

2011 Byrne JAG
Multijurisdictional Drug Task Force Agency
Subgrantee Workshop



November 2011

Workshop Agenda

Welcome & Logistics – Allyson Richardson

Section I – Linda Davis

Award Packet Activation

Subgrant Expenditure Reports

Subgrant Adjustment Requests

Special Conditions

Section II – Aisha Ford

PMT Reporting

New Subgrantee Compliance Policy

General Information & Updates

Section III – Allyson Richardson

Recovery Act Reporting

Grants Administration Divisions

- Criminal Justice System Improvement (CJSI)
 - Financial management
 - Audit activities
 - Develops and coordinates processes
 - Site Visits and subgrantee compliance
- Planning, Research and Evaluation (PRE)
 - Output & Outcome reporting for grants (subgrantee compliance with programmatic aspects of grants)
 - Prepares annual programmatic reports, formula and competitive grant applications
 - Track national best practices, training opportunities, and program models
 - Help Georgia victim service providers build capacity

Criminal Justice Services Division

Robert Thornton, Division Director

Criminal Justice System Improvement Staff :

- Allyson Richardson, Program Director
- Linda Davis, Grants Specialist
- Brenda Hill, Support Services
- Kristen Kinney, Auditor
- Bakia Parrish, Site Visit Coordinator
- Phinda Traore-Hillmon, Auditor

Planning & Evaluation Staff :

- Lateefah Raheem, Program Director
- Crystal Crews, Planner (RSAT, PSN, Byrne-JAG)
- Aisha Ford, Planner (Byrne-JAG)
- Ursula Kelley, Secretary

CJCC Contact Information

- Website Address

<http://cjcc.ga.gov>

- Mail: Attn: Grants

Criminal Justice Coordinating Council
104 Marietta Street, NW, Suite 440
Atlanta, Georgia 30303-2743

- Phone: 404-657-1956

- Fax: 404-657-1957

- E-mail: grants.info@cjcc.ga.gov

Byrne JAG (MJDTFs) Grant Period



July 1, 2011 – June 30, 2012

Byrne JAG Accepting Your Award



Accepting Your Award

- Award packages were mailed November 1, 2011 and are due December 15, 2011
- Refer to enclosed instructions when completing your award package
- Carefully review special conditions associated with grant
- Funds can not be drawn until all documentation is received and approved
- The Authorized Official for your grant must sign *all* award package documents

Accepting Your Award

- Authorized Official
 - The Authorized Official for government agencies is:
 - Commission Chair if your host agency is a county
 - Mayor if your host agency is a city
 - The Authorized Official *must* sign all award documents
 - Signing Authority -
 - Can be delegated *for reporting purposes* by submitting a formal request on letterhead along with an SAR form
 - Authority applies to this grant period only

Accepting your Award

- Award Package documents to complete:
 - Award Document
 - Signed by Authorized Official
 - Special Conditions
 - Please review the Special Conditions carefully.
 - The Project Director should initial each Special Condition to indicate that all conditions have been read and understood.
 - The Authorized Official should sign the Special Conditions document to indicate that all conditions have been read and understood.
 - Subgrant Adjustment Request (SAR) and budget
 - Signed by Authorized Official
 - Include a copy of your budget, even if nothing has changed

Accepting your Award

- Subgrant Expenditure Report (SER)
 - Submit if you are ready to claim reimbursement
- Reimbursement Selection Form
 - Choose monthly or quarterly schedule
 - Choose check or EFT
- Civil Rights and Audit Requirements
- Vehicle and Canine Inventory Forms
- Cover Letter
 - explains additional information and documentation needed to activate award

Byrne JAG Subgrant Adjustment Requests



Subgrant Adjustment Requests (SARs)

- Submit SAR #1, signed by your Authorized Official, to establish your budget and activate your grant.
- Submit an SAR to report *any and all* changes
 - Examples:
 - Change in program activities
 - Change in signature authorization for grant
 - Change in project personnel
 - Budget adjustment
 - Change in e-mail address, telephone number or agency point of contact
 - Please submit an SAR as soon as you become aware of a change, or within 14 calendar days after the effective date of a change.
 - Per your Special Conditions, no budget adjustments will be approved during the last 60 days of the subgrant period.

Byrne JAG Subgrant Expenditure Reports



Subgrant Expenditure Reports (SERs)

Deadlines for Submitting Expenditure Reports:

- Monthly Reporters - 15 days after end of month
 - Example - the report for August would be due September 15.
- Quarterly Reporters - 30 days after end of calendar quarter
 - Example - the report for the third quarter (July, August and September) would be due October 30.



Subgrant Expenditure Reports (SERs)

***If it's not listed in your
approved budget, you
cannot claim it!***

Byrne JAG Special Conditions



Special Conditions

- Vehicles
 - Funds budgeted for the purchase of a vehicle will be limited to that use only
 - Remaining funds at the end of the grant period will be de-obligated.
- Vacancies
 - Funds budgeted for personnel will be limited to that use only
 - Vacant positions will be reviewed quarterly
 - Funds remaining at the end of each quarter will be de-obligated for that quarter only

Special Conditions

- Center for Task Force Integrity and Leadership Online Training (www.ctfli.org)
 - Federal requirement – ***All*** funded task force members must take the online course
 - Must be completed within 120 days
 - E-mail Certificate to Aisha Ford at aisha.ford@cjcc.ga.gov

Byrne JAG PMT Reporting



PMT Reporting Updates

- Retained Personnel
 - Report all existing personnel carried over to the new award
- New Personnel
 - Report all new personnel hired as of July 1, 2011 under the new award

PMT Reporting Updates

- Drug Values
 - More options available in PMT to report drug values
- If a measure does not apply report Not Applicable (N/A)

PMT Reporting Tools

<http://cjcc.ga.gov>

Grants-Grant Programs-Byrne-JAG-Reporting

Byrne JAG New Subgrantee Compliance Policy



New Subgrantee Compliance Policy

- Late Applications
 - Late competitive applications **will not be considered - no waivers or exceptions**
 - Late continuation applications will receive a 10% reduction in award amount
- Late Award Packages
 - Award packages are due December 15, 2011
 - Late award packages will receive a 10% reduction in award amount
 - Awards will be rescinded if package is not in by the revised deadline
- Programmatic and Fiscal Reporting
 - Timeliness will be reviewed quarterly – progressive sanctions apply each time reports are submitted late, including:
 - Suspension of reimbursement payments
 - Reductions in award amount
 - Probation
- See policy for waiver submission process

2011 Byrne JAG
Multijurisdictional Drug Task Force
Agency
ARRA Reporting



Purpose of Section 1512 Reporting

- **How many jobs is ARRA creating?**
- **Where is the money going?**
- **How fast is it getting there?**

Sub-Recipient Data Elements

Elements To Be Confirmed or Edited Online By Sub-Recipient Each Quarter:

- **Agency Name as Listed in CCR Database**
- **Sub-Recipient DUNS Number**
- **Congressional District for DUNS Agency**
- **Sub-Recipient Place of Performance Address**
- **Sub-Recipient Place of Performance Congressional District**

Sub-Recipient Data Elements (cont.)

Officer Salary Information

Only reported if, during the preceding fiscal year, both of the following conditions were met:

(1) Your agency received 80 percent or more of its annual gross revenues in Federal awards;

AND

(2) Your agency received \$25,000,000 or more in annual gross revenues from Federal awards.

Sub-Recipient Data Elements (cont.)

Jobs Data To Be Reported

- Each job created/retained as a result of the Recovery Act award
- Job Category for the position (from a drop down list)
- Total hours that represent a Standard Work Week for the position (e.g., 40 hours)
- Total hours worked + total benefit hours paid for the position funded by the award (current quarter only)

Jobs Created/Retained Defined

- Created jobs - new paid positions or existing unfilled positions filled as a result of Recovery Act funding
- **Retained jobs** - existing positions for which there is documentation that the positions would have been eliminated if not for Recovery Act funding

Jobs Category

- **Administrative/Human Resources**
- Community/Social/Victim Services
- Construction/Manufacturing
- Courts/Prosecution, Defense, and Civil Attorneys
- Detention, Probation, Parole, and Community Corrections
- Information Technology
- **Law Enforcement**
- Policy/Research/Intelligence
- Training and Technical Assistance

Standard Work Week Hours

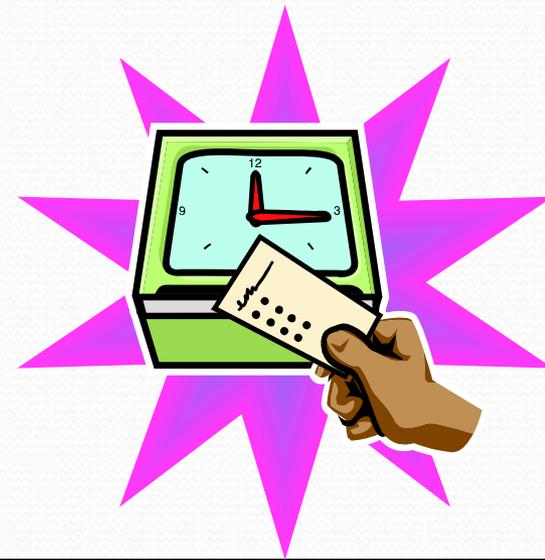
- The number of hours in a full-time schedule for the position
- If position is filled on a part time basis, report the number of hours the employee would work if the position were full time
- Will almost always equal 40 hours
- Should never be less than 36 hours

Total Hours Worked Plus Benefit Hours

- Only hours funded by the Recovery Act grant
- Hours for the current quarter only
- Includes all benefit hours paid and funded by the Recovery Act grant (sick, vacation, holiday, etc.)

Timesheets

- Required regardless of the percentage funded by CJCC grant
- Timesheets must capture:
 - Activities/duties performed during time worked
 - All time worked
 - All benefit hours paid (sick, vacation, holiday, etc.)
 - ARRA-funded hours tracked separately
- Submitted with Reimbursement Request
- Maintain all records at your agency



Sub-Recipient Data Elements (cont.)

Vendor Payments

Report for each vendor to whom you have paid a single payment of at least \$25,000:

- Vendor Name
- Vendor Zip Code+4
- Vendor DUNS Number (if available)

Vendor Defined

From OMB Circular A-133 Compliance Supplement:

“a vendor, ...is generally a dealer, distributor or other seller that provides [goods or services], for example, supplies, expendable materials, or data processing services in support of the project activities.”

When To Complete Form

- The form will be available online December 5, 2011.
- Completed form is due on the 5th day after a calendar quarter end
- The next report is due **January 5, 2012**. You may complete the form prior to December 31, 2011

However,

- All data entered must be complete and accurate as of December 31, 2011

Next Steps

- Register online to submit Section 1512 data at <http://cjcc.ga.gov> – Recovery Act – 1512 Reporting
- Complete the online reporting process by January 5, 2012
- Monitor email and CJCC website for additional guidance and announcements

Byrne JAG Helpful Links and Resources



Helpful Links & Resources (1 of 2)

- Criminal Justice Coordinating Council
<http://cjcc.ga.gov>
- Office of Justice Programs (OJP) Financial Guide (2011)
<http://www.ojp.usdoj.gov/financialguide/>
- OJP, Office for Victims of Crime, Victims of Crime Act (VOCA) Victim Assistance Grant Program Guidelines
<http://www.ojp.usdoj.gov/ovc/welcovc/scad/guides/vaguide.htm>
- Limited English Proficiency, Federal Interagency Website
<http://www.lep.gov/>
- Office of Justice, Office of Civil Rights, Equal Employment Opportunity Plans (EEOs)
<http://www.ojp.usdoj.gov/about/ocr/eeop.htm>

Helpful Links & Resources (2 of 2)

- Office of Management and Budget
<http://www.whitehouse.gov/omb/>
- OMB Circular A-133 (Audit Requirements for State & Local Government and Nonprofit Organizations)
<http://www.whitehouse.gov/omb/circulars/a133/a133.html>
- U. S. General Services Administration (GSA) – Federal Per Diem
<http://www.gsa.gov> Travel Resources: GA - Per Diem Rates
- State of Georgia, State Accounting Office –Travel Regulations
<http://www.sao.georgia.gov>
“At Your Service”: Statewide Travel Regulations
- IRS Guidance for Determining the Value of Donated Property
<http://www.irs.gov/publications/p561/index.html>