

**Office of Juvenile Justice and
Delinquency Prevention**



OJJDP

**OJJDP FY 2022 Enhancing
School Capacity to Address
Youth Violence (ESCAYV)
New Grantee Orientation**

April 28, 2023 – Session 1

ESCAYV Site Introductions

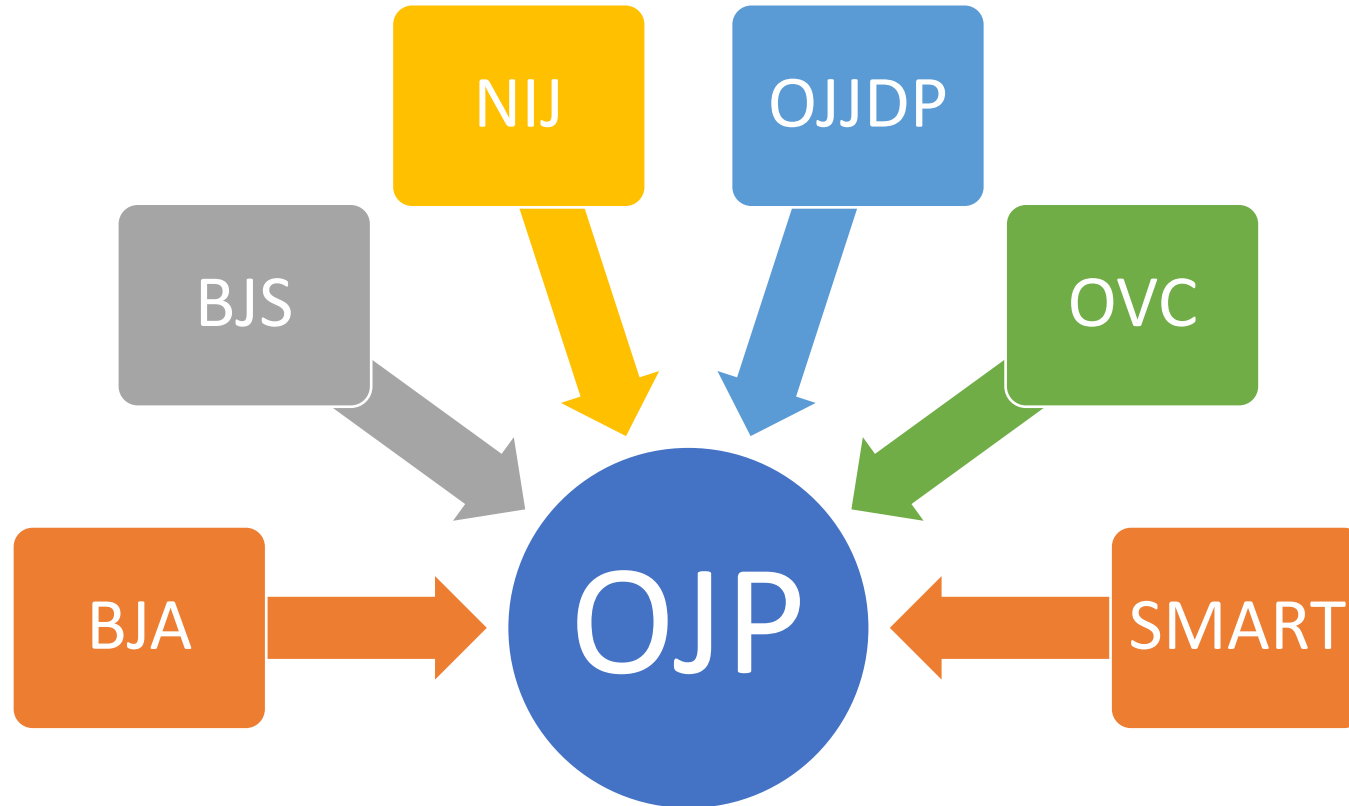
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| <ul style="list-style-type: none">• Nelson County School District, Bardstown KY• Board of Cooperative Educational Services, West Nyack, NY• Strategic Solutions for Families, Inc., Booneville, MS• Student Assistance Services Cooperation, Tarrytown, NY• Oneida Nation, Green Bay, WI• Kings Against Violence Initiative, Inc., Brooklyn, NY• Chris 180 Inc., Atlanta, GA• P2L Pathways to Leadership, Inc., New York, NY• Shoshone-Paiute Tribes, Owyhee, NV• Council on At-Risk Youth, Austin, TX• Boys and Girls Clubs of the Gulf Coast, Inc., Gulfport, MS• Independent School District #625, Saint Paul, MN | <ul style="list-style-type: none">• SGA Youth and Family Services, Chicago, IL• Shelby County Board of Education, Memphis, TN• ROCA, Inc., Chelsea, MA• Center for Community Justice, Elkhart, IN• Chester Community Charter School, Chester, PA• Volunteers Youth Justice CASA, Shreveport, LA• School Board of Manatee County, Bradenton, FL• The School District of Philadelphia, Philadelphia, PA• Self Awareness and Recovery, Sacramento, CA• Boys and Girls Clubs of Metropolitan Baltimore, Inc., Baltimore, MD• Affirming Youth Foundation, Inc., Miami, FL |
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Agenda

This webinar will serve as the New Grantee Orientation for the FY 2022 Enhancing School Capacity to Address Youth Violence (ESCAYV) project sites. Items to be discussed include:

- Overview of OJJDP and Program Team Introduction
- ESCAYV Programmatic Goals & Reporting Requirements
- Training and Technical Assistance Provider Team Introduction
- ESCAYV Site Introductions

Office of Justice Programs



Vision

The Office of Juvenile Justice and Delinquency Prevention (OJJDP) envisions a nation where all children are free from crime and violence. Youth contact with the justice system should be rare, fair, and beneficial.



Mission

OJJDP provides national leadership, coordination, and resources to prevent and respond to youth delinquency and victimization. The Office helps states, localities, and Tribes develop effective and equitable juvenile justice systems that create safer communities and empower youth to lead productive lives.

OJJDP's Guiding Philosophy

[OJJDP's](#) guiding philosophy is to enhance the welfare of America's youth and broaden their opportunities for a better future. To bring these goals to fruition, OJJDP is leading efforts to transform the juvenile justice system into one that will [Treat Children as Children; Serve Children at Home, With Their Families, in their Communities;](#) and [Open Up Opportunities for System-Involved Youth.](#) OJJDP encourages all proposed applications that work with youth to highlight how the proposed program aligns with these priorities.

OJJDP ESCAYV Team



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Importance of ESCAYV Program

Goals





The goal of this initiative is to support the development and expansion of strategies that increase school safety by preventing and reducing school violence.

Objectives

- Improve school capacity to prevent and intervene early to incidents of violence.
- Enhance and expand partnerships between school systems and community-based organizations to address school violence.
- Expand opportunities for family engagement with school personnel to mutually address risk factors for violence.
- Improve communication between home and school to enhance protective factors for student success.



Grant Administration: Getting Started

- Accept award in JustGrants. 
- Review Award Conditions. 
- If award amount changed, submit revised budget to Program Manager via email as promptly as possible. 
- Make sure you have different points of contact in JustGrants:
Grant Award Administrator and Financial Manager. 



Grant Administration: Getting Started

(continued)

Review all Award Conditions – Noteworthy:

- Online Financial Training Requirement for Grant Award Administrator and Financial Manager of the grant. Available here:
<https://www.ojp.gov/training/fmts.htm>
- Determination of Suitability for safeguarding youth – Please refer to OJP guidance available at [ojp.gov/funding/Explore/Interact-Minors.htm](https://www.ojp.gov/funding/Explore/Interact-Minors.htm).
- Withholding of Funds (Budget) – no obligating or expending funds until budget approved
- Grantee Meeting Requirement



Grant Management – Yours and Ours

Three Key Parts

- **Programmatic:** Managing implementation and progress to goals, monitoring changes in scope of work and program refinements
- **Fiscal:** Budgets and budget revisions, accounting and fiscal oversight
- **Administrative:** Management, documentation and tracking of administrative aspects such as personnel, timesheets, timely and accurate grant reporting etc.



Your OJJDP Program Manager

Your OJJDP program manager is your primary contact –

Program Managers....

- Provide support for program development (e.g., strategic consultation, referral to resources or technical assistance)
- Review and approve programmatic changes
- Monitor program implementation
- Facilitate and support your administration of the grant

Important Tip: *Always* include your Grant Number in communications

Managing Your Award

JustGrants

- Your official award file
- Password is needed -Helpdesk is available.
- Grantees determine the three main assigned roles and contacts in JustGrants:
 - Authorized representative (person with signing authority to accept the award)
 - Points of contact and
 - Financial contacts.

Important Tip: Keep the contact information current in JustGrants and make sure all *three assigned roles are different persons*. These are the persons who will receive automatic notices from JustGrants.



Performance Reporting

Semi-annual Performance Reports

- Progress reports shall be submitted within 30 days after the end of the reporting periods, which are June 30 and December 31, for the life of the award. These reports will be submitted online to the Office of Justice Programs, at: <https://justicegrants.usdoj.gov>
- Performance Measurement Data shall be submitted within 30 days after the end of the reporting periods and also should be submitted in JustGrants.

Financial Reporting

SF-425 Federal Financial Reports—Due Quarterly

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

Federal Funding Accountability and Transparency Act (FFATA) Reporting

- Federal direct recipients that award \$30,000 or more to subrecipients are required to submit data in the FFATA Subaward Reporting System.
- The prime awardee is required to file a FFATA sub-award report through the FFATA Subaward Reporting System (FSRS), <https://www.fsrs.gov/>, by “the end of the month following the month in which the direct recipient awards any sub-grant greater than or equal to \$30,000.”

If (*When*) you have changes....

Grant Award Modification (GAM) -

- Initiated by grantee in JustGrants to request a change:
 - Project Period Extension
 - Point of Contact
 - Signing Authority
 - Key Personnel
 - Budget Modification
 - Organization Address/Name
 - Project Scope
 - Sole Source

Important Tip: Project period extensions are **not** guaranteed. Work with your Program Manager to make grant adjustments (GAMs) in programming and budget as needed to keep your project on schedule.

When you have changes....

Program Changes Require Prior Approval:

What is considered a program change?

- **Project scope** or goals/objectives - *Any* change even if no associated budget change and even if budget revision is under the 10% rule
- **Project end date** (i.e., no cost extension or project period extension)
- **Key personnel** *if cooperative agreement*
- **Subawards:** Contracting out, subgranting, or otherwise obtaining services of a third party to perform activities central to the purpose of the award (even if no additional budget change.)

If you are not sure whether your change would be considered minor or would require a GAM, ***contact your OJJDP Program Manager.***

When you have changes....

Budget Modification GAMs:

Budget adjustments within the approved direct cost budget to meet unanticipated requirements/needs is permitted. (*The 10% rule*)

When a budget modification GAM is necessary?

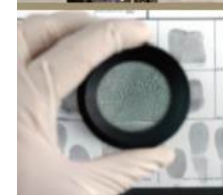
- 10% deviation from Total award \$\$ - cumulatively - prior changes count
- Change to cost categories not previously included in the budget
- Change to indirect cost amount (up or down)
- Proposed modification changes the scope of the project

What do I do if...?

Resources:

Know the Financial Guide

ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf



DOJ Grants Financial Guide



UNITED STATES
DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE ON VIOLENCE AGAINST WOMEN
COMMUNITY ORIENTED POLICING SERVICES



JUSTgrants
JUSTICE GRANTS SYSTEM

Please refer to <https://justicegrants.usdoj.gov/training-resources/justgrants-training/grants-management-lifecycle> for training videos and resource guides on how to use the JustGrants system. This page includes procedures for entity management, award acceptance, grant modifications, and more.

Monitoring: OJJDP Activities

Remember the Three Key Parts:

Program, Administration, and Fiscal

OJJDP Monitoring Activities include:

- Annual Grant Assessment – Looks at monitoring risk levels
- Desk Reviews
- Grantee Reports: Progress, Financial, and Performance Measure
- Programmatic On-site Visits
- Enhanced Programmatic Desk Reviews (EPDRs)
- Monitoring grantee draw-down activity

Important Tip: Monitor your subawards across these three key parts as well using a risk sensitive approach and written procedures. Monitoring includes all of these types of activities – not just visits.

Monitoring: Site Visits

Conducted Regularly and When

- Requested by Grantee or Grant Activity of Particular Interest
- Periodic review needed (not previously monitored or several years since monitored)
- Grant assessed as high or medium priority
- Identified problems
- OJP directed multi-office site visit or joint fiscal visit

Monitoring: Site Visits

Programmatic Visit Includes:

- Basic financial review – review of financial records, accounting and expenditures
- Administrative review – review of grant files, records and procedures
- Program review – operations, program records, staffing, youth activities and services, capacity-building, community outreach, etc

Other In-Depth DOJ Monitoring

Office of the Chief Financial Officer (OCFO)– Financial Review

- Purpose: To ensure compliance with financial guidelines and general accounting practices and financial management of grant expenditures
- Note: No review of programmatic activities

Office of Inspector General (DOJ) Audit

Monitoring: Frequently Identified Issues

- Record Keeping – Paper Trails; Official Master file; and Subaward files keeping
- Personnel: Time and Attendance – track actual hours
- Written Procurement Standards
- Establishing sufficient Internal Controls
- Written Monitoring Plan
- Cash Management – excessive draws; infrequent draws
- Prior approval for grant changes

Sources for Help

- **Program Manager:** Primary point of contact on your grant
- **JustGrants Support:** If you need technical assistance with JustGrants, please contact JustGrants Support at JustGrants.Support@usdoj.gov or on (833) 872-5175
- **Office of Chief Financial Officer (OCFO) Helpdesk:** 1-800-458-0786 or ask.ocfo@usdoj.gov Call for any general guidance or questions about fiscal matters
- **OJJDP Performance Measures Tool (PMT) Helpdesk:** 1-866-487-0512 or ojjdpmt@usdoj.gov

Questions?

