

BUREAU OF JUSTICE ASSISTANCE

FY 2023 BJA KICK-OFF MEETING: JOHN R. JUSTICE (JRJ) FORMULA GRANT PROGRAM

FEBRUARY 28, 2024



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



Presenters

- **Kate Foreman** – Division Chief
- **Ashley Gardner** – Grants Management Specialist
- **Danielle Whitestone** – Grants Management Specialist
- **Robyn Harvey** – Grants Management Specialist

Agenda

Welcome and Introduction to OJP and BJA

Program Overview

Post-Award Management and Federal Compliance

Grants Management Overview

Resources

Q&A

SECTION 1

WELCOME AND INTRODUCTION



BJA
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What is the Office of Justice Programs?

- The Office of Justice Programs (OJP) provides grant funding, training, research, and statistics to the criminal justice community.
- OJP is one of three grant-making components of the Department of Justice along with the **Office on Violence Against Women (OVW)** and the **Office of Community Oriented Policing Services (COPS)**.

BJA – Bureau of Justice Assistance



BJS – Bureau of Justice Statistics



NIJ – National Institute of Justice



OVC – Office for Victims of Crime



OJJDP – Office of Juvenile Justice and Delinquency Prevention



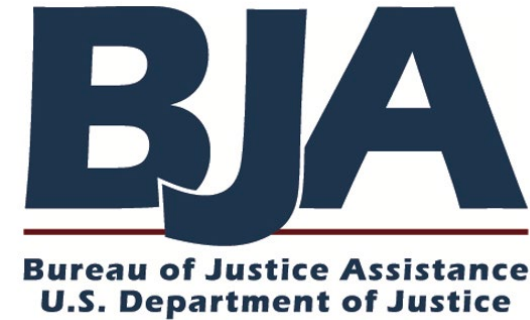
SMART – Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking



U.S. Department of Justice Bureau of Justice Assistance

Mission: BJA's mission is to provide leadership and services in grant administration and criminal justice policy development to support state, local, and tribal justice strategies to achieve safer communities. BJA works with communities, governments, and nonprofit organizations to reduce crime, recidivism, and unnecessary confinement, and promote a safe and fair criminal justice system.

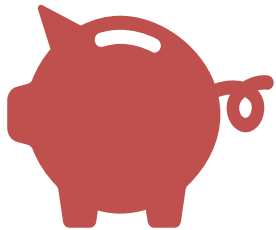
Karhlton F. Moore, BJA Director



<https://bja.ojp.gov/>



How BJA Supports the Field



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.

SECTION 2

**PROGRAM
OVERVIEW**



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John R. Justice (JRJ) Program

Launched in 2010

Funding to state agencies to improve the retention of local, state, and federal public defenders and local and state prosecutors (“beneficiaries”).

States solicit applications from eligible beneficiaries who commit to an additional three years of qualifying service in exchange for partial loan repayment.

Poll Question

How long have you been administering your JRJ Program?

This is my first year administering the JRJ Program.

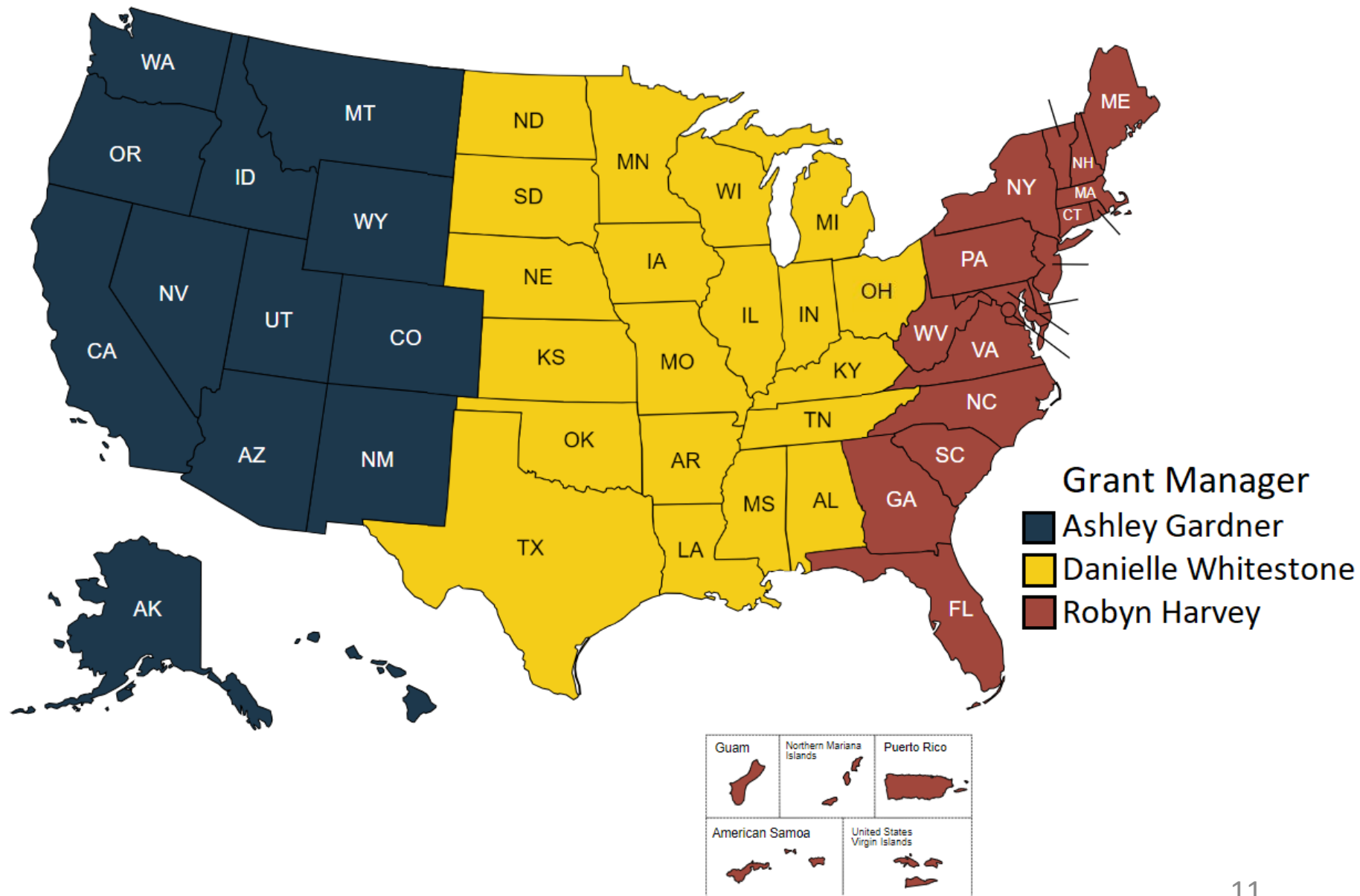
I have administered the JRJ Program for 2-5 years.

I have administered the JRJ Program for 6-10 years.

I have administered the JRJ Program for more than 10 years.



JRJ Grant Awards by State



Program Goal

To encourage qualified individuals to enter and continue employment as prosecutors and public defenders.

Program Objectives

To attract and retain qualified local, state, and federal public defenders and local and state prosecutors who commit to an additional three years of employment in those roles.



To support beneficiaries with the least ability to repay their loans.



To ensure fair allocation of repayment benefits among prosecutors and public defenders, and among employing entities.

Program Deliverables

Signed JRJ Beneficiary Service Agreements

- First time participant agreement
- Second Term of Service
- Acknowledgement of Benefit

JRJ Verification Form

JEFS – Exited/Repayment Form

SECTION 3

POST-AWARD MANAGEMENT AND FEDERAL COMPLIANCE



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BJA Programs Office Role

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

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 [GrantApplication.xml](#)
Sep 28, 2023 9:07:02 PM

[Load more](#)

DOJ Grant Manager
[Ashley Gardner](#)

Phone
202-880-7398

Email
Ashley.Gardner@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 the funded award in JustGrants.



Office of the Chief Financial Officer (OCFO)

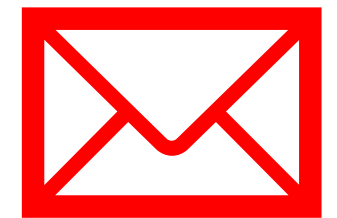
OJP's **OCFO** provides fiscal policy guidance as well as accounting, budget, financial, and grants management. OCFO will contribute to your award management in the following ways:

- Extension request reviews
- Grantee **customer service on financial matters**
- Grantee financial monitoring, site visits, and compliance review
- Grants financial management training and technical assistance
- Grants financial closeout

OCFO Customer Service



1-800-458-0786



Ask.OCFO@usdoj.gov



JustGrants Post- Award User Roles

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

Resource:
<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.

Poll Question

What is your role in JustGrants?

Grant Award Administrator

Financial Manager

Authorized Representative

Entity Administrator

Other



Working Effectively Together

Share updates about your project—we appreciate those emails!

We are available to troubleshoot or talk through issues you encounter.

The more we know, the better we can support you.

It's okay to email or call and talk through a request before you submit it.

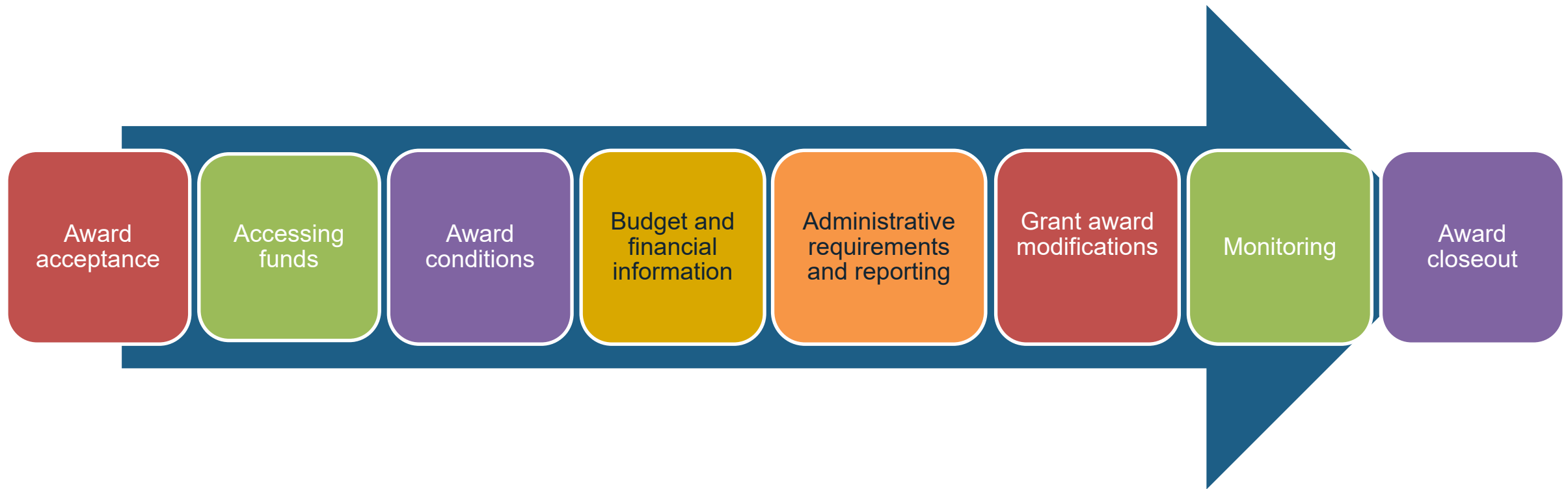
SECTION 4

GRANTS MANAGEMENT OVERVIEW



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Grant Management Award Cycle



Award Acceptance

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

- Read ALL award conditions thoroughly.
- 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 contact BJA first to discuss the situation.



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



Accessing Funds: ASAP

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

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

ASAP resources available here: <https://justicegrants.usdoj.gov/resources/asap>



STEP 1:

Federal agency & recipient both enroll in ASAP.gov



STEP 2:

Agency adds money to recipient account & sets rules for payments



STEP 3:

Recipient requests payment via ASAP.gov



STEP 4:

Approved payments can settle as quickly as the same day.

Award Conditions: Overview

Grantees are responsible for adhering to all applicable award conditions.

- The award conditions numbered 1 through 30 are applied to all OJP awards. **Resource:**
<https://www.ojp.gov/funding/explore/legaloverview2023/mandatorytermsconditions>.
- Award conditions #31+ are specific to the program and your award itself.
- **There may be one or more withholding award conditions, which prevent expenditure and draw down of funds until the condition is met.**

- 1 
- 2 
- 3 
- 4 

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

Most common withholding conditions:

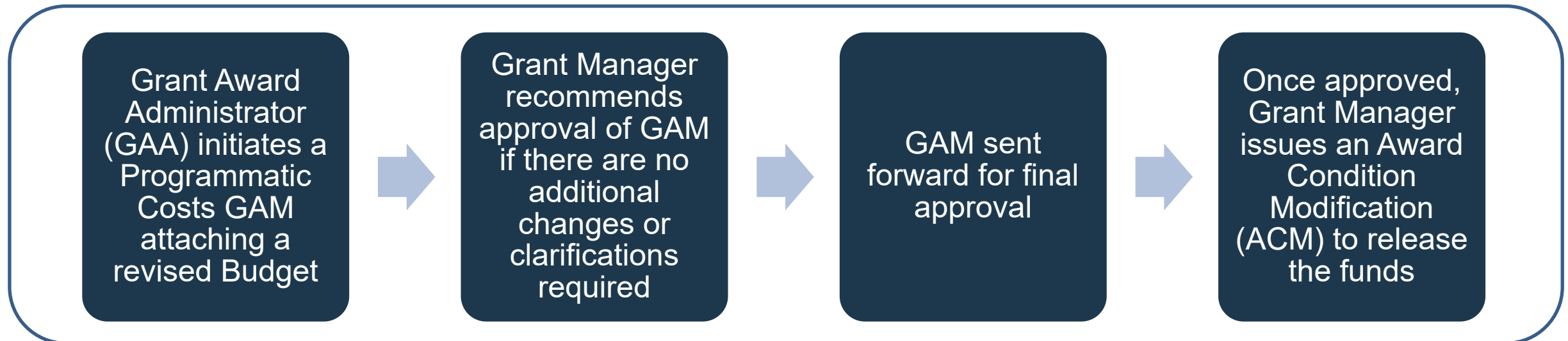
- Updated Budget/Narrative to account for the full award amount
- Missing prior fiscal year JRJ verification form and corresponding service agreements
- Missing or insufficient application information (for example, Governor's designation letter)

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



Budget/Financial: Budget/Narrative Withholding

Budgets must be updated in JustGrants to account for the full award allocation. Budgets must be updated and approved to remove the budget/narrative withholding award condition.



Budget/Financial: Grant Limitations

No more than 10 percent of grant funds may be used for administrative costs

Repayment benefits for each beneficiary cannot exceed \$10,000 in a calendar year

The total lifetime benefit to each beneficiary cannot exceed \$60,000

See John R. Justice Prosecutors and Defenders Incentive Act of 2008 ([PUBL315.PS \(ojp.gov\)](https://www.ojp.gov/pubs/315/ps))

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.



Administrative: Other

Other Administrative requirements include but are not limited to:

- Reporting any waste, fraud, and abuse, or similar misconduct to the OIG. See the [DOJ Grants Financial Guide Section 3.20](#).
- Requirements to include a disclaimer statement on websites or publications.

Reminder: Thoroughly read the award conditions!



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[Home](#) / [Grants/Funding](#) / [Recipient Resources](#) → **Resources:** <https://www.ojp.gov/funding/implement/overview>


Administrative: Payments

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

DOJ Grants Financial Guide 2022

Last Updated June 2023

III. Postaward Requirements

3.1 Payments 

Chapter 3.1 Payments:

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

ASAP Resources:

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

When Do I Report?

Report Type	System	Reporting Period	Due Date	Help Desk
Financial Status Reports (SF 425)	JustGrants https://justgrants.usdoj.gov/ Financial Manager submits	January 1 - March 31 April 1 – June 30 July 1 – September 30 October 1 – December 31	April 30 July 30 October 30 January 30	OCFO Customer Service 800-458-0786 ask.ocfo@usdoj.gov
NEW! Annual Performance Report (attach applicable service agreements and verification form)	JustGrants https://justgrants.usdoj.gov/ Grant Award Administrator submits	October 1 – September 30	October 30	JustGrants Support 833–872–5175 JustGrants.Support@usdoj.gov
Exited/Repayment Status Reporting	JEFS https://jefs.account.box.com/ Grant Award Administrator submits	October 1 – September 30	October 30	Box.com Support https://support.box.com/hc/en-us/

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.

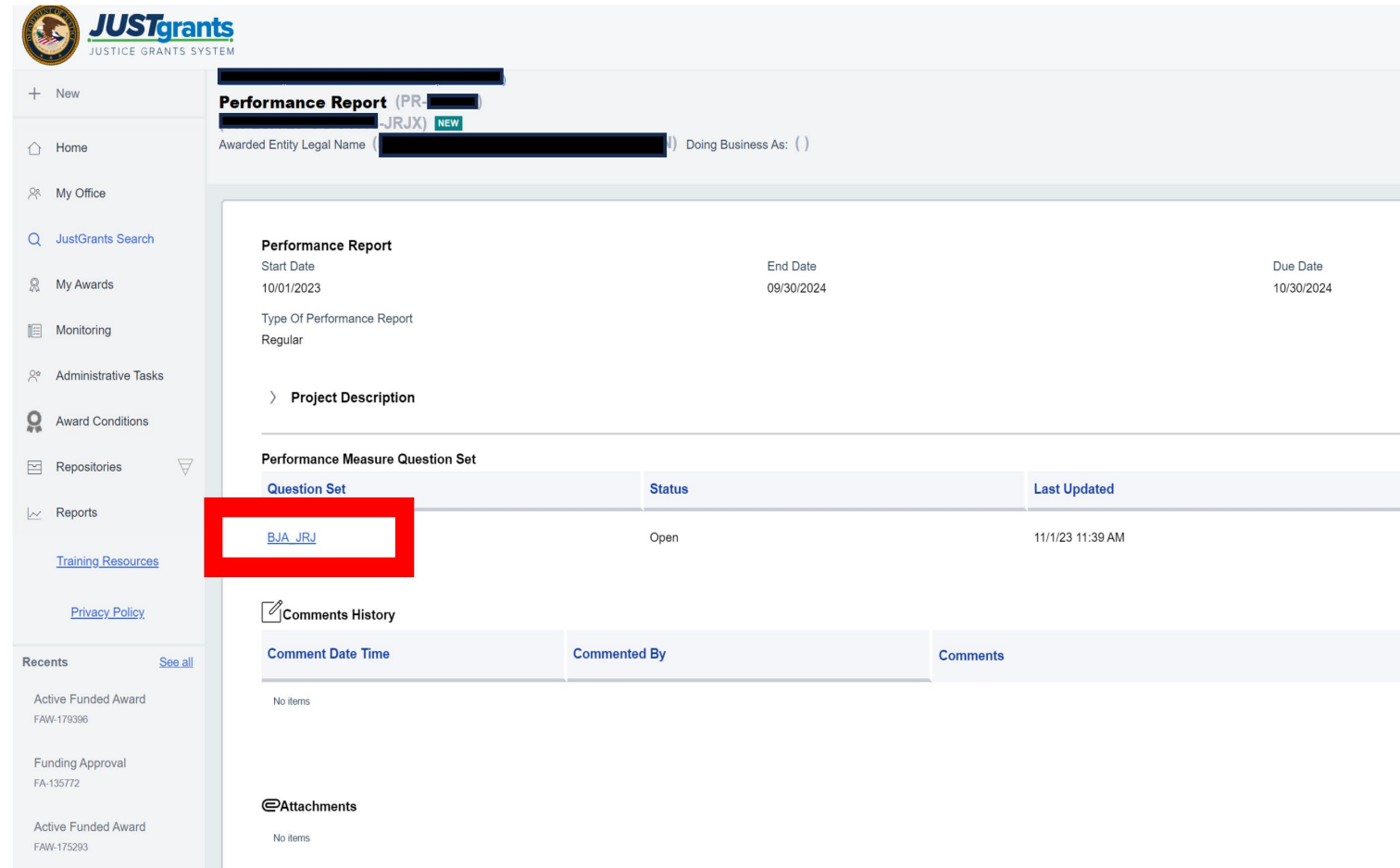
Performance Reports

- Answer performance measure questions directly in JustGrants. Attach optional supporting documents.
- Attach service agreements and JRJ verification form for the fiscal year.
- Provide BJA Grants Manager with 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.

NEW! Annual Performance Reporting

- Performance Report Question sets are now submitted in JustGrants
- Required Attachments:
 - JRJ Verification Form
 - Beneficiary Service Agreements



The screenshot shows the JUSTgrants Justice Grants System interface. The main content area displays a 'Performance Report' form for a specific award. The form includes fields for 'Start Date' (10/01/2023), 'End Date' (09/30/2024), and 'Due Date' (10/30/2024). The 'Type Of Performance Report' is set to 'Regular'. Below this, there is a 'Project Description' section. A table titled 'Performance Measure Question Set' is visible, with columns for 'Question Set', 'Status', and 'Last Updated'. One entry is highlighted with a red box: 'BJA JRJ' with a status of 'Open' and a last updated date of '11/1/23 11:39 AM'. Below the table, there are sections for 'Comments History' and 'Attachments', both showing 'No items'.

Question Set	Status	Last Updated
BJA JRJ	Open	11/1/23 11:39 AM

Training resources for Performance Reporting: <https://justicegrants.usdoj.gov/training/training-performance-reporting>

JRJ Verification Form

	A	G	H	I	J	K	L	M	N	O
1	Beneficiary Name (First and Last Name) Note: Please duplicate entry for multiple OJP Grant Awards Numbers/Verification of continued service	Amount (Max of \$10,000 per calendar year, \$0 if there is a acknowledgement form but no new award)	Date Of Service Agreement Signature (dd/mm/yy)	Service Agreement Type	Loan Payment Date (dd/mm/yy)	Status		Notes	Reporting	
2						Eligible Position	Service Agreement Term	Beneficiary Exited Program (*Exited-Repayment or Exited-Permitted - additional explanation)	*Exited-Repayment Reporting Date (JEFS)	Waiver Instructions provided
3	Danielle Whitestone	\$10,000.00	4/5/2018	Initial Agreement (Year 1)	10/1/2018	Prosecutor	Continuing			
4	Danielle Whitestone	\$10,000.00	4/6/2019	Acknowledgement (Year 2)	10/2/2019	Prosecutor	Continuing			
5	Danielle Whitestone	\$0.00	4/7/2020	Acknowledgement (Year 3)	10/3/2020	Prosecutor	Completed			
5	Danielle Whitestone	\$5,800.00	4/8/2021	Secondary Term (1)	10/4/2020	Prosecutor	Completed			
7	Ashley Gardner	\$7,500.00	4/6/2018	Initial Agreement (Year 1)	10/1/2018	Public Defender	Exited/Repayment	Resigned 12/10/2018		

UPDATES AND CHANGES:

- Include Acknowledgement Forms
- Service Agreement Type
- Loan Repayment Date
- Exited Status Explanation
- JEFS Reporting Date
- Waiver Guidance Date

Exited/Repayment Reporting

Complete "Exited/ Repayment" status form

Use proper naming convention: State_Year_JRJ Repayment



Create Box.com account to access Justice Enterprise File Sharing System (JEFS)

Secure system used to transfer the list of JRJ beneficiaries in "Exited/ Repayment" status -
<https://account.box.com/signup/personal?tc=annual>

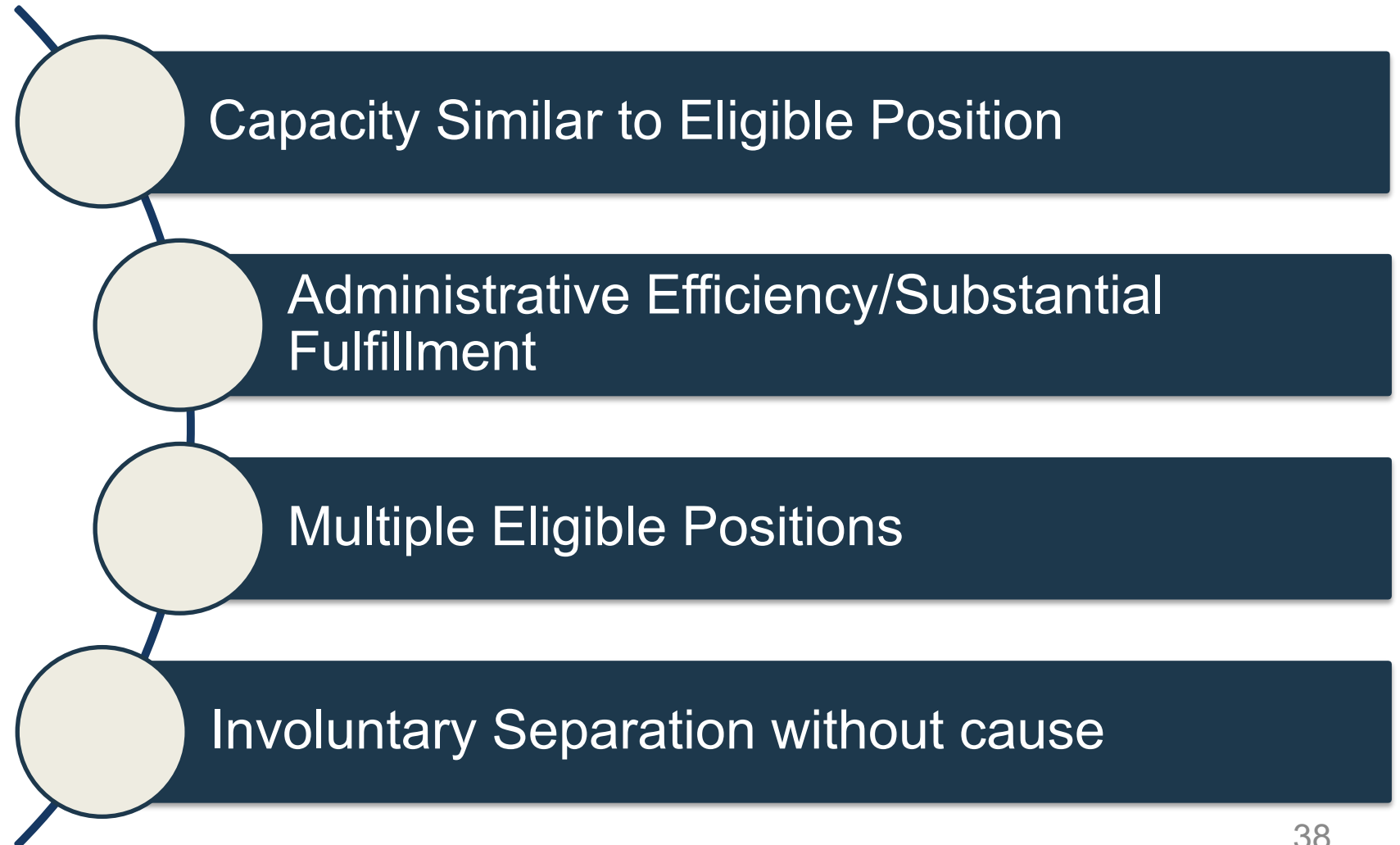


PROTECT PERSONALLY IDENTIFIABLE INFORMATION
Do **NOT** send exited repayment forms (they include social security numbers) to your grant managers!

Waiver Requests

Beneficiaries may request a waiver of repayment if they can demonstrate that waiving collection is:

- 1) in the benefit of the public interest; or
- 2) it would be against equity and good conscience to recover funds.



Waiver Requests

When exiting prior to fulfilling their service requirement, beneficiaries should be notified of the waiver process including:

- Requests should be sent via email to JRJwaiver@usdoj.gov
- Request should include:
 - The state they received the benefit from
 - The award number(s) and award amount(s) they received as a beneficiary
 - Sworn statement of the explanation for the request
 - Supporting documentation including:
 - Signed service agreement(s)
 - Employment Verification
 - Military Orders (if applicable)
 - FMLA documents (if applicable)
 - Court Documents (if applicable)

Poll Question

Has your state reported in the JEFS system?

Yes, my state has reported in the last 12 months.

Yes, my state has reported in the past but I'm not sure when we reported last.

No, we have a new JRJ program.

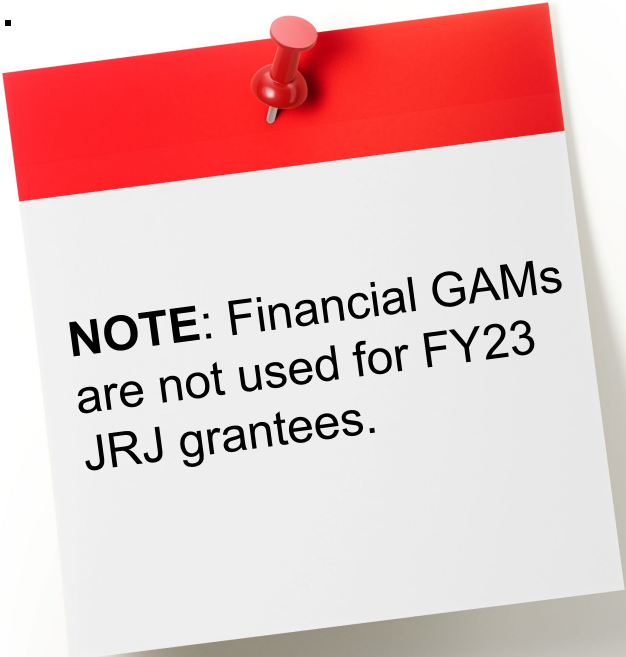
No, my state was not aware of this requirement.

Grant Award Modifications (GAM) Overview

- A GAM is used to request changes that require prior approval.
- The assigned GAA must submit GAMs in JustGrants.
- GAM types include – programmatic, financial, and period extension.

Programmatic

- Programmatic Costs GAM (costs requiring prior approval).
- Scope Change GAMs (alter programmatic activities, add subaward, change the project site, or change key staff).



NOTE: Financial GAMs are not used for FY23 JRJ grantees.

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

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

GAM: Project Period Extension

- Must be requested through JustGrants at least 30 days prior to the current end date.
- Must include narrative justification and a revised timeline. **Extensions should not be requested solely to expend remaining funds.**
- Generally, no more than one extension not to exceed 12 months is approved. OJP will consider exceptions on a case-by-case basis.

See the DOJ Grants Financial Guide for all requirements and contact your Grant Manager with any questions.



In-Depth Monitoring

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



Common Areas of Noncompliance

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

Indirect cost rate charged improperly and/or rate expired.

Unauthorized obligation of funds in violation of grant withholding special conditions.

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

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

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

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

SECTION 5

RESOURCES



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Training Overview

The Department of Justice (DOJ) has made a collection of training resources available for JustGrants users. Training materials include self-guided eLearning videos, which are supplemented by job aid reference guides, checklists, and infographics. These resources will help users learn to navigate the system effectively and complete various essential grants management tasks.

As a supplement to the self-guided training materials, the JustGrants team offers additional opportunities through Virtual Q&A sessions for award recipients to receive real-time technical assistance and support on JustGrants system functionality.

- Visit the [Virtual Q&A Sessions](#) page for more information.

Please contact the [JustGrants Training team](#) with any questions about the training content.

If you have trouble accessing the trainings or you need technical assistance with your JustGrants account, please contact [JustGrants User Support](#).



Entity Management



Entity User Experience



Application Submission



Grant Award Acceptance



Award Management



Grant Award Modifications



Financial Reporting



Performance Reporting




Monitoring



Closeout



Virtual Q&A Sessions



Resources



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 [↗](#)

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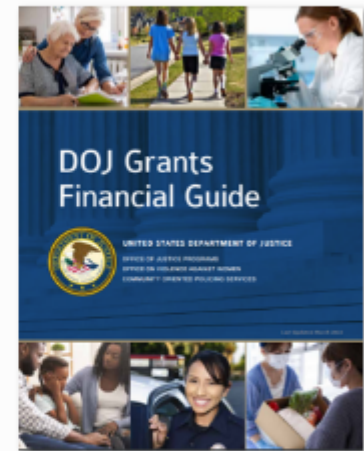
The PDF version of the DOJ Grants Financial Guide is now available.

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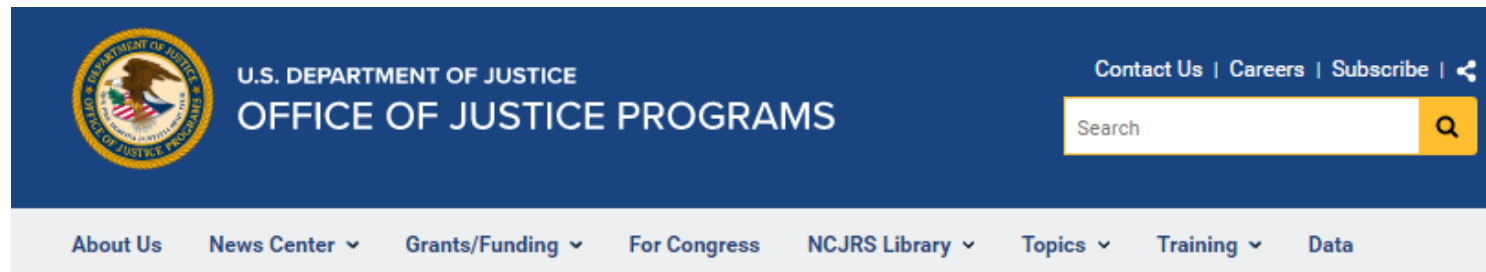
View Change History summarizing changes to the 2022 Guide.

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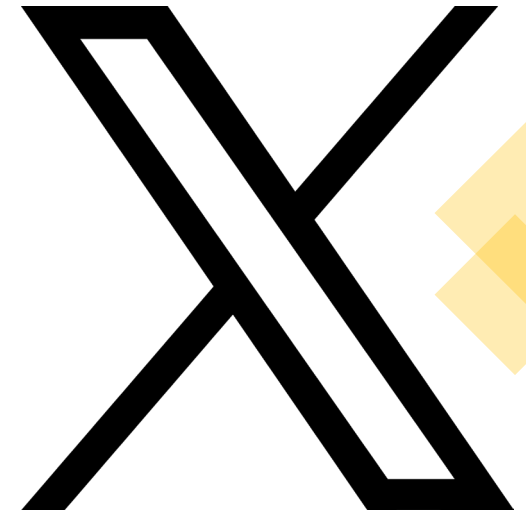
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 - [JusticeGrants Update e-newsletter](#) for the latest information and updates on JustGrants, DOJ's grants management system
 - [OJP email newsletters](#) and topical messages available from OJP program offices (BJA, BJS, NIJ, OJJDP, OVC, and SMART)
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- For information on funding opportunities, publications, and initiatives, visit **BJA’s website:** www.bja.ojp.gov.





Contact Information

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- **Robyn Harvey** – Grants Management Specialist,
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Questions?