

# JUVENILE JUSTICE FINANCE WEBINAR

## JANUARY 21, 2015

JUVENILE JUSTICE INCENTIVE GRANT  
JUVENILE JUSTICE DELINQUENCY TREATMENT AND PREVENTION GRANT



CRIMINAL JUSTICE COORDINATING COUNCIL

# Agenda

1. General Budget
2. Subgrant Expenditure Requests (SER)
3. Waiver Request
4. Reporting due dates



# General Budget

## Budget Breakdown - 70/30 Split

- At a minimum, 70% of awarded funds must be used for Evidence Based Program (EBP) costs associated with contract and direct services
  - E.g., program facilitators or those who provide direct services, meals for participants, etc.
- At a maximum, 30% of awarded grant funds can be used for indirect and administration costs.
  - Secondary services (any EBP not included in the RFP) or other program should be budgeted as part of the 30% allowed for indirect costs.
  - E.g., administration, rental costs, bookkeeping costs, programmatic/financial audit costs, etc.



# General Budget

## Allowable/Unallowable Expenses

- Please note, prior approval is required for all purchases not approved as part of the final project budget.
- Preapproval is required for the purchase of all office equipment/supplies.
- Equipment purchases
  - Grantees are also required to submit a detailed list of all equipment purchased with grant funds. Details include, but are not limited to:
    - How and who will be primarily using the equipment;
    - type of equipment; and
    - serial number.



# Subgrant Expenditure Request (SER)

## SER Cover Form

- All grantees are required to submit the following with each reimbursement request (quarterly or monthly).
- Please be sure to specify the subgrant number and the appropriate SER # on the cover page of the Excel document. This number can be found in the top right corner of your pre-printed SER/Request for Funds form.
- Include a printed copy for each budget category to accompany the completed expenditure report outlining the expenditures requested for each budget category (Please print each applicable tab(s): Coversheet, Personnel, Equipment, Supplies, Travel, Printing, Other).
- Apply the appropriate accounting code per expense when possible when completing the Excel document



# Subgrant Expenditure Request (SER)

## Meal Expenses

- Grantees must submit a typed listing of any meal expenses incurred as a result of serving program participants to be considered for reimbursement.
- The listing of meal expenses should include: date, location, # number of program participants during the scheduled session, cost (including attached receipts).

\*Grantees are expected to adhere to the [Georgia State Meal Policy](#) when budgeting for program meal expense.



# Subgrant Expenditure Request (SER)

## Travel Expenses

- ❑ In order for travel expenses to be considered for reimbursement, a signed travel expense form\* should be submitted along with the respective SER for the reporting period.
- ❑ At a minimum, the ‘signed travel expense form’ should include: name of person being reimbursed, date of travel, beginning/ending location, total mileage, signature.

\*All travel expenses submitted for reimbursement should adhere to the respective county’s travel policy.



# Subgrant Expenditure Request (SER) Submission

## Meal Expense Form Examples

### Examples

#### Meal for Strengthening Families – 11/17/15

Cost - \$40.00

Food – pizza

Number of program participants – 9

Location – 1 Blueberry Street, Atlanta, GA 30303

Signature

Name

#### Travel for John Doe

John Doe Home: 1 Blueberry Lane, Atlanta 30303

Grant Programming Site: 20 Orange Lane, Atlanta 30303

11/01/15 - 1 Blueberry Lane, Atlanta 30303 - 20 Orange Lane, Atlanta 30303 – 10 Miles

11/07/15 - 1 Blueberry Lane, Atlanta 30303 - 20 Orange Lane, Atlanta 30303 – 10 Miles

11/14/15 - 1 Blueberry Lane, Atlanta 30303 - 20 Orange Lane, Atlanta 30303 – 10 Miles

Total Miles – 30 miles

Signature

Name



# Waiver Request

## General

- Per the special conditions of the grant award, grantees are expected to expend a minimum of 25% of the awarded funds in each quarter
  - ▣ E.g., 25% prior to the end of the 1<sup>st</sup> quarter; 50% prior to the end of the 2<sup>nd</sup> quarter, etc.
- Waivers will only be accepted for 1<sup>st</sup> and 2<sup>nd</sup> quarters. A waiver must be submitted for each respective quarter.

\* Please note, if a waiver request is submitted and approved for the respective quarter, the grantee must be on track to meet the spending requirement for the following quarter. All waiver requests are subject to the approval of the Juvenile Justice Funding Committee.



# Waiver Request

## Waiver Request Submission

The following should be submitted with all waiver requests:

1. Signed Subgrant Adjustment Request (SAR)

Instructions:

1. Mark “other” under Nature of Adjustment
  2. Provide a explanation under Section IV describing the circumstances related to the request.
2. Any other supporting documentation, if applicable.  
Example: funds encumbered for grant related expenses



# Reporting Due Dates

- SERs (including SER Cover Form)
  - Monthly - 30 days after the end of each month
  - Quarterly - 30 days after the end of each quarterApplicable to all grantees.
- Data Reporting
  - Juvenile Justice Incentive Grant
    - Progress reports due to:
      - Carl Vincent Institute of Government (CVIOG) - please adhere to the CVIOG's deadlines
      - CJCC - 30 days after the end of each quarter
  - Juvenile Justice Delinquency Prevention Treatment Grant
    - Progress reports due to:
      - CJCC - 30 days after the end of each quarter
  - Juvenile Justice Accountability Block Grant Reporting
    - Progress reports due to:
      - CJCC - 30 days after the end of each quarter



# Questions?

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