

BUREAU OF JUSTICE ASSISTANCE

# Managing Your Award

## Grantee Training

December 12, 2024





# Presenters

## **Danielle Whitestone**

Grants Management Specialist

[Danielle.Whitestone@usdoj.gov](mailto:Danielle.Whitestone@usdoj.gov)

## **Caroline Shriver**

Grants Management Specialist

[Caroline.Shriver@usdoj.gov](mailto:Caroline.Shriver@usdoj.gov)

## **Ashley Gardner**

Grants Management Specialist

[Ashley.Gardner@usdoj.gov](mailto:Ashley.Gardner@usdoj.gov)

## **Michael Austin**

Grants Management Specialist

[Michael.Austin3@usdoj.gov](mailto:Michael.Austin3@usdoj.gov)

# Agenda

- BJA Overview
- Revised Part 200 Uniform Requirements
- Award Elements
- Additional Training
- Resources
- Q&A



# Attendee Poll

How much experience do you have managing OJP/BJA awards?

- I've managed multiple BJA awards.
- I've managed OJP awards from other offices (e.g., OVC, OJJDP) but this is my first BJA award.
- I've not managed any OJP/BJA awards but have managed other federal grant awards.
- This is the first federal award I'm managing.



# Attendee Poll

## What is your role in JustGrants?

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





# BJA Overview

# 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**



# How BJA Supports the Field



## Investments

Provide diverse funding to accomplish goals.



## Sharing Knowledge

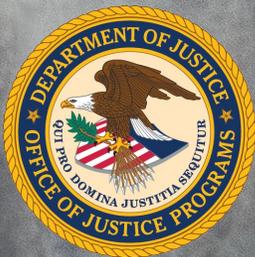
Research, develop, and deliver what works to build capacity and improve outcomes.



## Engagement

Consult, connect, and convene.





Bureau of Justice Assistance  
U.S. Department of Justice

# Supporting Your Program



## BJA POLICY TEAM

Develops grant programs and directs technical assistance to advance the field's public safety goals.



## BJA PROGRAMS TEAM

Grant monitoring and administration assistance to ensure compliance. Primary point of contact at BJA.



## BJA PPI TEAM

Develops tools and collects performance measures data to assess achievement of those goals. All BJA grantees collect and report performance data.



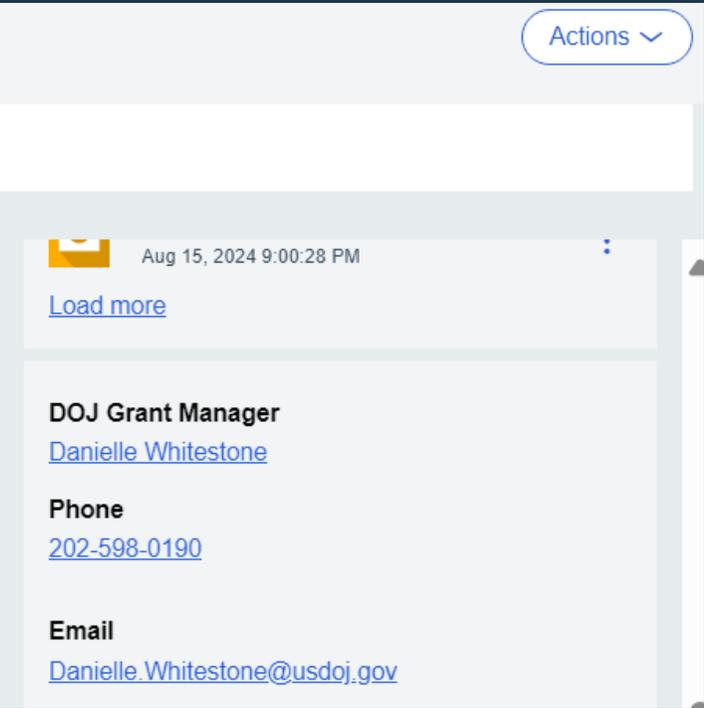
## TTA PROVIDER

Provides subject matter expertise and project management support. Conduit to BJA Policy Team.

# BJA Programs Office

## BJA Grant Managers can assist 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 an email notification interface. At the top right is an 'Actions' dropdown menu. Below it is a header bar with a yellow envelope icon, the date and time 'Aug 15, 2024 9:00:28 PM', and a 'Load more' link. The main content of the email lists the DOJ Grant Manager as Danielle Whitestone, with a link to her name. Below that, the phone number is listed as 202-598-0190, and the email address is Danielle.Whitestone@usdoj.gov.

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 JustGrants.





# Revised Part 200 Uniform Requirements

# Key Takeaways

- OMB sets forth Federal government-wide guidance for Federal assistance (e.g., grants and cooperative agreements) in Part 200 Uniform Requirements.
- Revised Part 200 Uniform Requirements took effect on **October 1, 2024**.
- Generally, the revisions relax (rather than impose) restrictions on applicants and recipients.
- Implementation may vary across federal agencies.
- For DOJ awards:
  - The **date of the action under the award** (not the date of the award) is the determining factor as to which Part 200 requirements apply.
  - **Prior approvals and Grant Award Modifications (GAMs)** are often required to apply the updated guidance to existing awards.



# Timing and Recipient Award Actions

When was the action taken?	Before October 1, 2024	On or after October 1, 2024
Which version applies?	Previous Part 200 Uniform Requirements.	Updated Part 200 Uniform Requirements.
How do updates apply?	Updates cannot be retroactively applied to grant award actions prior to October 1.	Prior approval via a Grant Award Modification (GAM) often required.
What types of recipient award actions would apply?	N/A	<ul style="list-style-type: none"> <li>• Obligating or incurring project costs</li> <li>• Making subawards or entering into procurement contracts</li> <li>• Negotiating (or re-negotiating) indirect cost rates</li> <li>• Budget and award modifications</li> </ul>



# Notable Updates for OJP Recipients

## Period of Availability

- Allowance for administrative closeout costs incurred during 120-day liquidation period

## Indirect Costs

- Modified Total Direct Cost (MTDC) – subaward threshold increased from \$25,000 to \$50,000
- Maximum De Minimis Indirect Cost Rate increased from 10% to 15%

## Costs Requiring Approval

- Supply vs equipment threshold increased from \$5,000 to \$10,000

## Revision of Budget and Program Plans

- Submit Project Period Extension GAMs 30 days prior to the end date for one-time or additional extensions
- Submit scope and budget GAMs for subrecipient changes under competitive awards



# Notable Updates for OJP Recipients

## Audit Requirements

- Single Audit threshold increased from \$750,000 to \$1M

## Subrecipient Monitoring

- Emphasis on prime recipient monitoring responsibilities
- Risk assessments includes fraud risk
- Confirm whether subrecipients suspended or debarred from receiving federal funds

## Procurement Standards

- Competition: can use geographic preference
- Consider these business types:
  - Small-, minority-, women-, and veteran-owned
  - Labor surplus area firms
- Tribes can follow own policies and procedures:
  - Use, management, and disposal of equipment
  - Procurement



# References/Resources

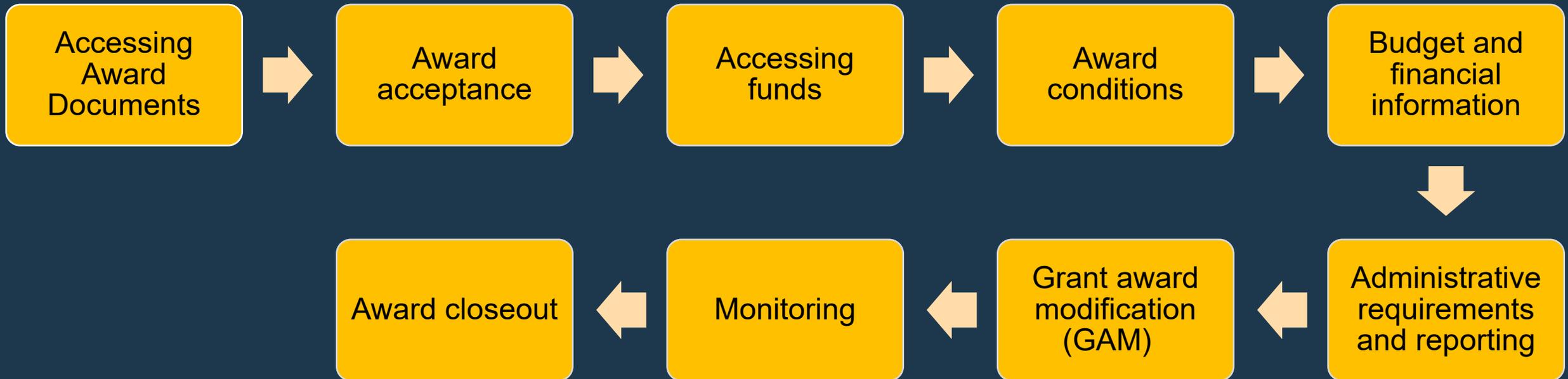
- [DOJ Grants Financial Guide](#)
- [Council on Federal Financial Assistance \(COFFA\)](#)
- Legal reference: [2 C.F.R. Part 200 \("Part 200 Uniform Requirements"\)](#)
- [Part 200 Uniform Requirements | Office of Justice Programs](#)





# Award Elements

# Award Elements



# Accessing Award Documents in JustGrants



Actions

- + New
- Home
- My Office
- JustGrants Search
- My Awards
- Monitoring
- Administrative Tasks
- Award Conditions
- Repositories
- Reports
- [Training Resources](#)
- [Privacy Policy](#)

- Recents [See all](#)
- Award Package AW-161758
  - Award Package AW-162044
  - Closeout FAW-172771
  - Award Condition Modification

## Active Funded Award

PENDING-ACTIVE

Awarded Entity Legal Name Doing Business As: ( )

### > 360 Grant Lifecycle View (O-BJA-2024-172088)

Solicitation Title:	BJA FY24 John R. Justice (JRJ) Formula Grant Program	Solicitation Category:	N/A
Project Title:	Missouri Assist in the student loan repayment of long-term State public defenders and prosecutors.	Federal Award Amount	\$70,266.00
Project Period:	10/1/24 - 9/30/26	Program Office:	BJA
Managing Office:	OJP	DUNS:	
DOJ Grant Manager:	Danielle Whitestone	UEI:	
Grant Award Administrator:	SHEILA KEMP	TIN:	
FAW Case ID	FAW-183222	High Risk Flag	No

## Assignments

View all

Task	Assigned to
— Audit And Assessment (Active)	Funded Award
— Financial (Active)	Funded Awards BJA
— Leadership (Active)	Funded Award
— Legal (Active)	Funded Award
1y Programmatic (Active)	Funded Awards
◀ Performance Report (PR-683243)	
— Complete Performance Measure Survey	

Begin

Funding Approval

View Budget Attachments

### Case details

Last updated by  
Queue processor(FAWPRCreation) (21d ago)  
Created by  
Agent(System-Queue-ServiceLevel.ProcessEvent)  
(1mo ago)

### Recent content (19)

- JRJ 2024 Financial Capability.pdf  
Danielle Whitestone • Nov 4, 2024 6:30:45 AM
- Accepted Award Package 15PBJA-2...



# Accessing Award Package



170 ? JL

- + New
- Home
- My Office
- JustGrants Search
- My Awards
- Monitoring
- Award Conditions
- Repositories
- Reports
- Privacy Policy

---

Recents See all

- Active Funded Award  
FAW-172228
- Active Funded Award  
FAW-167613
- Grant Award Modification  
GAM-568087
- Grant Award Modification  
GAM-568089
- Active Funded Award  
FAW-172228

## Active Funded Award

(15PBJA-22-GK-04902-CSCR) PENDING-ACTIVE

Entity Legal Name (DOUGLAS COUNTY) Doing Business As: ( )

**Award Information**  
DUE IN 2 YEARS 8 MONTHS FROM NOW

Award Package	Award Conditions	Award Details	Award Attachments	Performance Management	Funding Balance and Availability	Federal Financial Report (FFR)	Grant Award Modification (GAM)	Monitoring	Closeout
<ul style="list-style-type: none"> <li>&gt; Award Letter</li> <li>&gt; Award Information</li> <li>&gt; Project Information</li> <li>&gt; Financial Information</li> <li>&gt; Award Conditions</li> </ul>									

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

**1**

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

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

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

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

[View Application](#)

[Funding Approval](#)

[View Budget Attachments](#)

**Case details**

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

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

---

**Recent content (13)**

- DOJ Justice Grants System - Award ...  
Nov 9, 2022 9:00:31 PM
- Nov 9, 2022 9:00:27 PM
- GrantApplication.xml  
Nov 9, 2022 9:00:27 PM
- Form SFLLL\_2\_0-V2.0.pdf  
Nov 9, 2022 9:00:27 PM
- Form SF424\_4\_0-V4.0.pdf  
Nov 9, 2022 9:00:27 PM

[Load more](#)

---

**DOJ Grant Manager**  
Jennifer Lewis



# Accessing Award Conditions



+ New

Home

My Office

JustGrants Search

My Awards

Monitoring

Administrative Tasks

Award Conditions

Repositories

Reports

[Training Resources](#)

[Privacy Policy](#)

Recents [See all](#)

Award Package  
AW-161758

Award Package  
AW-162044

Closeout  
FAW-172771

Award Condition Modification  
HoldRouteASAPAccount-424837

New

## Active Funded Award

PENDING-ACTIVE

Awarded Entity Legal Name

Doing Business As: ( )

> 360 Grant Lifecycle View (O-BJA-2024-172088)

### Award Information

DUE IN 1 YEAR 10 MONTHS FROM NOW

[Award Package](#)
[Award Conditions](#)
[Award Details](#)
[Award Attachments](#)
[Performance Management](#)
[Funding Balance and Availability](#)
[Federal Financial Report \(FFR\)](#)
[Grant Award Modification \(GAM\)](#)
[Monitoring](#)
[Closeout](#)

Award(Initial)

Rows: 1-20

	Category	Type of Condition	Language	Document Submission Required	Description of Required Submission	Type of Compliance Check	ASAP Interaction	Type of ASAP Interaction	Amount or Percentage Withheld	Amount Withheld	Award in Compliance	Edit
1	General	Pre-populated	Meaningful access requirement for individuals with limited English proficiency The recipient, and any subrecipient at any ti...	No		Manual	No			\$0.00	Yes	
2	General	Pre-populated	Compliance with general appropriations-law restrictions on the use of federal funds (FY 2024) The recipient, and any subrecip...	No		Manual	No			\$0.00	Yes	
3	General	Pre-populated	Requirements of the award; remedies for non-compliance or for materially false statements The conditions of this award are m...	No		Manual	Yes	Editable Hold - Amount 0		\$0.00	Yes	
4	General	Pre-populated	Effect of failure to address audit issues The recipient understands and agrees that the DOJ awarding agency (OJP or OVW, as ...	No			No			\$0.00	Yes	
5	General	Pre-populated	Applicability of Part 200 Uniform Requirements The Uniform Administrative Requirements, Cost Principles, and Audit Requireme...	No		Manual	No			\$0.00	Yes	
6	General	Pre-populated	Reporting potential fraud, waste, and abuse, and similar misconduct The recipient, and any subrecipients ("subgrantees") at ...	No			No			\$0.00	Yes	
7	General	Pre-populated	Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38 The recipient, and any ...	No		Manual	No			\$0.00	Yes	



# Award Condition Holds

[Award Package](#)
[Award Conditions](#)
[Award Details](#)
[Award Attachments](#)
[Performance Management](#)
[Funding Balance and Availability](#)
[Federal Financial Report \(FR\)](#)
[Grant Award Modification \(GAM\)](#)
[Monitoring](#)
[Closeout](#)

**Award Number / ASAP Account ID**

15PBJA-24-GG

**ASAP Account Status**

Open

**ASAP Account Balance**

\$98,300.00

**Last Updated Date**

11/13/2024 08:48 AM

**ROID**

0854080

**Total Hold Amount**

\$886,700.00

**Legal Name**

**Drawdown Total**

\$0.00

**UEI**

**DUNS**

000000000

**Project Period Start**

01-Oct-2024

**Status of Award**

**Project Period End**

30-Sep-2025

**Federal Award Amount**

**Funding Source Information**

Line Number	Accounting Template Name	BBFY	EBFY	Fund	Org Level 2	Org Level 4	Program Code	Project Code	SOC	SSOC	Activity Code	Amount
1	FY24 Byrne Disc Community Projects BJA	2024	0		GOJPBJA	GOJP8000	GOJPBRNDISCCOMM		41002	4100		\$863,000.00

**Suspensions**

Description	Date	Comments
-------------	------	----------

No Items

**Holds**

Description	Amount	Date	Comments
-------------	--------	------	----------

Award Condition Number 53 \$886,700.00 10/10/2024

[Print Funding Balance and Availability](#)



# 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.





The **Entity Administrator (EA)** assigns the **Grant Award Administrator** and **Financial Manager** in JustGrants. The EA also confirms 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 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

- 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 (System for Award Management (SAM) registration expired or delinquent reports), if applicable.



## Automated Standard Application for Payments

The Automated Standard Application for Payments (ASAP) is a completely electronic system that federal agencies use to quickly and securely transfer money to recipient organizations.

Federal agencies enroll recipient organizations, authorize their payments, and manage their accounts. Recipient organizations then request payments from these pre-authorized accounts.

Recipient organizations include state and local governments, educational and financial institutions, vendors and contractors, profit and non-profit entities and Indian tribal organizations.

ASAP is free for both federal agencies and recipient organizations.



# Accessing Funds: ASAP



- **Current** or former OJP grant recipient with an active ASAP account  
No additional action in ASAP unless another user must be added
- **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](mailto: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



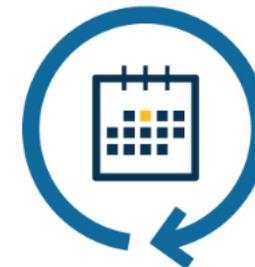
**STEP 2:**

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.**

- Award conditions 1 - 31 apply to all OJP awards.  
**Resource:** <https://www.ojp.gov/funding/explore/legaloverview2024/mandatorytermsconditions>
- Award conditions 32+ are specific to the program and your award.
- **There may be one or more withholding award conditions, which prevent expenditure and draw down of funds until the condition is met.**

- 1 [REDACTED]
- 2 [REDACTED]
- 3 [REDACTED]
- 4 [REDACTED]



# Award Conditions: Withholding

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

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

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



## Most common withholding conditions:

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

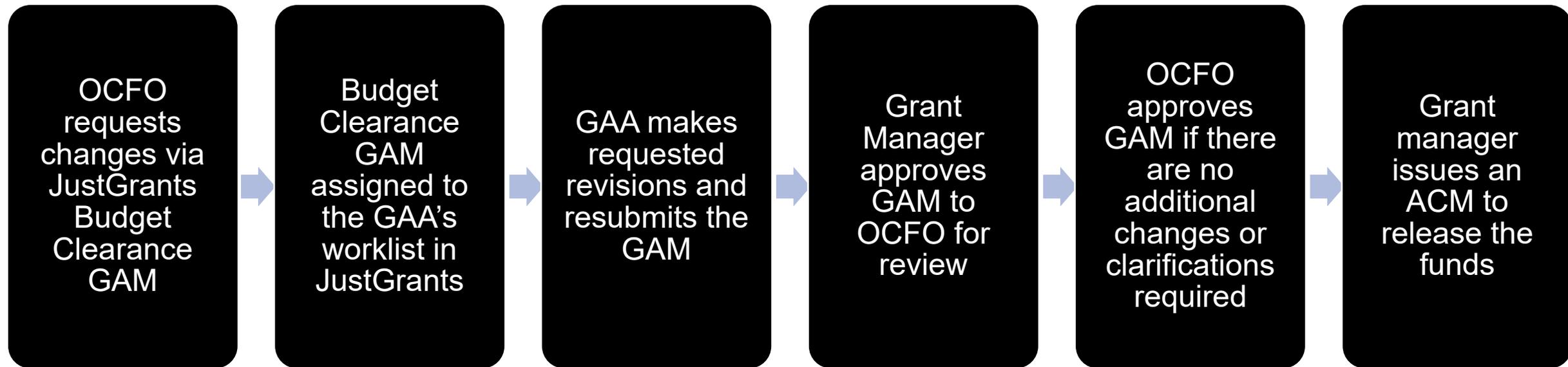
### Resource:

[https://justicegrants.usdoj.gov/sites/g/files/xyckuh296/files/media/document/FINAL\\_EXT\\_Awd-Conditions-JARG\\_072021.pdf](https://justicegrants.usdoj.gov/sites/g/files/xyckuh296/files/media/document/FINAL_EXT_Awd-Conditions-JARG_072021.pdf)



# Budget/Financial: Budget Clearance

- If the award budget was not cleared/approved prior to award notification, changes may be required and OJP/BJA must approve it before you can access the funds.
- Most common reasons a budget not cleared/approved
  - Misclassification of costs
  - Insufficient detail on calculation and/or narrative
  - Unallowable or questioned costs



# Budget/Financial: Unallowable Costs

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

Costs that are not reasonable or necessary for the performance of the federal award

Costs specified as unallowable in the program notice of funding opportunity

Lobbying or fundraising

Unmanned aerial vehicles/systems (UAVs/UASs)

Prohibited and controlled equipment, consistent with [Executive Order \(EO\) 14074](#), per OJP policy

Land Acquisition

Entertainment

Supplanting state or local funds

# Administrative: Grants Financial Management Training

The Grant Award Administrator and Financial Manager must complete training within 120 days of grant acceptance unless previously completed in the last three years.

- 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.
- Register for training
  - **In person:** <https://gfmts.training.ojp.gov/>
  - **Online:** <https://onlinegfmt.training.ojp.gov/>
- Submit Grants Financial Management Training certificates to your BJA Grant Manager.



# Administrative: Subawards and Procurement Contracts



A **subaward** is for the purpose of carrying out a portion of a federal award and creates a federal assistance relationship with the subrecipient. **Characteristics that support the classification of a subrecipient include** when the non-federal entity:

- Determines who is eligible to receive what federal assistance
- Has its performance measured in relation to whether objectives of a federal program were met
- Has responsibility for programmatic decision-making
- Is responsible for adherence to applicable federal program requirements specified in the federal award
- 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

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:

- Provides the goods and services within normal business operations
- Provides similar goods or services to many different purchasers
- Normally operates in a competitive environment
- Provides goods or services that are ancillary to the operation of the federal program
- 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. The method of prior approval varies by grant program.

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](#)

## DOJ Grants Financial Guide 2022

Last Updated June 2023

### 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

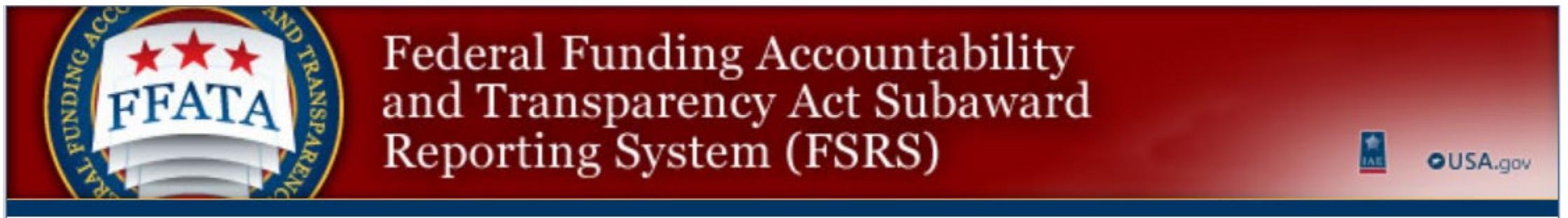
III. Postaward Requirements

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](http://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](http://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 Indian Tribes. Budget clearance is not approval.

States and Indian Tribes 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](#).

## DOJ Grants Financial Guide 2022

Last Updated June 2023

### 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	+
<b>3.8 Procurement under Awards of Federal Assistance</b>	<b>-</b>
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

# Reporting: Overview

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

**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 expenses were incurred.
- Report CUMULATIVE amounts each quarter.

## Performance Reports

- Answer performance measure questions directly in JustGrants or in the Performance Measurement Tool (PMT) – depending on program.
- 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)

## 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)

## Project Period

Generally, no more than one extension not to exceed 12 months. OJP will consider exceptions on a case-by-case basis.

**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 Monitoring



General  
Oversight



Desk Reviews



In-depth  
Monitoring



# In-Depth Monitoring

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



# Closeout

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

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





# Resources

# Additional Trainings

- Managing Your Award (this training)
  - Thursday, January 16, 2025 (tentative)
  - Thursday, February 13, 2025 (tentative)
- Performance Measures
  - [Wednesday, January 8, 2025](#), from 1:00-2:30 p.m. ET
  - A session was also held on [December 5, 2024](#). Materials from that session will be posted when available.
- Civil Rights Obligations (date TBD)
- Project Period Extensions (date TBD)
- Award Closeout (date TBD)

For up to date information: [Grantee Training Series | Bureau of Justice Assistance](#)





# Recipient Resources

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

Once you receive an award notification that your application was selected for funding, it's time to get to work. The OJP Recipient Resources provide instructions and training from implementing to closing your award.

## Need help managing your OJP award? [↗](#)

**NEW!** Do You Have Questions About JustGrants? Register to Attend a [Virtual Q&A Session](#) [↗](#)

- [Legal Notices](#)
- [OJP Grants Overview](#)
- [OJP Training Guiding Principles for Grantees and Subgrantees](#)
- [JustGrants Login](#)
- [JustGrants Informational Website](#)
- [JustGrants Training](#)

## Financial and Grant Reporting Resources [↗](#)

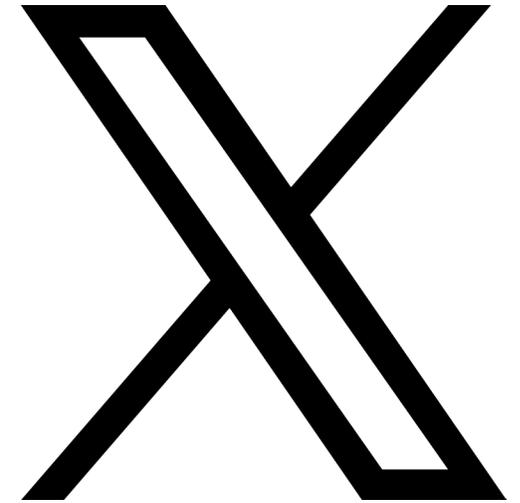
- Real Property Reporting resources:
  - [Frequently Asked Questions](#)
  - [Facility Utilization for Reporting Period Addendum](#)
  - [Instructions for the SF-429 Real Property Status Report](#)
  - [Real Property Status Report Attachment A \(General Reporting\) SF-429-A](#)
- [DOJ Grants Financial Guide](#)
- [OJP Financial Guide](#)
- [Guide to Procurement Procedures for Recipients of DOJ Grants and Cooperative Agreements](#)
- [Policy and Guidance for Conference Approval, Planning, and Reporting](#)
- [FFATA Subaward Reporting Webcast](#)
- [Federal Financial Report \(SF-425\) Instructions](#) and [Fillable Form](#) for OJP
- [Federal Financial Report \(SF-425\) for COPS Office](#)
- [Audit Confirmation Request Form](#)
- [Grant Performance Measurement and Progress Reporting Information](#)

## Grant System Resources [↗](#)

- [JustGrants](#)
- [JustGrants Resources](#)
- [JustGrants Training](#)
- [IT State and Territory Points of Contact](#)

# Stay Connected!

- **Facebook:** <https://www.facebook.com/DOJBJA>
- **X:** <https://x.com/DOJBJA>
- **YouTube:** <https://www.youtube.com/dojbja>
- Use the QR code to 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](http://www.bja.ojp.gov).



# Q&A



Enter your questions in the **Q@A**, select **All Panelists**

