Presenters

- **Thurston Bryant – BJA Policy Office**

- **Hannah Barcus – BJA Policy Office**

- **Dr. Angela Williamson – BJA Policy Office**

- **Caroline Shriver – BJA Programs Office**

- **Michael Adams – BJA Operations Office**

- **Dustin Driscoll – RTI International**

Polling Question #1

What do you hope to learn from this webinar?

- I want to learn more about the program itself.
- I want to learn more about award acceptance and award conditions.
- I want to learn more about the programmatic requirements.
- I want to learn more about how to make budgetary or programmatic changes and associated JustGrants actions.
- I was told attendance was mandatory.

Agenda

Section 1: OJP and BJA Overview Information

Section 2: MUHR Program – BJA Team Introductions

Section 3: Program Overview Information

Section 4: Grant Management Overview

Section 5: Performance Measurement Overview

Section 6: BJA's Forensics Training & Technical Assistance Program

Webinar Conclusion – Questions and Answer Session

SECTION 1:

OJP AND BJA OVERVIEW INFORMATION

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

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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/
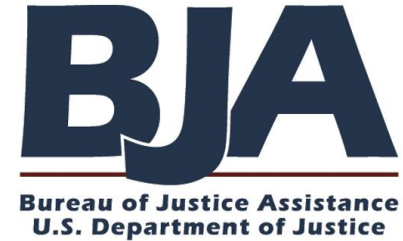
How BJA Supports the Field

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.

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SECTION 2:

BJA MUHR PROGRAM

TEAM MEMBER INTRODUCTIONS

Award Management Structure

- Programs Office
- Award
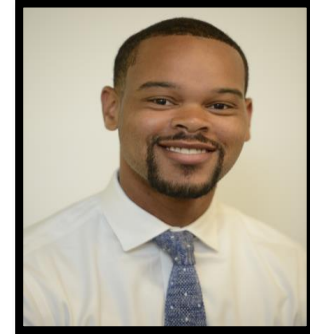- Policy Office
- Operations Office

Meet Your BJA MUHR Team!

Thurston Bryant
Senior Policy Advisor
BJA Policy Office

Alan Spanbauer
Division Chief
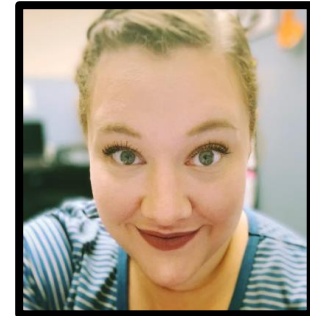**BJA Programs Office**

Michael Adams
Senior Research Associate (Contractor)
BJA Operations Office
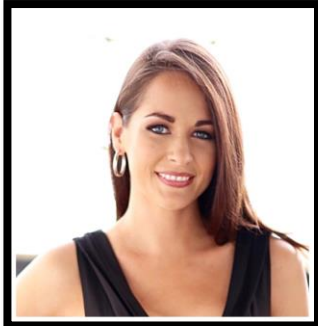
Hannah Barcus
Associate (Contractor)
BJA Policy Office

Caroline Shriver
State Policy Advisor
BJA Programs Office

Nichole Norvesh
Research Associate (Contractor)
BJA Operations Office

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BJA MUHR Team − Contact Information

Name	Email	Phone
Thurston Bryant Senior Policy Advisor BJA Policy Office	Thurston.Bryant@usdoj.gov	(202) 598-0379
Hannah Barcus Associate (Contractor) BJA Policy Office	Hannah.Barcus@usdoj.gov	(540) 273-3776
Alan Spanbauer Division Chief BJA Programs Office	Alan.Spanbauer@usdoj.gov	(202) 305-2436
Caroline Shriver State Policy Advisor BJA Programs Office	Caroline.Shriver@usdoj.gov	(202) 598-9321
Michael Adams Senior Research Associate (Contractor) BJA Operations Office	Michael.Adams@usdoj.gov	(240) 463-0092
Nichole Norvesh Research Associate (Contractor) BJA Performance Metrics	Nichole.R.Norvesh@usdoj.gov	(678) 231-3438

SECTION 3:

MUHR PROGRAM

PROGRAM OVERVIEW INFORMATION

BJA Policy Office

MUHR Program – BJA Policy Office

Dr. Angela Williamson
BJA Supervisor, Forensics
Unit / FBI ViCAP Liaison

Thurston Bryant
Senior Policy Advisor
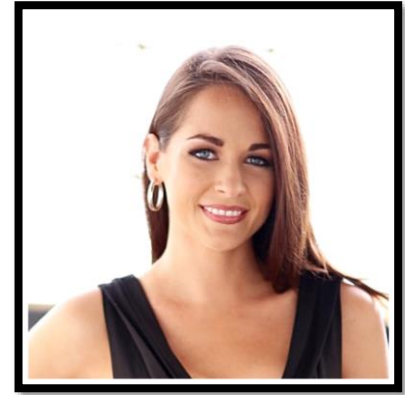
Hannah Barcus
Associate (Contractor)

The **BJA Policy Office** develops the solicitation, steers the overall grant program and peer review process, and is responsible for providing subject matter expertise on progress reports and any requested programmatic changes to the awards.

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MUHR Program

Overview Information

Program Summary

Created in fiscal year (FY) 2022, the MUHR Program provides funding to enable eligible entities to improve the reporting, transportation, forensic testing, and identification of missing persons and unidentified human remains in the United States—including migrants—utilizing various forensic disciplines such as anthropology, odontology, and DNA. As a result, the program helps jurisdictions become more self-reliant and self-sufficient in reducing their backlog of missing persons and unidentified human remains cases.

Three Purpose Areas

1) Statewide Agencies

2) Counties and/or Units of Local Government

3) Services to Assist Small, Rural, and/or Tribal Entities

Goals and Objectives

- **Goals:** The goals of the MUHR Program are to establish and expand programs to improve the reporting, transportation, processing, and identification of missing persons and unidentified remains, including migrants, in the United States.

- **Objectives:** Each applicant must stay within the scope of the purpose area for which they are applying (i.e., statewide agencies, counties and/or units of local government, or services for small, rural, and/or tribal entities).

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

TOTAL MUHR Funding and Awards

- **Congratulations to our new and inaugural MUHR grantees**!

- To date, 19 Awards totaling $13,124,479 have been made under the MUHR Program.

PURPOSE AREA 1: STATEWIDE AGENCIES		
Fiscal Year	**Number of Awards**	**Award Amount**
2022	**2**	**$1,992,090**
2023	**7**	**$5,699,676**
PURPOSE AREA 2: COUNTIES AND/OR UNITS OF LOCAL GOVERNMENT		
2022	**3**	**$1,488,120**
2023	**6**	**$2,948,551**
PURPOSE AREA 3: SERVICES TO ASSIST SMALL, RURAL, AND/OR TRIBAL ENTITIES		
2022	**1**	**$996,042**
2023	**0**	**$0**

FY 2023 MUHR Awards

No. Awards	State Abbrev.	Applicant Name	Award Amount
		Purpose Area 1: Statewide Agencies	
1	AZ	PUBLIC SAFETY, ARIZONA DEPARTMENT	$848,227
2	VA	HEALTH, VIRGINIA DEPARTMENT OF (OCME)	$1,000,000
3	FL	UNIVERSITY OF SOUTH FLORIDA	$1,000,000
4	NM	UNIVERSITY OF NEW MEXICO	$999,558
5	KY	STATE POLICE, KENTUCKY DEPARTMENT OF	$832,443
6	NC	NORTH CAROLINA DEPARTMENT OF PUBLIC SAFETY	$714,232
7	NJ	LAW & PUBLIC SAFETY, NEW JERSEY DEPARTMENT OF	$305,216
		TOTAL FOR PURPOSE AREA 1	$5,699,676
		Purpose Area 2: Counties and/or Units of Local Government	
8	AZ	PINAL COUNTY ARIZONA (Medical Examiner's Office)	$500,000
9	NY	NEW YORK, CITY OF (OCME)	$500,000
10	AZ	COCONINO, COUNTY OF	$500,000
11	TX	TARRANT COUNTY	$500,000
12	FL	PALM BEACH, COUNTY OF (Sheriff's Office)	$500,000
13	PA	CITY OF PHILADELPHIA (PD)	$448,551
		TOTAL FOR PURPOSE AREA 2	$2,948,551
		Purpose Area 3: Services to Assist Small, Rural and/or Tribal Entities	
	N/A	NO AWARDS MADE	$0
		TOTAL FAWARDS - ALL PURPOSE AREAS	$8,648,227

Permissible Expenses

- Exhumations of human remains
- Salary (full-time, part-time, and overtime) and benefits for personnel
- Training (limited)
- Supplies
- Computer equipment
- Laboratory supplies
- Transportation
- Processing and identification
- Forensic genetic genealogy DNA analysis
- Procuring state-of-the-art, multi-modal, multipurpose forensic DNA typing and analytical equipment

NOTE - Other uses of funds may be allowable on an approved, case-by-case basis.

Non-Permissible Expenses

- **Supplanting**

- **Construction costs**

- **Equipment - For enhancing the laboratory's overall capacity, that is not specific solely for this project, is not allowable.**

- **The use of BJA grant funds for unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV) and all accompanying accessories to support UAS or UAV, is unallowable.**

- **Funeral and/or burial costs**

- **Expert witness personnel costs**

- **Requested items must be in accordance with completion of the specific MUHR project and meeting the goals, objectives, and deliverables of the overall MUHR Program.**

Inventory

- Purpose Areas 1 & 2 requirement.

- All qualified cases inventoried MUST be entered into NamUS, NCIC, and where applicable, ViCAP.

- The Inventory MUST include the following data (if available):

  – Total number of UHR/MP cases.

  – Year the UHRs were recovered/MP reported missing.

  – Number of suspected border-crossing cases.

- The data can be provided in an excel format, accompanying a written letter that you can upload to your JustGrants account where BJA can review and approve or request clarifying information before approval.

Forensic Genetic Genealogy

- Must follow the DOJ Interim Policy on FGGS and when issued, the final policy.

<u>A few highlights</u>:

- Only those cases ruled as a "homicide" may be subjected to FGG.

  - Those ruled as "suspected" homicide can be approved on a case-by-case basis.

- For cases that have only mtDNA or only STR technologies (and not both), please reach out BJA before proceeding to FGG.

- Please ensure you're working with your LEA and crime laboratory for these cases.

BJA Team
Grantee Check-In Calls and Project Updates

Working together for success!

Periodic check-ins (twice/year).

Please contact us anytime!

LET'S TALK

SECTION 4:

MUHR PROGRAM

GRANT MANAGEMENT OVERVIEW

BJA Programs Office

MUHR Program – BJA Programs Office

Alan Spanbauer
Division Chief

Caroline Shriver
State Policy Advisor

Role of the BJA Programs Office

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, and 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.

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Three Areas of Grant Management

ADMINISTRATIVE

FINANCIAL
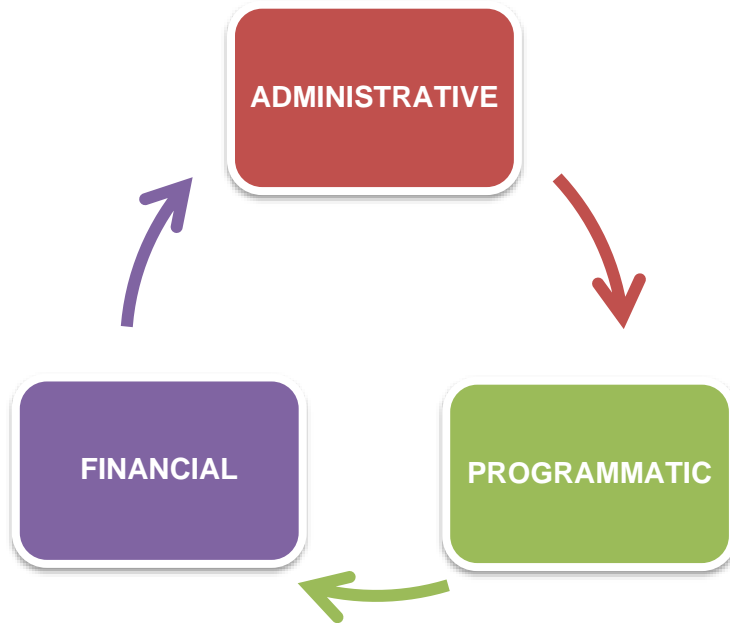
PROGRAMMATIC

- **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
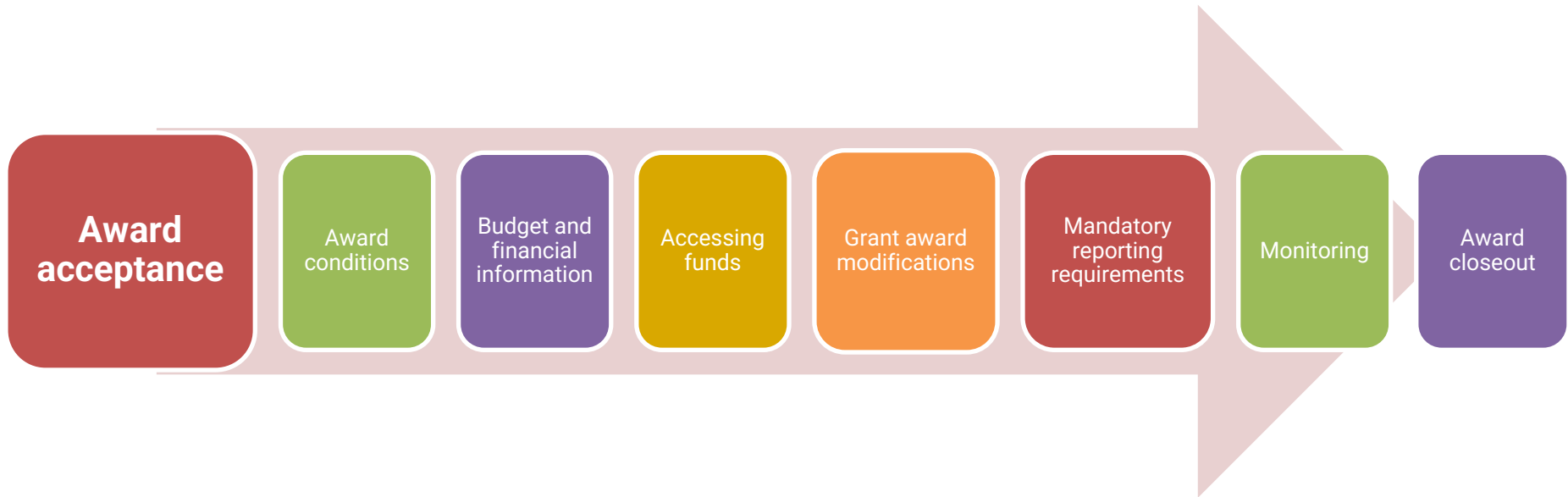
Working Effectively Together!

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 → Award conditions → Budget and financial information → Accessing funds → Grant award modifications → Mandatory reporting requirements → Monitoring → Award closeout

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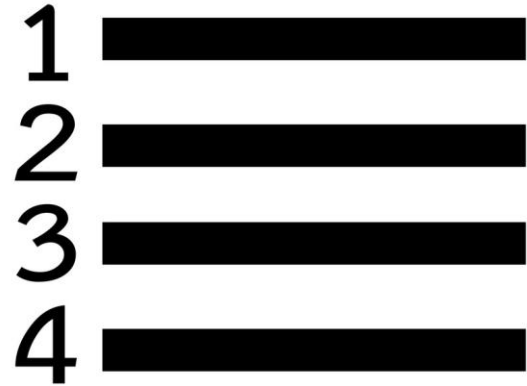
Program-specific award conditions may be applied, based on the individual needs, goals, and objectives of each grantee.

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

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

The most common award-withholding conditions are:

Uncleared budget
Conditional clearance
Missing documents
- Disclosure of Duplication
- Disclosure of Lobbying Activities (SF-LLL)
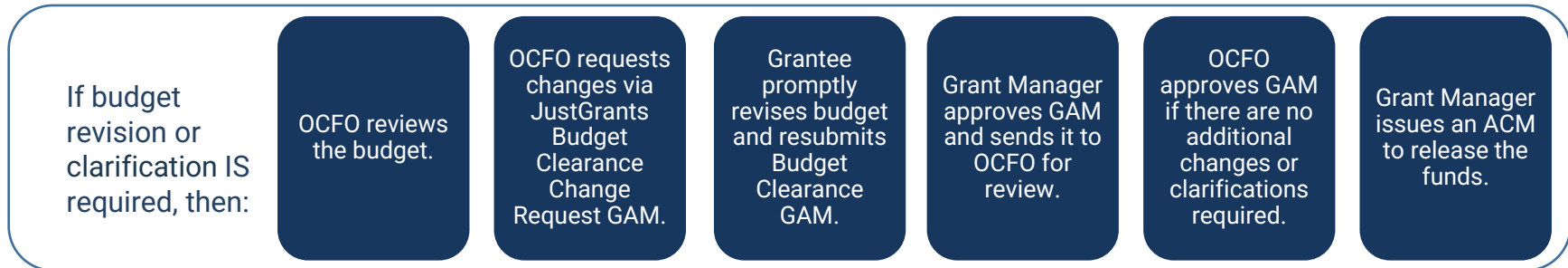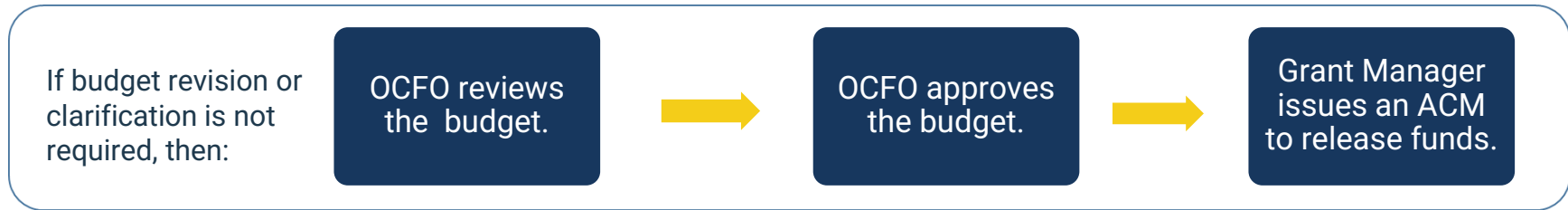- Application Attachments

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.

If budget revision or clarification is not required, then:

OCFO reviews the budget. → OCFO approves the budget. → Grant Manager issues an ACM to release funds.

If budget revision or clarification IS required, then:

OCFO reviews the budget.

OCFO requests changes via JustGrants Budget Clearance Change Request GAM.

Grantee promptly revises budget and resubmits Budget Clearance GAM.

Grant Manager approves GAM and sends it to OCFO for review.

OCFO approves GAM if there are no additional changes or clarifications required.

Grant Manager issues an ACM to release the 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.

Polling Question #2

Is there an award condition that your agency has difficulty with or questions on?

- Conditional Budget Clearance

- NEPA

- Indirect Costs

- Deliverables

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.

Grant Award Modifications

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).

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
Federal Financial Report (FFR) (SF-425) – Submitted in JustGrants	• Jan 1 – Mar 31 • Apr 1 – Jun 30 • Jul 1 – Sep 30 • Oct 1 – Dec 31	• April 30 • July 30 • October 30 • January 30	Financial Manager
Semi-Annual Performance Report – Submitted in JustGrants	• Jan 1 – Jun 30 • Jul 1 – Dec 31	• July 30 • January 30	Grant Award Administrator (Alternate GAA can edit but not submit.)

NOTE - 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)	Performance Reports
• 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.	• 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 imbedded in your progress report.

You must answer these questions 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 complete the question set. When finished, scroll down to the bottom of the performance report and hit "submit.

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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.

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

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 within 1 month following subaward.

- To help navigate the submission process, user guides, FAQs, and online demos are available at www.fsrs.gov/resources.

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Closeout

- 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.

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SECTION 5:

MUHR PROGRAM
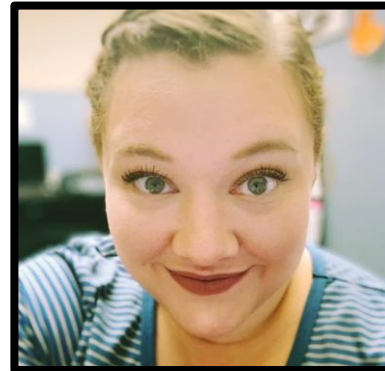
PERFORMANCE MEASUREMENT OVERVIEW

BJA Operations Office

MUHR Program – BJA Operations Office

Michael Adams
Senior Research Associate
(Contractor)

Nichole Norvesh
Research Associate
(Contractor)

The **BJA Operations Office (Planning, Performance, and Impact Analyst Team)** provides performance measures development, solicitation reviews, analytical support, visualization and graphical support, and data quality assurance.

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 BJA for each individual program.

- Each program's questionnaire can be found on the **BJA Performance Measures webpage at**: https://bja.ojp.gov/funding/performance-measures/bja-program-performance-measures.

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:

Identify areas for improvement to focus internal efforts.

Promote the ability to proactively request training and technical assistance to address challenges.

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

What are the MUHR Performance Measures?

Purpose Area 1 and 2: Case Review and DNA Analysis

- 26 performance metrics regarding participants and activities (23 performance measures in update)
- Question type: Integer, Text (paragraph)

Purpose Area 3: Case Review

- 24 performance metrics (24 performance measures)
- Question type: Integer, Text (paragraph)

Forensic Genetic Genealogy / Semi Annual Narrative Questions

- 16 performance metrics
- BJA Narrative questions remain consistent.

Final Report Questions

- 4 performance metrics
- Question type: Text (paragraph)

Link: https://bja.ojp.gov/funding/performance-measures/missing-unidentified-human-remains-measures.pdf

BJA Performance Measures Webpage

**Resources Available to
BJA Grantees**

- Specific performance measures reporting guidance

- Training videos

- Data collection best practices

- Managing subrecipient reporting tip sheet

- And more!

- *https://bja.ojp.gov/funding/performance-measures*
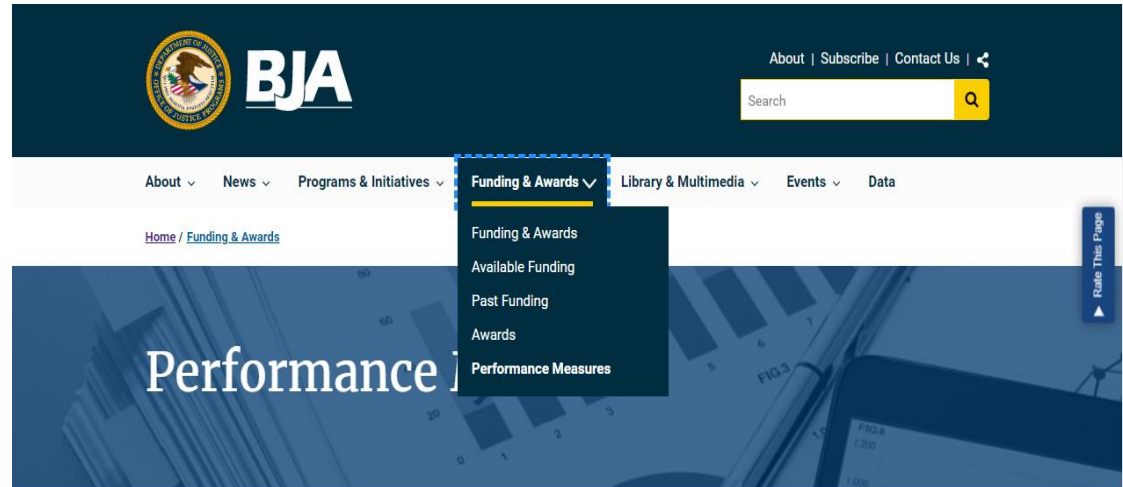
- *https://www.youtube.com/dojbja - YouTube Channel*

SECTION 6:

MUHR PROGRAM

BJA'S FORENSICS TRAINING & TECHNICAL ASSISTANCE PROGRAM

RTI International

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

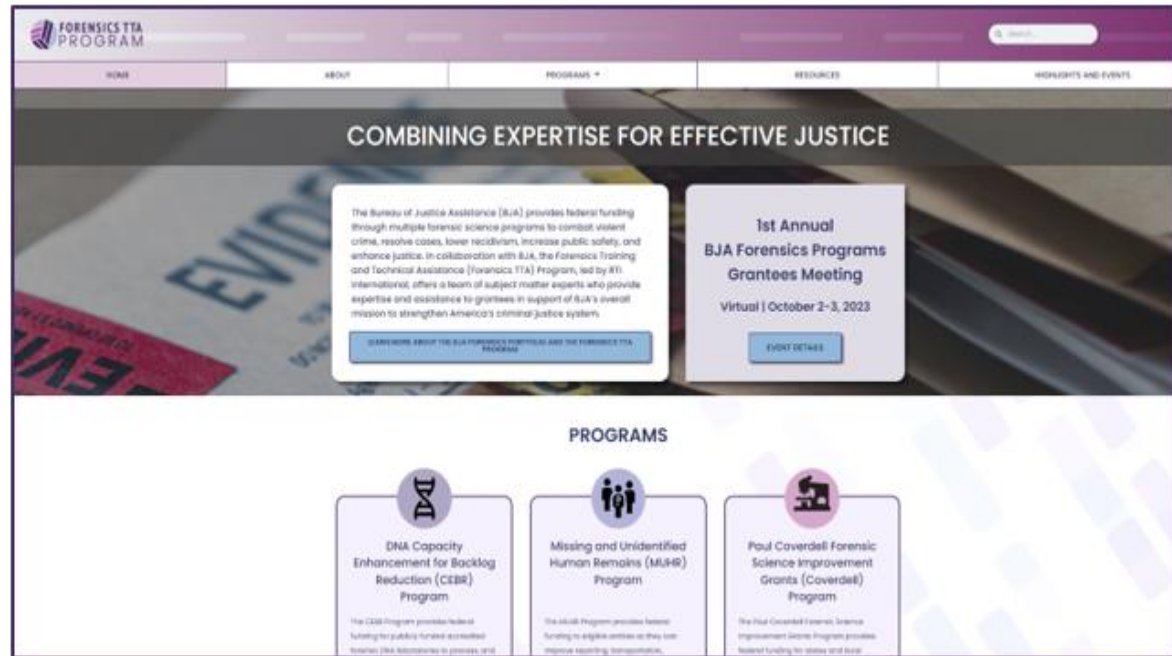# Contact RTI International

forensicstta@rti.org

Forensics TTA

Forensics TTA

www.forensicstta.org

BJA MUHR Team − Contact Information

Name	Email	Phone
Thurston Bryant Senior Policy Advisor BJA Policy Office	Thurston.Bryant@usdoj.gov	(202) 598-0379
Hannah Barcus Associate (Contractor) BJA Policy Office	Hannah.Barcus@usdoj.gov	(540) 273-3776
Alan Spanbauer Division Chief BJA Programs Office	Alan.Spanbauer@usdoj.gov	(202) 305-2436
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THANK YOU FOR YOUR PARTICIPATION!

ANY QUESTIONS?