



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

## **Edward Byrne Memorial Justice Assistance Grant (JAG) Program 2014 Georgia Innovative Communities Program**

### **Eligibility**

Applicants are limited to local governments within Georgia who are seeking to implement a coordinated community response to a criminal justice problem in their area that extends the state's criminal justice reform efforts

### **Deadline**

**October 20, 2014 at 5pm**

### **Award Period**

**January 1, 2015 – December 30, 2015**

### **Award Amount**

A one-time award of up to \$100,000

### **Contact Information**

For assistance with the requirements of this solicitation, contact:

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# **Edward Byrne Memorial Justice Assistance Grant (JAG) Program 2014 Georgia Innovative Community Programs**

## ***SECTION 1: OVERVIEW***

### **Criminal Justice Coordinating Council**

The Criminal Justice Coordinating Council (the Council) is 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 twenty-four 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.

### **Overview of the Edward Byrne Memorial Justice Assistance Grant 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 providing states and units of local governments with critical funding necessary to support a range of program areas within the criminal justice system.

### **Purpose Areas**

JAG funds may be used for state and local criminal justice initiatives 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 2: BACKGROUND AND SUBGRANTEE COMPLIANCE***

### **Background**

While JAG program funding has been used to support a range of criminal justice system initiatives in Georgia, CJCC is seeking to fund innovative community-based programs geared toward addressing local criminal justice issues that extend the State of Georgia's criminal justice reform efforts<sup>1</sup>. CJCC has created this competitive grant program to be responsive to local needs and provide communities with the necessary resources to address complex criminal justice problems.

### **Application Review**

Applications will be reviewed and assessed by the Council and its designated representatives considering the following:

1. Overall quality and completeness of the application;
2. The identification of the problem to be addressed (e.g., a clear understanding of the problem and contributing factors);
3. A clear and articulate strategy to address the identified problem;
4. A robust and realistic timeline and implementation plan;
5. Demonstration of clear, measurable, and appropriate grant project objectives;
6. Demonstration of need including geographic location, local demographics, local statistics, other financial resources, etc.; and
7. Adequate correlation between the cost of the project and the objective(s) to be achieved.

Preference for these awards will be given to local agency partnerships that seek to tackle a criminal justice issue within their communities through a coordinated community response. Below are some examples of potential programs. *Please note that these are examples. Applicants are encouraged to submit proposals that speak specifically to problems within their community:*

- An anti-gang initiative that will utilize a coordinated community response to eliminate gangs and provide at-risk youth with supportive services and alternative programs. Partners may include mental health and substance abuse service providers, the school district, the local juvenile court, a DFCS partner agency, and/or the local police department;
- A community-based mental health program that targets drug offenders and provides them with necessary rehabilitation services that address underlying drivers of criminal behavior;
- A coordinated effort within the community that creates and staffs a substance abuse treatment program for certain classes of offenders in an effort to prevent recidivism;

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<sup>1</sup> For more information, please see the "Report of the Georgia Council on Criminal Justice Reform" available online: [http://gov.georgia.gov/sites/gov.georgia.gov/files/related\\_files/document/GA%20Criminal%20Justice%20Reform%20Council%20Report.pdf](http://gov.georgia.gov/sites/gov.georgia.gov/files/related_files/document/GA%20Criminal%20Justice%20Reform%20Council%20Report.pdf).

- Any coordinated community effort that brings together local and state agencies and law enforcement.

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. The Council has full discretion to determine the reasonableness of budget items based on both objective and subjective decision-making tools.

Applications for funding will undergo several reviews. At any point during these 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 applications 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. 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. Applicants can appeal the initial funding decision, but must do so within fifteen (15) days of the date on the denial notice.

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

### **Match**

No match is required.

### **Unallowable Costs**

No JAG funds may be expended outside of JAG program areas. Even within these program areas, however, JAG funds cannot be used directly or indirectly for security enhancements or equipment for nongovernmental entities not engaged in criminal justice or public safety. Additionally, JAG funds may not be used directly or indirectly to pay for any of the following items unless the BJA Director certifies that extraordinary and exigent circumstances exist, making them essential to the maintenance of public safety and good order:

- Vehicles, vessels, or aircraft.
- Unmanned aerial vehicles/unmanned aircraft, aircraft system, or aerial vehicles (UA/UAS/UAV).
- Luxury items.
- Real estate.
- Construction projects (other than penal or correctional institutions).

- Any similar items

### **Grants Management**

Subgrantees must abide by the grant requirements below as well as all “Special Conditions” provided at the time an award is made.

- All subgrantees must have a DUNS (Data Universal Numbering System) number. This is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The DUNS number will be used throughout the lifecycle of the grant. To apply for a DUNS number, call 1-866-705-5711 or apply online at [www.dnb.com/us/](http://www.dnb.com/us/).
- All subgrantees must maintain current registrations in the System for Award Management (SAM) formally the Central Contractor Registration (CCR) database. The SAM database is the repository for standard information about federal financial assistance, applicants, recipients, and sub-recipients. Information about registration procedures can be accessed at: [www.sam.gov](http://www.sam.gov). If your organization was previously registered in CCR and you have not yet made the migration to SAM, information about registration procedures can be accessed at [www.sam.gov](http://www.sam.gov). *IMPORTANT: You must contact the federal government directly to receive a DUNS Number and SAM registration. Please do not contact the Council as we cannot facilitate these federal requirements for your agency.*
- Please be aware that this is a *reimbursement-based grant*. Subgrantees will be required to submit check stubs and invoices to CJCC on a monthly or quarterly basis for reimbursement.
- *Post-Award*: Timely submission of performance measures via the Performance Measurement Tool (PMT) online platform through the U.S. Department of Justice. Numerical data are reported quarterly and narrative reported annually.

### **Supplanting**

Federal funds must only be used to supplement existing funds for program activities and cannot replace or supplant nonfederal funds that have been appropriated for the same purpose. Supplanting is prohibited under JAG. For additional guidance regarding supplanting, refer to the information provided at [www.ojp.usdoj.gov/funding/other\\_requirement.htm](http://www.ojp.usdoj.gov/funding/other_requirement.htm).

### **Financial Requirements**

Subgrantees must comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) financial guide and all applicable OMB Circulars.

County and city governments must also be in compliance with yearly audit filing requirements set forth by the State’s Department of Audits and Accounts, specifically, **O.C.G.A. § 36-81-7 and O.C.G.A. § 36-81-8.**

## ***SECTION 3: HOW TO APPLY***

### **Applications must include:**

1. Program Narrative (consists of 5 sections)
2. Budget Summary and Detail Worksheet
3. All required forms listed below

### **Formatting**

- All applications must be double-spaced, with 1 inch margins, and 12 pt Times New Roman font

### **Program Narrative**

The narrative is comprised of five sections: Statement of the Problem, Program Description, Program Goals and Objectives, Implementation Plan and Timeline, and Performance Measures.

#### *1. Statement of the Problem (2 page limit)*

- Describe the need, nature, and the extent of the problem to be addressed and its effect or consequences for the community and the target population.
- Describe the target population using demographic and other data where possible. Include complete references.
- Support your statements with statistical or other factual information or relevant literature. The sources or methods used for assessing the problem should also be described.

#### *2. Program Description (4 page limit)*

- Describe the strategy the community intends to use. These funds are to be used to augment and support a coordinated community response. As such, we must ensure that the community response has a viable and fully articulated strategy that will drive and direct the program.
- Describe the activities with which the members of the community response team will be engaged.
- What types of short and long term changes are anticipated as a result of the program?
- Describe how the program intends to link the community response to current social science literature and/or evidence-based practices.
- Describe how the implementing entity will coordinate and manage the working components of the response program.
- Please describe efforts to be made to sustain the program for continuation once these JAG/Byrne funds have been exhausted.

#### *3. Program Goals and Objectives (3 page limit)*

- Describe the goals of this community program—these should be both qualitative and quantitative. In stating the goals for your program, be careful to describe the desired end and not the means to the end. These should be broad statements that describe the program's intentions and desired outcomes.

- Describe the objectives and the program activities that will support your stated goals. What are the intermediate results or accomplishments to be achieved by the program? The more specific your objectives are, the easier it will be to determine if your program has achieved them and are on track to attaining your goals. Use numbers wherever possible.

#### 4. *Timeline (2 page limit)*

- Please include a timeline of your target activities, objectives, and goals. This should include:
  - Start and end dates. List major tasks/activities for implementing your program;
  - When and where program components will take place;
  - Who will carry out the activities and a description of how long it will take to complete each activity;
  - Identification of program personnel involved and their duties. If the position is vacant, a description of the position and information pertaining to how and when the job will be filled must be included in the application.

#### 5. *Performance Measures/Evaluation (2 page limit)*

- Describe the performance measures that will demonstrate progress toward achieving the goal(s).
- Examples of performance measures are:
  - How many individuals within the target population are being served?
  - The performance of staff and fidelity to the evidence-based program model
  - Recidivism rates; rates of program enrollment and completion, etc.
- Clearly explain data collection methodology, frequency, and analysis in relation to your program's performance measures, and how this self-assessment strategy will be integrated into your overall program operations.

### **Budget Summary and Detail Worksheet**

#### **Budget Detail Worksheet**

Complete and attach the budget detail worksheet. These forms can be found here:

<http://cjcc.georgia.gov/grant-forms-publications>.

#### **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.

## **Required Forms**

The following forms are required and, with the exception of the two EEOP-related forms, can be accessed on the Council's website at <http://cjcc.georgia.gov>:

Standard Assurances\*\*

Disclosure of Lobbying Activities\*\*

Certifications Regarding Lobbying, etc.\*\*

Civil Rights Contact Form

Audit Requirements Form

Designation of Grant Officials – **PLEASE NOTE - the Finance Officer MUST be from the local government entity.**

EEOP Certification Form<sup>2</sup>\*\*

**\*\* Forms must be signed by the local government entity's authorized official (either the county commission chairperson or mayor) per state and federal guidelines.**

## **Additional Required Forms**

An MOU with all partners that outlines their roles and responsibilities. A sample MOU is posted on the Council's website at <http://cjcc.georgia.gov/grant-forms-publications#agency>.

## **How to Apply**

Submit the completed application, including the requested information and all required attachments, using the following link:

<https://adobeformscentral.com/?f=LUBwQwaHMw%2AvHANFhDarZA>

**To be eligible for funding consideration, a complete application must be received by our office on or before October 20, 2014 at 5pm. No mailed or e-mailed applications will be accepted.**

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<sup>2</sup> A copy of the Certification Form can be found at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>