

BUREAU OF JUSTICE ASSISTANCE

# FY23 DNA CAPACITY ENHANCEMENT FOR BACKLOG REDUCTION (CEBR) COMPETITIVE GRANTEE ORIENTATION WEBINAR

December 5, 2023



**BJA**  
Bureau of Justice Assistance  
U.S. Department of Justice

# Presenters

- Andrea Borchardt – Senior Forensics Policy Advisor, BJA Policy Office
- Caroline Shriver – State Policy Advisor, BJA Programs Office
- Jason Chute – Senior Forensic Social Scientist, RTI, BJA Forensics TTA

# Agenda

Office of Justice Programs (OJP) and Bureau of Justice Assistance (BJA) Overview

BJA CEBR Competitive Program Award Management

Program Overview

Grant Management Overview

Performance Measurement Overview

TTA Overview

Questions

SECTION 1

# OJP/BJA OVERVIEW



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# What is the Office of Justice Programs?

- The Office of Justice Programs (OJP) provides grant funding, training, research, and statistics to the criminal justice community.
- OJP is one of three grant-making components of the Department of Justice along with the **Office on Violence Against Women (OVW)** and the **Office of Community Oriented Policing Services (COPS)**.

**BJA** – Bureau of Justice Assistance



**BJS** – Bureau of Justice Statistics



**NIJ** – National Institute of Justice



**OVC** – Office for Victims of Crime



**OJJDP** – Office of Juvenile Justice  
and Delinquency Prevention



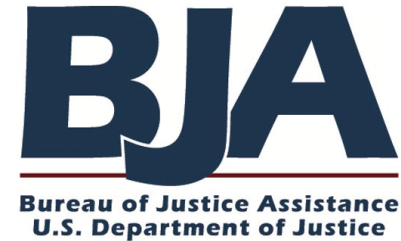
**SMART** – Office of Sex Offender  
Sentencing, Monitoring, Apprehending,  
Registering, and Tracking



# U.S. Department of Justice Bureau of Justice Assistance

**Mission:** BJA's mission is to provide leadership and services in grant administration and criminal justice policy development to support state, local, and tribal justice strategies to achieve safer communities. BJA works with communities, governments, and nonprofit organizations to reduce crime, recidivism, and unnecessary confinement, and promote a safe and fair criminal justice system.

**Karhlton F. Moore, BJA Director**



<https://bja.ojp.gov/>



# How BJA Supports the Field



## Fund

Invest diverse funding streams to accomplish goals.



## Educate

Research, develop, and deliver what works.



## Equip

Create tools and products to build capacity and improve outcomes.



## Partner

Consult, connect, and convene.

## SECTION 2

# BJA CEBR COMPETITIVE AWARD MANAGEMENT



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# BJA Award Management Structure



## SECTION 3

# CEBR COMPETITIVE PROGRAM OVERVIEW

BJA Policy Office



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# BJA Policy Office



**Andrea Borchardt**  
Policy Office

[Andrea.Borchardt@usdoj.gov](mailto:Andrea.Borchardt@usdoj.gov)

(202) 598-1721



The overarching goal of BJA's FY 2023 Competitive DNA CEBR Program is to maximize the effective utilization of DNA technology to solve crimes and protect public safety by states and units of local government with eligible crime laboratories or laboratory systems.

**Main Objectives:**

1. Increase the capacity of laboratories to process Combined DNA Index System (CODIS) eligible crime scene samples in accredited, publicly funded forensic DNA laboratories through the use of DNA technology.
2. Increase laboratory efficiency for processing CODIS eligible crime scene samples analyzed in accredited, publicly funded forensic DNA laboratories through the use of DNA technology.

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# FY 2023 CEBR Competitive Highlights

This was a competitively solicited program. As such, you were funded based, in part, on the original project that was proposed.

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Unlike the CEBR Formula Program, where you can change your project around in the middle of the period of performance, with CEBR Competitive you must stick to your original project goals.

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# Allowable Uses of Funds

- Federal funds must be used to supplement existing state and local funds for program activities and must not supplant those funds that have been appropriated for the same purpose.
- All expenditures under this program must relate directly to maximizing the effective utilization of DNA technology to solve crimes and protect public safety by states and units of local government with eligible crime laboratories or laboratory systems.
- See pages 11–14 of the solicitation. Some examples include:
  - Salary and benefits of additional employees, temporary personnel or OT for individuals to support the objective of the program
  - Equipment and/or software related to the objectives of the program
  - Contracts to achieve the objectives of the program (e.g., warranty for newly purchased instrumentation, validation studies)
  - Laboratory supplies that support the objectives of the program



# Unallowable Uses of Funds (page 14)



**Salaries/benefits other than listed in permissible uses of funds**

**Travel other than that related to the program objectives**

**Education that is of primary benefit to an individual, personal development, or training not related to the program objectives**

**Trial Testimony**

**Prohibited and controlled equipment, consistent with Executive Order 14074, per OJP policy**

**Construction/  
Renovation**

**Direct administrative expenses that exceed 3% of the federal portion of the award**

**Equipment that has not been approved for use by NDIS**

**Unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV), and all accompanying accessories to support UAS or UAV**



SECTION 4

# **CEBR (COMPETITIVE) PROGRAM GRANT MANAGEMENT OVERVIEW**

BJA Programs Office



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# CEBR Program – BJA Programs Office



**Alan Spanbauer**  
Division Chief  
[Alan.Spanbauer@usdoj.gov](mailto:Alan.Spanbauer@usdoj.gov)



**Caroline Shriver**  
State Policy Advisor  
[Caroline.Shriver@usdoj.gov](mailto:Caroline.Shriver@usdoj.gov)

# Role of the Programs Office Team

Programs Office staff members are committed to ensuring that the highest level of service is provided to our customers.

Programs Office staff members provide timely and accurate information and assistance to their customers on the broad array of grant programs and other activities we support.

Programs Office staff members develop and maintain mutual and professional relationships with all customers and provide prompt, courteous, and well-informed responses to grant applicants and recipients; local, state, and federal agencies and organizations; American Indian tribes; OJP; and the general public.

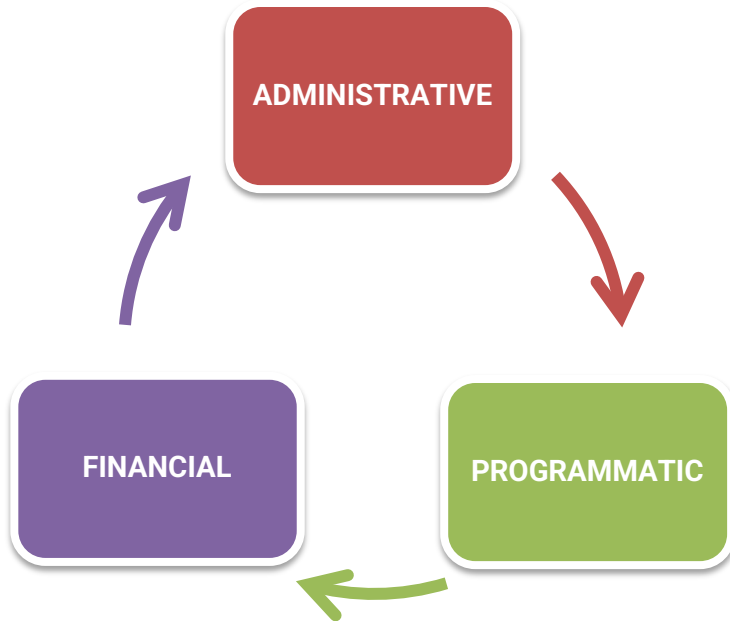
# State Policy Advisor/Grant Manager Role

First line of direct communication with grantees within BJA. Is responsible for reviewing and approving grantee reports and grant adjustment modifications. Processes grant closeouts.

Addresses all questions regarding programmatic, financial, and administrative elements of your grant.

Communicates about all the award conditions, including the award release conditions related to the program's requirements.

# Three Areas of Grant Management



- **Administrative**
  - Award acceptance
  - Award condition compliance
  - Semi-annual progress reports
  - Grant award modifications
- **Programmatic**
  - Implementation of the project
  - Goals, objectives, and deliverables/activities
- **Financial**
  - Federal financial reports
  - Budget clearance, modifications, and reallocations

# Working Effectively Together

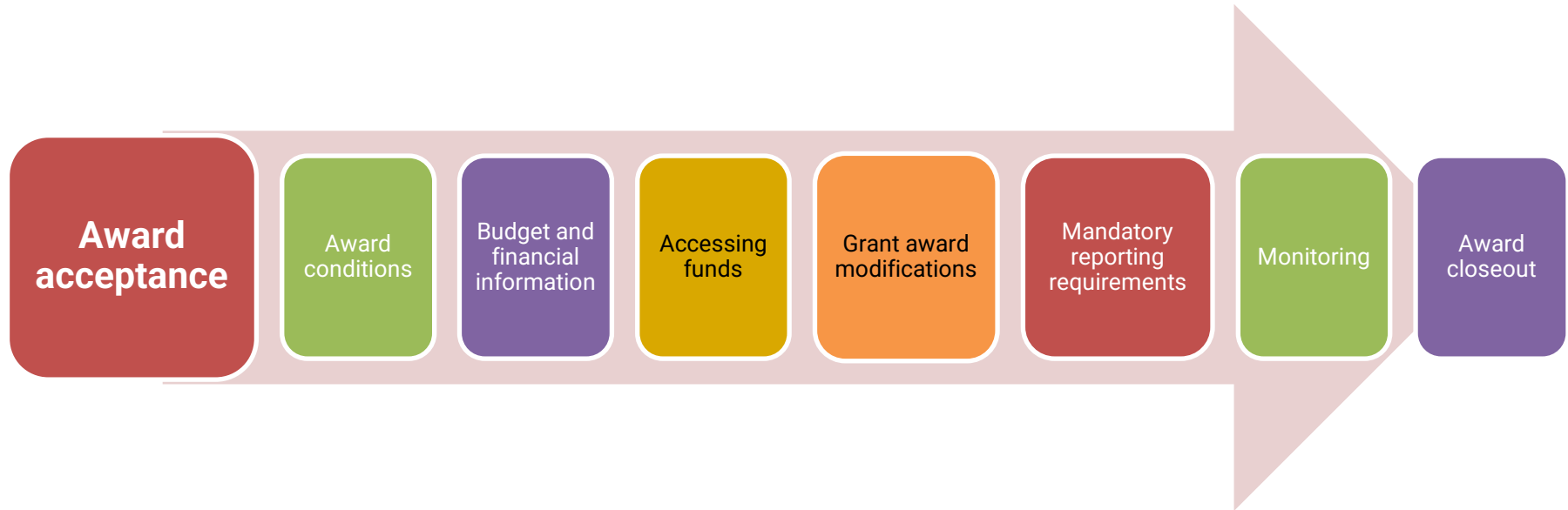
Share updates about your project—we appreciate those emails!

We are available to troubleshoot or talk through issues you encounter.

Programs Office State Policy Advisors talk to the BJA Policy Office and the TTA provider all the time. The more we know, the better we can support you.

If a request is a little unusual, it's okay to email or call and talk it through before you spend time submitting it.

# Grant Management Cycle



# Award Acceptance

- The grant award agreement is a legally binding contract with the federal government.
- **The Authorized Representative accepts the award electronically in JustGrants.**
- **TIP:** Before the award can be accepted, the Entity Administrator must assign key roles in JustGrants.



# Award Acceptance

Award conditions may be attached to an award for financial and/or programmatic issues requiring resolution, referred to as “withholding conditions.”

Applicants have 45 days from the date of award notification to accept the award through JustGrants. The following training video regarding acceptance/denial may be helpful:

<https://justicegrants.usdoj.gov/training/training-grant-award-acceptance>.

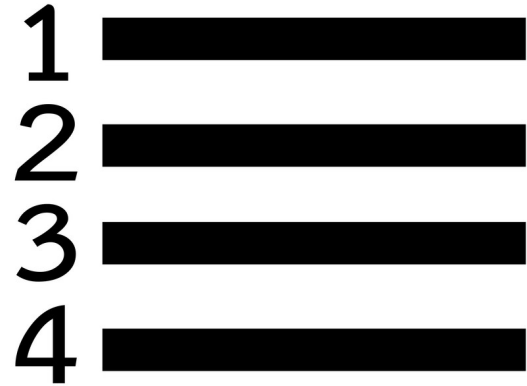
Program-specific award conditions may be applied, based on the individual needs, goals, and objectives of each grantee.

Please contact your State Policy Advisor/Grant Manager for any questions regarding the award acceptance process, or for any programmatic, financial, or administrative questions.



# Award Conditions

- **You are responsible for adhering to all award conditions.**
- The award conditions numbered 1 through 29 are the OJP standard conditions.
- Information on the standard OJP conditions is available at the following link:  
<https://www.ojp.gov/funding/explore/legal-overview-fy-2022-awards>.
- BJA-specific award conditions begin at number 30 in the award agreement.



# Award Conditions

The most common award-withholding conditions are:

**Uncleared budget**

Conditional clearance

**Missing documents**

- Disclosure of Duplication
- Disclosure of Lobbying Activities (SF-LLL)
- Application Attachments

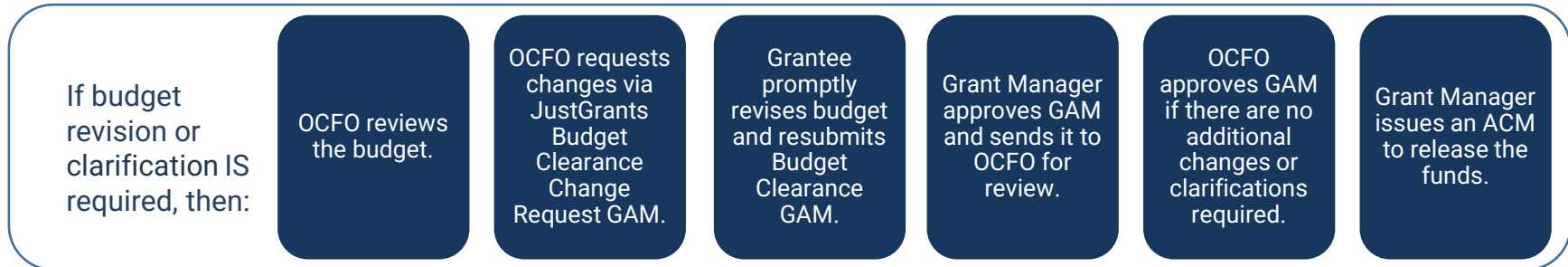
Program-specific conditions, including withholdings, will typically be found on the last page of your conditions.

Withholding conditions must be removed/resolved before funds can be obligated, expended, or drawn down.

Regular communication with your assigned Grant Manager is critical. You cannot begin activities until these holds have been cleared.

# Budget Clearance Process

All new awards include a withholding award condition for budget approval for which a Grant Award Modification (GAM) and subsequent Award Condition Modification (ACM) must be processed in order to access funds.



# Grants Financial Management Training

- The grant award administrator and financial manager assigned to your award must complete training within 120 days of grant acceptance (if it was not previously completed on/after January 1, 2020).
  - If the GAA and/or financial manager change, they will have 120 days to complete their training from the day they are added within the JustGrants system.
- For certain recipients, this will be a withholding condition.
- Must be completed every 3 years.
- Available online at <https://onlinegfmt.training.ojp.gov/>
- Submit Grants Financial Management Training certificates to your BJA State Policy Advisor/Grant Manager.





# Accessing Funds

In order to access funds, the following actions must be completed:

- Valid award acceptance in JustGrants.
- Removal of all withholding award conditions, if applicable.
- Entity registration in the U.S. Treasury's Automated Standard Application for Payments (ASAP) system.
- Submission of any delinquent reports, if applicable.



# Grant Award Modifications (GAMs) Overview

- A GAM is used to request project changes that require prior approval.
- The assigned grant award administrator must submit GAMs in JustGrants.
- GAM types include:
  - Budget Modification
  - Change Project Scope
  - Project Period Extension
  - Sole Source Approval
  - Programmatic Costs



***BEST PRACTICE: Contact your State Policy Advisor/Grant Manager if you have questions prior to submitting a GAM.***

## Programmatic

- Programmatic Costs GAM.
- A Scope Change GAM alters programmatic activities, changes the purpose of the project, changes the project site, or changes key staff.

## Financial

- Budget Clearance GAM.
- Budget Modification GAM.
- A Sole Source Approval GAM requires substantial justification, and it must receive prior approval for any sole source procurement in excess of the simplified acquisition threshold (currently \$250,000).

# Grant Award Modifications

# GAM: Project Period Extension

- Must be requested through JustGrants at least 30 days prior to the current end date.
- Must include justification in a narrative and a revised timeline. **An extension should not be requested solely to expend remaining funds.**
- Generally, no more than one extension, not to exceed 12 months, is approved.
- See Financial Guide for all requirements.
- OJP will consider exceptions on a case-by-case basis.





# Reporting Requirements: Overview

Report Type	Reporting Period	Due Date	JustGrants Role
<b>Federal Financial Report (FFR) (SF-425) – Submitted in JustGrants</b>	<ul style="list-style-type: none"> <li>• Jan 1 – Mar 31</li> <li>• Apr 1 – Jun 30</li> <li>• Jul 1 – Sep 30</li> <li>• Oct 1 – Dec 31</li> </ul>	<ul style="list-style-type: none"> <li>• April 30</li> <li>• July 30</li> <li>• October 30</li> <li>• January 30</li> </ul>	Financial Manager
<b>Semi-annual Performance Report – Submitted in JustGrants</b>	<ul style="list-style-type: none"> <li>• Jan 1 – Jun 30</li> <li>• Jul 1 – Dec 31</li> </ul>	<ul style="list-style-type: none"> <li>• July 30</li> <li>• January 30</li> </ul>	Grant Award Administrator (Alternate GAA can edit but not submit.)

The Final FFR and Final Performance Reports will be due 120 days from the project end date.

# Important Reporting Reminders

## Federal Financial Reports (SF-425)

- Report funds obligated and/or expended, NOT draw-down amounts.
- Ensure funds that have been obligated align with the approved budget.
- Report for every quarter regardless of whether or not expenses were incurred.
- Report CUMULATIVE amounts each quarter.

## Performance Reports

- Answer performance measures questions specifically written in the solicitation.
- Provide the BJA Grant Manager with an accurate snapshot of implementation.
- The report must be submitted even if no activities occurred during the report period.

JustGrants automatically freezes grant funds if reports are delinquent. It is important to submit reports on time. Late reports also influence how your award risk is assessed by OJP and may affect subsequent applications.

# Semi-annual Question Sets

The performance measures questions found in the solicitation are embedded in your PMT report.

You must complete a PMT report, even if there was no activity.

Do not submit a blank report.

If you have questions, please reach out to your Grant Manager prior to submitting your report.

Submission Tip: Make sure to upload the PMT report as an attachment. When finished, scroll down to the bottom of the performance report and hit "Submit."

# Grant Monitoring

- Monitoring activities can be conducted by BJA Program Office and/or OCFO staff onsite or remotely through an Enhanced Programmatic Desk Review (EPDR).
- Monitoring allows Grant Managers to:
  - Observe compliance with the requirements and progress toward project goals.
  - Identify opportunities to provide technical assistance.
  - Ensure that adequate controls are in place to improve accountability of federal funds.
- Per the Uniform Guidance, recipients are required to monitor subrecipients.

# Subrecipient Monitoring and FFATA Reporting Requirements

Recipients must have written policies and procedures for subrecipient award process per 2 C.F.R. § 200.303 and 200.331. Post-award procedures must include:

- A risk-based approach for selecting subrecipients to monitor.
- A process for monitoring.
- A monitoring checklist that satisfies administrative, financial, and programmatic elements.
- Process for documenting findings in a report.
- Procedures for follow up on issues for resolution.
- The grantee's subrecipient policies and procedures should include a process for closing out subawards.

## FFATA Reporting

- Prime recipients of awards of \$30,000 or more must report on any first-tier subawards and subcontracts of \$30,000 or more within 1 month from awarding the subaward/subcontract.
- To help navigate the submission process, user guides, FAQs, and online demos are available at [www.fsrs.gov/resources](http://www.fsrs.gov/resources).

# Closeout

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- All obligations must be incurred on or before the last day of the period of performance.
- There is a liquidation period of up to 120 days after to make any remaining payments.
- After submitting the Final Performance Report, Final FFR, and last drawdown in ASAP, the GAA submits the closeout.
- **Note:** the ASAP account will be suspended automatically upon submission of the closeout or 120 days after the project end date.



SECTION 5

# CEBR COMPETITIVE PERFORMANCE MEASUREMENT

BJA Operations Office

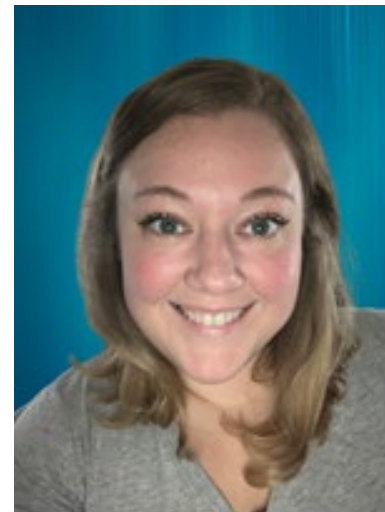


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# CEBR Operations Office Team



**Michael Adams**  
Senior Research Associate  
(Contractor)



**Nichole Norvesh**  
Research Associate  
(Contractor)



# What is Performance Management?

- **Performance management** is the process by which grantees regularly collect data on their grant activities to determine whether they are implementing activities as intended and achieving their desired goals and objectives.
- **Performance measures** are the data that are collected using a questionnaire established by the BJA for each individual program.
- Each program's questionnaire can be found on the **BJA Performance Measures Webpage**: <https://bja.ojp.gov/funding/performance-measures>



# Overview of Performance Metrics and Progress Reports

- Metric questions will be emailed to you at the end of this webinar
- **Due: Semi-annually**
- Include:
  - **Successes**
  - **Challenges**
  - **Any links** to publications/media coverage of cases
- Ensure your narrative matches your numeric Metric
- Metric question: *“As of the date of award acceptance, how many “violent crime cold cases” where suspect DNA was identified (whether the suspect is known or unknown) does your agency expect to be able to work with this grant funding?”* – This number will be the same for every report.
- Your **FINAL** report will be cumulative of the entire award
  - You will submit your last 6-month (semi-annual) regular report plus a FINAL report

# Why Performance Measures?

## Purpose for BJA



To identify areas of success and potential areas of improvement.



To track grant activity and progress toward program goals.



To understand how funds are being distributed.



To comply with the law.

## Benefit to Grantees



Identifies areas for improvement to focus internal efforts.



Promotes the ability to proactively request Training and Technical Assistance to address challenges.



Generates evidence of progress toward program goals, which can enhance resource advocacy for sustainability.



# What are the CEBR Competitive Performance Measures?

34. What did your laboratory purchase with grant funding? *Select all that apply.*

- A. Laboratory Information Management System (LIMS)
- B. Laboratory robotics
- C. Analysis software
- D. Probabilistic genotyping software
- E. Supplies for a new process or procedure
- F. Other (explain) \_\_\_\_\_

35. What is the primary anticipated effect this will have on your laboratory in the short term (6–12 months)? *Select only one.*

- A. Reduce turnaround time
- B. Increase capacity
- C. Increase CODIS uploads
- D. Other (explain) \_\_\_\_\_

36. What is the primary anticipated effect this will have on your laboratory in the long term? *Select only one.*

- A. Reduce turnaround time
- B. Increase capacity
- C. Increase CODIS uploads
- D. Other (explain) \_\_\_\_\_



# What are the CEBR Competitive Performance Measures?

37. Will a validation study or performance check be required prior to implementation of the technology discussed in question 34? *[Carry-forward]*
- A. Yes
  - B. No *(If No, skip to question 39)*
38. If Yes, where is your laboratory in the process of the validation study/performance check?
- A. Completed
  - B. In progress
  - C. In planning phase
  - D. Other (describe) \_\_\_\_\_
39. Did your laboratory successfully implement the technology/technologies into the laboratory workflow during this reporting period?
- A. Yes *(If Yes, skip to question 41)*
  - B. No



# What are the CEBR Competitive Performance Measures?

40. If the implementation of the technology/technologies is not complete, when is the implementation planned to occur?
- A. 3 months
  - B. 6 months
  - C. 12 months
  - D. Other (explain) \_\_\_\_\_
41. Did the implementation meet the expectations set forth in question 35? Explain.  
\_\_\_\_\_

## COMPETITIVE GRANT CLOSEOUT

Only competitive grant recipients complete this section of the questionnaire. If you are not a competitive grant recipient, skip to the next section.

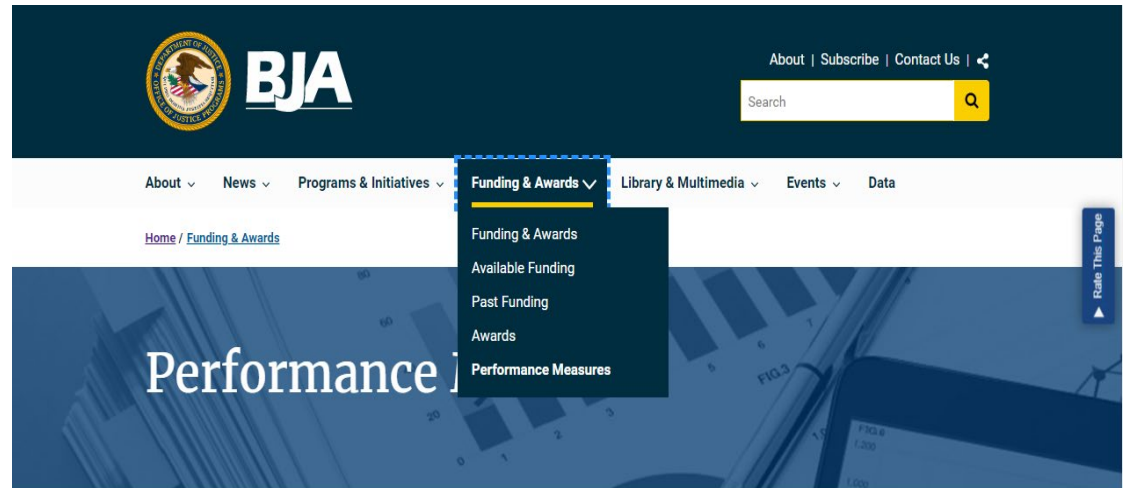
1. Based on the technology implemented under this grant, quantify the impact on laboratory operations (i.e., reduction in turnaround time, increase throughput because of robotics, etc.).



# BJA Performance Measures Webpage

## Resources Available to BJA Grantees

- Specific performance measure reporting guidance
- Training videos
- Data collection best practices
- Managing subrecipient reporting tip sheet
- And more!



- <https://bja.ojp.gov/funding/performance-measures>
- <https://www.youtube.com/dojbjja> - YouTube Channel

# Contact Information and Resources

## JustGrants Helpdesk

Monday–Friday 5:00 a.m. – 9:00 p.m. Eastern Time (ET)

Saturday–Sunday and Federal Holidays 9:00 a.m. – 5:00 p.m. ET

1–833–872–5175 | *JustGrants.Support@usdoj.gov*

## JustGrants Training and Resources

<https://justicegrants.usdoj.gov/>



SECTION 6

# FORENSICS TRAINING AND TECHNICAL ASSISTANCE



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Bureau of Justice Assistance  
U.S. Department of Justice

# Forensics Training and Technical Assistance (Forensics TTA) Program



## The Who:

- Led by RTI International
- Cadre of Subject Matter Experts (SMEs)

## The What:

- Provide TTA in support of grantees' strategic goals and objectives across forensic disciplines
- Proactively engage grantees to develop materials based upon agency needs
- Support sustainability through TTA surrounding the implementation of new policies/practices and enhancement of existing policies/practices

## The How:

- National Grantees Meeting
- Virtual TTA engagements
- Peer-to-peer connections
- Online learning (webinars, written briefs, working groups)
- Social media

# Contact Us!



[forensicstta@rti.org](mailto:forensicstta@rti.org)



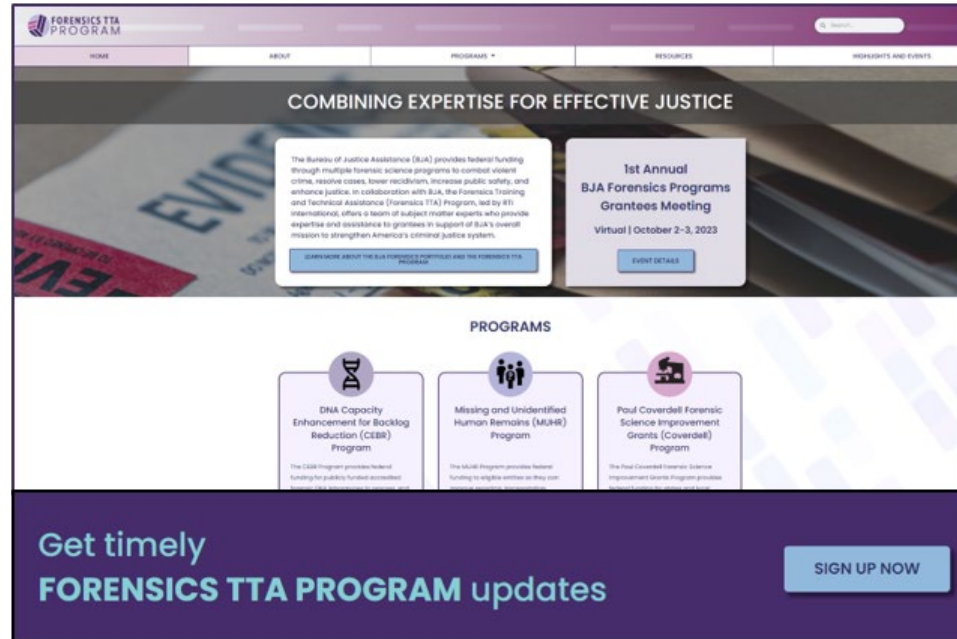
[Forensics TTA](#)



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# Questions?