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)
<table>
<thead>
<tr>
<th>Report type:</th>
<th>System:</th>
<th>Reporting period:</th>
<th>Due by:</th>
<th>Help Desk:</th>
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| 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 |
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* | 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 |
Reporting Requirements

✓ 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.
Reporting Requirements

✔ 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)
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.
Grant Adjustment Notices (GANs)

• 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
Grant Adjustment Notices (GANs)

• 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.
Grant Adjustment Notices (GANs)

• **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.
Grant Adjustment Notices (GANs)

• 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
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](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
Useful Links and Numbers

- BJA Website  [https://www.bja.gov/](https://www.bja.gov/)
- OJP Funding Opportunities  [https://ojp.gov/funding/Explore/CurrentFundingOpportunities.htm](https://ojp.gov/funding/Explore/CurrentFundingOpportunities.htm)
- CTAS Solicitations  [https://www.justice.gov/tribal/grants](https://www.justice.gov/tribal/grants)
- OJP Funding Resources  [http://ojp.gov/funding/index.htm](http://ojp.gov/funding/index.htm)
- Post Award Instructions  [https://ojp.gov/funding/Implement/Resources/PostAwardInstructions.pdf](https://ojp.gov/funding/Implement/Resources/PostAwardInstructions.pdf)
Useful Links and Numbers

- GMS [https://grants.ojp.usdoj.gov/](https://grants.ojp.usdoj.gov/)
- GMS Help Desk (888) 549-9901 or [GMS.HelpDesk@usdoj.gov](mailto:GMS.HelpDesk@usdoj.gov)
- GMS Training: [http://www.ojp.gov/training/gmstraining.htm](http://www.ojp.gov/training/gmstraining.htm)
- Grant Payment Request System (GPRS) [https://grants.ojp.usdoj.gov/gprs](https://grants.ojp.usdoj.gov/gprs)
- OCFO Customer Service (800) 458-0786 or [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov)
- BJA Performance Measurement Tool (PMT) [https://bjapmt.ojp.gov](https://bjapmt.ojp.gov)
- PMT Help Desk (888) 252-6867 or [bjapmt@usdoj.gov](mailto:bjapmt@usdoj.gov)
We look forward to working with you.

Questions?