

GRANTEE ORIENTATION AND TRAINING

FY22 Comprehensive Opioid,
Stimulant, and Substance
Abuse Program (COSSAP)



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

WELCOME AND OVERVIEW

SECTION 1



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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).

Office of Justice Programs

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.



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www.bja.gov





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Appointed by President Biden in February 2022, Director Moore leads BJA's programmatic and policy efforts on providing a wide range of resources, including training and technical assistance, to law enforcement, courts, corrections, treatment, reentry, justice information sharing, and community-based partners to address chronic and emerging criminal justice challenges nationwide.

Policy Office

provides national leadership to criminal justice organizations that partner with BJA to identify effective program models for replication and infuse data-driven, evidence-based strategies into operational models, practices, and programs.

Programs Office

administers state, local, tribal, and territorial grant programs. It acts as BJA's direct line of communication to states, local jurisdictions, territories, and tribal governments by providing customer-focused grants management support and careful stewardship over federal funds.

Operations Office

coordinates all communication, formulates and executes the budget, manages contracts, measures grantees' performance, and provides administrative support to BJA.

Public Safety Officer Benefits Office

provides death and education benefits to survivors of fallen law enforcement officers, firefighters, and other public safety officers, and disability benefits to officers catastrophically injured in the line of duty.



**BJA Director
Karhlton F. Moore**



Five Major Strategic Focus Areas

Improve public safety through measures which build trust with the community and ensure an effective criminal justice system

Reduction in recidivism and prevention of unnecessary confinement and interactions with the criminal justice system

Integration of evidence-based, research-driven strategies into the day-to-day operations of BJA and the programs BJA administers and supports

Increasing program effectiveness with a renewed emphasis on data analysis, information sharing, and performance management

Ensuring organizational excellence through outstanding administration and oversight of all of BJA's strategic investments



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.

COSSAP Objectives



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Implement and enhance

Implement and enhance prescription drug monitoring programs.

Collaborate

Develop multidisciplinary projects that leverage key data sets to create a holistic view of the environment and develop interventions based on this information.

Increase

Increase the availability of treatment and recovery support services in rural or tribal communities by expanding the use to technology-assisted treatment and recovery support services.

Expand

Expand diversion and alternatives to incarceration programs.

Connect

Connect survivors of nonfatal overdoses to treatment and recovery services.

Coordinate

Support comprehensive cross-system planning and collaboration.

Develop

Develop and implement strategies to identify and provide treatment and recovery support services to “high-frequency” utilizers of multiple systems (e.g., health care, child welfare, criminal justice) who have a history of opioid misuse.



PROGRAMS OFFICE OVERVIEW

SECTION 2



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Role of the Programs Office Team

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

Programs Office staff 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.



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.

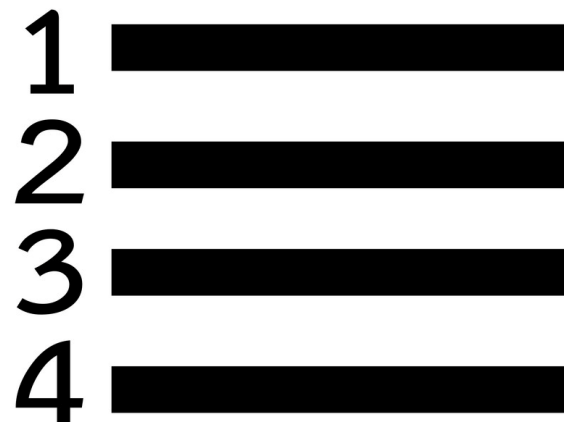




Award Conditions: OJP Standard Conditions

- 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>



Award Conditions: Program Specific

BJA specific award conditions
begin at number 30 in the
award agreement



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Award Conditions: Withholding Funds

- **Withholding award conditions prohibit obligation, expenditure, or draw down of funds until both actions are completed:**
 - OJP/BJA approval of missing/revised document
 - Award condition modification (ACM) approved in JustGrants
- Conditional Clearance – until budget is approved
- Others as determined by application review

Contact your BJA grant manager for guidance on how to address active withholding conditions



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Award Conditions: Budget Clearance Process

- Budget clearance (BC) grant award modification (GAM) initiated in JustGrants by OCFO
- If changes needed, a BC GAM will be “change requested” and assigned to the award’s GAA to make revisions.
- Additional changes may be needed based on BJA review.



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Award Conditions: Budget Clearance Process

- Per the FY22 COSSAP solicitation, in addition to the unallowable costs identified in the DOJ Grants Financial Guide, award funds may not be used for the following:
 - Prizes
 - Rewards, entertainment, trinkets, or any other monetary incentives
 - Client stipends
 - Gift cards
 - Vehicle purchases
 - Food and beverages



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Award Conditions: 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 1/1/2020).
 - If the Grant Award Administrator 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 three years
- Available online at <https://onlinegfmt.training.ojp.gov/>
- Submit Grants Financial Management Training certificates to your BJA 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.





Reporting Requirements: Overview

- Grantees are required to enter data in the PMT on a quarterly schedule (every 3 months).
- COSSAP Performance Measures Questionnaire
 - <https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/COSSAP-Measures.pdf>
- Grantees are required to submit a PDF copy of the PMT report (as an attachment) into the JustGrants system on a semiannual basis or every 6 months, during the October–December and April–June reporting periods (by January 30 and July 30).



Reporting Requirements: Overview

Report Type	Reporting Period	Due*	JustGrants Role
Federal Financial Report (SF-425)	<ul style="list-style-type: none">• Jan 1 – Mar 31• Apr 1 – Jun 30• Jul 1 – Sep 30• Oct 1 – Dec 31	<ul style="list-style-type: none">• April 30• July 30• October 30• January 30	Financial Manager
Semi-Annual Performance Report	<ul style="list-style-type: none">• Jan 1 – Jun 30• Jul 1 – Dec 31	<ul style="list-style-type: none">• July 30• January 30	Grant Award Administrator

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



Grant Award Modifications (GAM)

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



Useful Links and Numbers



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JustGrants Support 833-872-5175 or JustGrants.Support@usdoj.gov

JustGrants Training <https://justicegrants.usdoj.gov> ★

Automated Standard Application for Payments (ASAP) <https://fiscal.treasury.gov/asap>

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

DOJ Grants Financial Management Online Training <https://onlinegfmt.training.ojp.gov>

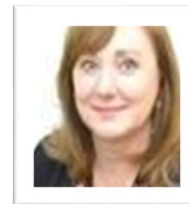
DOJ Grants Financial Guide <https://www.ojp.gov/funding/financialguidedoj/overview>



COSSAP Grant Managers



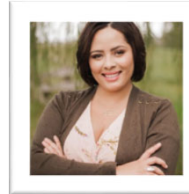
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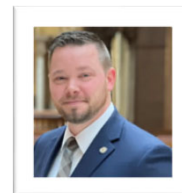
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POLICY OFFICE OVERVIEW

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Role of the Policy Office

- Provide subject-matter expertise and policy leadership for the grant program.
- Communicate the success of the grant program to stakeholders, including Congress.
- Work with the Programs Office to respond to performance issues and assist grantees with challenges they encounter with their projects
- Provide technical assistance and training to help grantees be successful.



Policy Office Advisors



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TRAINING AND TECHNICAL ASSISTANCE PROVIDERS

SECTION 4



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Training and Technical Assistance

The COSSAP training and technical assistance (TTA) program offers a variety of learning opportunities and assistance to support BJA COSSAP grantees and other local, tribal, and state stakeholders to build and sustain multidisciplinary criminal justice responses to illicit substance use and misuse.

TTA may include but is not limited to:

- Facilitating peer-to-peer learning opportunities in which communities can learn from experienced programs through virtual consultations and on-site visits.
- Providing speakers for conferences and workshops or skilled subject-matter experts for training events to educate stakeholders and build capacity.
- Facilitating strategic and cross-system planning to identify community resources, establish priorities, and develop a road map to achieving goals.
- Identifying materials such as policies and procedures, guidelines, and data sharing agreements that support program activities.

When in doubt make a request!



Training and Technical Assistance

- The COSSAP training and technical assistance (TTA) program includes a core assessment of each grantee related to project goals and activities and areas of needed assistance.
- Coaches from the TTA partners will reach out to help determine what training and assistance can help accomplish your goals in your grant.
- They will also share information on webinars, training materials, communities of practice and mentor sites who can assist you.



Coordinating Training and Technical Assistance Provider



The Institute for Intergovernmental Research (IIR) serves as the connecting point for COSSAP TTA efforts and collaborates with BJA leadership and fellow TTA providers to work directly with COSSAP site-based grantees. IIR's role includes publication production and design; planning, coordination, and delivery of national-level trainings and working group meetings; COSSAP Resource Center website development and maintenance; coordination of distance learning opportunities and resource dissemination; review, distribution, and tracking of TTA requests; coordination of and provision of TTA to six categories of demonstration projects; provision of TTA in the areas of overdose fatality review, harm reduction, and stigma reduction; and coordination of other complementary activities.

<https://www.cossapresources.org/Media/Video/b172ba35-894f-4ed0-a6b8-b5bd861c3186>



Jails and Corrections Training and Technical Assistance Provider



AHP has transformed and improved organizational systems of care through TTA, business development, and research and evaluation for the past 35 years. In addition to establishing and operating technical assistance centers for several federal agencies (including BJA), AHP provides specialized TTA to criminal justice agencies. AHP's diverse team leverages cutting-edge knowledge of research and evidence-based practices in criminal justice programming, substance use and misuse treatment and recovery, and overdose prevention to support COSSAP grantees, as well as other stakeholders, with knowledge and practical tools to build and sustain successful multidisciplinary responses to illicit substance use and misuse and improve reentry and recidivism outcomes.

<https://www.cossapresources.org/Media/Video/f16ffba6-a7e0-4938-a1f3-755d4480d229>



Peer Recovery Support Services Training and Technical Assistance Provider



Altarum works with organizations and systems as they implement best practices and promising approaches related to PRSS. Altarum supports federal, state, and local governments, as well as national and community-based organizations, to build a system of care that focuses on recovery, active involvement of consumers and their families, and multiple services to best meet individual needs and to strengthen and improve the health of communities.

<https://www.cossapresources.org/Media/Video/24774676-5d5b-4470-bfcd-b1f6b25bb8cc>



First Responder and Law Enforcement Deflection Training and Technical Assistance Provider



CENTER FOR
HEALTH & JUSTICE
AT TASC

Treatment Alternatives for Safe Communities' (TASC) Center for Health and Justice (CHJ) helps COSSAP grantees implement evidence-based, systemic solutions at the front end of the justice system to respond to the substance use that often underlies criminal justice involvement. CHJ helps build integrated criminal justice, behavioral health, and community systems by assisting first responders in developing pathways to treatment for individuals at risk for drug misuse and overdose. CHJ offers online resources and in-person TTA engagements customized to the needs of specific jurisdictions with the goals of connecting and maximizing the treatment resources of the community to improve public health and safety.

<https://www.cossapresources.org/Media/Video/f5105465-4388-43c0-a480-a3cdc0851c88>



Tribal Training and Technical Assistance Provider



The National Criminal Justice Training Center (NCJTC) is proud to support urban, rural, and under-resourced communities, as well as culturally sensitive areas such as tribal communities. NCJTC provides solutions that address specific public safety concerns through on-site training, conferences, online learning opportunities, and customized TTA. Areas of focus include tribal justice systems planning and capacity building, tribal corrections capacity building, alcohol- and substance use-related crime, comprehensive tribal victim service program development, and comprehensive strategic planning.

<https://www.cossapresources.org/Media/Video/346a10c5-4655-4736-9e70-654e03493786>



PDMP Training and Technical Assistance Provider



The Prescription Drug Monitoring Program Training and Technical Assistance Center (PDMP TTAC) serves as a resource to PDMPs, BJA grant recipients, federal partners, and other stakeholders to optimize PDMPs as a part of overall efforts to address prescription drug misuse, fraud, and diversion. The PDMP TTAC provides a comprehensive array of services, including expert consultations; meeting facilitation; and issue briefs on topics such as PDMP best practices, innovations, evaluation, and performance measurements. The PDMP TTAC is a collaborative effort with IIR.

<https://www.cossapresources.org/Media/Video/d8d73838-5fb4-47fa-847c-45cf1d412070>



States Training and Technical Assistance Provider



RTI International's role in COSSAP is to provide direct support to state agencies and subrecipients, making communities safer by promoting evidence-based practices to respond to drug misuse across all government levels. Through its substantive, methodological, and technical expertise, RTI and its partners foster peer-to-peer learning and cross-site coordination to enable discussions of lessons learned, facilitate program improvements, and promote evidence-based program proliferation—providing tailored TTA for the unique needs of jurisdictions that can also be applied nationally.

<https://www.cossapresources.org/Media/Video/1a42cb1b-ccdc-4e0b-ab73-59f92898d5a2>

HOW TO REQUEST TRAINING AND TECHNICAL ASSISTANCE

SECTION 5



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Requesting Training and Technical Assistance

TRAINING AND TECHNICAL ASSISTANCE

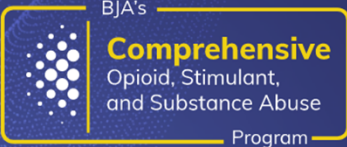
The COSSAP training and technical assistance program offers a variety of learning opportunities and assistance to support BJA COSSAP grantees and other local, tribal, and state stakeholders to build and sustain multidisciplinary criminal justice responses to illicit substance use and misuse.

Training and technical assistance is provided in a variety of formats, including virtual and in-person training events, workshop and meeting presentations, and online resources.

REQUEST TTA



<https://www.cossapresources.org/Program/TTA>



SEARCH

COSSAP GRANT PROGRAM

LEARNING OPPORTUNITIES

AREAS OF FOCUS

TOOLS & FRAMEWORKS

PUBLICATIONS & DIGITAL MEDIA

BUREAU OF JUSTICE ASSISTANCE'S COMPREHENSIVE OPIOID, STIMULANT, AND SUBSTANCE ABUSE PROGRAM RESOURCE CENTER

Supporting effective local, state, and tribal responses to illicit substance use and misuse in order to reduce overdose deaths, promote public safety, and support access to treatment and recovery services in the criminal justice system.



www.cossapresources.org

QUESTION AND ANSWER SESSION

SECTION 6



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Additional Information

- Link to the recording of the webinar and the slide deck
- Link to the COSSAP Resource Center – www.cossapresources.org
 - Grants Management section
 - COSSAP Training and Technical Assistance (TTA) section
 - Links to COSSAP TTA Providers overview videos
 - Where to find the online “Request TTA” form
- Programs Office In-depth Webinar (upcoming)
- Information from the Office of the Chief Financial Officer
- Outreach by TTA Providers
- Additional resources

MEET YOUR TTA PROVIDER BREAKOUTS

SECTION 7



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