

BUREAU OF JUSTICE ASSISTANCE

OVERVIEW FOR CTAS PURPOSE AREAS 2 AND 3

Congratulations on receiving an award through the Fiscal Year 2018 Coordinated Tribal Assistance Solicitation (CTAS)

- Purpose Area #2: Comprehensive Tribal Justice Systems Strategic Planning (BJA, COPS, OJJDP, OVC, OVW)
- Purpose Area #3: Tribal Justice Systems (BJA)

REPORTING REQUIREMENTS

Reporting Requirements

Report type:	System:	Reporting period:	Due by:	Help Desk:
Financial Status Reports (SF 425)	GMS https://grants.ojp.usdoj.gov/	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
Semi-annual (Narrative) Progress Report	GMS https://grants.ojp.usdoj.gov/ * Attach PMT Report	January 1 – June 30 July 1 – December 31	July 30 January 30	GMS Help Desk 888-549-9901 GMS.HelpDesk@usdoj.gov
BJA Quarterly Performance Measures	PMT https://bjapmt.ojp.gov	January 1 - March 31 April 1 – June 30* July 1 – September 30 October 1 – December 31* *upload this report to GMS	April 30 July 30 October 30 January 30	PMT Help Desk 888-252-6867 bjapmt@usdoj.gov
Federal Funding Accountability and Transparency Act (FFATA)	FSRS www.fsr.gov (Subawards/Subcontracts \$25K and over)	End of the month following the month the subaward was made.		Federal Service Desk 866-606-8220 www.fsd.gov

- ✓ 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 “GMS report” created in the PMT must be attached to the GMS progress 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 your awards will be found under TCAP/IASAP
 - This includes both PA2 and PA3 grantees
 - PA2 grantees should select “Strategic Planning” for their measures.
 - Additional related measures may also be selected but are not required.

- ✓ Must generate a “Final” PMT report to attach in GMS 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 are due 90 days after the end date of the award.
 - ✓ There is a separate closeout section in GMS that must be completed and submitted.
 - ✓ Final progress report will need to be submitted AND approved in order to submit closeout package.

GRANT ADJUSTMENT NOTICES (GANS)

- Submitted via GMS to make changes to your award and/or receive formal approvals.
- All reporting must be current and complete to approve any GANs.

- Some GANs must be created by your State Policy Advisor.
 - This includes GANs related to compliance with Special Conditions on your award including:
 - Budget clearance
 - Indirect cost agreements
 - Programmatic holds
 - Compliance with high risk designation
 - If you are unsure about whether to submit the GAN or what type to submit, contact your State Policy Advisor.

- **Contact Information**
 - Officially change the Point of Contact
 - Add/change an alternate Point of Contact
 - Change in Authorized Signing Official
 - This last one must attach a signed letter on letterhead or official document indicating the change in official
 - Typically the Tribal Chairman or Tribal Administrator
- **Address Changes**
 - Also must attach an official document denoting the change.
- **Change in Project Scope**

- Consultant Rates (above \$650/day or \$81.25/hour)
 - Submitted as a “Program Office Approval” GAN
- Sole Source (non-competitive contracts over \$150,000)
 - Must follow the format on page 23-24 of the DOJ Procurement Policies
 - <https://ojp.gov/funding/Implement/Resources/GuideToProcurementProcedures.pdf>
 - Under \$150K, must follow Tribe’s procurement policies and maintain supporting documentation on file.

- Budget Modifications
 - Required if:
 - Moving more than 10% of project total from once 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.
 - Attach all indirect cost rate agreements being applied.

- Change in Project Period (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.

- FY18 PA 2 grants were made for 3 years instead of the 2 years listed in solicitation.
- You are not required to modify the budget to extend to 3 years.
- You are not required to take all 3 years for your project.
 - Can complete the project and close the award early.

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, 2016
 - Both the POC and FPOC must complete
 - If either changes, the new contact must also 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>

Additional Requirements

- PA 2 grantees **MUST** complete and submit a strategic plan to DOJ for review and approval
 - Submit to TTA provider for review and feedback before submitting to BJA
 - Should be submitted to BJA 60 days before the end date of the award
 - Grantees will receive email with comments and/or approval of plan
 - Once approved, a copy of the plan should be attached to the final GMS progress report (in addition to final PMT report)

CONTACTS & RESOURCES

- For programmatic questions:
Trish Thackston
(202) 307-0581
M.Patricia.Thackston@ojp.usdoj.gov

- For PA 2 grant-related questions:
Dara Schulman
(202) 514-9967
Dara.Schulman@usdoj.gov

- For PA 3 grant-related questions:
Jeffrey Felten-Green
(202) 514-8874
Jeffrey.S.Felten-Green@usdoj.gov

Kathy Mason
(202) 514-8692
Kathy.Mason@usdoj.gov

Heather Wiley
(202) 307-5914
Heather.Wiley@usdoj.gov

- Purpose Area 2

National Criminal Justice Training Center (NCJTC) at Fox Valley
Technical College (FVTC)

<https://ncjtc.fvtc.edu/programs/PR00000012/tribal-justice-systems-planning>

Contact:

Justine Souto

(855) 866-2582

souto@fvtc.edu

- Purpose Area 3

National American Indian Court Judges Association (NAICJA)

<http://www.naicja.org/>

Contact:

A. Nikki Borchardt-Campbell

(303) 449-4112

nikki@naicja.org

- Purpose Area 3 Additional Resources:

Healing to Wellness Courts

Tribal Law and Policy Institute

(323) 650-5467 | info@tlpi.org

www.tlpi.org

Reentry and Community Corrections

American Probation and Parole Association

(859) 244-8056 | nbenally@csg.org

www.appa-net.org

- 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>
- Post Award Instructions
<https://ojp.gov/funding/Implement/Resources/PostAwardInstructions.pdf>
- DOJ Financial Guide
<https://ojp.gov/financialguide/doj/index.htm>

Useful Links and Numbers

- GMS <https://grants.ojp.usdoj.gov/>
- GMS Help Desk (888) 549-9901 or GMS.HelpDesk@usdoj.gov
- GMS Training: <http://www.ojp.gov/training/gmstraining.htm>
- Grant Payment Request System (GPRS)
<https://grants.ojp.usdoj.gov/gprs>
- GPRS User Guide
<http://www.ojp.gov/about/pdfs/gprsuserguide.pdf>
- OCFO Customer Service (800) 458-0786 or ask.ocfo@usdoj.gov
- DOJ Grants Financial Management Online Training
<http://gfm.webfirst.com/>
- BJA Performance Measurement Tool (PMT)
<https://bjapmt.ojp.gov>
- PMT Help Desk (888) 252-6867 or bjapmt@usdoj.gov

We look forward to working with you.

Questions?