

BUREAU OF JUSTICE ASSISTANCE

PROJECT SAFE NEIGHBORHOODS FY23 GRANTEE ORIENTATION

April 16, 2024



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

Presenters

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- **Lauren Troy** – Grants Management Specialist, BJA
- **Tiffany Johnston** – Grants Management Specialist, BJA
- **Danielle Shapiro** – Grants Management Specialist, BJA
- **Jeannine Bulbulia** – Planning Performance and Impact Team, BJA
- **Dr. Ken Novak** – Assistant Director, Center for Justice Research and Innovation, CNA Corporation

Agenda

Welcome and Introduction to OJP and BJA

Program Overview

Reporting Requirements

PSN Award Conditions and Program Requirements

Support & Resources

Q&A

SECTION 1

WELCOME AND INTRODUCTION



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U.S. Department of Justice

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)**.

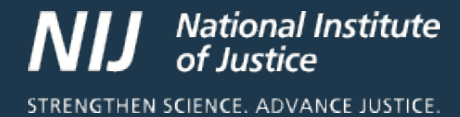
BJA – Bureau of Justice Assistance



BJS – Bureau of Justice Statistics



NIJ – National Institute of Justice



OVC – Office for Victims of Crime



OJJDP – Office of Juvenile Justice and Delinquency Prevention



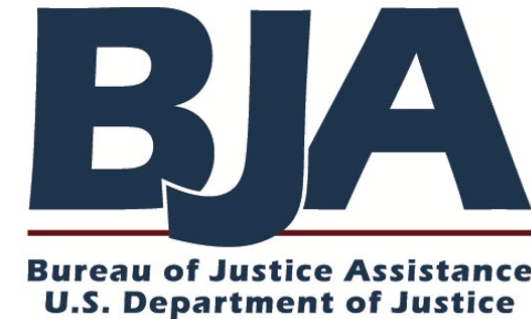
SMART – Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking



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.

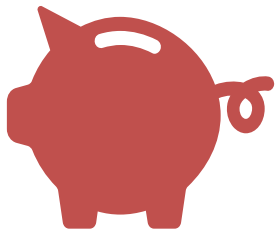
Karhlton F. Moore, BJA Director



<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.

BJA Programs Office PSN Team

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VI

SECTION 2

**PROGRAM
OVERVIEW**



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Selection Committee

When reviewing subaward applications, the Selection Committee should use guidance from the Fiscal Agent and work in collaboration with the USAO.



1

Do not play a role in the production of all or part of any subaward application.

2

Are not employed by the federal government.

3

Are not employed by a subaward applicant.

4

Are otherwise non-conflicted.

Subaward Funding Decisions

Subrecipient Selections

All subaward funding decisions should be made by non-federal, non-conflicted individuals (aka Selection Committee) with clear documentation of the decisions.

BJA Review and Approval

All subawards require BJA approval before funds can be obligated and/or subawards can be made.

Note: For those grantees who have already identified subrecipients in their budget, please note, budget approval **does not mean these subrecipients are approved by BJA.** You are required to submit documentation for subrecipient approval via a Programmatic Scope Grant Adjustment Modification.

Fiscal Agent Issues Sub-Agreements

Sub-Agreements and project periods should be up to three years.

Special Conditions are passed through

All applicable award special conditions should be passed through to the funded subawards as part of the subaward agreement.

Poll Question

Have FY 2023 subrecipients already been selected by the Selection Committee?

Yes

No

Maybe

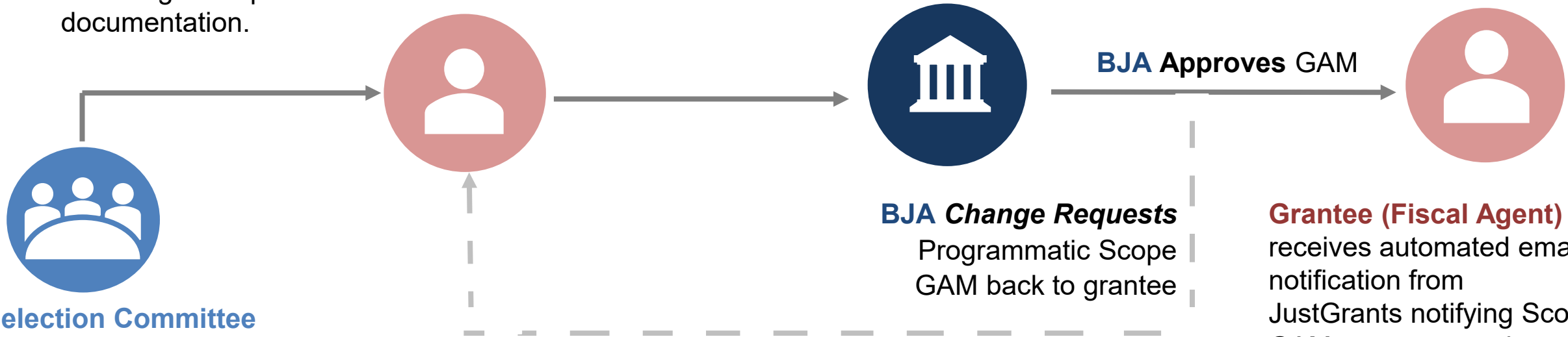
What is a subrecipient?

BJA Subaward Approval Process

Grantee (Fiscal Agent) initiates a **Programmatic Scope GAM** in JustGrants attaching all required documentation.

BJA review

- *Change Request GAM* if additional revisions are required
- *Approve GAM* forward for further review



Selection Committee
(comprised of non-federal, non-conflicted individuals who are not employed by an applicant) reviews subaward applications and makes subrecipient selections.

Grantee must address the feedback provided and re-submit the Programmatic Scope GAM for further review.
Reminder: Remove any outdated documentation from the GAM, attach only the updated documents for re-submission.

Grantee (Fiscal Agent) receives automated email notification from JustGrants notifying Scope GAM was approved. Proposed subrecipients are considered approved by BJA.

Programmatic Scope GAM submission

Once ready for BJA review, initiate and submit a Programmatic Scope GAM type in JustGrants.

Check the following box and sub-box when making your submission:

Experiencing or making changes to the organization or staff with primary responsibility for implementation of the award

Experiencing or making changes to the organization or staff with primary responsibility for implementation of the award

Changes in key personnel

Contracting out and/or subawarding (e.g. a project partner) (if authorized by law) the services of a third party to perform activities which are central to the purpose of the award Otherwise obtaining the services of a third party (if authorized by law) to perform activities which are central to the purpose of the award

Otherwise obtaining the services of a third party (if authorized by law) to perform activities which are central to the purpose of the award



Step-by-step guide on how to submit a Programmatic Scope GAM:
<https://justicegrants.usdoj.gov/training-resources/justgrants-training/grants-management-lifecycle>

For any questions or technical issues related to your submission, contact the JustGrants helpdesk at JustGrants.Support@usdoj.gov or 833-872-5175.

Attach all required subrecipient documentation for review.

Required Subrecipient Documentation

In your **Programmatic Scope GAM** submission, please be sure to attach the following:



1. Letter of Request

2. Budget

Submit
Programmatic
Scope GAM

1. Fiscal Agents should include a **Letter of Request** for **each** proposed subrecipient:
 - a) Subrecipient's legal name and award amount, and confirm that the decision was made by the selection committee
 - b) Project Summary: in a short paragraph, present a clear connection on how the project addresses violent crime reduction and how the subrecipient is meeting the gang-set aside requirement (if applicable)

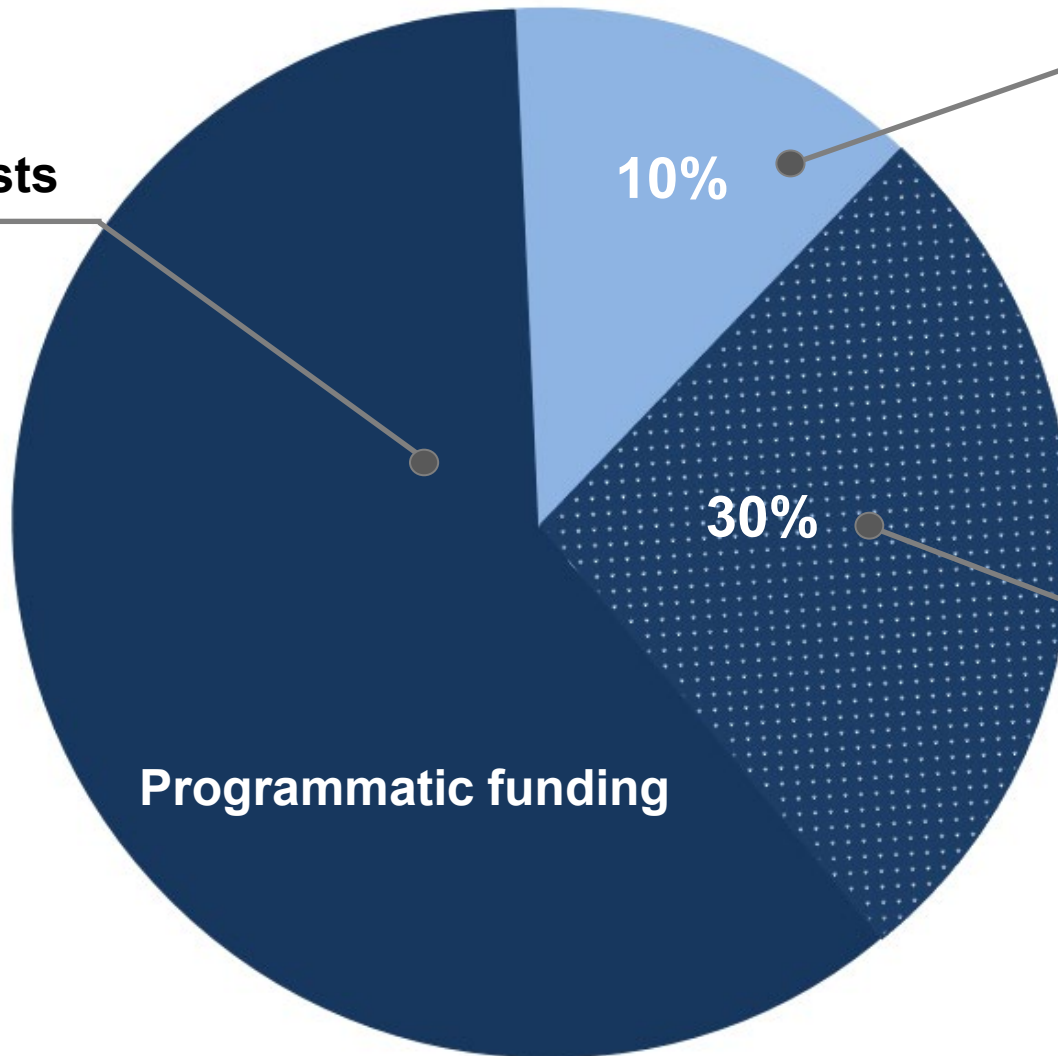
2. Fiscal Agents should attach **each** proposed subrecipient's **Budget** and ensure the following is confirmed before submission:
 - a) Line item is entered in appropriate cost category
 - b) A detailed budget narrative is entered outlining the line item and the cost-calculation
 - c) The Total Project Costs matches the amount referenced in the summary award amount
 - d) Costs are reasonable, allocable, and allowable under the PSN program

Budget Considerations

Programmatic Costs

Programmatic funding may be allocated towards subrecipient(s) who are selected by the Selection Committee.

Note: There may be some fiscal agents who are selected to execute programmatic activities in addition to their role as the fiscal agent.



Fiscal Agent Administrative Costs

Up to 10 percent of the PSN award may be used by the fiscal agent for direct costs associated with administering the award *in addition to eligible indirect costs*.

Gang Task Force Set-aside

Grantees must allocate 30 percent of grant funds to support the activities of a gang task force in region(s) experiencing a significant or increased presence of criminal or transnational organizations engaging in high levels of violent crime, firearms offenses, human trafficking, and drug trafficking.

Budget Considerations

Allowable uses of funding

- Salary, wage, and fringe benefits of individuals supporting the PSN project
- Overtime compensation of individuals supporting the PSN project
- Workshops and events associated with the support of the PSN project (pending approval by OJP/BJA)
- Travel associated with implementation and evaluation of the PSN project
- Equipment purchased to support the execution of the PSN project
- Printing, publication, and duplication of materials that support the PSN project
- Administrative costs (up to 10 percent of the award) incurred by the fiscal agent



Budget Considerations

Unallowable uses of funding

- Food and beverage
- Program monetary incentives are generally unallowable costs
- Entertainment, including amusement, diversion, social activities, and any associated costs (e.g., tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are unallowable. Certain exceptions may apply when such costs have a programmatic purpose and have been approved by the awarding agency (2 C.F.R. 200.438)





Gang Set Aside Requirement

Why is it required?

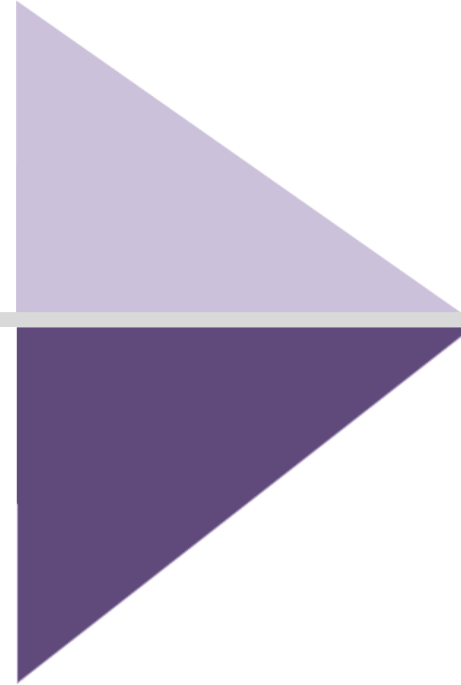
Authorizing Language Requirement:

“Thirty percent of the amounts made available as grants under the Program each fiscal year shall be granted to Gang Task Forces in regions experiencing a significant or increased presence of criminal or transnational organizations engaging in high levels of violent crime, firearms offenses, human trafficking, and drug trafficking.”

Gang Set Aside Requirement

What is the gang-set aside requirement?

Any coordinated effort involving more than one federal, state, local, or tribal law enforcement agency to collaboratively investigate and prosecute criminal and/or transnational organizations that are committing the crimes listed in the PSN Authorization Act (high levels of violent crime, firearms offenses, human trafficking, and drug trafficking).



Meeting the Gang Set Aside Requirement

- Collaborative, coordinated law enforcement efforts focused on criminal and/or transnational organizations, which includes but is not limited to gangs, that are engaged in high levels of violent crime, firearms offenses, human trafficking, and drug trafficking.
- Non-enforcement activities, such as outreach, prevention, and reentry programs, so long as the funds are used to address criminal and/or transnational organizations that are committing the categories of offenses outlined in the Act.

Modifications to Approved Subrecipients

Altering programmatic activities



The Fiscal Agent must seek prior BJA approval:

- If the Fiscal Agent is no longer funding a previously approved subrecipient and wishes to fund a new subrecipient.
- If the BJA approved subrecipient is modifying their budget thus changing the approved BJA project scope.
- If the BJA approved subrecipient removes/alters/adds an approved programmatic activity.

SECTION 3

REPORTING REQUIREMENTS



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Poll Question

Which of the following reporting requirements are the most challenging?

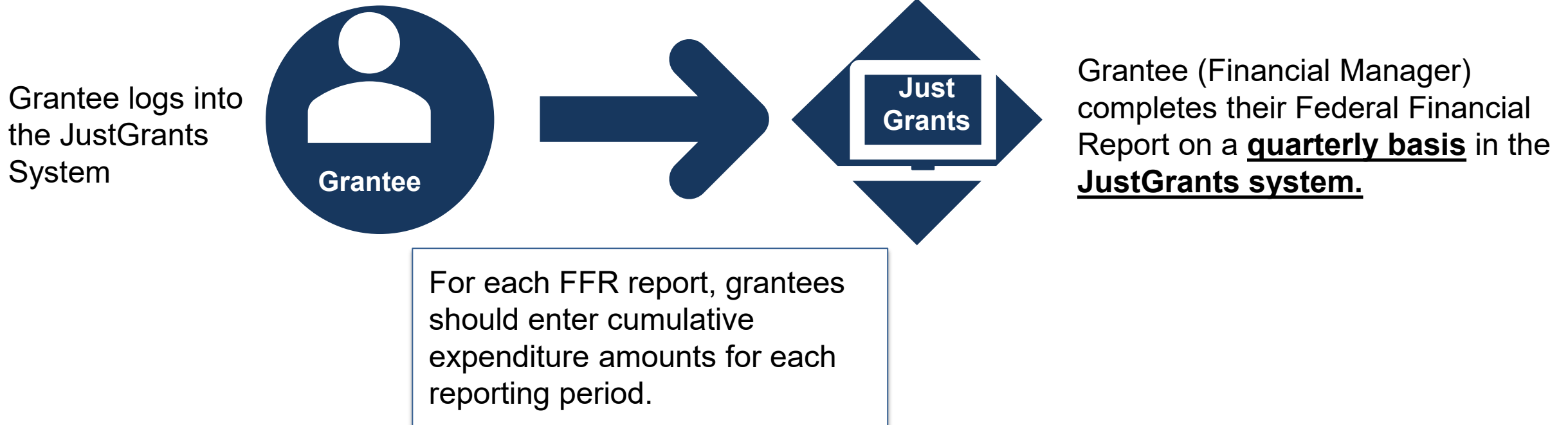
Reporting frequency

Understanding which system to report in

Understanding what information to report on

None

Federal Financial Reporting (FFR)



i **Helpful Tip:** Grantees can always check the JustGrants FFR due dates in the **Federal Financial Report** tab of their award account.

Federal Financial Report Due Dates

Report Type	Reporting Period	Due in JustGrants	JustGrants Role
Federal Financial Report (SF-425)	<ul style="list-style-type: none"> • Jan 1 – Mar 31 • Apr 1 – Jun 30 • Jul 1 – Sep 30 • Oct 1 – Dec 31 	<ul style="list-style-type: none"> • April 30 • July 30 • October 30 • January 30 	Financial Manager

The Final FFR will be due 120 days from the project end date.



Performance Reporting Deep Dive





What is Performance Management?

Process
by which
grantees
regularly
collect and
report
data

Determine whether they are implementing activities as intended and achieving their desired goals and objectives.

Questionnaire captures inputs, outputs, and outcomes over time and enable pre- and post-comparisons that can be used to facilitate change, as needed.

Periodic reporting over life of grant.

For more information, visit the OJP Grant Performance Measurement and Progress Reporting Information Portal at ojp.gov/performance and the BJA Performance Measures site at <https://bja.ojp.gov/funding/performance-measures/overview>.

Why Does BJA Use Performance Measures?



Identify areas of success and potential areas of improvement



Track grant activity and progress towards program goals



Understand how funds are being distributed

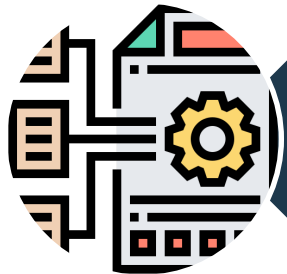


Comply with the law

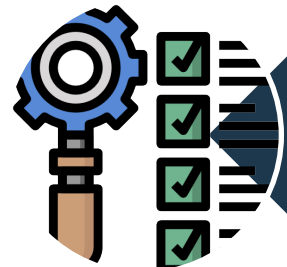
What are the Benefits to Grantees?



Identify areas for improvement to focus internal efforts



Allow BJA to address grantee challenges through the provision of training and technical assistance



Generate evidence of progress toward program goals

What Data Do I Report?

Performance Measures

- A series of questions that measure outcomes of grant activities

Narrative Questions

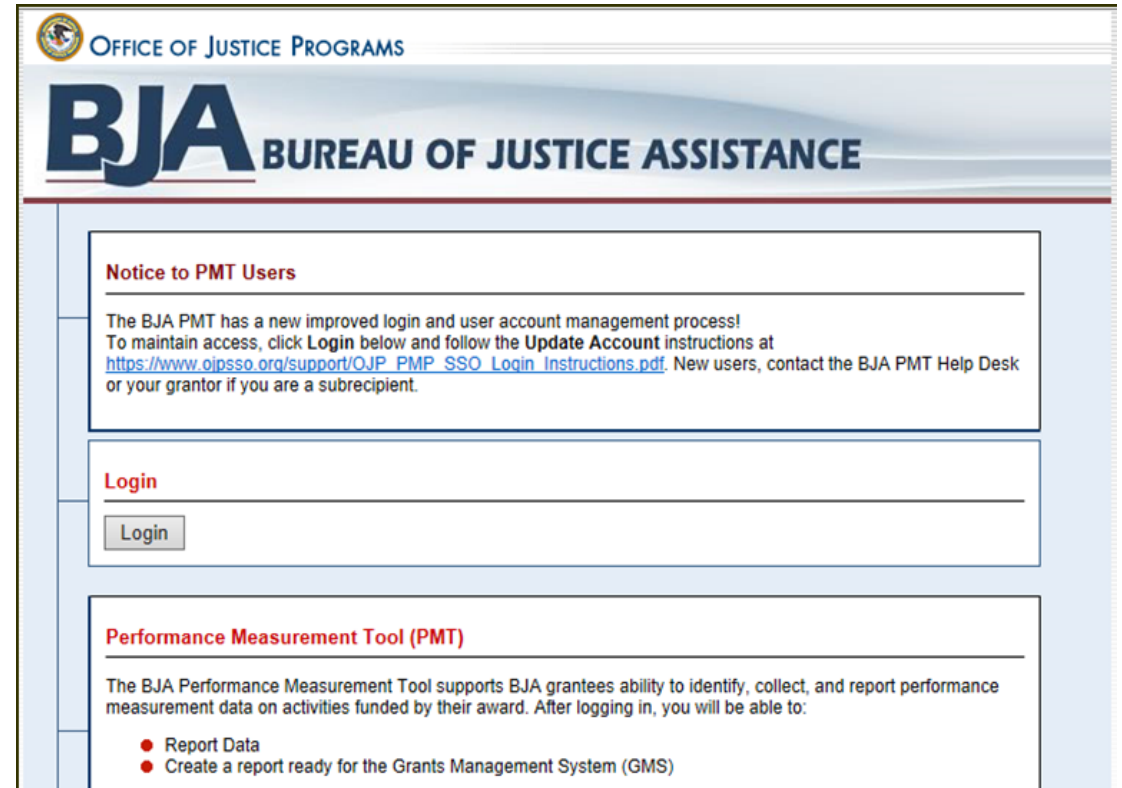
- A series of questions related to the grantee's specific goals, objectives, barriers, and successes

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.
- PSN 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>.



The screenshot shows the BJA Performance Measurement Tool (PMT) login page. At the top, it features the Office of Justice Programs logo and the BJA Bureau of Justice Assistance header. Below the header, there is a "Notice to PMT Users" section with a red heading. The notice text states: "The BJA PMT has a new improved login and user account management process! To maintain access, click **Login** below and follow the **Update Account** instructions at https://www.ojpssso.org/support/OJP_PMP_SSO_Login_Instructions.pdf. New users, contact the BJA PMT Help Desk or your grantor if you are a subrecipient." Below the notice is a "Login" section with a red heading and a "Login" button. At the bottom, there is a "Performance Measurement Tool (PMT)" section with a red heading. The text below reads: "The BJA Performance Measurement Tool supports BJA grantees ability to identify, collect, and report performance measurement data on activities funded by their award. After logging in, you will be able to:" followed by a bulleted list: "• Report Data" and "• Create a report ready for the Grants Management System (GMS)".

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

How Do I Report?

Performance Measures Questionnaire:

<https://bja.ojp.gov/performance-measures/PSN-Measures.pdf>

Webinars:

[PSN Training: Performance Reporting](#)

[PSN Training: Subrecipient Reporting](#)

PMT Helpdesk Contact Information:

bjapmt@usdoj.gov

Reporting Tip:

You can use the questionnaire as a guide to track relevant data in your files in the time interval that is easiest for you. When it is time to report in the PMT, you can add those figures to get your reporting period totals.

Questionnaire Structure

PSN Questionnaire Sections

- Award Administration/Grant Activity
- Site/Project Information
- Planning and Understanding the Problem
- Data Tracking and Data Analysis
- Training and Technical Assistance
- Task Force Partnerships
- Response to Problem
- Prevention and Community Empowerment
- Program Impact
- Goals and Objectives Module

BUREAU OF JUSTICE ASSISTANCE
Violent Gang and Gun Crime Reduction—Project Safe Neighborhoods Grant Program
PERFORMANCE MEASURES

SITE/PROJECT INFORMATION

This section's purpose is to collect baseline information about your PSN project. All of these questions are required during the first reporting period and will carry forward into subsequent reporting periods. You responses can be updated as needed.

- What was the start date (month/year) of your PSN program? *Your program's start date may be different from the date when you received your BJA award. (Baseline)*
 - Month/Year: _____
- Please provide the **primary** point of contact (POC) for the PSN initiative. *If there has been a change in the POC, please update. (Carry-forward)*
 - Name: _____
 - PSN POC information:
 - Telephone number: _____
 - E-mail: _____
 - Address: _____
- Has there been a change in **agency or project leadership** during the reporting period? *(Carry-forward)*
 - Yes/No _____
 - If Yes, please explain _____
- Please provide the **primary** POC for the research partner that your agency will be working with as part of this PSN program. *If there has been a change in the research partner POC, please update. (Carry-forward)*
 - Name: _____
 - Research partner POC information:
 - Telephone number: _____
 - E-mail: _____
 - Address: _____
- Has there been a change in your PSN research partner or a significant change in the research partner team members during the reporting period? *(Carry-forward)*
 - Yes/No _____
 - If Yes, please explain _____
- How does your site plan to sustain the PSN program post-funding completion, possibly without subsequent PSN funding? *Select all that apply. (Carry-forward)*
 - ____ Continue to invest in research partnerships
 - ____ Continue to use data analysis to inform and improve strategic and tactical responses
 - ____ Foster community partnerships through systematic public outreach
 - ____ Systematically offer in-service training
 - ____ Replicate the PSN programs, if applicable
 - ____ Plan to seek long-term funding (grants, local funding, foundation funding)
 - ____ Other (please describe)

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This questionnaire is to be used only for data collection purposes.
Data must be entered in the PMT at <https://blapmt.ojp.gov>.

Questionnaire Structure

Narrative Questions

- Grantees are required to complete the Narrative Questions in January, July, and at the end of their award.
- In the Narrative section, grantees can highlight their accomplishments and discuss their challenges.

BUREAU OF JUSTICE ASSISTANCE
Violent Gang and Gun Crime Reduction—Project Safe Neighborhoods Grant Program
PERFORMANCE MEASURES

GOALS AND OBJECTIVES MODULE

This module should be completed in January and July by all grantees that had any activity during the reporting period or at the close of the grant, based on the previous or next 6 months.

- Please identify the goal(s) you hope to achieve with your funding. If you have multiple goals, please report on each separately (one at a time), and repeat questions 1–4 for each goal.

- What is the current status of this goal?
 A. Not yet started
 B. In progress
 C. Delayed
 D. Completed
 E. Goal no longer applicable
- During the past 6 months, please describe any progress you made or barriers you encountered related to this goal.

- In the next 6 months, what major activities are planned for this goal?

Please answer the following questions based on your overall activity during the previous 6 months.

- Did you receive or do you desire any assistance from BJA or a BJA-funded technical assistance provider? *Check all that apply.*
 A. Yes, we received assistance (please describe)
 B. Yes, we would like assistance or additional assistance (please describe)
 C. No

- BJA likes to showcase grantees who are working on successful, innovative, and/or evidence-based programs. Do you have any noteworthy accomplishments, success stories, or program results from this reporting period that you would like to showcase?
 A. Yes (Please share your story at: <https://www.bja.gov/SuccessStoryList.aspx>.)
 B. No

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This questionnaire is to be used only for data collection purposes.
Data must be entered in the PMT at <https://biapmt.ojp.gov>.

Establishing SMART Goals for PSN



Specific

- What will be accomplished by the fiscal agent and subrecipient(s)?
- What actions will the fiscal agent and subrecipient(s) take?
- Who is involved from the fiscal agent agency and subrecipient(s)?



Measurable

- What metrics will the fiscal agent and subrecipient(s) use?
- What are the indicators of success that will be used by the fiscal agent and subrecipient(s)?



Achievable

- How will the fiscal agent and subrecipient(s) accomplish the established goals?
- What are the tools/skills needed?



Relevant

- What is the overall relevance of the goal to your PSN project?
- How does it align with the PSN program?



Timebound

- What are the deadlines established?
- Is there a sense of urgency for some deliverables?

Examples of the PMT Narrative Section

Goal	Status	Progress & Barriers	Planned Activities
<p>Establish Fiscal Agent and Subrecipient(s) Goals.</p> <p>Fiscal Agent Goals: Goals are set for the duration of your project and should remain consistent throughout each reporting period.</p> <p>Subrecipient Goals: Once a subrecipient is approved by BJA, their goal(s) should be entered as well.</p> <p>All goals should be SMART: Specific; Measurable; Achievable; Relevant; Time Bound</p>	<p>The status of the goal may change from one reporting period to the next—there are prepopulated options in the PMT.</p> <p>The status options are the following:</p> <ul style="list-style-type: none"> • Not Yet Started • Delayed • In-Progress • Completed • Goal No Longer Applicable 	<ul style="list-style-type: none"> • From the prospective of the fiscal agent and subrecipient(s) (once approved by BJA), provide detailed progress, achievements, and challenges toward each goal for the last two quarters. • Provide a detailed narrative that explains the work completed in the last 6 months as it relates to each specific goal by the fiscal agent and each subrecipient. • Please provide an explanation as to the status of the goal (why has your agency not started, what delays is your agency encountering, if applicable). 	<p>Anticipated activities, as they relate to the fiscal agent and each subrecipient(s) goals.</p> <p>The narrative should outline the activities that will take place in the next 6 months:</p> <ul style="list-style-type: none"> • This includes what activities are planned by the fiscal agent. • This includes what activities will be undertaken by your approved subrecipient(s).

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, if applicable.
- Be mindful of the validation alerts built into the reporting systems.





Contact Information and Resources



BJA PMT HELPDESK

Monday–Friday

8:30 a.m.–5:00 p.m. Eastern Time

Closed on federal holidays

bjapmt@ojp.usdoj.gov

WEBSITES

- [Office of Justice Programs](#)
- [OJP Grant Performance Measurement and Progress Reporting Information Portal](#)
- [Performance Measurement Tool](#)
- [BJA YouTube Channel](#)
- [PSN Training: Performance Reporting](#)
- [PSN Training: Subrecipient Reporting](#)

Thank you for your hard work and dedication!

SECTION 4

PSN AWARD CONDITIONS AND PROGRAM REQUIREMENTS



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Award Condition – Compliance



Curricula, training materials, proposed publications, reports, or any other written materials



FFATA reporting: Subawards and executive compensation



Required training for Grant Award Administrator (GAA) and Financial Manager (FM)
Mandatory Completion: The GAA and all FMs for this award must have successfully completed an "OJP financial management and grant administration training"
(Link: <https://onlinegfmt.training.ojp.gov>) by 120 days after the date of the recipient's acceptance of the award



Determination of Suitability for Covered Individuals Who May Interact with Participating Minors

BJA-DNA testing and upload of DNA profiles

Award Condition: A Closer Look

Determination of Suitability for Covered Individuals Who May Interact with Participating Minors

- This condition applies to this award if the purpose of some or all of the activities to be carried out under the award (whether by the recipient, or a subrecipient at any tier) is to benefit a set of individuals under 18 years of age. The recipient, and any subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors.
- As part of that determination, criminal background checks are required for those that meet this definition. Costs associated are an allowable grant expense.
- The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors).

For a full description of the award condition, definitions, and requirement, please visit the following website: <https://www.ojp.gov/funding/explore/interact-minors>

Award Condition: A Closer Look

All subawards ("subgrants") must have specific federal authorization

- The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that — for purposes of federal grants administrative requirements — OJP considers a "subaward" (and therefore does not consider a procurement "contract").
- The details of the requirement for authorization of any subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards ("subgrants") must have specific federal authorization) and are incorporated by reference here.



Reminder: Grantees must receive prior BJA approval via the submission of a **Programmatic Scope GAM** before any subrecipient costs can be obligated, expended, or incurred. Failure to receive BJA approval via a Programmatic Scope GAM may result in the return of those federal funds.

National Environmental Policy Act (NEPA)

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

- Building renovation and/or expansion activities
- New construction (such as standard construction, modular/prefabricated structures, new paved areas, and fences)
- Use of chemicals (such as for testing, evaluation, research, or training purposes)
- Use of firearms (such as for testing, evaluation, research, or training purposes)

- Miscellaneous outdoor/exterior activities (such as firing range pads and installing outdoor security cameras)
- Purchase of non-standard equipment that presents the potential for impacts or requires permitting (such as incinerators)
- Exhumation activities
- Drug disposal

For more NEPA guidance, please reference: <https://bja.ojp.gov/funding/nepa-guidance>

Subrecipient Files & Documentation

For each BJA approved subrecipient, the Fiscal Agent should maintain the following documentation:

- **Subrecipient Grant File:** signed agreement, contract, MOU, correspondence between subrecipient and pass-through entity, signed award document, progress reports, financial reports
 - Evidence of BJA subrecipient authorization (via Programmatic Scope GAM)
- **Pre-Award documentation:** announcement, decision-making supporting documentation
- **Financial documentation:** including but not limited to proof of payments, invoices, receipts, etc.
- **Federal Funding Accountability and Transparency Act (FFATA) reports**
- For any subgrants issued awards in excess of \$100,000, please ensure you have subrecipient's **Lobbying Certification** which can be found here:
<https://www.gsa.gov/forms-library/disclosure-lobbying-activities>



Subrecipient Files & Documentation

Fiscal Agents should also maintain (as applicable):

REI Statement

If a subrecipient is proposing research and/or evaluation, they must submit to the Fiscal Agent a [Research and Evaluation Independence and Integrity Statement](#).

Indirect Cost Rate Agreement

For those who allocate indirect costs, the Fiscal Agent must ensure they collect and review the subrecipient's indirect cost rate agreement.

Subrecipient Monitoring

Fiscal Agents should maintain all evidence of subrecipient monitoring conducted.

Determination of Suitability for Covered Individuals

For those subrecipients whose projects must comply with the [Award Condition, Determination of Suitability for Covered Individuals Who May Interact with Participating Minors](#), ensure all applicable documentation is collected.

Procurement supporting documentation

If the fiscal agent and/or subrecipient is procuring goods/services, ensure all applicable procurement supporting documentation is collected.

SECTION 5

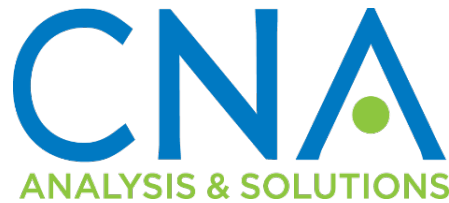
SUPPORT & RESOURCES



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

Training and Technical Assistance (TTA)

**CNA Institute for
Public Research**



**Michigan State
University**



MICHIGAN STATE UNIVERSITY | School of Criminal Justice

**National Center for
Victims of Crime**



**National District
Attorneys Association**



Most Requested TTA

- Crime Analysis (Foundations, Capacity Assessment)
- Law Enforcement and Prosecution (Detective Function Assessment, NFS Assessment)
- Strategic Planning (Grant Start-up, Research Partner Assistance Grant Writing Series)
- Victim and Witness Centered (Trauma-informed Practice, Intimate Partner Violence)

For more information, visit the TTA website: <https://psntta.org>

PSN TTA

- PSN sites have access to national training and networking opportunities.
- TTA assists PSN task forces, local and state law enforcement, criminal justice agencies, and communities with planning, implementing, and assessing their violence reduction PSN strategies.
- There are no costs unless a site is asked to provide a match or a small portion of the cost (e.g., meeting space, A/V needs).



PSN TTA Takes Many Forms

- Consultation
- Informational resources
- Virtual training
- In-person training
- Peer-to-peer exchanges
- Assessments

PSN TTA Aligns with Design

- Community Engagement
- Prevention and Intervention
- Accountability
- Strategic and Focused Enforcement

PSN TTA

PROJECT SAFE NEIGHBORHOODS
TRAINING AND TECHNICAL ASSISTANCE


RESOURCE CATALOG

PROJECT SAFE NEIGHBORHOODS (PSN)

BLUEPRINT for SUCCESS

Strategic Planning for Violent Crime Reduction: The Role of Crime Analysis

Edmund McGarrell Allison Rojek




PROJECT SAFE NEIGHBORHOODS

2022 National Summit to Reduce Violence and
Strengthen Communities

DETECTIVE FUNCTION ASSESSMENT



Sound criminal investigations are key to ensuring that violent offenders are prosecuted and held accountable for their actions. However, criminal investigations within law enforcement agencies can often be hindered by a number of factors, including poor case management software and high caseloads for detectives. Through Project Safe Neighborhoods (PSN), CNA offers detective function assessments to agencies to review and assess their criminal case management and detective functions. These assessments provide evidence-based recommendations and suggestions that focus on improving current practices.

ASSESSMENT OBJECTIVES

- Make general observations about the overall detective function and processes, including reviewing and evaluating the effectiveness of the current detective function, operations, case management approach, and leadership structure.
- Identify weaknesses in the criminal case management process.
- Provide recommendations and feedback related to criminal case management processes and procedures.



THE PROCESS

The key steps of the assessment process include the following:

1. **Pre-assessment questionnaire:** The PSN training and technical assistance (TTA) team asks the requesting agency to complete a pre-assessment questionnaire, which provides the subject matter experts (SMEs) a preliminary review of the agency's capacity and needs.
2. **Kick off call:** CNA will host a kick off call with the PSN TTA team—including the requesting agency's TTA liaison, analyst, and champions—to identify the desired goals and objectives of the assessment and potential dates for the on-site portion of the assessment.

PRE-ASSESSMENT
QUESTIONNAIRE

01



KICK OFF
CALL

02



SITE
VISIT

03



ASSESSMENT
REPORT

04



JustGrants System



JUSTgrants
JUSTICE GRANTS SYSTEM

OJP has developed several resources to help grantees navigate the JustGrants system.

Training Available: <https://justicegrants.usdoj.gov/training-resources/justgrants-training/grants-management-lifecycle>

Subscribe to the JustGrants Newsletter:
<https://justicegrants.usdoj.gov/news>

For any questions or technical issues regarding JustGrants please contact the helpdesk at JustGrants.Support@usdoj.gov or 833-872-5175.

Reporting Requirement & PSN Resources

Resource	Link
Performance Management Tool (PMT) Login	https://ojpsso.ojp.gov/
PSN Performance Reporting Training	Part 1 of 2: https://youtu.be/QjIOVqKNL8E Part 2 of 2: https://youtu.be/Sseaif6l-eg
Performance Measures page under PSN:	https://bja.ojp.gov/funding/performance-measures/bja-program-performance-measures
Performance Management Tool (PMT) Helpdesk	Contact the PMT help desk staff by email bjapmt@ojp.usdoj.gov or toll-free at 1-888-252-6867.
Federal Financial Report (FFR) – Technical assistance with FFR submission	Contact the JustGrants technical support team at JustGrants.Support@usdoj.gov or call 833–872–5175.

Reporting Requirement & PSN Resources

Resource

Link

**Federal Financial Report (FFR) –
Revision request and questions
on FFR & ASAP**

Contact the Office of the Chief Financial Officer (OCFO),
please call 1-800-458-0786 or email to ask.ocfo@usdoj.gov

**Gang Set Aside Requirement
FAQ**

<https://bja.ojp.gov/program/project-safe-neighborhoods-psn/faqs>

Subawards vs. Procurement Contracts

Resources

Resource

Link

Subawards under OJP Awards and Procurement Contracts under Awards: A Toolkit for OJP Recipients

<https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/Subaward-Procure-Toolkit-D.pdf>

Checklist to Determine Subrecipient or Contractor Classification

<https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/Subrecipient-Procure-cklist-B.pdf>

DOJ Financial Guide

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

Procurement and Sole Source Resources

Sole Source Justification Fact Sheet and Sole Source Review Checklist

<https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/Sole-Source-FactSheet-C.pdf>

Guide to Procurement Procedures for Recipient of DOJ Grants and Cooperative Agreements (Updated in 2016)

https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/New_Procurement_Guide_508compliant.pdf

Subrecipient Policies & Procedures Resources

Sample Subrecipient Monitoring Risk Assessment Tool

https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/Sample_Subrecipient_Monitoring_Risk_Assessment_Tool.pdf

Subrecipient Financial Monitoring - Site Visit Review Items for Consideration

https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/Subrecipient_Monitoring_Site_Visit_Review_Items_for_Consideration.pdf

Sample Subrecipient Monitoring Checklist

https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/Sample_Subrecipient_Monitoring_Checklist.pdf

Pass-through Entity's Responsibilities Checklist

https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/Pass_through_Entities_Responsibilities_Checklist.pdf

Subrecipient Policies and Procedures Webinar

<https://bja.ojp.gov/media/video/41256>

Lobbying Certification

<https://www.gsa.gov/forms-library/disclosure-lobbying-activities>

Training and Technical Resources

PSN TTA Website

<https://psntta.org>

PSN TTA Catalog

https://psntta.org/wp-content/uploads/2021/05/PSN_TTA_ResourceCatalog_FINAL.pdf

PSN Blueprint for Success

<https://psntta.org/psn-blueprint-for-success/>

PSN Program Overview

<https://sites.google.com/view/psnpartnershipguidebook/program-overview>

PSN TTA on X

@psntta



Contact Information

PSN TTA: Institute for Public Research

- Ken Novak, PhD – Assistant Director, Center for Justice Research and Innovation, Novakk@cna.org, 703-824-2467

Bureau of Justice Assistance

- Jeannine Bulbulia – Research Analyst, Planning, Performance and Impact Team, jeannine.a.bulbulia@usdoj.gov, 866-487-0512

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- **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.





Questions?

For any questions, enter them now in the Q&A box and send to all recipients.