidelines
- Manuals and Toolkits on relevant topics
- Monthly webinars
- Peer site visits



Fidelity Assessments

- Assess how closely your residential SUD program aligns with the Promising Practices Guidelines.
- Results in report and recommendations that is shared with BJA, SAA, and Agency representatives.



OTHER RESOURCES

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

RESIDENTIAL SUBSTANCE ABUSE TREATMENT (RSAT) FOR STATE PRISONERS PROGRAM

What is the RSAT for State Prisoners Program?

The RSAT for State Prisoners Program's objectives are to enhance the capabilities of state, local, and Indian tribal governments to provide residential substance use disorder (SUD) treatment to adult and juvenile populations during detention or incarceration; prepare them for their reintegration into a community by incorporating reentry planning activities into their treatment programs; and assist them and their communities throughout the reentry process by delivering community-based treatment and other broad-based aftercare services.

What is the authorizing legislation for the RSAT State Prisoners Program?

The RSAT Program was created by the Violent Crime Control and Law Enforcement Act of 1994 (Public Law 103-322) and codified at 34 U.S.C. § 10421 et. seq. To view this, follow this link: https://uscode.house.gov/view.xhtml?req=(title:34%20section:10421%20edition:prelim).

What entity is eligible to receive funding?

Only states, as defined by this program, are eligible to apply and must designate a single State Administering Agency (SAA) that has authority to apply on their behalf. States often rely on a single entity within the state (e.g., SAA, Department of Corrections, Department of Public Safety, Governor's Office) to oversee the RSAT for State Prisoners Program and its subgrantees.

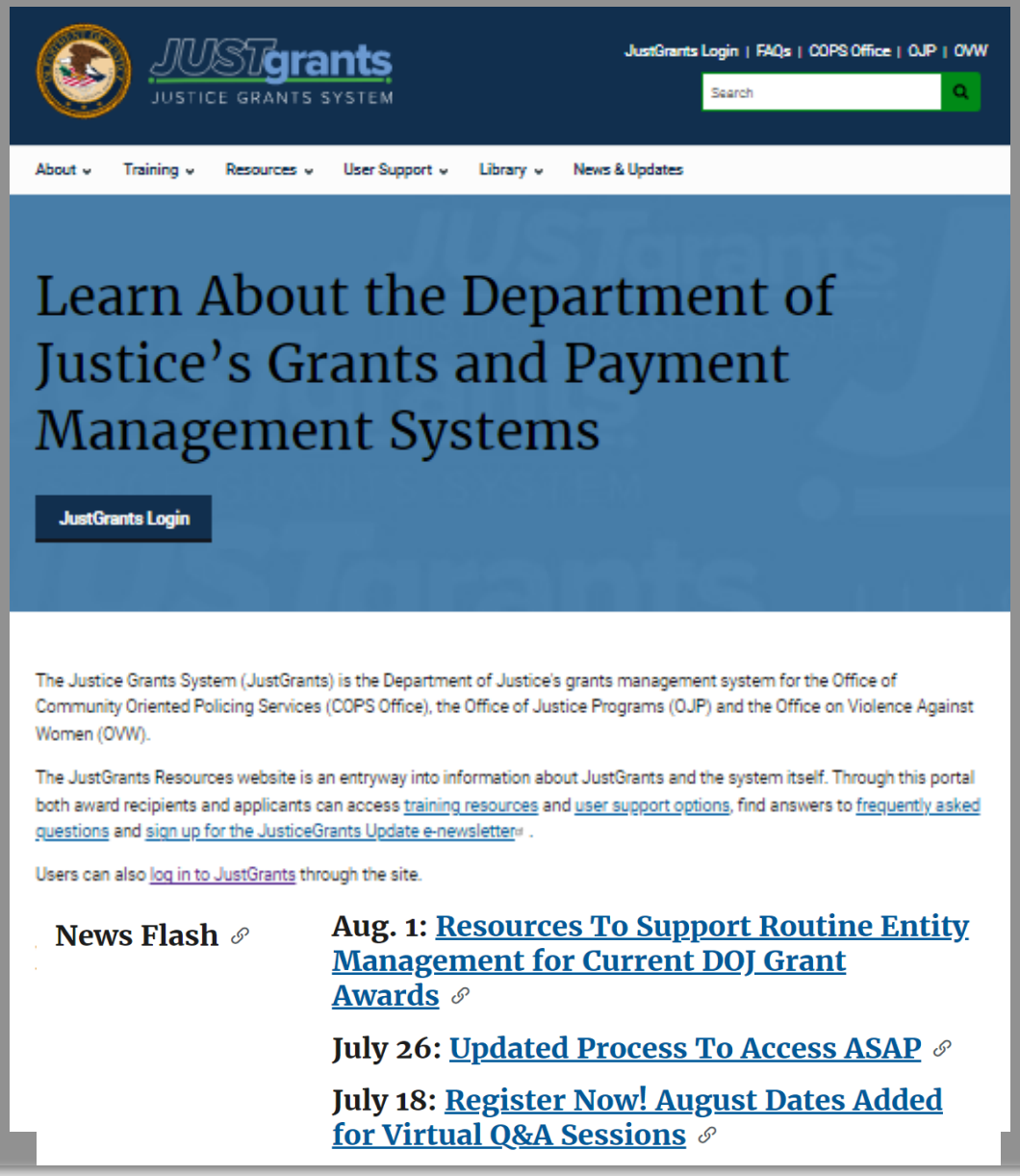
For purposes of this program, "state" means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

Eligible entities must provide a 25 percent cash or in-kind match to the grant award.

Can states award subgrants?

Yes, states may award subgrants through a competitive or noncompetitive process to state agencies and units of local government, including

https://bja.ojp.gov/doc/rsat-faq.pdf



https://justicegrants.usdoj.gov/

DOJ Grants Financial Guide 2022

Last Updated June 2023

Welcome to the DOJ Grants Financial Guide

Foreword

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

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

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

Welcome to the DOJ Grants Financial Guide

I. General Information

II. Preaward requirements

III. Postaward Requirements

IV. Organization Structure

V. Appendices

DOJ Grants Financial Guide

Now Available For Download

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

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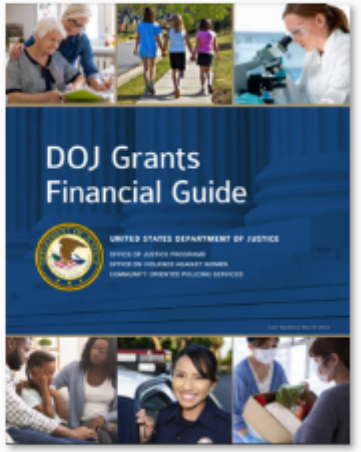
View Change History summarizing changes to the 2022 Guide.
PDF Format (81 kb)



https://www.ojp.gov/funding/financialguidedoj/overview

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Text OJP [your email address] to 468-311 to subscribe.

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

https://www.ojp.gov/subscribe

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- Subscribe to **"Justice Matters" and "News From BJA"** to receive the latest information from BJA and the field.
- For information on funding opportunities, publications, and initiatives, visit **BJA's website:** www.bja.ojp.gov.

Questions?

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