



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

Grant Management Guidelines



Overview

- **Grant Modifications (Grant Adjustment Notices)**
 - Sole Source and Consultant Fee Approval
 - Project Period (No-Cost) Extension
 - Budget Modification
- **Prohibited Costs / Costs that Require Additional Approval**
 - Food and Beverage
 - Incentives
 - Conference Costs
- **DUNS, CCR & Address Verification**



Grant Modifications

- Grant Adjustment Notice (GAN) to revise programmatic, administrative, or financial items associated with an award.
 - Budget Modification
 - Change of Project Period
 - Change of Scope
 - Change of Address
 - Sole Source Approval
 - Change of Point of Contact
 - Costs Requiring Prior Approval
- Submitted and approved through GMS with sufficient justification.
- Must be current on financial and programmatic reporting.



Sole Source

- Non-competitively bid procurements in excess of \$100,000 requires prior approval.
- Approval requested via a Sole Source Approval GAN in GMS.
- Justification must address criteria found in the Office of Justice Programs Procurement Guide.

Consultant Rate Approval

- Consultant rates that exceed \$450 per 8-hour day or \$56.25 per hour requires prior approval.
- Approval requested via a Program Office Approval GAN in GMS.



No Cost Extension

- Must be requested no later than 30 days prior to the end of the award.
- A maximum of 12 months may be requested.
- Generally one extension is permitted per award.
- Retro-active requests may not be approved.
- Submitted and approved through GMS with sufficient justification.
 - Identify the length of time requested,
 - Describe the reasons the extension is needed,
 - Describe the reasons grant activities were not completed within the current project period,
 - Describe the activities that will be completed during the extension period,
 - Provide the unobligated balance of funds remaining as of the date the GAN is submitted,
 - Provide a revised project period timeline.



Budget Modification

- **The 10% Rule**

Up to a cumulative of 10% of the federal award may be reprogrammed without prior approval as long as:

- Funds are moved from an approved budget category to another approved category;
- The scope does not change;
- Funds are not being moved in or out of the Indirect Cost budget category.

- **Traditional Budget Modification GAN**

Proposed cumulative change is greater than 10 percent of the award amount or:

- The award amount is less than \$100,000 (10% rule does not apply);
- Funds are being moved into a budget category that was not previously approved.

A GAN is Recommended Even if the 10% Rule Applies



Project Scope

- A change of scope may be permitted during the project period at the direction of BJA and CNA.
- Factors that involve a change of scope include:
 - Altering programmatic activities;
 - Affecting the purpose of the project;
 - Changing the project site



Prohibited Costs/Costs Requiring Additional Approval

- **Food and Beverage**

Food cannot be funded under any OJP grant, regardless of cost or purpose. Travel per diem is excluded.

- **Incentive Items**

Token incentives and entertainment are not allowable.

- **Conference Costs**

Any “event” requires BJA prior approval (Cooperative Agreements Only).



DUNS, CCR & Address Verification

- DUNS number and address listed in GMS must be associated with the legal recipient of the award.
- If the address or DUNS are not correct, a change of address or a change of DUNS GAN must be submitted.
- CCR Claim must be resubmitted annually in GMS, whenever the CCR is revalidated.



Grantee Resources

- Office of Justice Programs Financial Guide:
<http://www.ojp.usdoj.gov/financialguide/>
- Office of Justice Programs Procurement Guide:
http://www.ojp.gov/financialguide/PDFs/New%20Procurement%20Guide_508compliant.pdf
- Grants Management System (GMS):
<https://grants.ojp.usdoj.gov/gmsexternal/>
- GMS Help Desk: 1-888-549-9901, option 3
Login Assistance and Navigation through the System
- GMS Online Training Tool: <http://www.ojp.gov/gmscbt/>