

BUREAU OF JUSTICE ASSISTANCE

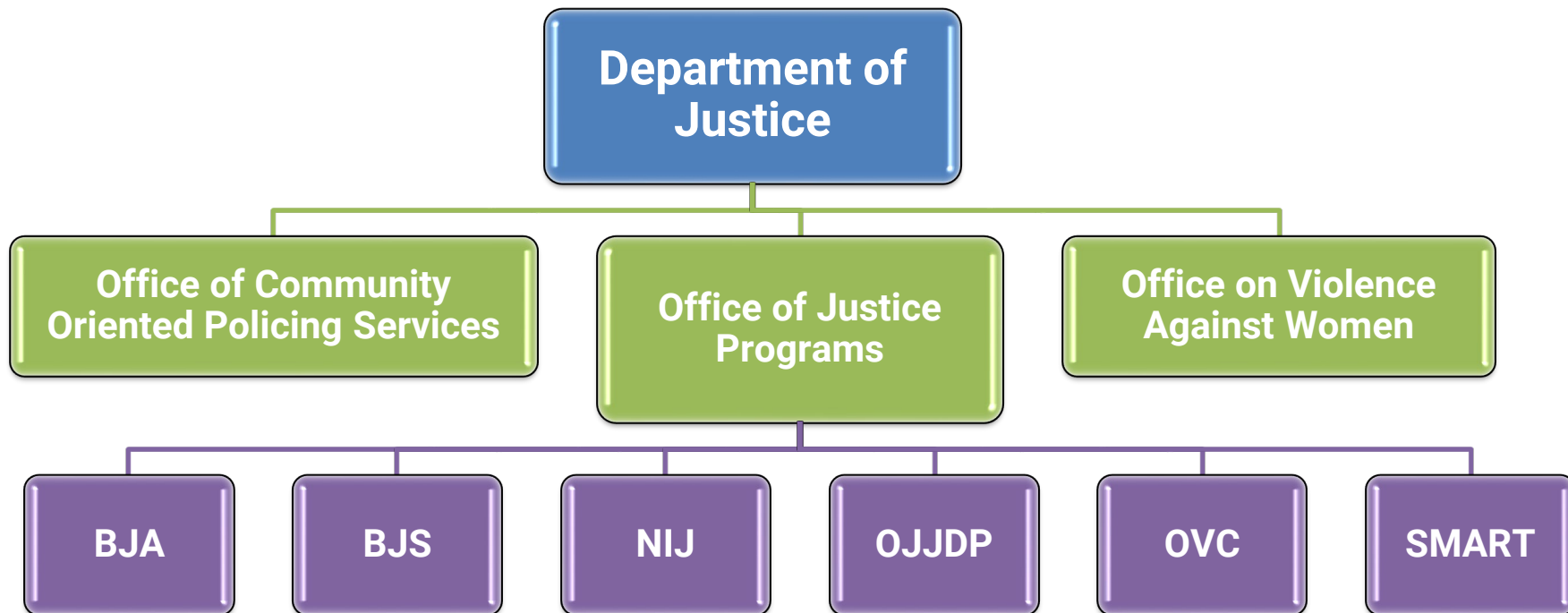
# CTAS PURPOSE AREA 3

Congratulations on receiving an award through the Fiscal Year 2021 Coordinated Tribal Assistance Solicitation (CTAS).

## Purpose Area #3: Tribal Justice Systems (BJA)

- PA 3 can address nearly all aspects of the adult tribal justice system as well as projects that serve both adults and youth.
- Specific TTA is available in many of these areas at no cost to you

# What is the Office of Justice Programs?



# 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](http://www.bja.gov), or follow us on Facebook (<https://www.facebook.com/DOJBJA/>) and Twitter (@DOJBJA).

# Grant Management Supports



# Role of the Policy Advisor

- Provide subject-matter expertise and policy leadership for the CTAS PA3 grant program.
- Communicate the successes of the CTAS PA3 grant program to stakeholders, including Congress.
- Work with the CTAS PA3 Program Office team to respond to performance issues and assist grantees with challenges they encounter with their project.
- Provide technical assistance and training during the application process.
- Liaison to national organizations that partner with BJA to set policy and help disseminate information on best and promising practices.
- Work with the Training and Technical Assistance (TTA) provider to provide support to awardees, in order to develop a knowledge base and technical assistance delivery model to assist you in implementing your grant funded project.

# Working Effectively with the Policy and Program Offices

- Share updates about your project—we appreciate those e-mails!
- We are available to troubleshoot or talk through issues you encounter.
- If a request is a little unusual, it's okay to e-mail or call and talk through it before you spend time submitting it.
- It's okay to remind us if we have not gotten back to you within a few days after a request.

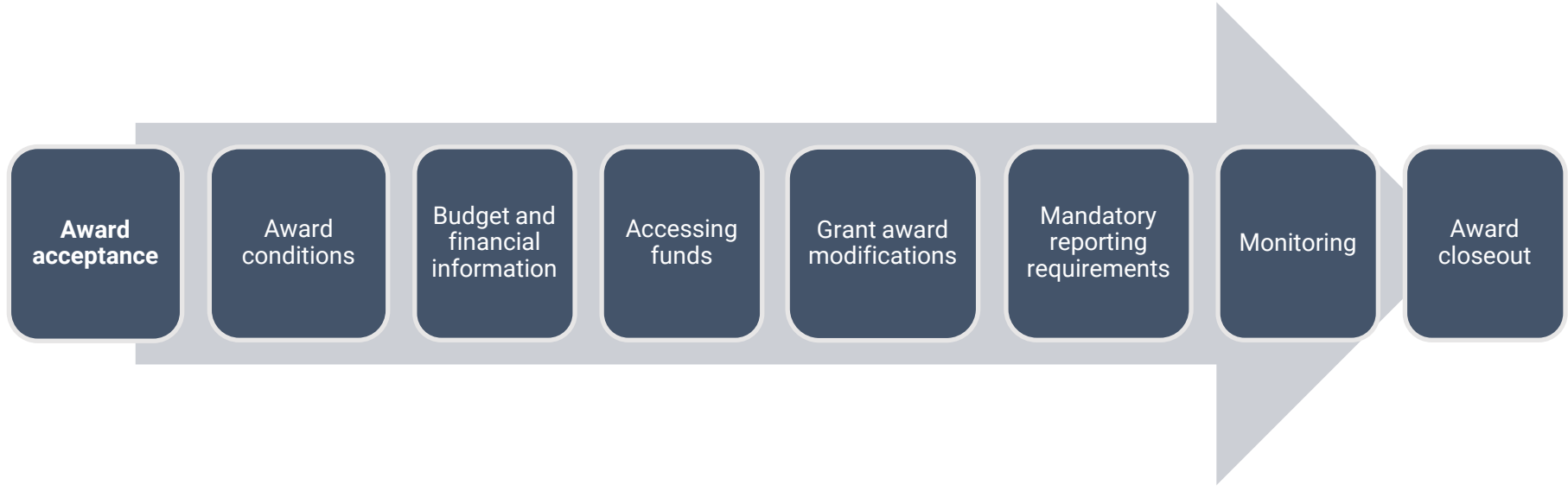
# Role of Programs Office Grant Manager

- Serve as the main contact for CTAS PA3 grant administration at BJA
- Maintain regular communication with recipient Grant Award Administrator
- Provide assistance and advice to recipients on programmatic, administrative, and financial requirements
- Oversee project spending and drawdowns to track implementation progress
- Execute administrative actions and approves changes to grant activities or budget
- Review and approves all semi-annual performance reports
- Review federal financial report (FFR) to track spending with project implementation
- Conduct monitoring



# MANAGING YOUR AWARD

# Grant Management Post-Award



## Key Items to Review on Your Award When Accepting:

- Award number: 15PBJA-21-GG-xxxx-TRIB
  - Please include this on all correspondence
- **DUNS\*** The DUNS number is going away on April 3, 2022. The Federal government will transition to the Unique Entity Identifier (UEI) on April 4, 2022.
- Award amount
- Project period: 10/1/2021 – 9/30/2026
- Contacts – grantee and BJA
  - Grant Award Administrator, Financial Manager, and Authorized Representative must be assigned for the award to be active

- All awards include standard terms and conditions concerning compliance with, for example:
  - DOJ Grants Financial Guide
  - Use of Federal Funds
  - Audit requirements, the Anti-Lobbying Act
  - Reporting Potential Fraud, Waste, and Abuse
- Most common withholding is for missing documents:
  - Disclosure of Pending Applications (DOPA)
  - Application attachments
- Withholding conditions must be removed/resolved before your agency can expend, obligate or draw down award funds.
- Grant Award Administrator and Financial Manager must complete grants financial management training within 120 days of grant acceptance.
- Regular communication with your BJA Grant Manager is critical.

- **Reminder!** All withholding award conditions must be resolved and reports must be current to draw down grant funds.
- ASAP (Automated Standard Application for Payments) is a shared service provided by the Department of the Treasury for grant payments.
- ASAP allows organizations receiving federal funding to draw funds securely through pre-authorized accounts established by the agency issuing the payment.
- All recipients must have an ASAP account to access grant funds.
- Questions about ASAP, contact the ASAP Help Desk by email at [ASAPHelpDesk@fiscal.treasury.gov](mailto:ASAPHelpDesk@fiscal.treasury.gov) or by phone at 855-868-0151

# GRANT AWARD MODIFICATIONS (GAMS)

- Formerly known as Grant Adjustment Notices (GANs).
- Used to update or change award details and are not used to confirm compliance with requirements or deliverables.
- GAMs cannot be approved if there are delinquent financial or programmatic reports.
- Three types of GAMs:
  - Programmatic
  - Financial
  - Project Period Extensions

# Grant Award Modifications (GAMs)

- Programmatic GAMs
  - Costs
    - Costs requiring Prior Approval
      - Consultant Rates (above \$650/day or \$81.25/hour)
    - Other
  - Scope Change
    - Altering programmatic activities
    - Changing the purpose of the project
    - Changing the project site
    - Changes in key staff
      - Not to be used to update JustGrants contacts



- Financial GAMs
  - Budget Modifications
    - Required if:
      - Moving more than 10% of project total from one federal cost category to another (cumulative)
      - Moving any amount of funds into a cost category that previously did not have any funds
      - Changing any amount applied to indirect.
    - Must attach a revised budget detail worksheet and justification that shows all calculations for the total amount of the award.
  - Sole Source (non-competitive contracts over \$250,000)
    - Must follow the format on page 23-24 of the DOJ Procurement Policies  
<https://ojp.gov/funding/Implement/Resources/GuideToProcurementProcedures.pdf>
    - Under \$250K, must follow Tribe's procurement policies and maintain supporting documentation on file.

- **Project Period Extension (No-cost Extension)**
  - May only request ONE extension
    - Additional extensions only granted under extenuating circumstances such as natural disasters, litigation, other situations outside of your control.
  - Up to 12 months
    - Must provide a timeline.
    - No additional extensions even if less than 12 months requested.
  - **Must be submitted more than 30 days before the end date**
    - System will not allow you to submit after that time.
    - Recommend 60-90 days before the end date to allow time to process.

## Items No Longer Changed Via GAN/GAM:

- Change in POC
- Authorized Representative
- Grantee name
- Address
- DUNS
  - The above can modified via Entity Management sections
- Removing holds, including withholding Award Conditions.
  - This will be done by/in coordination with your Program Manager

# REPORTING REQUIREMENTS

# Reporting Requirements

Report type:	System:	Reporting period:	Due by:	Help Desk:
Financial Status Reports (SF 425)	<b>JustGrants</b> <a href="https://justgrants.usdoj.gov/">https://justgrants.usdoj.gov/</a> 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 <a href="mailto:ask.ocfo@usdoj.gov">ask.ocfo@usdoj.gov</a>
Semi-annual (Narrative) Performance Report	<b>JustGrants</b> <a href="https://justgrants.usdoj.gov/">https://justgrants.usdoj.gov/</a> **Attach PMT Report** Grant Award Administrator submits	January 1 – June 30 July 1 – December 31	July 30 January 30	JustGrants Support 833–872–5175 <a href="mailto:JustGrants.Support@usdoj.gov">JustGrants.Support@usdoj.gov</a>
BJA Quarterly Performance Measures	<b>PMT</b> <a href="https://bjapmt.ojp.gov">https://bjapmt.ojp.gov</a> Grant Award Administrator submits	January 1 - March 31 April 1 – June 30* July 1 – September 30 October 1 – December 31*  *upload to JustGrants	April 30 July 30 October 30 January 30	PMT Help Desk 888-252-6867 <a href="mailto:bjapmt@usdoj.gov">bjapmt@usdoj.gov</a>
Federal Funding Accountability and Transparency Act (FFATA)	<b>FSRS</b> <a href="http://www.fsr.gov">www.fsr.gov</a> (Subawards/Subcontracts \$30K and over)	End of the month following the month the subaward was made.		Federal Service Desk 866-606-8220 <a href="http://www.fsd.gov">www.fsd.gov</a>

- ✓ Must submit all reports even if no activity occurred during the reporting period.
  - ✓ PMT report can be marked “Not Operational”
  - ✓ Provide an explanation as to why no activities occurred.
- ✓ The “JustGrants report” created in the PMT must be attached to the JustGrants performance report in order to be complete.
- ✓ Narrative questions at the end of the PMT report should cover the entire 6 month reporting period.

- Reporting in the PMT for PA 3 awards will be found under TCAP/IASAP
  - PA 3 grantees should select “Tribal Justice Systems” for their measures.
    - Additional related measures may also be selected but are not required.

# Reporting Requirements

- ✓ Must generate a “Final” PMT report to attach in JustGrants when all activities are complete.
  - ✓ If all project activities are completed prior to the end date, you can select “final” report to close the award early.
  - ✓ Only select “final” if no additional activities and obligations will occur after the end of the reporting period.



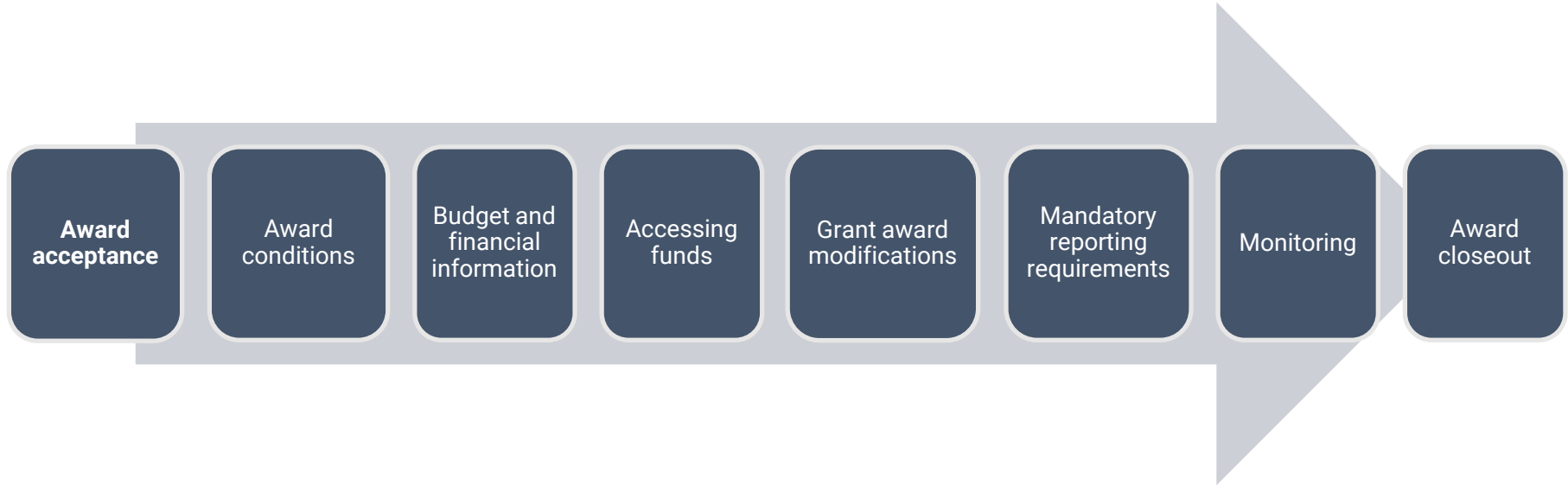
- ✓ Final reports and closeout package must be submitted in JustGrants 120 days after the end date of the award.
  - ✓ There is a separate closeout section in JustGrants that must be completed and submitted.
  - ✓ Must review/complete everything in the Requirements Section.
  - ✓ Final progress report will need to be submitted AND approved in order to submit closeout package.
  - ✓ Don't forget to hit "Submit"

# ADDITIONAL REQUIREMENTS

## Additional Requirements

- Completion of “OJP financial management and grant administration training”
  - Within 120 days of acceptance of award
    - Or have taken the training after January 1, 2019
    - Must be renewed every 3 years
  - The Grant Award Administrator AND all Financial Managers must complete to comply with the requirement
    - If either changes, the new contact must take within 120 days
  - Can be completed at the in-person training or online
    - Details can be found at <http://www.ojp.gov/training/fmts.htm>

# Grant Management Post-Award



# CONTACTS & RESOURCES



Bureau of Justice Assistance  
U.S. Department of Justice

# Useful Links and Numbers

- DOJ Tribal Resources <http://www.justice.gov/tribal/>
- OJP Website <http://www.ojp.usdoj.gov/>
- BJA Website <https://www.bja.gov/>
- OJP Funding Opportunities  
<https://ojp.gov/funding/Explore/CurrentFundingOpportunities.htm>
- CTAS Solicitations  
<https://www.justice.gov/tribal/grants>
- OJP Funding Resources <http://ojp.gov/funding/index.htm>
- OJP Recipient Resources  
<https://www.ojp.gov/funding/implement/overview>
- DOJ Financial Guide  
<https://ojp.gov/financialguide/doj/index.htm>

- JustGrants <https://justgrants.usdoj.gov/>
- JustGrants Support 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov)
- JustGrants Training: <https://justicegrants.usdoj.gov/>
- Automated Standard Application for Payments (ASAP) <https://fiscal.treasury.gov/asap/>
- OCFO Customer Service (800) 458-0786 or [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov)
- DOJ Grants Financial Management Online Training <https://onlinegfmt.training.ojp.gov/>
- BJA Performance Measurement Tool (PMT) <https://bjapmt.ojp.gov>
- PMT Help Desk (888) 252-6867 or [bjapmt@usdoj.gov](mailto:bjapmt@usdoj.gov)

# BJA Contacts

## **For Programmatic Questions:**

Trish Thackston

(202) 307-0581

(202) 598-9468 (cell)

[M.Patricia.Thackston@usdoj.gov](mailto:M.Patricia.Thackston@usdoj.gov)

## **For Grant-Related Questions:**

Jeffrey S. Felten-Green, State Policy Advisor

(202) 514-8874 (P)

[Jeffrey.felten-green@usdoj.gov](mailto:Jeffrey.felten-green@usdoj.gov)

Amy Romero, State Policy Advisor

(202) 598-2028 (P)

[Amy.A.Romero@usdoj.gov](mailto:Amy.A.Romero@usdoj.gov)

Kathy Mason, State Policy Advisor

(202) 514-8692 (P)

[Kathy.Mason@usdoj.gov](mailto:Kathy.Mason@usdoj.gov)



## Tribal Courts



THE NATIONAL  
JUDICIAL COLLEGE  
TRIBAL JUDICIAL CENTER

National Tribal Judicial Center

<https://www.judges.org/ntjc/about-the-ntjc/>

Jan Morris, Director

Office: (775) 327-8221      Cell: (623) 810-4923

[jwmorris@judges.org](mailto:jwmorris@judges.org)

Charisse Abbie, Program Director

Office: (775) 327-8259      Cell: (775) 813-7925

[charissea@judges.org](mailto:charissea@judges.org)

## Tribal Courts and Responses to Violent Crime

**Tribal Judicial Institute**

**<https://law.und.edu/npilc/tji/>**

**Telephone contact information: (701) 777-6306**

**Contact our Staff:**

**BJ Jones –**

Executive Director, Tribal Judicial Institute  
[bj.jones@und.edu](mailto:bj.jones@und.edu)

**Michelle Rivard Parks –**

Associate Director, Tribal Judicial Institute  
[Michelle.rivard@und.edu](mailto:Michelle.rivard@und.edu)

**Lynnette Morin–**

Program Coordinator, Tribal Judicial Institute  
[Lynnette.morin@und.edu](mailto:Lynnette.morin@und.edu)



## Tribal Courts and Treatment Court Programs

# Tribal Law and Policy Institute

[Home.TLPI.org](http://Home.TLPI.org)

[www.WellnessCourts.org](http://www.WellnessCourts.org)

**(323) 650-5467**

### TLPI Wellness Court Staff:

**Jordan Martinson**

Tribal Law and Policy Specialist

[JordanM@tlpi.org](mailto:JordanM@tlpi.org)

**Precious Benally**

Tribal Healing to Wellness Court Specialist

[Precious@tlpi.org](mailto:Precious@tlpi.org)

**Kris Pacheco**

Tribal Wellness Court Specialist

[Kristina@tlpi.org](mailto:Kristina@tlpi.org)

**Catherine Retana**

Tribal Law Specialist

[Catherine@tlpi.org](mailto:Catherine@tlpi.org)



## Indian Alcohol and Substance Abuse Program



### National Criminal Justice Training Center of Fox Valley Technical College

[www.ncjtc.org/iasap](http://www.ncjtc.org/iasap)

Toll-free: (855) 866-2582 | [info@ncjtc.org](mailto:info@ncjtc.org)

**Joell Schigur**

Program Administrator  
[schigur@fvtc.edu](mailto:schigur@fvtc.edu)

**Lynn Chernich**

Program Manager  
[chernich@fvtc.edu](mailto:chernich@fvtc.edu)

**Kevin Mariano**

Program Coordinator  
[mariano@fvtc.edu](mailto:mariano@fvtc.edu)

Community Supervision (Probation and Parole)



**Fox Valley Technical College**

**<https://ncjtc.fvtc.edu/programs/PR00000014/tribal-community-corrections>**

Greg Brown

Program Manager

[browngr@fvtc.edu](mailto:browngr@fvtc.edu)

303-579-7944 (P)

## Reentry

### American Probation and Parole Association

<https://www.appa-net.org/TCCSC/>

Megan Foster

[mfoster@csg.org](mailto:mfoster@csg.org)

859.244.8236 (P)



## Alaska Resources:



**RurAL CAP**  
Rural Alaska Community Action Program, Inc.

Alaska Tribal Justice TTA Center (ATJRC)  
Rural Alaska Community Action Program (RurAL CAP)  
907.843.0476 (working remotely) | [kmartus@ruralcap.org](mailto:kmartus@ruralcap.org)  
[www.resourcebasket.org](http://www.resourcebasket.org)

We look forward to working with you.

**Questions?**