

BUREAU OF JUSTICE ASSISTANCE

**CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING (CESF)
PROGRAM**

**GRANTEE TRAINING
DECEMBER 3, 2020
1:30PM–3:00PM**



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

Speakers

- **Kendel Ehrlich, Acting Director**
- **Darius LoCicero, Division Chief**
- **Tarasa Napolitano, State Policy Advisor**
- **James Steyee, Performance Measurement Team**
- **Bethany Case and Amy Callaghan, Justgrants Business Representatives**

Agenda

- **Opening Remarks**
- **CESF Overview**
- **Program Requirements**
- **Post-award Grants Management Overview**
- **Examples of State and Local Challenges**
- **Performance Measurement Reporting**
- **Justice Grants System (Justgrants) Demonstration**
- **Questions & Answers**
- **Additional Information & Resources**
- **Wrap-up**

BJA Mission Statement

BJA provides leadership and services in grant administration and criminal justice policy development to support local, state, and tribal justice strategies to reduce violent crime and strengthen communities.

To learn more about BJA, visit www.bja.gov, or follow us on Facebook (<https://www.facebook.com/DOJBJA/>) and Twitter (@DOJBJA).

CESF Overview

- The “Coronavirus Aid, Relief, and Economic Security Act” or “CARES Act” included \$850 million for “state and local law enforcement assistance . . . to prevent, prepare for, and respond to coronavirus, domestically or internationally, to be awarded pursuant to the formula allocation (adjusted in proportion to the relative amounts statutorily designated therefor) that was used in fiscal year 2019 for the Edward Byrne Memorial Justice Assistance Grant program as authorized. . .”
- BJA made a total of 1,828 CESF awards totaling \$847,715,565. Award funds must be utilized to prevent, prepare for, and respond to the coronavirus. CESF is not a Justice Assistance Grant (JAG); as such a criminal justice nexus is NOT required.
- CESF allocation amounts were calculated by multiplying each FY19 JAG direct allocation by 3.22196, which is the proportionate increase in CESF funding as compared to the FY19 JAG funding.
- Each JAG disparate jurisdiction was eligible to apply directly. Each JAG zero county was eligible for \$58,008; this was derived by taking the overall total set-aside from the less than \$10,000 under the FY19 JAG (\$20,360,869) and dividing it by 351 (number of zero counties).

CESF Overview (continued)

For example, the following jurisdictions were disparate and eligible for a joint FY19 local JAG allocation.

FY19 JAG allocation chart

State	Jurisdiction Name	Government Type	Direct Allocation	Joint Allocation
AL	Mobile County	County	\$10,293	
AL	Mobile City	Municipal	\$130,312	
AL	Prichard City	Municipal	\$28,722	\$169,327

FY20 CESF allocation chart (each jurisdiction, after the 3.22196% increase, is eligible for an award)

State	Jurisdiction Name	Government Type	Eligible Allocation
AL	Mobile County	County	\$33,164
AL	Mobile City	Municipal	\$419,860
AL	Prichard City	Municipal	\$92,541

CESF Overview (continued)

- Allowable projects and purchases can include, but are not limited to, overtime, equipment (including law enforcement and medical personal protective equipment [PPE]), hiring, supplies (such as gloves, masks, sanitizer), training, travel expenses, and addressing the medical needs of inmates in state, local, and tribal prisons, jails, and detention centers.
- The project period is 24 months, with an opportunity for a 12-month no-cost extension.
- The grant start date on the awards is retroactive with a start date of January 20, 2020. Grantees must be cognizant of supplanting.
- Per the [DOJ Grants Financial Guide](#) the definition of supplanting is “to deliberately reduce State or local funds because of the existence of Federal funds. For example, when State funds are appropriated for a stated purpose and Federal funds are awarded for that same purpose, the State replaces its State funds with Federal funds, thereby reducing the total amount available for the stated purpose.” Supplanting is prohibited under the CESF program.

Program Requirements

- No more than 10% of the total award amount can be used for direct administrative costs. However, recipients can utilize their full indirect cost rate agreements.
- The Office of Justice Programs (OJP) suspended the requirements for CESF grant recipients to receive prior approval before making a subaward.
- Grant recipients may draw down funds in advance or on a reimbursement basis.
 - In the case of advance draw-down, grant funds must be placed in an interest-bearing account, unless one of the exceptions in 2 C.F.R. § 200.305(b)(8) apply. It is not necessary that the interest-bearing account be a “trust fund.” For additional information, see [2 C.F.R. § 200.305](#).
 - The interest-bearing account must allow for sufficient tracking and traceability of CESF Program award funds.
 - Interest earned on advance payments should be treated as program income, reflected as such on submitted Federal Financial Reports (SF-425), and used for purposes consistent with the grant. Any unused program income should be deobligated upon award closure.

Program Requirements (continued)

- There are no specific prohibitions under the CESF program other than the unallowable costs that are identified in the DOJ Grants Financial Guide (example funds cannot be used to supplant). However, the following items require prior approval:
 - Individual items costing \$500,000 or more must be thoroughly justified (and be reasonable) by the grantee and receive written prior approval from BJA post-award through the submission and approval of a Grant Award Modification (GAM) (previously referred to as a Grant Adjustment Notice or GAN).
 - Unmanned Aircraft Systems (UAS)/Unmanned Aircraft (UA)/Unmanned Aerial Vehicles (UAVs) may not be purchased with CESF funds until BJA has provided prior approval via a GAM. OJP recently published a policy governing grants associated with foreign-made UAS/UA/UAVs: <https://www.justice.gov/opa/pr/department-justice-revises-policy-governing-grants-associated-foreign-made-unmanned-aircraft>. Please note that OJP is in the process of updating guidance in accordance with the new policy and that no prior approval requests for UAS/UA/UAVs will be considered until that updated guidance has been finalized.
 - Please see the CESF FAQs (<https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/cesf-faqs.pdf>) for detailed instructions on how to submit either type of request.

Post-Award Grant Management Overview

- Special Conditions
- Programmatic and Financial Reporting
- Financial Management
- Federal Reporting Requirements (FFATA)
- Grant Award Modifications (GAMs)
- Subawards and Procurement
- Subrecipient Management & Monitoring
- Grant Monitoring Compliance
- Fraud Prevention

Special Conditions

- Special conditions are terms and conditions of the grant award.
- Special conditions are additional requirements covering areas such as programmatic and financial reporting, prohibited uses of federal funds, consultant rates, and proper disposition of program income.
- There are several mandatory special conditions that are included on any DOJ award. A list of all the mandatory OJP special conditions is available at the following link:
<https://www.ojp.gov/funding/explore/legaloverview2020/mandatorytermsconditions>.
- Additional withholding special conditions: These conditions place holds on funds for overdue reports, pending budget approval, and/or other program requirements including documentation that was missing or incomplete during grant application review.
- It is important to work with your [grant manager](#) to remove any active withholding special conditions before your agency can expend or draw down award funds.

Programmatic Reporting Requirements

- **Semi-Annual Grants Programmatic Reports:**
 - Submitted in Justgrants: <https://justicegrants.usdoj.gov/>
- **Due:** January 30 and July 30
- **Final Progress Reports:** Due within 90 days of the award end date and must be approved prior to a closeout package being submitted.
- **Note:** Justgrants automatically freezes grant funds for delinquent reports. It is important to submit reports on time. Late reports also influence how your award risk is assessed by OJP.

Federal Financial Reports (SF-425)

Reporting Period	Due Date
January 1–March 31	April 30
April 1–June 30	July 30
July 1–September 30	October 30
October 1–December 31	January 30

- Submitted in Justgrants: <https://justicegrants.usdoj.gov/>.
- No activity? Enter 0.
- For help with Federal Financial Reports, please contact Office of the Chief Financial Officer (OCFO) Customer Service by phone at 1-800-458-0786 (option 2), or by email at ask.ocfo@usdoj.gov.

Grants Financial Management Training

- Required training for Grant Award Administrator (previously known as POC) and Financial Manager (previously known as FPOC).
- Must complete training within 120 days of grant acceptance.
- Failure to comply will result in a withholding special condition.
- Must be completed every three years.
- Available online at <https://onlinegfmt.training.ojp.gov/>.
- Submit Grants Financial Management Training certificates to your Grant Manager.



FFATA Reporting

- ***Reported at the end of the month following subaward.***
- The Federal Funding Accountability and Transparency Act (FFATA) requires that information on federal awards be made available to the public via a single, searchable website, www.USASpending.gov.
- FSRS (www.fsr.gov) is the FFATA Subaward Reporting System used to capture and report subaward and executive compensation data regarding the first-tier subawards to meet the FFATA reporting requirements.
- Prime recipients of awards \$25,000 or more report on any first-tier subawards of \$25,000 or more.
- To help navigate the submission process, user guides, FAQs, a help desk, and online demos are available at www.fsr.gov/resources.
- For more information about FFATA, see <https://ojp.gov/funding/Explore/FFATA.htm>.

Grant Award Modification (GAM)

- A GAM is used to request project changes and/or corrections.
- GAMs are submitted and approved through Justgrants for CESF including:
 - Change of Scope
 - Project Period
 - Sole Source (Non-competitive procurement contract >\$250,000)
 - Programmatic Cost Change
- GAMs **will not be approved** if the grantee is **delinquent** on financial or programmatic reporting.

GAM: Change of Project Period (No-Cost Extension)

- Must be requested through Justgrants at least 30 days prior to the current end date.
- Generally, no more than one no-cost extension will be approved per award.
- A no-cost extension may not exceed 12 months past the original end date.
- A no-cost extension will be considered only if the period of performance has not expired.
- A no-cost extension will be considered only for award recipients that have no significant performance or compliance issues.

Subawards and Procurement Contracts

- As a reminder, OJP suspended the requirements for CESF grant recipients to receive prior approval before making a subaward. However, for general guidance on subawards and contracts, please refer to the resources below:
- <https://ojp.gov/training/pdfs/Subaward-Procure-Toolkit-D.pdf>
- <https://ojp.gov/training/pdfs/Subrecipient-Procure-cklist-B.pdf>
- <https://ojp.gov/training/pdfs/Sole-Source-FactSheet-C.pdf>

Subawards and Procurement Contracts (continued)

- Grantees must determine if pass-through funds are considered subawards or procurement contracts.
 - Proper determination is critical as **significantly** different requirements apply to entities based on determination. Per the Uniform Guidance, subawards are subject to monitoring by the recipient!
 - The substance of the relationship is more important than the form of agreement between the prime recipient and the outside entity.
- OJP guidance documents will help clarify the differences between subawards and procurement contracts:
 - Subawards under OJP Awards and Procurement Contracts under Awards: A Toolkit for OJP Recipients
 - Checklist to Determine Subrecipient or Contractor Classification
 - Sole Source Justification Fact Sheet and Sole Source Review Checklist
 - <https://www.ojp.gov/training/subawards-and-procurement>

Procurement Overview

- States must follow the same policies and procedures they use for procurements from their non-Federal funds. See [2 C.F.R. § 200.317](#).
- All other non-Federal 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](#).

Sole Source Procurement

- All procurement transactions must be conducted in a manner to provide, to the maximum extent practical, open, and free competition.
- Recipients may conduct noncompetitive (“sole source”) procurement when one or more of the following circumstances apply:
 - The item/service is available only from one source.
 - The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.
 - Competition is determined inadequate after solicitation of a number of sources.
- Recipients must request and receive written approval from OJP, via a GAM, **prior** to purchasing, obligating funding, or entering into a contract with award funds related to sole source procurements in excess of the simplified acquisition threshold, currently \$250,000.
- Sole source contracting that does not exceed \$250,000 does not require prior approval, but recipients must still follow the requirements of the DOJ Grants Financial Guide.

Subrecipient Management and Monitoring Requirements

- Recipients must have written subrecipient monitoring policies and procedures that meet the requirements under [2 CFR 200.331](#).
- The purpose of monitoring activities is to provide reasonable assurance that the subrecipient has administered the pass-through funding in compliance with the same laws, regulations, and the provisions of the award and that the required performance goals are being achieved.

Subrecipient Management and Monitoring Requirements

- Key components to effective subrecipient/subaward monitoring include:
 1. A subaward agreement that specifies award conditions and requires progress and financial reporting, as well as possible noncompliance penalties and termination procedures.
 2. Monitoring policies and procedures.
 3. A risk-based monitoring plan for selecting subrecipients to monitor.
 4. A process for on-site monitoring including a monitoring checklist that satisfies administrative, financial, and programmatic elements; process for documenting findings in a report; and procedures for follow-up on issues for resolution.

BJA Compliance Monitoring

- BJA will conduct formal monitoring activities (site visits and desk reviews) of grant recipients to ensure grantees are:
 - Conducting activities that were proposed and approved.
 - Meeting programmatic, administrative, and fiscal requirements.
 - Identifying and resolving problems and/or issues.
 - Receiving needed training and guidance.
- Types of documentation collected during monitoring include but are not limited to timesheets, copies of contracts/subrecipient agreements, OT approvals, invoices, purchase orders, meeting agendas, general ledgers, etc.

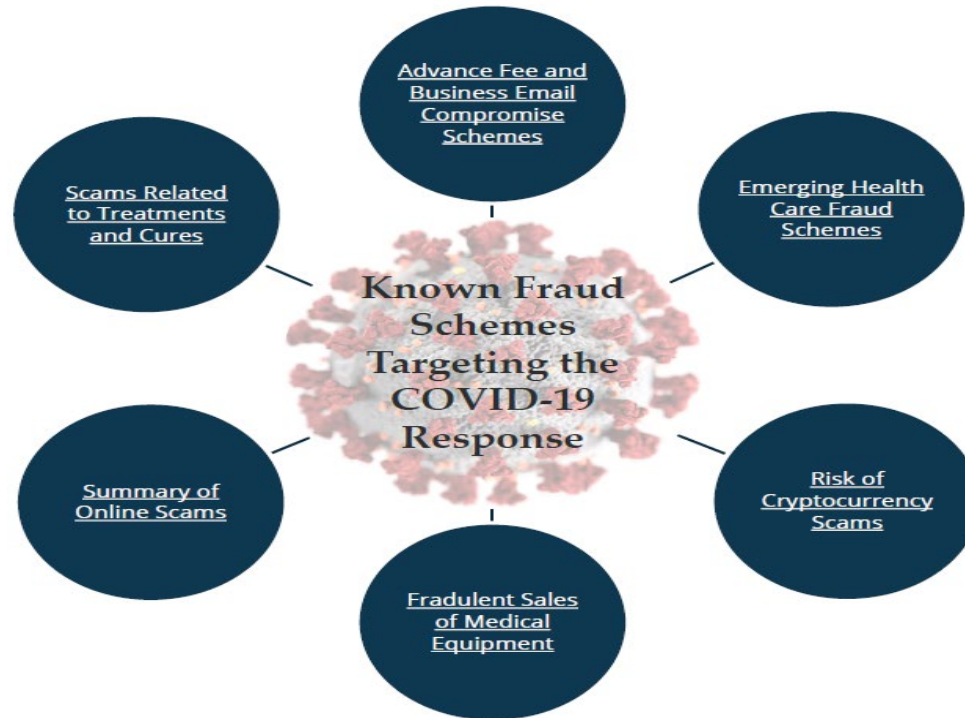
BJA Compliance Monitoring (continued)

- **Common Issues For Resolution:**
 - Lack of subrecipient monitoring policies and procedures that meet the requirements of [2 CFR 200](#).
 - Non-submission of GAMs for pre-approval of award changes including scope, budget, contact information, etc.
 - Lack of compliance with FFATA reporting requirements.
 - Lack of documentation to support program activities and expenditures.
 - Lack of documentation to support programmatic or financial reporting.

Preventing Fraud

- Please be aware that criminals are attempting to exploit COVID-19 worldwide through a variety of scams.
- Throughout the country, federal, state, and local law enforcement are on high alert to investigate reports of individuals and businesses engaging in a wide range of fraudulent and criminal behavior related to COVID-19.
- Examples of COVID-19 fraud schemes that have been identified can be found here: <https://www.justice.gov/coronavirus/combatingfraud>

Preventing Fraud (continued)



Examples of State Administering Agency Challenges

- **Secure Populations:** The need to rapidly and significantly reduce prison/jail populations due to COVID.
- **Multiple Funding Sources:** Challenges balancing CESSF funds with other CARES Act funds and understanding the various ways the funds have come into the State; identifying ways that additional funding resources for local governments overlap with the purposes of CESSF; deconflicting subawards to ensure supplanting is not occurring at any level.
- **Rising Equipment Costs:** Costs of certain types of equipment increasing—such as plexiglass. Local municipalities coordinating response efforts with available sources of funding.
- **Protests & Riots:** Events in response to the public health orders that restrict business operations and group gatherings created a need for new solutions to limit the spread of coronavirus during these events.
- **Technology:** Large need for technology in comparison to PPE, which many agencies were able to get from other grants or donations. Public defenders need tech solution to have privacy and video conferencing capabilities in local jails. Justice system professionals were unable to access all needed records from a work-from-home atmosphere.
- **Budget Shortfalls:** Did not anticipate the level and length of economic impact.

Examples of Local Challenges

- **Budget Shortfalls:** Unanticipated expenses due to the pandemic that were not accounted for in the local budget.
- **Unavailability of PPE:** Needed equipment to address the pandemic safely could not be purchased due to a backlog of products.
- **First Responders:** Law enforcement and other first responders working overtime and not having the equipment or funding in the budget to cover costs.
- **Technology:** An increased need for laptops, cameras, cell phones, and other technology to meet the growing need to work remotely.
- **New Grantees:** Inexperienced (new) grantees trying to learn how to administer grants and learn new federal grants and financial systems.
- **CESF/JAG Differences:** Learning the program and what funds could be used for, i.e. COVID nexus versus criminal justice nexus.

Performance Management at the Bureau of Justice Assistance

AGENDA:

- ❖ Performance Management at BJA
- ❖ The Benefits to Grantees
- ❖ Data Reporting
- ❖ Program Specific Questionnaire
- ❖ Data Reporting Best Practices
- ❖ Contact Information and Resources



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What is Performance Management at BJA?

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

Why Does BJA Use Performance Measures?

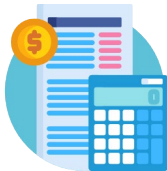


To identify areas of success and potential areas of improvement.

Performance measures identify needs for training and technical assistance (TTA) or revisions to program design or implementation.



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



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



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

What Data Will I Need to Report?

- ❖ **Quantitative measures:** The performance measure for your program is a series of questions that measure outcomes of grant activities and demonstrate accomplishment of goals and objectives of BJA's programs. **These are new starting in January 2021.**
- ❖ **Narrative questions:** A series of narrative questions related to the grantee's specific goals, objectives, barriers, and successes are also provided to grantees to be used for data reporting.

Grantees respond to quantitative and narrative questions each reporting period.

Where Do I Report?

- ❖ BJA's new Justgrants is the online system required for grantee performance measurement reporting for the **CESF Program**.
- ❖ It is structured as an online questionnaire.
- ❖ Grantees are required to report semiannually (January and July).

January 2021 is the first time CESF grantees will use Justgrants for reporting.

Coronavirus Emergency Supplemental Funding Program Questionnaire Overview

Performance Measures Questionnaires:

- In the coming weeks will be found here:

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

But we will discuss these today

CESF Questionnaire Structure

- ❖ Award Administration
- ❖ CESF Positions
- ❖ Narrative Questions

CESF Questionnaire Structure (continued)

General Award Administration

- Is this the last reporting period for which the award will have data to report?
- Was there grant activity during the reporting period?
 - If No, select from the following reasons:
 - In procurement
 - Project or budget not approved by agency, county, city, or state governing agency
 - Seeking subcontractors (Request for Proposal stage only)
 - Waiting to hire project manager, additional staff, or coordinating staff
 - Paying for the program using prior federal funds
 - Administrative hold (e.g., court case pending)
 - Still seeking budget approval from BJA
 - Waiting for partners or collaborators to complete agreements
 - Other (if other, please explain)

CESF Questionnaire Structure (Continued)

CESF Positions

- Since the beginning of the grant award (cumulative), how many positions (full-time and part-time) were created or retained as a result of the grant funds?
 - A. Full-Time Positions: _____
 - B. Part-Time Positions: _____
 - C. Please describe the positions that were created or retained:

CESF Questionnaire Structure (continued)

Narrative Questions

- What were your accomplishments during reporting period?
- What goals were accomplished, as they relate to your grant application?
- What problems/barriers did you encounter, if any, within the reporting period that prevented you from reaching your goals or milestones?
- Is there any assistance that BJA can provide to address any problems/barriers identified in question #3? - Yes/No
 - If Yes, please explain
- Are you on track to fiscally and programmatically complete your program as outlined in your grant application? (Please answer YES or NO and if no, please explain.) - Yes/No
 - If No, please explain
- What major activities are planned for the next 6 months?
- Based on your knowledge of the criminal justice field, are there any innovative programs/accomplishments that you would like to share with BJA?

Defining Goals and Objectives

Setting Goals Best Practices:

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



Defining Goals and Objectives (continued)

SMART Goal Examples

“Improve public safety by equipping every officer with body-worn cameras within 30 days.”

“Evaluate the effectiveness of body-worn cameras in increasing officer safety by using X measure by the end of the year.”

“Produce three new policies governing the use, storage, and dissemination of body-worn cameras and recorded video in the next six months.”

“Assess the capacity for data storage and integration by X date.”

Great Goals but Needing Improvement

“Buy body-worn cameras.”

“Test body-worn camera effectiveness.”

“Write new policies on body-worn cameras.”

“Store body-worn camera data.”

LET'S TAKE A QUICK LOOK AT THE DATA



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CESF Grantee Use of Funds: January–June 2020

Grantee Description	Number of Awards	Overtime	Additional Patrols	PPE	Staffing	Work From Home/Virtual Equipment	Vehicle	Hazard Pay	Did Not Say, N/A, None	Have Not Used Money	Have Not Received Money	Other
City	557 (56.4%)	46 (8.3%)	19 (3.4%)	223 (40.0%)	13 (2.3%)	68 (12.2%)	0 (0%)	3 (0.5%)	107 (19.2%)	156 (28.0%)	18 (3.2%)	4 (0.7%)
County	280 (28.3%)	14 (5.0%)	3 (1.1%)	121 (43.2%)	6 (2.1%)	35 (12.5%)	2 (0.7%)	3 (1.1%)	54 (19.3%)	76 (27.1%)	5 (1.8%)	1 (0.4%)
State/Territory	50 (5.1%)	1 (2.0%)	0 (0%)	5 (10.0%)	1 (2.0%)	3 (6.0%)	0 (0%)	0 (0%)	19 (38%)	25 (50.0%)	1 (2.0%)	0 (0%)
Sheriff/Police Department	95 (9.6%)	3 (3.2%)	3 (3.2%)	36 (37.9%)	4 (4.2%)	7 (7.4%)	3 (3.2%)	1 (1.1%)	12 (12.6%)	30 (31.6%)	3 (3.2%)	4 (4.2%)
Tribe/Tribal Territory	6 (1%)	0 (0%)	0 (0%)	1 (16.7%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	4 (66.7%)	1 (16.7%)	0 (0%)
Total	988 (100%)	64 (6.5%)	25 (2.5%)	386 (39.0%)	24 (2.4%)	113 (11.4%)	5 (0.5%)	7 (0.7%)	192 (19.4%)	291 (29.5%)	28 (2.8%)	9 (0.9%)

- 988 grantees
 - 40% (386) used funds for PPE
 - 11% (113) used for virtual equipment so staff could work safely at home
 - 29.5% (291) have not used the funds
 - 19% (192) did not say, reported N/A, or said “none”

Ensuring Data Quality

Data Quality Best Practices:

- ❖ Designate staff for coordination of the performance data collection.
- ❖ Review the performance measure questionnaire before entering data.
- ❖ Ensure that designated staff participate in trainings.
- ❖ Review, edit, and validate data with subrecipients before submission.
- ❖ Be mindful of the validation alerts built into the question set.

Contact Information and Resources



BJA PMT HELPDESK
Monday–Friday
8:30 a.m.–5:00 p.m. ET
Closed on Federal Holidays
Toll-free number: 1-888-252-6867
bjapmt@ojp.usdoj.gov



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Websites:

- ❖ [Office of Justice Programs](#)
- ❖ [BJA Performance Measures](#)
- ❖ [OJP Grant Performance Measurement and Progress Reporting Information Portal](#)
- ❖ [BJA YouTube Channel](#)

Thank you for your hard work and dedication!

Justice Grants System (Justgrants) Demonstration

Questions & Answers

- Are matching funds required under the CESF program?
 - No. There is no match requirement under CESF.
- Can CESF funds be utilized as match for other federal programs such as the FEMA EMPG-S program?
 - No. Unless otherwise authorized by law, federal funds may not be matched with other federal funds. It is appropriate, however, for a CESF award recipient to supplement/leverage expenses related to preventing, preparing for, or responding to the coronavirus. The leveraging of multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.
- Can CESF funds be used for salaries?
 - Yes. CESF funds can be used for salaries if the salaries are necessary for preventing, preparing for, and responding to the coronavirus.

Questions & Answers (continued)

- Can CESF funds be used for hazard pay?
 - Yes. Hazard pay may be allowable under CESF if it is necessary for preventing, preparing for, and responding to the coronavirus. Agencies must follow their established policies (i.e. not treat federal funds differently from how they treat local funds).
- Can CESF funds be utilized for food and/or beverage costs?
 - Yes. CESF funds for meals for quarantined law enforcement employees and first responders is allowable. As always, costs should be reasonable.
- Can CESF funds be used to build isolation facilities?
 - Yes. The recipient will be required to comply with all National Environmental Policy Act requirements.
- Additional CESF Frequently Asked Questions can be found here:
<https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/cesf-faqs.pdf>

Additional Information & Resources

- BJA Website: <https://www.bja.gov/>
- Grant Manager Point of Contacts: <https://www.bja.gov/About/Contacts/ProgramsOffice.html>
- BJA National Training and Technical Assistance Center (NTTAC): <https://bjatta.bja.ojp.gov/>
- Current BJA funding opportunities and FAQs concerning BJA funding: <https://www.bja.gov/funding.aspx>

Additional Information & Resources (continued)

- Justgrants FAQ: <https://justicegrants.usdoj.gov/faqs>
 - OJP Support: JustGrants.Support@usdoj.gov or call 1-833-872-5175
- Automated Standard Application for Payments (ASAP): <https://justicegrants.usdoj.gov/node/161>
 - ASAP FAQ: <https://justicegrants.usdoj.gov/node/161>
 - ASAP Support: asaphelpdesk@fiscal.treasury.gov
- Office of the Chief Financial Officer (OCFO): Call 1-800-458-0786 or email ask.ocfo@usdoj.gov.
- OJP award great online resources:
 - OJP Grants 101: <http://www.ojp.gov/grants101/>
 - OJP Funding Resource Center <http://ojp.gov/funding/index.htm>
- OJP Standard Forms & Instructions: <https://ojp.gov/funding/Apply/forms.htm>

Wrap-up