

# CTAS AREA 4 GRANTEE ORIENTATION

NOVEMBER 17, 2015 WEBINAR

**BJA** BUREAU OF JUSTICE ASSISTANCE

**EKM&P**  
Planners • Architects • Engineers




# OVERVIEW

- Introductions
- 2015 CTAS Area 4 Grantee Projects
- Types of Training and Technical Assistance that may be provided
- Areas of Potential Concern for Renovation / Construction Projects
- BJA Grant Administration and Reporting

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# INTRODUCTIONS

- Julius Dupree, Bureau of Justice Assistance
  - Dara Schulman, Program Specialist, Bureau of Justice Assistance
  - Geislia Barnes, Program Specialist, Bureau of Justice Assistance
  - Gail Elias, EKM&P
  - John Milosovich, EKM&P
  - Kelly Myers, National Indian Justice Center
  - Damon Constantinou, Alpha Corporation
  - Frank Swanson, WHH Nisqually Federal Services
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# CTAS AREA 4 GRANTEES

- Hoopa Valley Tribe (CA)
  - Lac du Flambeau of Lake Superior Chippewa Indians (WI)
  - Nez Perce Tribe (ID)
  - Oneida Indian Nation (NY)
  - Prairie Island Indian Community (MN)
  - Washoe Tribe of Nevada and California (NV/CA)
  - Yurok Tribe (CA)
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# TYPES OF TRAINING AND TECHNICAL ASSISTANCE

- Architect Selection – How to Select the Right Architect for Your Project
  - Planning/Programming – Figuring Out How to Make Your Building Fit Your Needs
  - Design – What To Expect During Design / Roles and Responsibilities
  - Construction – What to Expect During Construction / Roles and Responsibilities
  - Staffing and Operational Budget/Funding Sources – Building Your Program
  - Transition – Getting Ready for a New Building and New Operations
  - Project Management – How to Stay Organized
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# AREAS OF POTENTIAL CONCERN FOR RENOVATION / CONSTRUCTION PROJECTS

## Project Management

- Who is involved?
- What work has been done?
- What professional services have already been completed? When?

## Organizing the Team

- Dealing with interdepartmental teams – all the players come to the table
- Setting expectations (meeting schedule, time commitment, etc.)
- What functions/services will be in a multi-purpose facility?

## Issues About Renovations

- Original blueprints / as-built / prior renovations
- Purpose of the original structure – and implications for a residential and/or public safety function
- Building history (prior ownership, if closed, why?)
- Code compliance issues in older buildings (asbestos, building code, life safety code, electrical code, etc.).

## Funding Issues

- Reviewing/updating the project budget – what's included? What's missing? When was the budget done – and should it be updated?
- Funding for operations – will additional staffing be required?
- Funding for maintenance – how will it be funded?

## Project Delivery Methods

- Traditional design/bid/build
- Design build
- Construction management/construction management at risk

## Holding cells in police facilities

- Purpose
- Duration of hold
- Standards requirements for operations

# AREA 4 PROJECT

## LOGISTICAL AND SUPPORT SERVICES

**Logistical and Support Services Team – WHH Nisqually Federal Services, supported by Alpha Corporation and Berger ABAM**

**Project Coordinators – Frank Swanson, WHHNFS and Damon Constantinou, Alpha**

### **Project Management Technical Assistance Services**

- Free need based Technical Assistance (TA) including review and advising
- Prefer One on One TA
- National Environmental Policy Act (NEPA) TA – Project Coordinators and Berger ABAM
- Project Management TA - including Design, Bidding and Construction
- Specific review of delivery approach, schedules, budgets, cost estimates, consultant and contractor selection, contract agreements, meetings, constructability, safety, quality, invoicing and payments, progress and construction closeout

**Project Status and Reporting – To DOJ/BJA**



**BJA GRANT ADMINISTRATION  
AND REPORTING**



# REPORTING REMINDERS

Report type:	System:	Reporting period:	Due by:	Help Desk:
Financial Status Reports (SF 425)	<b>GMS</b> <a href="https://grants.ojp.usdoj.gov/">https://grants.ojp.usdoj.gov/</a>	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 <a href="mailto:ask.ocfo@usdoj.gov">ask.ocfo@usdoj.gov</a>
Semi-annual (Narrative) Progress Report	<b>GMS</b> <a href="https://grants.ojp.usdoj.gov/">https://grants.ojp.usdoj.gov/</a>  * Attach PMT Report	January 1 – June 30 July 1 – December 31	July 30 January 30	GMS Help Desk 888-549-9901 <a href="mailto:GMS.HelpDesk@usdoj.gov">GMS.HelpDesk@usdoj.gov</a>
BJA Quarterly Performance Measures	<b>PMT</b> <a href="https://www.bjaperformancetools.org/">https://www.bjaperformancetools.org/</a>	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 <a href="mailto:bjapmt@csrincorporated.com">bjapmt@csrincorporated.com</a>
Federal Funding Accountability and Transparency Act (FFATA)	<b>FSRS</b> <a href="http://www.fsrs.gov">www.fsrs.gov</a>  (Subawards/Subcontracts \$25K and over)	End of the month following the month the subaward was made.		Federal Service Desk 866-606-8220 <a href="http://www.fsd.gov">www.fsd.gov</a>

Final reports and closeout package are due within 90 days of the end of the award

# USEFUL LINKS AND NUMBERS

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://www.ojp.gov/funding/solicitations.htm>

**CTAS Solicitations**

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

**OJP Funding Resources**

<http://www.ojp.gov/funding/funding.htm>

**Post Award Instructions**

[http://www.ojp.usdoj.gov/funding/pdfs/post\\_award\\_instructions.pdf](http://www.ojp.usdoj.gov/funding/pdfs/post_award_instructions.pdf)

**DOJ Financial Guide**

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

# USEFUL LINKS AND NUMBERS

GMS <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>

Grant Payment Request System (GPRS)

<https://grants.ojp.usdoj.gov/gprs>

GPRS User Guide

<http://www.ojp.gov/about/pdfs/gprsuserguide.pdf>

OCFO Customer Service (800) 458-0786 or [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov)

DOJ Grants Financial Management Online Training

<http://gfm.webfirst.com/>

BJA Performance Measurement Tool (PMT)

<https://www.bjaperformancetools.org/>


PMT Help Desk (888) 252-6867 or [bjapmt@csrincorporated.com](mailto:bjapmt@csrincorporated.com)

# NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) COMPLIANCE

- Renovation/Construction Projects  
<https://www.bja.gov/Funding/nepa.html>
- Orbin Terry, BJA NEPA Coordinator  
202-307-3134/1-866-859-2687  
E-mail: [orbin.terry@ojp.usdoj.gov](mailto:orbin.terry@ojp.usdoj.gov)

# **GRANT ADJUSTMENT NOTICES (GANS)**

## **SUBMITTED VIA GMS FOR CHANGES TO YOUR PROGRAM**

- **Contact Information**
  - **Address Changes**
  - **Compliance with Special Conditions (created by BJA)**
  - **Grant Extensions**
  - **Change in Project Scope**
  - **Budget Modifications**
  - **Sole Source (non-competitive contracts over \$150,000)**
  - **Consultant Rates (above \$650/day or \$81.25/hour)**
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# When Can You Access Your Funds?

- Funds cannot be drawn down until the awarding agency receives the signed award document.
- Grant recipients must comply with award conditions, have current financial and programmatic reports on file with OJP, and request all payments within 90 days after the end date of the grant.



# How Do You Access Your Funds?

- Access Payment Using the Grant Payment Request System (GPRS)

<https://grants.ojp.usdoj.gov/gprs>

Only the FPOC will be able to access GPRS

GPRS User Guide can be found at

<http://www.ojp.gov/about/pdfs/gprsuserguide.pdf>

Drawdowns should be done on a reimbursement basis.

- All post-award instructions can be found at

[http://www.ojp.usdoj.gov/funding/pdfs/post\\_award\\_instructions.pdf](http://www.ojp.usdoj.gov/funding/pdfs/post_award_instructions.pdf)

- Additional post-award training can be found at

[http://www.ojp.usdoj.gov/funding/pdfs/post\\_award\\_training.pdf](http://www.ojp.usdoj.gov/funding/pdfs/post_award_training.pdf)

# How Do You Access Your Funds?

If you have questions, contact the OCFO Customer Service Center at:

Phone: (800) 458-0786

TTY: (202) 616-3867

Fax: (202) 353-9279

E-mail: [ask.ocfo@ojp.usdoj.gov](mailto:ask.ocfo@ojp.usdoj.gov)



# BJA CONTACT INFORMATION

## For programmatic questions:

Julius Dupree

(202) 514-1928

[julius.dupree@usdoj.gov](mailto:julius.dupree@usdoj.gov)

## For grant-related questions:

Dara Schulman

(202) 514-9967

[Dara.Schulman@usdoj.gov](mailto:Dara.Schulman@usdoj.gov)

Geislia Barnes

(202) 514-8516

[Geislia.Barnes@usdoj.gov](mailto:Geislia.Barnes@usdoj.gov)

# TECHNICAL ASSISTANCE CONTACT INFORMATION

To arrange technical assistance (telephonic or onsite) with EKM&P and NIJC, contact:

Kelly Myers, NIJC

(707) 579-5507

[nijc@aol.com](mailto:nijc@aol.com)

To arrange technical assistance with WHHFNS / Alpha Corporation:

Frank Swanson

Damon Constantinou

(425) 241-1101

[damon.constantinou@alphacorporation.com](mailto:damon.constantinou@alphacorporation.com)

[Fswanson@Whhnsfs.com](mailto:Fswanson@Whhnsfs.com)

Resources and more information may be found at the TTA website:

<http://www.nijc.org/ctasarea4.html>

Thank you for your time!

