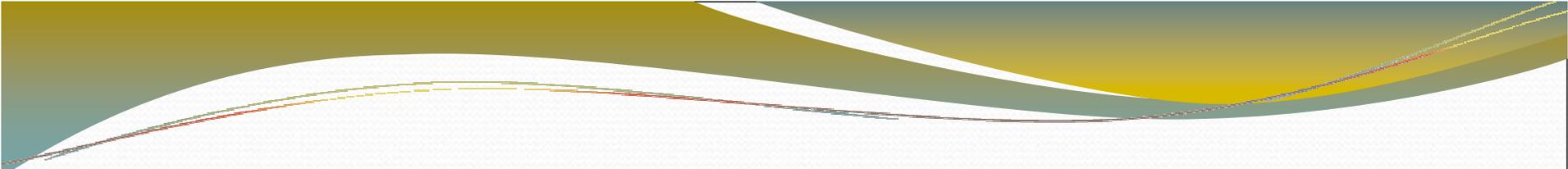


2011
Byrne JAG
Local Law Enforcement Services Grant
Subgrantee Workshop



February 3rd & 8th, 2012



Workshop Agenda

Welcome & Logistics – Allyson Richardson

Section I – Bakia Parrish

Award Packet Activation

Subgrant Adjustment Reports

Subgrant Expenditure Requests

Section II – Crystal Crews

Performance Measurement Tool

Section III – Bakia Parrish

Grant Monitoring

Section IV – Allyson Richardson

New Subgrantee Compliance Policy

Criminal Justice Services Division

- 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

Criminal Justice System Improvement Staff :

- Allyson Richardson, Program Director
- Bakia Parrish, Auditor/Examiner – Site Visit Coordinator

Planning & Evaluation Staff :

- Lateefah Raheem, Program Director
- Crystal Crews, Planner

New Technologies

- New Website
 - Includes YouTube channel with training materials
 - Expenditure and Programmatic Report forms included **on each grant page**
 - “Dollars at Work” Section
 - Features of CJCC Subgrantees
 - Subgrantee grant-specific programmatic and overall financial guides
 - Calendar – **no more reminders**
- MailChimp
- MeetingWizard

CJCC Contact Information

- Website Address

<http://cjcc.ga.gov>

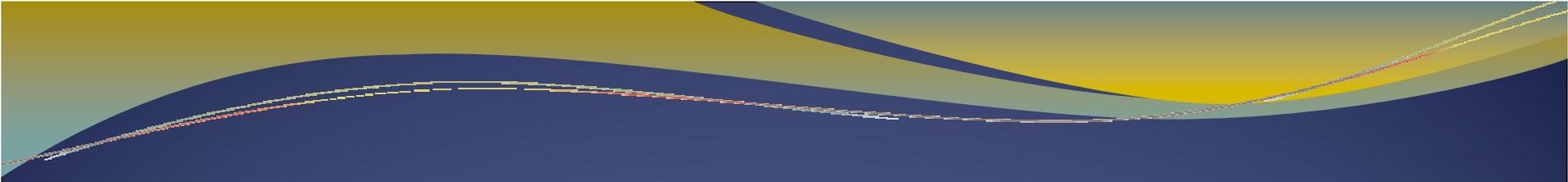
- Mail: Attn: Grants

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



Section I

Byrne JAG Local Law Enforcement Services Grant

Grant Period: January 1, 2012- June 30, 2012

Accepting Your Award

- Award packages were mailed January 6, 2012 and are due March 15, 2012
- 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

Authorized Official

- Government Agencies
 - Commission Chair, Mayor
- Delegating Signing Authority- Signature Authorization Letter
 - Authorized Official must sign award documents
 - Can be delegated for reporting purposes via letter
 - Authority applies to this grant only

Accepting your Award (cont.)

- Various documents in award packet to complete:
 - Special Conditions
 - Reimbursement selection form – monthly/quarterly?
 - Subgrant Adjustment Request (SAR) #1

**CRIMINAL JUSTICE COORDINATING COUNCIL
REIMBURSEMENT SELECTION FORM**

SUBGRANT NUMBER: _____

AGENCY NAME: _____

1. SELECT A SCHEDULE FOR SUBMITTING REIMBURSEMENTS (CHECK ONE BOX)

- MONTHLY** (Requests for reimbursement are due 15 days after the end of the month)
- QUARTERLY** (Requests for reimbursement are due 30 days after the end of the quarter)

2. SELECT A PROCESS FOR RECEIVING REIMBURSEMENT PAYMENTS (CHECK ONE BOX)

- ELECTRONIC FUNDS TRANSFER** (Reimbursements will be deposited into the bank account listed below. *A voided check must be attached to ensure proper routing of funds.*)

BANK NAME: _____

BANK ROUTING NUMBER: _____

BANK ACCOUNT NUMBER: _____

AGENCY CONTACT NAME: _____

AGENCY CONTACT
TELEPHONE NUMBER: _____

AGENCY AUTHORIZED
OFFICIAL NAME AND TITLE: _____

AGENCY AUTHORIZED
OFFICIAL SIGNATURE: _____

- CHECK** (Reimbursements will be mailed in the form of a check to the address listed below)

MAILING ADDRESS: _____

CITY, STATE & ZIP: _____

ATTENTION: _____

AGENCY AUTHORIZED
OFFICIAL SIGNATURE: _____

For CJCC Use ONLY

CJCC Auditor:	
Phone Number:	
Grant Award Number:	
GBI Entry Initial/Date:	

Subgrant Adjustment Requests (SAR)

- Submit SAR #1 with your Award Package
- Submit a formal request when requesting revisions for the following:
 - Budget Adjustment
 - Project Officials/Addresses
 - Project Personnel
 - Goals and Objectives
 - Adjustments@cjcc.ga.gov

Subgrant Adjustment Requests [SAR] FOR ANY CHANGE

- All requests should be submitted no later than 14 calendar days after the effective date of the change
- No budget adjustments may be submitted during the last 60 days of the subgrant period (per your special conditions)

Sample Budget Summary

Sub-grantee Name: Georgia County Board of Commissioners

Project Title: Local Law Enforcement Services Grant

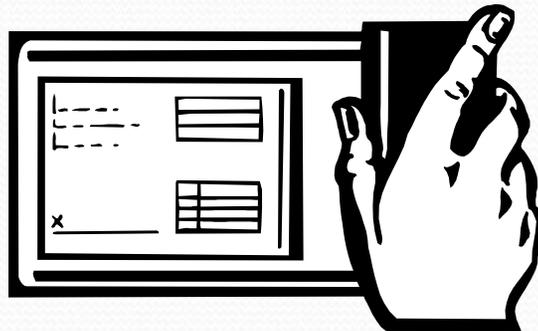
Budget Category	Federal Funds	Local Match	Total
Personnel			
Travel			
Equipment	10,000	1,111	11,111
Supplies			
Printing			
Other			
TOTAL	10,000	1,111	11,111

Equipment Expenses

- Item must cost \$5,000 or more to be considered as equipment
- Copy of invoice for equipment must be attached to the reimbursement
- Equipment inventory list maintained
- Equipment purchases must be approved before purchasing

Supplies

- Description of expense
 - “Office supplies” – listed in budget detail
 - Postage
 - All “equipment” under \$5,000
- Receipts for expenses must be maintained at your agency



Matching Funds

- 10 % of Total Award
 - **Cash** – any allowable item or service paid for by the agency.
 - **In-Kind** – a donation of tangible expendable goods, services or work space including allowable volunteer time.

Only Cash Match Can Be Submitted

Matching Funds – con't

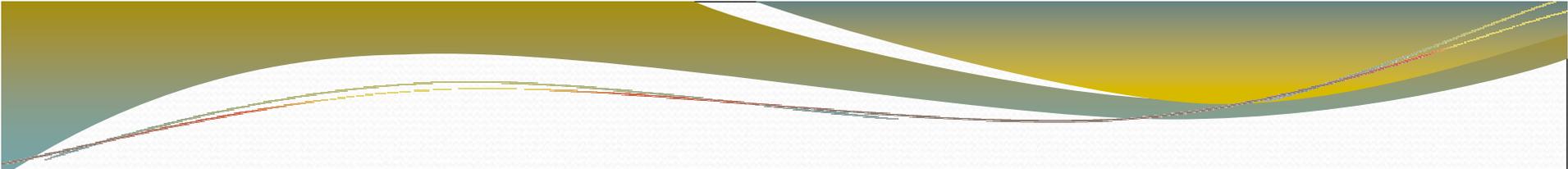
- Same use as federal funds
- Expended/obtained during contract period
- Records of match maintained
 - Source
 - Amount
 - Period used

Request for Reimbursements - Requirements

Schedule for Submitting Reimbursements:

- Monthly - due 15 days after end of month
or
- Quarterly – due 30 days after end of the quarter
- SERs must be submitted quarterly/monthly
even if there are no expenses.





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

Request for Reimbursements – Requirements con't

- **Excel Worksheet**
- **Subgrant Expenditure Report/Request for Funds Form (SER)**

How to Obtain the Excel Worksheet

- Go to our website, <http://cjcc.ga.gov>
- Click on the **Grants** tab
- Select **Forms & Publications**
- Select **Expenditure Reporting Forms**
- Scroll to find **Byrne JAG Reporting SER Form**

CRIMINAL JUSTICE

Coordinating Council

Subgrant Expenditure Reporting Form

Subgrant #: SER #

Subgrantee: START DATE:

Project Name: END DATE:

EXPENDED THIS PERIOD:

Personnel	\$	-		Federal	\$	-
Equipment	\$	-		Match*	\$	-
Supplies	\$	-		Total Project	\$	-
Travel	\$	-				
Printing	\$	-		* Match breakdown:		
Other	\$	-		Cash	\$	-
Total Project	\$	-		In-kind	\$	-

Microsoft Excel - 2007 VOCA Reporting Form

File Edit View Insert Format Tools Data Window Help Adobe PDF

Type a question for help

100%

Arial 12 B I U

A3

	A	B	C	D	E	F	G	H	I	J	K
1	Supplies										
2	ECO A Code	Check #	Date	Amount	Vendor	Description					In-Kind?
3											
4											
5											
6											
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37											

ECO A Codes

614.000 SUPPLIES & MATERIALS

614.003 OFFICE RELATED

614.009 POSTAGE

614.013 COPIER USAGE

614.014 UNIFORMS AND RELATED ITEMS

614.016 FOOD

614.018 TRAINING

614.025 PROGRAM PUBLICATIONS

614.026 AUDIO/CAMER/VIDEO

614.029 OFFICE FURNITURE

614.031 EDUCATIONAL/THERAPEUTIC

614.032 RESIDENTIAL

663.000 COMPUTER SOFTWARE

663.001 SOFTWARE

Cover Sheet / Personnel / Equipment / **Supplies** / Travel / Printing / Other /

Draw AutoShapes

Ready CAPS NUM

10/12/11
DOC3H

CRIMINAL JUSTICE COORDINATING COUNCIL
SUBGRANT EXPENDITURE REPORT/REQUEST FOR FUNDS # 1
FEDERAL GRANT # 2011-VA-GX-0010

SUBGRANT #:

EXPENDITURES FOR THE PERIOD OF _____ THRU _____ FINAL RPT? (Y/N) _____

SUBGRANTEE:

FUNDING CATEGORY:

PROJECT PERIOD: 10/01/11 to 09/30/12

COMBINED FEDERAL & MATCH EXPENDITURES					
	APPROVED BUDGET	PREVIOUSLY APPROVED N/A THIS RPT	EXPENDITURES N/A THIS RPT	REMAINING BALANCE	EXPENDED THIS PERIOD
PERSONNEL	\$ _____	\$ _____ 0	\$ _____ 0	\$ _____	\$ _____
EQUIPMENT	_____ 0	_____ 0	_____ 0	_____ 0	_____
SUPPLIES	_____ 0	_____ 0	_____ 0	_____ 0	_____
TRAVEL	_____ 0	_____ 0	_____ 0	_____ 0	_____
PRINTING	_____ 0	_____ 0	_____ 0	_____ 0	_____
OTHER	_____ 0	_____ 0	_____ 0	_____ 0	_____
TOTAL	\$ _____	\$ _____ 0	\$ _____ 0	\$ _____	\$
FEDERAL	_____	_____ 0	_____ 0	_____	_____
MATCH	_____	_____ 0	_____ 0	_____	_____

EARNED PROJECT INCOME FOR THE PERIOD: FORFEITED \$ _____ OTHER \$ _____	EARNED PROJECT STATUS INCOME FOR THE PERIOD: EXPENDED \$ _____ UNEXPENDED \$ _____
--	---

CERTIFICATION: I certify that the above statements are accurate based on official records, that expenditures shown have been made for the purpose of, and in accordance with, applicable grant terms and conditions, and that appropriate supportive documentation relative to all expenditures is attached.

SUBGRANTEE OFFICIAL APPROVAL:

PREPARED BY: _____ OFFICIAL'S SIGNATURE _____ DATE _____
PHONE NUMBER: _____ TYPED NAME & TITLE _____

FOR CRIMINAL JUSTICE COORDINATING COUNCIL USE ONLY

SUBGRANT #: _____ AMOUNT REQUESTED THIS REPORT: _____
SUBGRANT AWARD: \$ _____ * REVIEWED BY (INITIALS & DATE): _____
REQUESTED TO DATE: _____
BALANCE: _____ AUTHORIZED BY _____ DATE _____

* Substantiated _____ Advanced _____

FOR ACCOUNTING USE ONLY						DISCOUNT	PO/AUTH	PAY DATE
		Tif EI - Partial Order						
		Tif ED - Schedule Pay Date						
DEPARTMENT	FUND SOURCE	PROJECT	PROGRAM	CLASS	ACCOUNT	INVOICE	AMOUNT	
4710606000	13104	13139	0630104	315	707002			

Subgrant Expenditure Report [SER]

- Transfer Excel expenditure category totals to the SER/Request for Funds form
- All grant related expenses incurred for the month/quarter must be listed on this form to obtain reimbursement!
- Expenses must be incurred during the grant period
- Form must be signed by authorized official

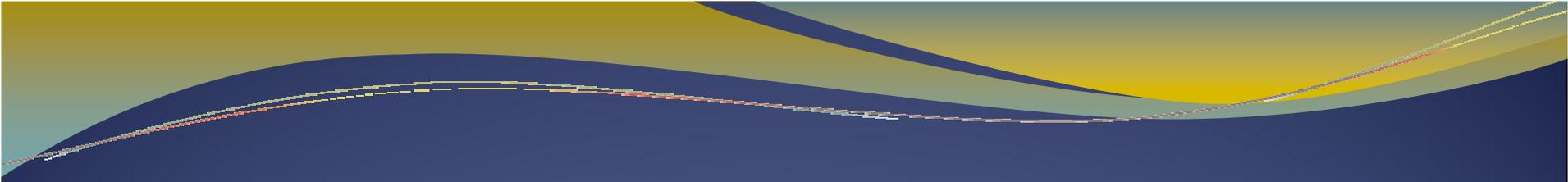
Tips for Successfully Submitting Your Request

- Submit the following with each request:
 - **Excel Worksheet** (submit via email to ser@cjcc.ga.gov)
 - **Subgrant Expenditure Report/Request for Funds Form** – (turnaround document) signed by authorized official /designee
 - **Supporting documents** (if applicable)
 - Purchase Orders
 - Invoices
 - Proof of Payment
 - **See Special Conditions** – CJCC and OJP have the right to examine all papers, records, or documents related to the LLES grant.

Why is My Reimbursement Check Less Than I Requested?



- Mathematical Errors
- Not Signed by Authorized Official or Designee
- Expenses outside of grant period
- Expenditures submitted not on approved grant budget
- Lack of supporting documentation

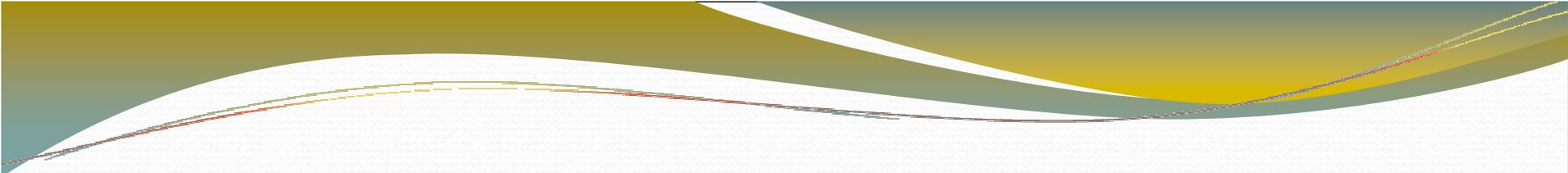


Section II

PERFORMANCE MEASUREMENT TOOL (PMT) REPORT

WHY REPORT TO CJCC?

- Required by the Bureau of Justice Assistance (BJA)
- End results:
 - Assess project performance
 - Provide appropriate technical assistance
 - Justify continued funding



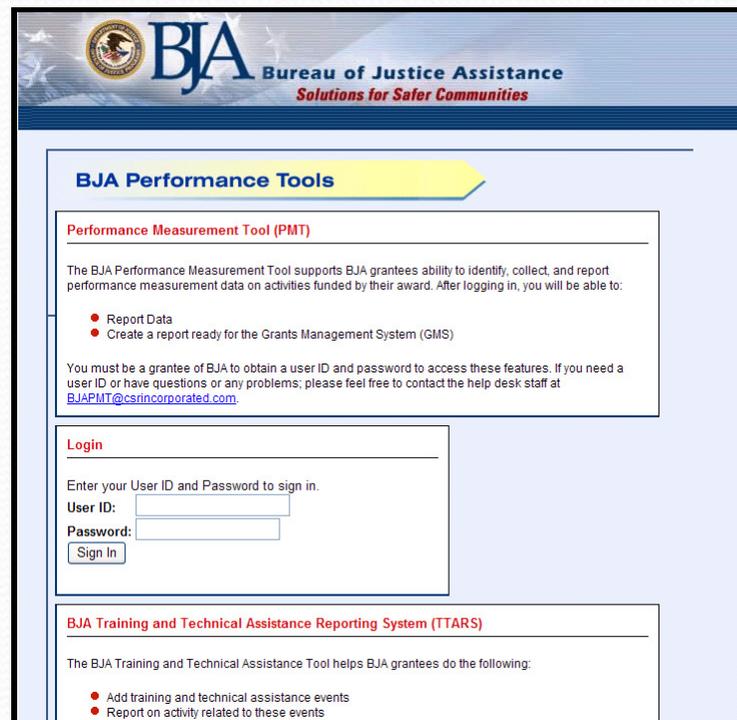
PURPOSE OF EVALUATION

- Allow adjustments in program design and implementation
- Maximize program benefits and effectiveness
- Identify and share “best practices”

How is data submitted?

Performance Measurement Tool (PMT)

On- line reporting system



The screenshot shows the BJA Performance Tools website. At the top is the BJA logo and the text "Bureau of Justice Assistance Solutions for Safer Communities". Below this is a yellow arrow pointing right with the text "BJA Performance Tools". The main content area is divided into three sections:

- Performance Measurement Tool (PMT)**

The BJA Performance Measurement Tool supports BJA grantees ability to identify, collect, and report performance measurement data on activities funded by their award. After logging in, you will be able to:

 - Report Data
 - Create a report ready for the Grants Management System (GMS)

You must be a grantee of BJA to obtain a user ID and password to access these features. If you need a user ID or have questions or any problems; please feel free to contact the help desk staff at BJAPMT@csrincorporated.com
- Login**

Enter your User ID and Password to sign in.

User ID:

Password:
- BJA Training and Technical Assistance Reporting System (TTARS)**

The BJA Training and Technical Assistance Tool helps BJA grantees do the following:

 - Add training and technical assistance events
 - Report on activity related to these events

Quarterly PMT Reports

Report Number	Reporting Period	Type	Due Date
1	January 1– March 30, 2012	PMT	April 10, 2012
2	April 1– June 30, 2012	PMT	July 10, 2012

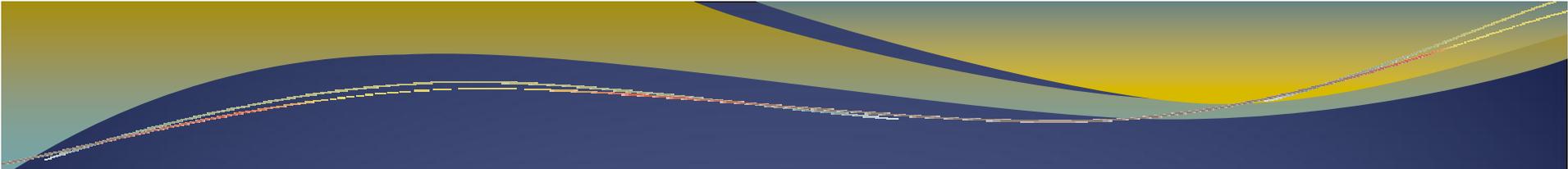
Next Steps

SAVE THE DATE!!

- Mandatory PMT Subgrantee Workshop scheduled for :
 - Tuesday, March 6th OR Thursday, March 8th.

Contact Information

- Lateefah Raheem, Program Director
 - 404-657-1965 Office
 - 404-657-1957 Fax
 - Lateefah.Raheem@cjcc.ga.gov
- Crystal Crews, Planning and Development Specialist
 - 404-657-1963 Office
 - 404-657-1957 Fax
 - Crystal.Crews@cjcc.ga.gov



Section III

GRANT MONITORING

Grant Monitoring Activities

- Desk Reviews
- Technical Assistance
- Site Visit



Desk Reviews

- Conducted at random
- Review of financial and programmatic reports, correspondence, audit reports, and other documentation provided by the subgrantee

Technical Assistance

- Issues are identified by your Grants Specialist / Auditor during a desk review
- New Executive Director / Project Director
- Turn-over in Key Personnel
- Request of a Subgrantee

Site Visit

A visit to the project site to review the subgrantee's overall management of funds and program performance.

Objective

- Ensure compliance with the terms of the grant award
- Ensure accuracy of reporting
- Provide immediate technical assistance

All subgrantees are subject to an on-site visit.

Before the Site Visit

- ✓ Staff will call to schedule visit
- ✓ Announcement Letter
- ✓ Pre-Site Visit Questionnaire

Who Should Be Available

- ✓ Project Director
- ✓ Finance Director
- ✓ Human Resource Director
- ✓ Grant Funded Staff

What Will be Reviewed

- Accounting System & Internal Controls
- Agency policies and procedures
- Grant budget and expenditures
- Federal Civil Rights Compliance
- Single Audit Requirements
- Programmatic Requirements
- Equipment
- Tour of project site

What to Expect After the Visit

- Letter (sent within 2 weeks of visit)
 - a. No Findings
 - b. Findings
 - i. Comments & Recommendations
 - ii. Request for a response to non-compliant issues or corrective action plan (must be submitted within 30 days)
- Close out & Follow-up Monitoring

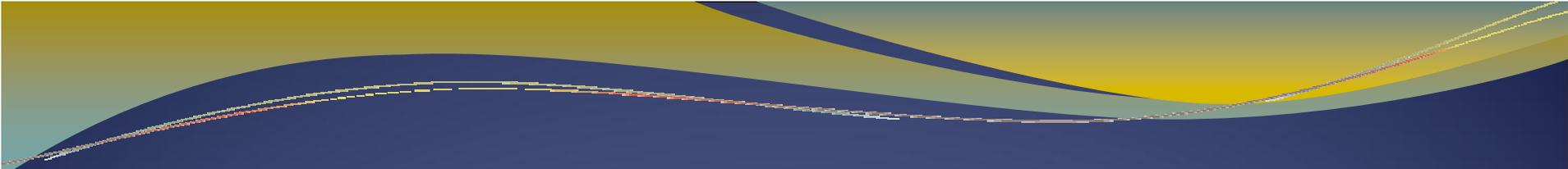
Common Site Visit Findings

- No Separate Tracking of Grant Funds
- No Guidelines for the Fiscal Management of Grant Funds
- Not Meeting EEOP Requirements
- No Limited English Proficiency Plan
- No Organizational Policies and Procedures

Helpful Hints



- **PLEASE READ your Special Conditions**
- Have all documentation requested, organized and readily available
- Contact our office if you have any questions prior to the site visit
- Don't panic!



Section IV

NEW SUBGRANTEE COMPLIANCE POLICY

New Subgrantee Policy - Purpose

- Your timeliness affects our timeliness!
- Less time chasing late reporters = more time for staff to do technical assistance
- Leveling the playing field – everyone should be held to same standards
- Consistent response from all CJCC staff – about late reports
- CJCC should be providing policy advice and innovative criminal justice strategies – don't have enough staff resources to chase late reporters and do this
- More time to analyze and process the data you give us
- More time to help you manage your award efficiently

New Subgrantee Compliance Policy

- Affects Grant Application Timeliness – late competitive applications **will not be considered, no waivers or exceptions**
 - Late Continuation Applications federal award reduced 10%
- Affects Award Packets – late award packets federal award 10%
 - **Due ?????!!**
 - Awards will be rescinded if packet not in by “late deadline”
- Affects Programmatic and Fiscal Reporting
 - Your timeliness affects our timeliness!
 - Timeliness reviewed on a quarterly basis – **progressive sanctions apply each time subgrantee is late**
 - Probation period for chronic lateness
- See policy for Waivers to avoid penalties

Record Keeping Requirements

- Keep grant-related records for at least 3 years after the end of the grant period OR following the closure of an agency's audit report covering the entire award period.

Helpful Links & Resources (1 of 3)

- Criminal Justice Coordinating Council
<http://cjcc.ga.gov>
- Office of Justice Programs (OJP) Financial Guide (2011)
<http://www.ojp.usdoj.gov/financialguide/>
- 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 3)

- 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>

Helpful Links & Resources (3 of 3)

- DUNS Number

<http://www.dnb.com/>

- Central Contractor Register (CCR)

<https://www.bpn.gov/ccr/default.aspx>