

**NATHAN DEAL**  
GOVERNOR

**JAY NEAL**  
INTERIM EXECUTIVE DIRECTOR



The Criminal Justice Coordinating Council (the Council) is pleased to announce that it is seeking applications for continuation funding under the Edward Byrne Memorial Justice Assistance Grant (JAG) Program.

## **Edward Byrne Memorial Justice Assistance Grant (JAG) Program 2016 Existing State Project Application Packet**

### **Eligibility**

Applicants are limited to state agencies currently receiving an award under the Criminal Justice Coordinating Council's 2016 Edward Byrne Memorial Justice Assistance Grant (JAG) Program.

### **Deadline**

Applications are due by 5:00 p.m. on July 29, 2016.

### **Award Period**

January 1, 2017 through December 31, 2017

### **Contact Information**

For assistance with the requirements of this solicitation, contact:

Cassandra Webster, Planning and Policy Development Specialist, at 404-654-1756 or  
[Cassandra.Webster@cjcc.ga.gov](mailto:Cassandra.Webster@cjcc.ga.gov)  
Aisha Ford, Program Director, at 404-657-2045 or [Aisha.Ford@cjcc.ga.gov](mailto:Aisha.Ford@cjcc.ga.gov)

**Release Date: July 1, 2016**

# **Edward Byrne Memorial Justice Assistance Grant (JAG) Program 2016 Existing State Project Application Packet**

## ***SECTION I: OVERVIEW AND INSTRUCTIONS***

### **The Edward Byrne Memorial Justice Assistance Grant (JAG) Program**

The Edward Byrne Memorial Justice Assistance Grant (JAG) Program (42 U.S.C. 3751(a)) is the primary provider of federal criminal justice funding to state and local jurisdictions. The JAG program was created in 2005 by the merger of the Byrne Grant Program and the Local Law Enforcement Block Grant Program and provides states and units of local governments with the critical funding necessary to support a range of program areas within the criminal justice system.

### **Criminal Justice Coordinating Council**

The Criminal Justice Coordinating Council (the Council) has been designated by the Governor of Georgia as the State Administering Agency for criminal justice and victims' assistance programs. Created by the General Assembly (O.C.G.A. § 35-6A-2), the Council is comprised of 26 members representing various components of the criminal justice system. The Council uses a small proportion of each fiscal year's award to pay for costs incurred in administering this grant program.

### **Purpose Areas**

JAG funds may be used for state initiatives and criminal justice systems that will improve or enhance the following purpose areas:

- Law enforcement programs
- Prosecution and court programs
- Prevention and education programs
- Corrections and community corrections programs
- Drug treatment and enforcement programs
- Planning, evaluation, and technology improvement programs
- Crime victim and witness programs (other than compensation)

## ***SECTION II: APPLICATION PROCESS***

### **Application Review**

Applications will be reviewed and assessed by the Council and its designated representatives with consideration of the following:

- Past compliance with all financial and programmatic reporting requirements;
- Overall quality and completeness of the application;
- Explanation of proposed changes demonstrating their appropriateness; and
- Adequate correlation between the cost of the project and the objective(s) to be achieved.

Only complete applications received by the deadline will be reviewed. **When an application is received by the Council, there is no commitment on the part of the Council to fund an application or to fund it at the amount requested.** All areas of the budget are subject to review and approval. Decisions related to these budget areas are based on both eligibility and reasonableness. Determinations of the reasonableness of budget items are fully within the discretion of the Council and are made using objective tools and subjective decision-making. See "Restrictions on Use of Funds" subsection below.

Applications for funding must undergo several reviews. At any point during those reviews, a decision to not fund a project or any part thereof may be made. These decisions are within the complete discretion of the Council.

### **Funding Decisions**

All funding decisions related to the JAG program application received in response to this solicitation are made by the Council and are based on the availability of funding and recommendations of the review panel to the Council's Board. The Council will inform the applicant of funding decisions through a grant award. Applicants should not make assumptions regarding funding decisions until they have received official written notification of award or denial signed by either the Governor and/or Council Director. Applicants can appeal the initial funding decision but must do so within fifteen (15) business days of the date on the denial notice.

Once an award is made, it is within the discretion of the Council to determine that a subgrantee is not compliant with applicable policies and, upon such a determination, the Council may terminate further funding and require reimbursement of grant funds to the Council.

### **Restrictions on Use of Funds**

JAG funds cannot be used directly or indirectly for security enhancements or equipment to nongovernmental entities not engaged in criminal justice or public safety. Indirect costs, not limited to expenses such as accounting, payroll, data processing, purchasing, personnel, and building use, may not be requested through this grant program. In addition, the following items are prohibited:

- Vehicles, vessels, or aircraft;
- Luxury items;
- Real estate; and
- Construction projects, other than penal or correctional institutions.

### **Minimization of Conference Costs**

In accordance with the Office of Justice Programs (OJP) policy, funds awarded under this grant cannot be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (i.e., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be obtained. Such an exception would require prior approval from the Council. This restriction does not apply to water provided at no cost but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

### **Supplanting**

Funds must be used to supplement existing funds for program activities and cannot replace or supplant nonfederal funds that have been appropriated for the same purpose.

## ***SECTION III: POST-AWARD REQUIREMENTS***

### **Grant Acceptance**

Subgrantees must accept or reject the grant award with original signatures and required forms within forty-five (45) days of the award date. The subgrantee will be unable to request funds until the award documents are returned to the Council's office.

### **Special Conditions**

At the time of the subgrant award, the Council will assign special conditions as the Council deems appropriate for the program. The special conditions will outline the subgrantee's responsibilities, as well as federal and state regulations that must be adhered to, as a condition of accepting the grant award for the approved program. The special conditions will be included in the award packet and must be reviewed, signed, and returned to the Council within forty-five (45) days of the award date.

## **Fiscal Accountability**

Commingling of funds on either a program-by-program or project-by-project basis is prohibited. The subgrantee's accounting system must maintain a clear audit trail for each source of funding for each fiscal budget period and include the following:

- Separate accountability of receipts, expenditures, disbursements, and balances. CJCC recommends creating an account in your accounting system for each grant using the grant number provided by CJCC.
- Itemized records supporting all grant expenditures in sufficient detail to show exact nature of activity.
- Data and information for each expenditure with proper reference to a supporting voucher or bill properly approved.
- Hourly timesheets describing work activity, signed by the employee and supervisor, to document hours personnel worked on grant-related activities.
- Maintenance of payroll authorizations and vouchers.
- Maintenance of records supporting charges for fringe benefits.
- Maintenance of inventory records for equipment purchased, rented, and contributed (as applicable).
- Maintenance of billing records for consumable supplies (i.e., paper, printing) purchased (as applicable).
- Provisions for payment by check (as applicable).
- Maintenance of travel records (i.e., mileage logs, gas receipts) (as applicable).
- Lease agreements, contracts services, and purchases of equipment that adhere to established procurement processes (as applicable).

## **Office of Civil Rights**

Pursuant to 28 C.F.R. Section 42.302, all recipients of federal funds must be in compliance with EEOP and Civil Rights requirements. All programs that receive Byrne JAG funds or are subawarded Byrne JAG funds via program agreements are required to conform to the grant program requirements and all applicable civil rights laws. Violations may result in suspension or termination of funding until CJCC determines the recipient is in compliance. Information on required biannual agency-wide Civil Rights trainings can be found at

<http://ojp.gov/about/ocr/assistance.htm>.

## **Nondiscrimination**

Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits. Findings of discrimination must be submitted to the Office for Civil Rights and to CJCC.

### **Limited English Proficiency (LEP) Individuals**

In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency. For more information, access <http://www.lep.gov>. CJCC requires subgrantees to have written LEP plans that outline the policies and procedures for ensuring access to necessary forms of written and verbal communication.

### **Equal Employment Opportunity Plans**

The applicant agency must meet the requirements of 28 CFR 42.301 et seq., Equal Employment Opportunity Plans (EEOP). If your agency needs technical assistance in preparing an Equal Employment Opportunity Plan, please contact the Office for Civil Rights Compliance Specialist, Office of Justice Programs, Washington, D.C., (202) 307-0690.

### **Performance Measures and Reporting Requirements**

Performance measurement can be defined as the process of routinely measuring the outputs and outcomes produced by a program, thereby allowing one to assess the effectiveness of program investments and activities. It has been found that measuring performance builds consensus and commitment within the justice community, assists with the goal of obtaining and allocating resources, demonstrates success, and improves accountability.

The Bureau of Justice Assistance (BJA), Office of Justice Programs, the federal entity that administers the JAG program, has developed performance measures for all JAG-funded program types. As such, the Council requires that all JAG-funded subgrantees complete a quarterly statistical report using BJA's Performance Measurement Tool (PMT). The PMT will ultimately help states produce evidence-based guidance on monitoring and evaluating all programs.

PMT reporting is completed based on grant-funded activities and due on the following dates:

<b>Reporting Period</b>	<b>Due Date</b>
July 1 – September 30	October 10
October 1 – December 31	January 10
January 1 – March 31	April 10
April 1 – June 30	July 10

Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application proposed methods for collecting data for performance measures. Refer to “Section V: Application Form” for further guidance.

## **SECTION IV: AWARD CATEGORIES**

Through this solicitation, the Council will continue to support state initiatives essential to the improvement of the criminal justice system falling under one of the five categories described in detail below. Each applicant **must** identify the applicable category under which their agency will apply for funding and provide responses to the corresponding questions in Section VI “Previous Year Accomplishments.”

### **CATEGORY 1: DRUG ENFORCEMENT TRAINING**

State agencies providing criminal justice training, specific to drug enforcement, to employees of Georgia's law enforcement agencies should apply under this category. Criminal justice training, in this context, is training that is designed and intended to enhance the direct delivery of criminal justice services, by way of any of the following methods:

- Educational programs presented by the eligible applicant or by a contractual training provider hired by the agency;
- Courses or packages of instruction provided to an eligible trainee for the payment of a fee or tuition; and/or
- Self-education presented through the use of audio-visual materials (e-learning).

Criminal justice training in the context of this solicitation does not include ***required minimum basic training or initial training.***

Consideration for funding under this category will be based, in addition to the factors described above, on the demonstrated training need and the establishment and implementation of a sound curriculum plan with quality evaluation measures.

### **CATEGORY 2: LAW ENFORCEMENT**

Applicants requesting funds to support law enforcement initiatives should apply under this category. Such initiatives may include:

- Task force programs that integrate federal, state, and/or local drug law enforcement agencies and prosecutors for the purpose of enhancing interagency coordination and intelligence and facilitating multi-jurisdictional investigations (e.g., multi-jurisdictional drug task force agencies).
- Innovative programs which demonstrate new approaches to enforcement, prosecution, and adjudication of other serious crimes (e.g., Licensing Enforcement).
- Establishing or supporting cooperative programs between law enforcement and media organizations to collect, record, retain, and disseminate information useful in the identification and apprehension of suspected criminal offenders.

### **CATEGORY 3: PLANNING, EVALUATION, AND TECHNOLOGY IMPROVEMENT**

The Council supports innovative cross-boundary implementation projects that focus on enabling information sharing between disparate components of government, as well as projects that enable regional, statewide and/or multi-state data exchange. Agencies requesting funds to support and/or implement criminal justice information systems to assist law enforcement, prosecution,

courts, and corrections organizations (e.g., automated fingerprint identification systems, criminal justice records improvement, etc.) should apply under this category.

#### **CATEGORY 4: SUBSTANCE ABUSE TREATMENT**

State agencies with programs designed to provide additional public correctional resources and improve the corrections system, including treatment in prisons and jails, intensive supervision programs, and long-range corrections and sentencing strategies should apply under this category. For example, programs may include:

- Treatment in a jail setting
- Substance abuse treatment for male or female inmates
- Sentencing strategies development

#### **SECTION V: APPLICATION FORM**

##### **Program Narrative**

All applications must include narrative information using the format outlines to provide a statement of the problem, description of project activities, program impact statement, and sustainability plan.

**Statement of the Problem (1-3 pages):** The submission of this application presumes there is a definable problem, which will be solved either in whole or in part with the grant program for which funds are being requested. Describe the problem that justifies the need for funding.

**Program Activities (2-3 pages):** Provide a description of the program and explain how the program's activities will address the problem identified in the previous section. Also include in this section:

- **Personnel/Competencies:** A list of personnel that your agency proposes to be funded and descriptions of their benefit to the program. Attach job descriptions, credentials, and personnel action forms for **all** currently employed personnel funded under this grant. Attach job descriptions for any vacant positions for which your agency is requesting funds.
- **Operations, Activities, and Equipment:** Equipment and services that will be purchased and their necessity to agency operations. **Note: all items requested in the budget summary and narrative must be clearly supported by project activities.**

**Goals, Objectives, and Performance Measures (1-2 pages):** Describe the goals of the proposed program and identify its objectives.

**Goals.** Describe the program's intent to change, reduce, or eliminate the problem noted in the previous section and outline the project's goals.

**Program Objectives.** Explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be clearly linked to the problem identified in the preceding section and measurable.

**Performance Measures.** Briefly describe the methods that will be used to collect data and report outcomes to the Council.

**Partnerships and Collaborations (1 page or less):** Briefly describe partnerships and collaborative efforts as they relate to the scope of the program. Include copies of the Memoranda of Understanding (MOU) that your agency has entered into with all partner agencies. The MOU should clearly identify all partner agencies and must be signed by the appropriate officials.

**Program Budget and Sustainability Plan (1 page or less):** The sustainability plan should be used to describe your agency's ability to support the program in the event funding through this solicitation is reduced or no longer available. We encourage all subgrantees to find alternative sources of funding to avoid being completely dependent on a sole funding source. Describe potential alternative sources of funding and a plan for continued operation and services should funding under Byrne JAG be reduced or eliminated.

Also in this section, provide a detailed programmatic breakdown by object class and fund source for the program. This analysis should indicate the amount of federal, state, and other resources which comprise the overall budget. This breakdown can be provided in an attachment and will not count towards the page limit. \*\*\**Attach programmatic breakdown in Excel format.*

## **SECTION VI: PREVIOUS YEAR ACCOMPLISHMENTS**

Provide responses to the questions in the category applicable to the program for which your agency is requesting JAG funds. Please refer to "Section IV: Award Categories" for a description of each category. ***Each question should be answered for the grant period of January 1, 2016 to date.*** If your agency is unable to provide a response to any of the questions in the applicable category, provide a brief explanation of why the data is not available.

### **CATEGORY 1: DRUG ENFORCEMENT TRAINING**

1. What was the total number of courses offered?
2. How many of the courses offered were funded by the Council?
3. How many people were trained?
4. How many multi-jurisdictional drug task force agents were trained?
5. What was the mean score received on the knowledge post-test for each Council-funded training?
6. What was the maximum possible score on the knowledge post-test for each Council-funded training?
7. Describe any and all ongoing certifications course **instructors** are required to maintain.

**Additional Attachments:** Provide a list of drug enforcement courses offered during the previous grant year and courses to be offered in the upcoming grant year.

### **CATEGORY 2: LAW ENFORCEMENT**

*Personnel*

1. How many agents are currently employed as part of the program?
2. How many Council-funded positions does the program require in total?

*Investigations*

3. How many investigations have been initiated?
4. How many investigations were accepted for prosecution?
5. How many of the investigations initiated resulted in successful prosecution?

### **CATEGORY 3: PLANNING, EVALUATION AND TECHNOLOGY**

*System Improvements*

1. On average, what was the processing time for a case prior to implementation of the system?
2. If fully implemented, on average, what is the processing time for a case after the new system has been implemented?
3. If not yet fully implemented, on average, what is the expected processing time per case after the new system has been completed?
4. How many cases have been processed from January 2016 to date?
5. If applicable, how many people are currently trained on the system?
6. On average, how much time does it take to carry out a release decision once it has been made by the Board?

### **CATEGORY 4: SUBSTANCE ABUSE TREATMENT**

1. How many admissions into the program have there been to date?
2. How many offenders in the program completed vocational training?
3. What is the recidivism rate for offenders in the program receiving substance abuse treatment? (Recidivism rate is measured in terms of new arrests within 3 years after program completion.)
4. What is the recidivism rate for offenders suffering from substance abuse but not receiving substance abuse treatment?
5. How many offenders receive aftercare services?

### **SECTION VII: BUDGETS**

All applicants must attach a budget using the Budget Detail Worksheet. All line items within the budget are subject to review and approval. Decisions related to these budget line items are based on allowability of line item costs per program guidelines, justification of costs in relation to project activities, and reasonableness of costs based on current market rates.

The 2017 awards are only for continuation funding. The award amount received in 2017 should remain the same, pending availability of federal funds and compliance with programmatic and fiscal requirements imposed in your special conditions. Your budget should not exceed the federal award amount received for the current grant year.

### **Budget Detail Worksheet**

Complete and attach the Budget Detail Worksheet. Read and follow the instructions for the Personnel section of the Budget Detail Worksheet carefully, providing information for all personnel to be paid with grant funds for the grant beginning January 1, 2017 through December 31, 2017. If you are requesting funding to cover fringe benefits, be sure to follow the instructions on the Budget Detail Worksheet carefully and show each benefit for each position as a separate calculation.

### **Budget Narrative**

The Budget Narrative should thoroughly and clearly describe every category of expense listed on the Budget Detail Worksheet. Proposed budgets are expected to be complete; reasonable and allowable; cost effective; and necessary for project activities. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the program.

***Important note: A plan/timeline must be attached if vacant positions are to be considered for funding.*** If your agency's application proposes funding for currently vacant positions, provide a plan and timeline to fill each vacant position. The timeline should assume each proposed position will be filled and active no later than the grant period end date of December 31, 2017. Provide details of how long the position has been vacant, the reason for the vacancy, and the steps previously taken to fill the position. Provide documentation (e.g., job postings) of the efforts made to fill vacant positions.

## **SECTION VIII: ATTACHMENTS**

In addition to the attachments requested in the narrative and categorical sections, the following documents are also required:

- Disclosure of Lobbying Activities\*\*
- Standard Assurances\*\*
- Certifications\*\*
- Designation of Grant Officials
- Civil Rights Contact Form
- Audit Requirements Form

***\*\* Forms must be signed by your agency's director as per state and federal guidelines.***

### **How to Apply**

Submit the completed application, including the requested information and all required attachments, online at [https://cjcc.formstack.com/forms/byrne\\_jag\\_2016\\_existing\\_state\\_project](https://cjcc.formstack.com/forms/byrne_jag_2016_existing_state_project). To be eligible for funding consideration, a complete application must be received by our office on or before the due date of July 29, 2016.