

FY23 Byrne Discretionary Grant New Grantee Orientation Webinar
Tuesday, August 29, 2023, 2 p.m. Eastern to 3:30 p.m. Eastern

Q&A

Q&A Session for FY 2023 Byrne Discretionary Grant Program - Orientation and Training Webinar

Session number: 27616860956
Date: Tuesday, August 29, 2023
Starting time: 1:15 PM

2:15 PM

Q: Can you give the phone number for the OCFO office

Priority: N/A-

2:17 PM

A: The OCFO customer service center can be reached at 1-800-458-0786 or by email at ask.ocfo@usdoj.gov. The OCFO contact information can be found online at <https://www.ojp.gov/about/offices/office-chief-financial-officer-ocfo> .

2:19 PM

A: However, I recommend that you contact your BJA or OJP grant manager listed in JustGrants if you have any questions, including budget related questions.

2:21 PM

Q: Will there be copies of the slides sent?

Priority: N/A-

2:26 PM

A: The slides and the recorded webinar will be posted on the BJA website at <https://bjaojp.gov/program/byrne-discretionary/overview> .

2:22 PM

Q: I received my ASAP email and logon information but my verification was rejected because I has a previous ID.ME account. How can I complete my verification process. I currently cannot draw down funds through ASAP. Should I check with my grant manager on this?

Priority: N/A-

- - 2:36 PM

A: No. If you have questions or need help using ASAP, you can contact the OCFO Customer Service Center by email at Ask.OCFO@usdoj.gov or by phone 800-458-0786.-

- - 3:07 PM

A: Additionally, users should still be able to drawdown using an ASAP user id and password. The id.me requirement does not go into effect until 9/16/2023. -

- - 3:29 PM

A: We are in the last 3 business days of August. During this time, all DOJ ASAP account are temporarily suspended. The ASAP accounts will have the temporary suspension removed on Friday September 1 at ~8:00am. This may be the issue that you're experiencing today.

2:24 PM

Q: For food and beverage - is water for our clients considered a "beverage".

Priority: N/A-

- - 2:25 PM

A: Yes-

2:24 PM

Q: Hello, can the reimbursements accrue interest? If yes, do we owe it back if unused by the grant closeout date?

Priority: N/A-

- - 2:28 PM

A: Organizations should request funds based upon immediate disbursement/reimbursement requirements. Funds will not be paid in a lump sum, but rather disbursed over time as project costs are incurred or anticipated. 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 the awarding agency. -

2:29 PM

Q: BJA Team - does a sub-award require that the entity be a 501c3 nonprofit?

Priority: N/A-

- - 2:30 PM

A: No-

- - 2:31 PM

A: No. However, Recipients and subrecipients must not award or permit any award at any level to any party which is debarred or suspended from participation in Federal assistance programs.

- 2:30 PM

Q: Can you explain the relationship between grants.gov and justgrants and what steps are needed to get access to justgrants for our earmark? (e.g. accountant needing access) Thanks!

Priority: N/A-

- - 2:36 PM

A: Applications are submitted in a two step process to the Office of Justice Programs. Step 1: The applicant must submit by the Grants.gov deadline the required Application for Federal Assistance standard form (SF)-424 and a Disclosure of Lobbying Activities (SF-LLL) form when they register in Grants.gov. Step 2: The applicant must then submit the full application, including attachments, in JustGrants at JustGrants.usdoj.gov by the JustGrants deadline. To assign users, please follow the guidance in the job aid-

- - 2:37 PM

A: The Job aid can be found at <https://justicegrants.usdoj.gov/training/jarg-entity-management.pdf#page=10->

- 2:33 PM

Q: Can a comprehensive list of these link please be provided?

Priority: N/A-

- - 2:38 PM

A: The slides with links will be posted online. We also posted links to frequently asked questions and support materials in the chat portion of this webinar.

2:34 PM

Q: Is your NEPA contractor The Clark Group (TCG)?

Priority: N/A-

- - 2:35 PM

A: Yes

- 2:35 PM

Q: Is there a process for receiving permission to incur expenses for food?

Priority: N/A-

- - 2:40 PM

A: Generally we do not make exceptions. However, please contact your grant manager to discuss the situation.

- 2:35 PM

Q: Regarding the sole source purchasing, if the equipment is to be purchased through a vendor is on state bid pricing is that ok? Or does it still need to go out for bids?

Priority: N/A-

- - 2:39 PM

A: This may be permissible. Please reach out to your grant manager to provide additional information on this request.

- 2:37 PM

Q: Can you please define "publication"

Priority: N/A-

- - 2:42 PM

A: The award condition regarding publications lists the types it applies to. Contact your grant manager with any questions.-

- - 2:44 PM

A: Can you please provide more context on your question? Thank you.

- 2:39 PM

Q: My agency will be using the funds for body-worn cameras. How do we prove that we have policies and procedures in place for BWC equipment?

Priority: N/A-

- - 2:41 PM

A: Any agency that purchases BWCs must have BWC policies and procedures in place that, at a minimum, reinforce appropriate agency use-of-force policies and training and address technology usage,

evidence acquisition, data storage and retention, as well as privacy issues, accountability, and discipline. You do not need to submit the policies and procedures to OJP for review or approval, but you must make them available upon request.

- 2:42 PM

Q: What if we have a grant period start that was prior to the recent grant award notification? Example. Started 6/1. Are we now delinquent on a 7/30 report?

Priority: N/A-

- - 2:45 PM

A: Financial reports will be due 30-days after the end of each quarter. You will need to complete reports back to the project period start date after award acceptance.

- 2:42 PM

Q: Is any documentation required to be submitted at the time funds are requested through ASAP?

Priority: N/A-

- - 2:44 PM

A: No.-

- - 2:45 PM

A: No. You must be current on your quarterly financial status report and semi-annual performance reports and have no active withholding award conditions to drawdown funds from ASAP.

- 2:43 PM

Q: Do we need to submit GAM if it is less than 10% of total award?

Priority: N/A-

- - 2:45 PM

A: Award recipients must initiate a GAM for budget modification if:

The proposed cumulative change is greater than 10% of the total award amount. The 10% rule does not apply to an award of less than \$250,000. See 2 C.F.R. § 200.308(f).

A proposed budget change affects a cost category that was not included in the original budget. For example, if the direct cost category "Travel" did not exist in the original budget, the adjustment to transfer funds from Equipment to Travel requires a GAM.-

- 2:46 PM

Q: Is it permissible for the Grant and Financial Administrators to be one individual?

Priority: N/A-

- - 2:47 PM

A: Yes.

- 2:47 PM

Q: I had a question about interest that was not entirely addressed. The County Auditor-Controller requires this to be answered before creating a new and separate account for our agency. I need to know if any reimbursements (recognized as revenue) can accrue interest.

Priority: N/A-

- - 2:50 PM

A: You must expend federal funds no more than 10-days after draw down, so generally you won't be accruing interest on the federal funds.

- 2:47 PM

Q: So if budget modification is LESS than 10% of total budget - nothing needs to be done? Thanks for clarifying!

Priority: N/A-

- - 2:51 PM

A: It depends. If funds are being moved to a cost category that is not currently in the approved budget, a budget modification GAM is required regardless of the amount. I recommend reaching out to your grant manager about the proposed revision if there is a question on whether or not a budget GAM is required.

- 2:49 PM

Q: MCEDSV has a grant award for 36 months, does the award have to be divided equally between years or can the dollars be expended as needed within the project?

Priority: N/A-

- - 2:51 PM

A: You should expend funds based on actual costs incurred, not budgeted costs. So that would be as needed within the project.

- 2:49 PM

Q: I'm still not able to approve my financial manager in US Treasury... I'm getting several emails about it but I'm not seeing the link where they're telling me I need to click. It's not showing up on my screen.

Priority: N/A-

- - 2:51 PM

A: Hello Amanda, I will escalate your ASAP issue with OCFO. Follow up in email with me please.

2:50 PM

Q: What if you do not have access yet to justgrants but just received the award letter and yet the award is dated back to December 2022? how can I access what reports are due if I still do not have access to just grants?

Priority: N/A-

- - 2:53 PM

A: Once the award is accepted and the grant award administrator and financial manager are onboarded and assigned to the award, they will have access to complete the reports.

- 2:51 PM

Q: When you say draw down, do you mean an advance of grant dollars to support a purchase? Or can we make a purchase and request a reimbursement?

Priority: N/A-

- - 2:55 PM

A: You have the option to request a payment (draw down) for immediate disbursement needs (within 10 days) to pay an invoice, for example. Or you may operate on a reimbursement basis.

- 2:51 PM

Q: My apologies if this was addressed earlier. Will the slides be sent out to us?

Priority: N/A-

- - 2:54 PM

A: Yes, and they will also be posted to our website.

2:52 PM

Q: No performance reports will be submitted in PMT, only required to be submitted in Justgrants, and in a narrative format, correct?

Priority: N/A-

QUESTION ANSWERED BELOW

- 2:53 PM

Q: What if the EA is no longer at the Institution ?

Priority: N/A-

- - 2:56 PM

A: Contact Just Grants Support for assistance. Be sure that the E Biz POC is the person that you wish to have as the Entity Administrator as that is the person that support will automatically designate as the EA.-

- - 2:56 PM

A: Unplanned EA changes require JustGrants User Support assistance. Please see page 31 of the user guide for assistance. <https://justicegrants.usdoj.gov/training/jarg-entity-management.pdf#page=10->

- 2:55 PM

Q: How do we know when the project end date is? And is this funding renewable?

Priority: N/A-

- - 2:57 PM

A: The project start and end dates are in the award agreement and in the JustGrants award record. Funding is not renewable.

- 2:56 PM

Q: Thank you Brenda for clarifying. If we go the reimbursement route once the new account is established with the County, should I inform the Auditor that any reimbursed costs cannot accrue interest?

Priority: N/A-

- - 3:12 PM

A: Based on the information you provided, that is correct. If the funds are being used immediately, there should be no interest accrued to account for.

- 2:57 PM

Q: Is the GAA limited to one person? Or can two people be assigned?

Priority: N/A-

- - 2:58 PM

A: There can only be one GAA per award. You can also have 1 Alternate GAA per award.

- 2:57 PM

Q: My award has a two year budget. Can I carry from year one to two without a GAM?

Priority: N/A-

- - 2:58 PM

A: Yes, if there are no changes that trigger a budget modification GAM.

- 2:57 PM

Q: A narrative document is the only thing required for the performance reports for this grant?

Priority: N/A-

- - 3:00 PM

A: You will answer 7 narrative questions within JustGrants for each semi-annual performance period. You can also include an attachment to provide more information. Here is a link to the questions you will be required to answer:

<https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/performance-measures-semiannual-narrative-questions.pdf>

- 3:01 PM

Q: Can we update the AR after the award has been accepted?

Priority: N/A-

- - 3:02 PM

A: Yes, using the same process Lisa just described.

- 3:01 PM

Q: If a performance report is due but the GAM does not see the report to fill out, what should be done?

Priority: N/A-

- - 3:03 PM

A: The first performance report will not be due until January. If there is no report by then please contact your grant manager.

- 3:02 PM

Q: Can a UEI be updated in Just Grants for an administrator? Our organization has an account, however, it is under a different UEI.

Priority: N/A-

- - 3:05 PM

A: The award was issued under the UEI you submitted under in grants.gov. It generally cannot be transferred unless there is an access issue. Contact your grant manager if there is an issue.-

- - 3:05 PM

A: UEI cannot be edited in JustGrants. This information comes from SAM.gov-

- 3:03 PM

Q: If we know we have changes and we have not yet accepted the award---- i.e. adding a sub award and limiting the original scope- do we talk to grant manager first, or submit a GAM? What should be process?

Priority: N/A-

- - 3:06 PM

A: Please talk to your grant manager about the situation first.

- 3:05 PM

Q: If a reimbursement voucher is submitted for draw down but an entry error was made, how do we correct?

Priority: N/A-

- - 3:20 PM

A: Please reach out to your grant manager for more information. There's nothing required to make a draw from ASAP. If you draw more than you need, you need to return the balance of funds.

- 3:05 PM

Q: Would a Budget Modification GAM be required during the acceptance process if a proposed and approved position has been part of a reclassification process and will require reallocation of funds from non-personnel line item?

Priority: N/A-

- - 3:06 PM

A: Budget modifications can be requested after the award is accepted.

- 3:06 PM

Q: If a reimbursement voucher is submitted for draw down but an entry error was made, how do we correct?

Priority: N/A-

- - 3:09 PM

A: If too much funding is requested/received in error, the funds must be returned. If not enough funding was requested/received in error, a subsequent request can be submitted.

- 3:13 PM

Q: Can you provide a brief overview of the online training that is required by different users within my entity. I recall there is time frames this must be completed.

Priority: N/A-

- - 3:14 PM

A: The individuals assigned in JustGrants as the Grant Award Administrator and the Financial Manager for the grant award must have successfully completed an OJP financial management and grant administration training within 120 days after the date of the recipient's acceptance of the award. Grantees should review their award conditions, as some recipients may be required to complete this training prior to being able to access award funds.

- 3:14 PM

Q: If the initial scope was to work with girls but we want to include boys as well, is that a change in scope GAM?

Priority: N/A-

- - 3:15 PM

A: This is a programmatic Scope Change GAM-

- - 3:16 PM

A: Yes, that would be a change in scope. It would be allowable only if the project title did not specify girls only.

- 3:16 PM

Q: Can you please reshare the appropriate links for the above required training.

Priority: N/A-

- - 3:17 PM

A: <https://onlinegfmt.training.ojp.gov/>

- 3:16 PM

Q: Is there any reason why our assigned grant manager has yet to respond to emails sent concerning this award?

Priority: N/A-

- - 3:17 PM

A: Please forward the emails to me Abbey and I will make sure you are assisted.

- - 3:18 PM

A: Hi Abbey - I am very sorry that you have not heard back. Please contact me directly at

- 3:18 PM

Q: Where can I find a sample risk assessment document?

Priority: N/A-

- - 3:23 PM

A: Email me Elaine and I can send you one.

- 3:18 PM

Q: How long does it typically take for GAM's to be approved?

Priority: N/A-

- - 3:20 PM

A: There is no documented timeline for approval of GAMs. If you have questions on the status of your particular award, please consult your Grant Manager.

- 3:20 PM

Q: Follow-up question to my question regarding BWCs, do the policies and procedures have to be in place prior to using grant funds?

Priority: N/A-

- - 3:20 PM

A: Yes

- 3:21 PM

Q: Follow-up questions to today's great presentation can be directed to our grant manager

Priority: N/A-

- 3:22 PM

Q: Is it possible to receive a copy of the Q&A?

Priority: N/A-

- - 3:23 PM

A: This question has been answered verbally.

- 3:23 PM

Q: Is there a subaward agreement template provided by the DOJ?

Priority: N/A-

- - 3:23 PM

A: This question has been answered verbally.

- 3:23 PM

Q: will there be another session specific on B-SCIP?

Priority: N/A-

- - 3:23 PM

A: This question has been answered verbally.

- 3:23 PM

Q: Where would I see on justgrants what reports are due and when ?

Priority: N/A-

- - 3:24 PM

A: This question has been answered verbally.

- 3:24 PM

Q: Can you explain the difference between subawards vs. procurement on the budget?

Priority: N/A

- - 3:24 PM

A: This question has been answered verbally.

- 3:24 PM

Q: i cannot hear her can you place this in the chat ?

Priority: N/A-

- - 3:28 PM

A: 10 days prior to the report due date, the reports will appear in the users worklist.

- 3:26 PM

Q: If we were awarded a project in which we make a purchase that is then distributed to other law enforcement agencies within our jurisdiction, are they considered a subawardee?

Priority: N/A-

- - 3:30 PM

A: This question has been answered verbally.

- 3:26 PM

Q: can costs incurred prior to acceptance of the grant (but after the begin date indicated on the award letter) be charged to this funding?

Priority: N/A-

- - 3:30 PM

A: This question has been answered verbally.

- 3:26 PM

Q: Thank you for this session Signing out

Priority: N/A-

- 3:26 PM

Q: We purchase and simply distribute.

Priority: N/A-

- 3:28 PM

Q: If you are already using ASAP to receive funds from another grant, how do you create an account for this grant?

Priority: N/A-

- - 3:28 PM

A: This question has been answered verbally.

- 3:28 PM

Q: ASAP is implementing a multi-factor authentication (MFA) system which requires entering your social security number and an upload of your driver's license or passport. This is highly sensitive information. Will this requirement change to some other MFA?

Priority: N/A-

- - 3:30 PM

A: This question has been answered verbally.

- 3:28 PM

Q: Is there a contract template for subawardees? Are there documents required to be completed for procurement contractors?

Priority: N/A-

- - 3:30 PM

A: This question has been answered verbally.

- 3:30 PM

Q: You all did a great job today with such a varied group of award recipients. Thank you so much.

Priority: N/A-

- 3:31 PM

Q: Thank you all for the information! Appreciate the insights :)

Priority: N/A-

- 3:31 PM

Q: Thank you for the webinar. Very comprehensive.

Priority: N/A-

- 3:31 PM

Q: thank you once again

Priority: N/A-