

BUREAU OF JUSTICE ASSISTANCE (BJA)

# New Grantee Orientation Webinar:

# BJA's Missing and Unidentified Human Remains (MUHR) Program

**March 8, 2023**



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

# Presenters

- **Thurston Bryant – BJA Policy Office**
- **Caroline Shriver – BJA Programs Office**
- **Nichole Norvesh – BJA Operations Office**
- **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: Office of Justice Programs (OJP) and Bureau of Justice Assistance (BJA) – Overview Information
- SECTION 2: BJA Missing and Unidentified Human Remains Program – Team Introduction
- SECTION 3: Program Overview Information
- SECTION 4: Grant Management Overview
- SECTION 5: Performance Measurement Overview
- SECTION 6: RTI International – New Forensics Training and Technical Assistance Program Introduction
- Webinar Conclusion: Questions and Answer Session



# SECTION 1

# OJP AND BJA OVERVIEW INFORMATION



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Bureau of Justice Assistance  
U.S. Department of Justice

# 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.



[www.bja.ojp.gov](http://www.bja.ojp.gov)





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

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

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

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

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

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

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**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

# MUHR PROGRAM

# TEAM INTRODUCTION



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# Award Management Structure



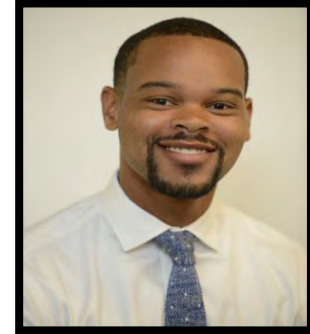
# Meet Your BJA MUHR Team!



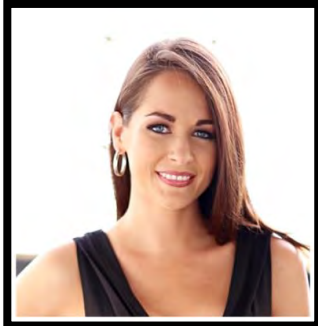
**Thurston Bryant**  
Senior Policy Advisor  
BJA Policy Office



**Alan Spanbauer**  
Division Chief  
BJA Programs Office



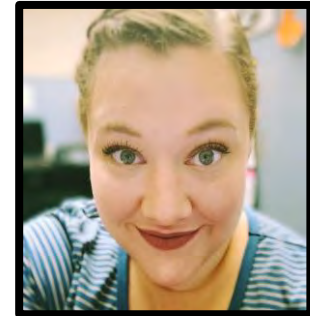
**Michael Adams**  
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BJA Operations Office



**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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## SECTION 3

# MUHR PROGRAM

# PROGRAM OVERVIEW INFORMATION

BJA Policy Office

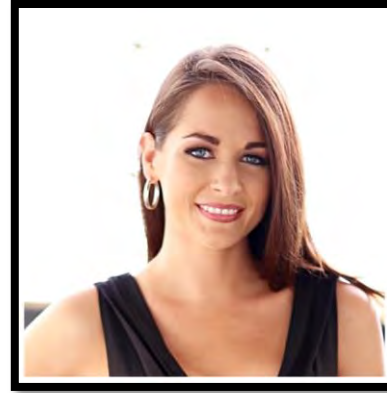


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# MUHR Program – BJA Policy Office



**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.



# 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).

# Program Funding and Awards

- **Congratulations to our new and inaugural MUHR grantees!**
- To date, six awards totaling \$4,476,252 have been made.
- Under the FY 2022 program, the following six awards were made:

State	Applicant Name	Award Amount
<b>Purpose Area 1: Statewide Agencies</b>		
FL	Florida Department of Law Enforcement	\$996,045
TX	Texas State University	\$996,045
<b>Purpose Area 2: Counties and/or Units of Local Government</b>		
GA	County of DeKalb	\$496,045
CA	County of Riverside	\$496,045
FL	County of Miami-Dade	\$496,030
<b>Purpose Area 3: Services to Assist Small, Rural, and/or Tribal Entities</b>		
TX	University of North Texas Health Science Center at Fort Worth	\$996,042
<b>TOTAL</b>		<b>\$4,476,252</b>

# Permissible Use of Funds

- 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

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

# Non-Permissible Use of Funds

- **Supplanting**
- **Construction 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.**
- **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**

# Policy Office Grantee Check-In Calls and Project Updates

Work together for success!

Periodic check-ins.

Contact us anytime.



**LET'S TALK**

# SECTION 4

## MUHR PROGRAM

### GRANT MANAGEMENT OVERVIEW

BJA Programs Office



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# MUHR Program – BJA Programs Office



**Alan Spanbauer**  
Division Chief



**Caroline Shriver**  
State Policy Advisor

# 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.



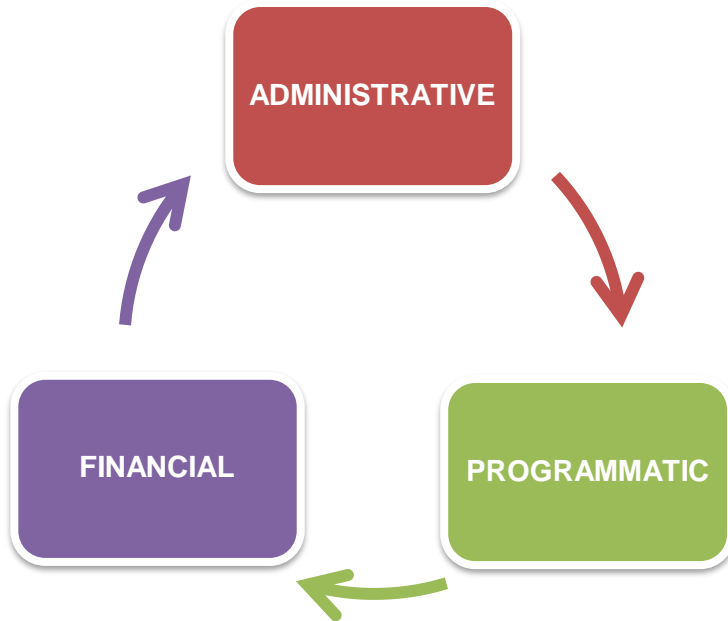
# State Policy Advisor/Grant Manager Role

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

# 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

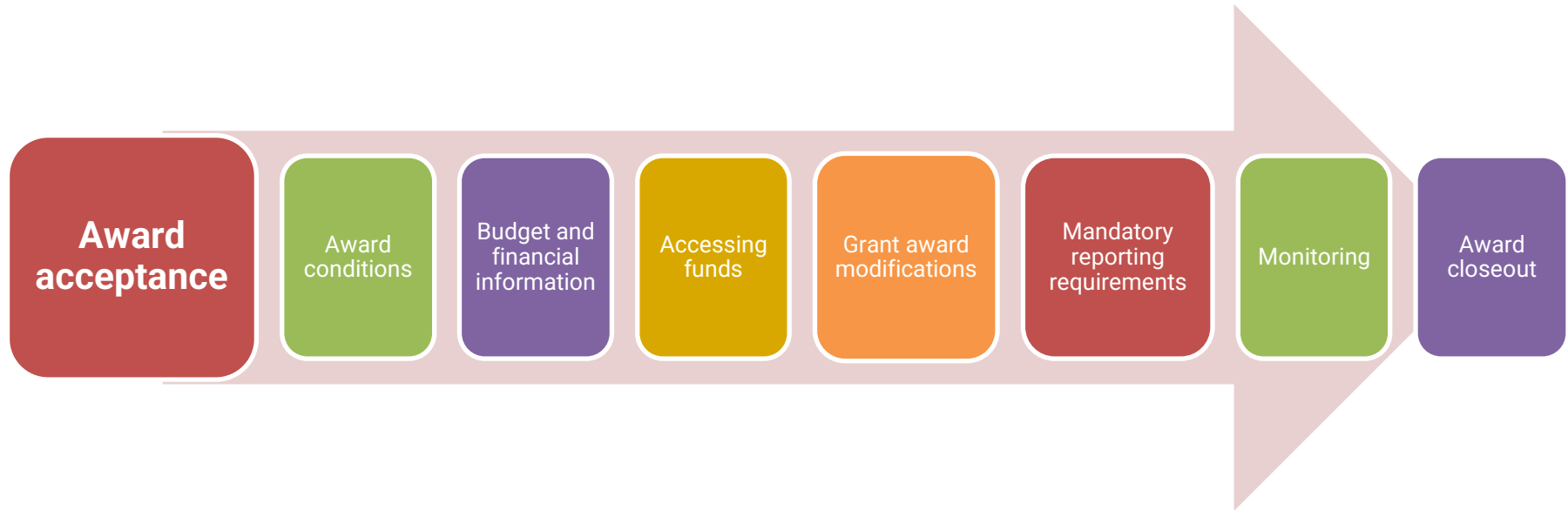
Share updates about your project—we appreciate those emails!

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:

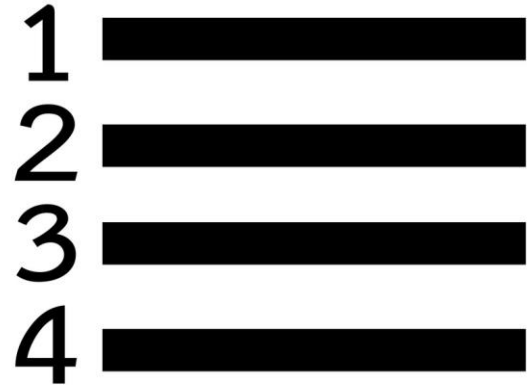
<https://justicegrants.usdoj.gov/training/training-grant-award-acceptance>.

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.

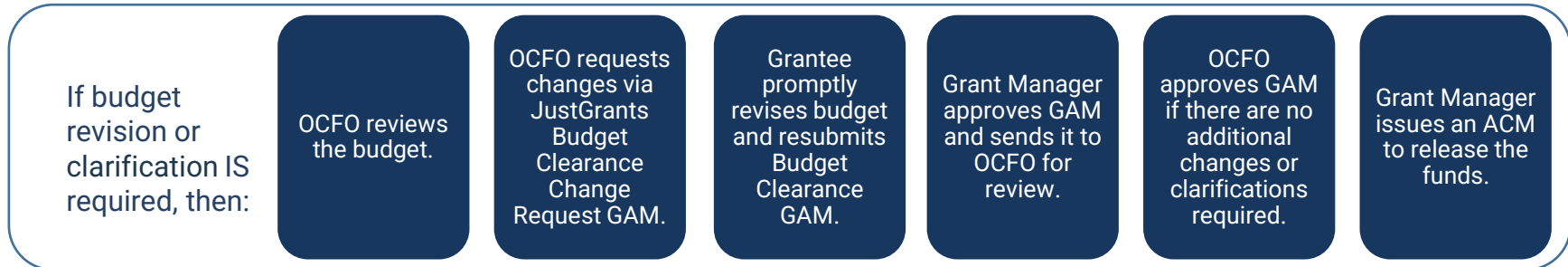
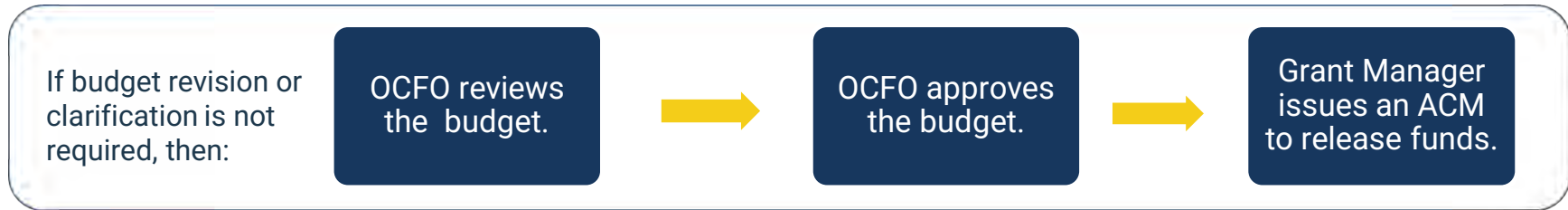
Withholding conditions must be removed/resolved before funds can be obligated, expended, or drawn down.

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.



## 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.***



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# 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
<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 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."

# 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 within 1 month following subaward.
- 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

## MUHR PROGRAM

### PERFORMANCE MEASUREMENT OVERVIEW

BJA Operations Office

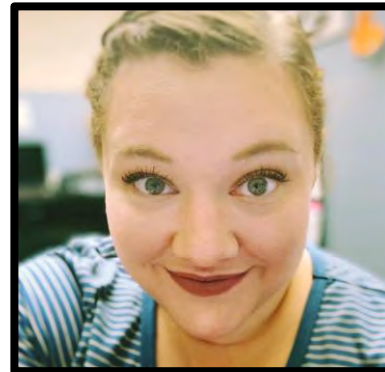


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# MUHR Program – BJA Operations Office



**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
- Question type: Integer, Text (paragraph)

## Purpose Area 3: Case Review

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

## Forensic Genetic Genealogy / Semi Annual Narrative Questions

- 16 performance metrics
- BJA Narrative questions remain consistent.

## Final Report Questions

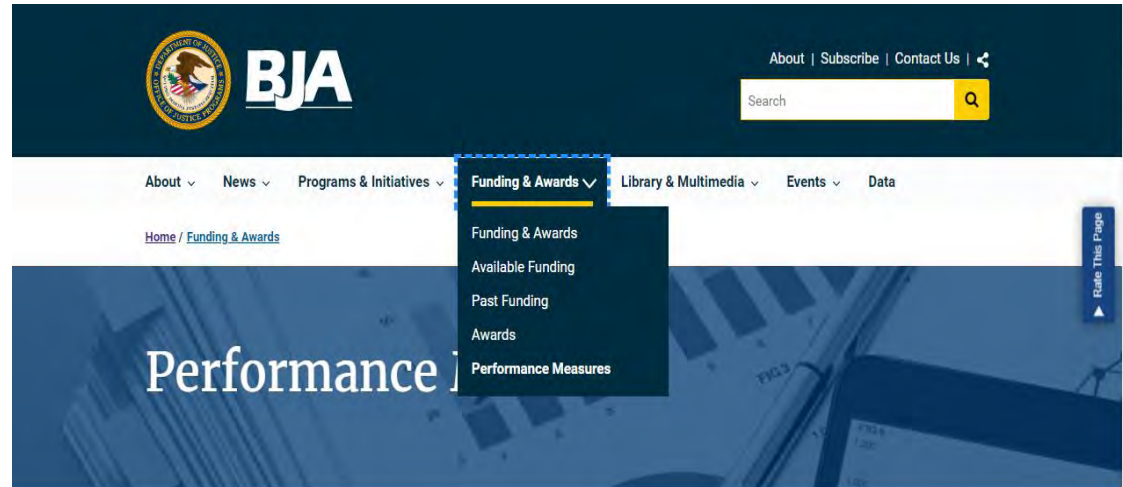
- 4 performance metrics
- Question type: Text (paragraph)

**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/dojbjja> - YouTube Channel

## SECTION 6

# MUHR PROGRAM

# NEW - BJA FORENSICS TRAINING & TECHNICAL ASSISTANCE PROGRAM INTRODUCTION

RTI International



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# Forensics Training and Technical Assistance (Forensics TTA) Team



## The Who:

- Led by RTI International
- Cadre of subject matter experts (SMEs)
- Advisory board

## The What:

- Assisting BJA grantees in accomplishing strategic goals and objectives across forensic disciplines.
- Proactively engaging grantees to monitor progress and develop materials based upon agency needs.
- Supporting sustainability through implementation of new and enhancement of existing policies/practices.

## The How:

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

# Coming Soon...

- Follow us on Social Media!
  - *Twitter:* @Forensics\_TTA
  - *Facebook:* Forensics TTA
- Forensics TTA Website
- Webinars
- ...and much more!

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**THANK YOU FOR  
YOUR  
PARTICIPATION!**

**ANY QUESTIONS?**



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