

BUREAU OF JUSTICE ASSISTANCE

OVERVIEW FOR TRIBAL JUSTICE SYSTEM INFRASTRUCTURE PROGRAM (CTAS PURPOSE AREA 4)

DECEMBER 2018

Congratulations

Congratulations on receiving an award through the Fiscal Year 2018 Coordinated Tribal Assistance Solicitation (CTAS) Purpose Area #4! The Bureau of Justice Assistance (BJA) partners with the University of North Dakota Tribal Judicial Institute (UND TJI) and Nisqually Construction Services to provide comprehensive technical assistance (TA) in order to support you in successfully completing your project.

TJI will offer operational planning TA services to new grantees to assist with:

- Conducting a general assessment of the project feasibility and grantee's preparedness based on a visual inspection of the facility that the tribe proposes to renovate or expand;
- Planning the renovation and/or expansion and permanent modular building of correctional facilities, multi-purpose justice centers, and alternative to incarceration facilities on tribal lands;
- Developing sustainability plans for the operations and maintenance of programs developed;

TJI will offer operational planning TA services to new grantees to assist with cont'd

- Assessing needs for programming and other space needs within facilities to accommodate the services to be provided within the facility;
- Developing plans for staffing, operations, and management of facilities; and
- Develop policies, procedures, data management systems and acquire staff training to institutionalize objective risk and needs assessment with your justice systems.

Nisqually Construction Services to provide FY 2018 grant recipients TA as it relates to construction management. Specifically Nisqually Construction will:

- Conduct a comprehensive assessment of the grantee's project delivery plan to ensure that the grantees are implementing the grant projects on schedule, in a cost-effective manner and meeting proposed project timelines;
- Work with TJSIP grant recipients to ensure that renovation and/or construction projects are being completed according to the schedule timeline proposed for the effort;
- Ensure that TJSIP grant recipients are utilizing efficient and cost effective strategies to achieve project goals as proposed in the grant application;

Nisqually Construction Services cont'd

- Identify possible areas where technical assistance is needed and facilitating access to technical assistance when necessary;
- Conduct on-site visits and meet with project directors and/or managers to ascertain the status and progress of renovation and construction projects; and
- Ensure that grantee projects are being constructed or renovated in accordance with appropriate facility standards.

TJSIP Requirements

Structural Integrity - Withholding Special Condition

- The award recipient agrees to not obligate, expend, or drawdown any funds under this award until the Office of Justice Programs (OJP) has determined that the facility appears to be a viable structure for renovation and/or expansion with a design developed and approved by a qualified architect/engineer/contractor, and a Grant Adjustment Notice (GAN) has been issued removing this special condition.

Real Property

- Recipient understand and agrees to report on the use and status of real property acquired, constructed, or improved under this award, throughout the useful life of the property or until the federal interest in the property ceases, whichever is shorter. Recipient further agrees to provide the required use and status reports on federal standard form 429 or by other reasonable method as directed by OJP

POC and FPOC Financial and Grant Management Training

Training must be completed and satisfied within the first 120 days of the award being accepted.

Reporting

All awards will remain active and reporting will continue until the whole project is complete and a **certificate of occupancy is issued (if required)**.

Reporting Reminders

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

Reporting Reminders

- ✓ 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 Reminders

- ✓ Must generate a “Final” PMT report to attach in GMS when all activities are complete.
- ✓ 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 for changes to your program

- ✓ Contact Information
- ✓ Address Changes
- ✓ Compliance with Special Conditions (*created by BJA*)
- ✓ Change in Project Scope
- ✓ Budget Modifications
- ✓ (NEW) Grant Extensions - Only one Grant Extension is allowed per award.
- ✓ Sole Source (non-competitive contracts over \$150,000)
- ✓ Consultant Rates (above \$650/day or \$81.25/hour)

Additional Requirements

IMPORTANT! 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>

Resources

DOJ Tribal Resources <http://www.justice.gov/tribal/>

OJP Website <http://www.ojp.usdoj.gov/>

BJA Website <https://www.bja.gov/>

OJP Funding Opportunities

<http://ojp.gov/funding/Explore/CurrentFundingOpportunities.htm>

CTAS Solicitations

<http://www.justice.gov/tribal/grants.html>

Resources cont'd

OJP Funding Resources <http://ojp.gov/funding/index.htm>

Post Award Instructions

http://www.ojp.usdoj.gov/funding/pdfs/post_award_instructions.pdf

DOJ Financial Guide

<http://ojp.gov/financialguide/DOJ/index.htm>

National Environmental Policy Act (NEPA) Compliance

Renovation/Expansion/Permanent Modular Projects
<https://www.bja.gov/Funding/nepa.html>

Orbin Terry, BJA NEPA Coordinator
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BJA Contact Information

- **For programmatic questions:**
Julius Dupree
(202) 514-1928
julius.dupree@usdoj.gov

- **For grant-related questions:**
Dara Schulman
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Dara.Schulman@usdoj.gov

- Geislia Barnes
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Training and Technical Assistance

BJ Jones

Director

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Training and Technical Assistance

DOJ Tribal-specific Training and Technical Assistance Services

- Indian Alcohol and Substance Abuse
- Law Enforcement
- Tribal Courts
- Tribal Civil and Criminal Legal Assistance
- Corrections, Alternatives to Incarceration, and Reentry
- Juvenile Delinquency Prevention and Juvenile Justice
- Victim Services
- Intergovernmental Collaboration
- Information Sharing
- Sex Offender Registration and Notification Act
- Domestic and Sexual Violence Crimes

Tribal Justice and Safety Website TTA page:

<https://www.justice.gov/tribal/training-and-technical-assistance>

QUESTIONS