



CRIMINAL JUSTICE COORDINATING COUNCIL

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Nathan Deal
Governor

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Executive Director

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 2013 Existing Project Application Packet

Eligibility

Applicants are limited to local governments within Georgia who received an award under the Criminal Justice Coordinating Council's Edward Byrne Memorial Justice Assistance Grant (JAG) Program to fund a Multi-jurisdictional Drug Task Force or K-9 Unit for the January 2013 – December 2013 grant period.

Deadline

Applications are due by 5:00 p.m. on Thursday, October 31, 2013

Award Period

January 1, 2014 through December 31, 2014

Contact Information

For assistance with the requirements of this solicitation, contact:

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Edward Byrne Memorial Justice Assistance Grant (JAG) Program 2013 Existing Project Application Packet

SECTION 1: OVERVIEW AND INSTRUCTIONS

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: APPLICATION PROCESS

Eligibility

While JAG program funding has been used to support a range of criminal justice system initiatives in Georgia, a historical emphasis has been placed on the support of collaborative efforts to enhance drug enforcement activities through the funding of Multi-jurisdictional Drug Task Forces (DTFs). Georgia also uses JAG program funding for regional K-9 Units and training programs which further support drug enforcement activities, as well as explosives and firearms detection, searches for missing persons, and other specialized services.

The Council is making this application for funding available only to **existing Multi-jurisdictional Drug Task Forces¹ and K-9 Units** through a competitive, limited eligibility process for the period of January 1, 2014 through December 31, 2014. Applicants are limited to governments within Georgia who received an Edward Byrne Memorial Justice Assistance Grant (JAG) Program award to fund a drug enforcement project for the January 2013 through December 2013 grant period.

Application Review

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

1. Past compliance with all financial and programmatic reporting requirements;
2. Overall quality and completeness of the application;
3. Demonstration of clear, measurable, and appropriate grant project objectives;
4. Demonstration of need including geographic location, local demographics, local statistics, other financial resources, etc.; and
5. 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. The Council has full discretion to determine the reasonableness of budget items based on both objective and subjective decision-making tools. See "Restrictions on Use of Funds" subsection below to determine whether budget items requested are allowable prior to submitting your budget.

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.

¹ In 2005, the Council established the following eligibility criteria for multi-jurisdictional task forces receiving Byrne JAG funds: 1.) at least two counties must participate; 2.) if only two counties participate, the largest municipality within each county must also participate; and, 3.) if three or more counties participate, the cities are not required to participate.

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 to the Criminal Justice System Advisory Committee. 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) days of the date on the denial notice.

Once an award is made, the Council maintains discretions 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.

Funds Restrictions

For this grant period, use of funding is restricted to personnel salary and fringe benefits costs. Indirect costs may not be requested through this grant program.

In response to sizeable cuts in Byrne JAG funding, CJCC partnered with an independent contractor in 2012 to develop a formula-based allocation strategy. The formula approach was put in place to ensure, despite the limited funds available, each of the funded drug task force agencies would receive a 2013 grant award. To this end, existing programs are eligible for a 2014 maximum award consistent with 2013 funding levels (see Appendix A). Eligible agencies may receive an award up to the maximum award allocation. If two task force agencies combine and apply jointly, their maximum award is the sum of the available amount for the two separate agencies.

Regional Drug Task Force Agencies

Consideration for an award above the maximum allocation may only be given if law enforcement agencies seek to establish a Regional Drug Task Force. For the purposes of this award, a Regional Drug Task Force defined as a *state and local collaborative*. To meet the eligibility criteria for consideration as a Regional Drug Task Force, the collaborative must have the commitment and participation of a state law enforcement agency (i.e., the Georgia Bureau of Investigation).

Match

No match is required.

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 received by 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.

Performance Measures and Reporting Requirements

The Council has established goals, objectives and outcome measures that will serve as the basis for how DTF and K-9 Unit performance will be measured for the 2014 grant year. Recipients of this grant award will be required to complete and submit an annual report due February 1, 2015. The annual report will be used to assess the agency’s progress toward meeting stated goals, as well as other agency accomplishments. Please note that although the annual report is not due until February 1, 2015, CJCC reserves the right to request the required information up to the last completed quarter at any time throughout the grant year.

In addition, the Bureau of Justice Assistance (BJA), Office of Justice Programs, the federal entity that administers the JAG program, has developed performance measures for all program types funded with JAG program funds. 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 to 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:

Reporting Period	Due Date
January 1 - March 31	April 10
April 1 - June 30	July 10
July 1 - September 30	October 10
October 1 - December 31	January 10

SECTION V: BYRNE-JAG FORMULA GRANT PROGRAM APPLICATION FORM

Legal name of local government applying: _____

Street address of local government, including Zip+4 zip code: _____

Mailing address of local government, including Zip+4 zip code, if different: _____

Federal Employer Identification Number of local government: _____

DUNS number of local government: _____

Date of CCR registration expiration: _____

Is the local government applicant delinquent on any state or federal debt? _____

If yes, please provide a brief explanation:

Amount of federal funds requested: _____

Is this an application for first-year funding? _____

Is your government entity currently a CJCC subgrantee? _____

If your government entity is currently a CJCC subgrantee, please list all current subgrant numbers: _____

Name of task force or K-9 unit: _____

Street address of task force or K-9 unit, including Zip+4 zip code:

Mailing address of task force or K-9 unit, including Zip+4 zip code, if different:

County where task force or K-9 unit headquarters is based: _____

Population of county where task force or K-9 unit headquarters is based: _____

Please list all cities and counties in the service area of the project and the population of each:
(attach additional sheets if needed)

City or County Name	Population	City or County Name	Population

Congressional District(s) served by Project: _____

Person who can answer specific questions about this application:

Name: _____

Title: _____

Street Address: _____

Mailing Address, if different: _____

Telephone Number: _____

FAX Number: _____

Email Address: _____

Program Abstract (maximum of 250 words)

Please provide a brief abstract to include:

A brief description of the program;

The total amount of funding being requested; and

The goals of the program.

Program Narrative

All applications must also include narrative information to provide a statement of the problem, description of project activities, program impact and a sustainability plan as described below.

Statement of the Problem (1-2 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. You should 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 resolve in whole or in part 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 describe 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 and Activities: Clearly state how the activities, investigative methods, and collaborative approach in which the task force seeks to engage will resolve the problems identified in your statement of the problem in the previous section.

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 it relates 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.

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. The Council encourages 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.

In an attached worksheet/spreadsheet, provide a detailed programmatic breakdown of all funds that support task force operations. List any and all federal, state and local government funding received, as well as funds received through asset forfeitures. The breakdown should indicate the amount of federal, state and other resources which comprise the overall budget. The attachment will not count towards the page limit.

SECTION VII: BUDGETS

Budget Detail

Complete and attach the budget detail worksheet. For this grant period, use of funding is restricted to personnel salary and fringe benefits costs. 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, 2014 through December 31, 2014. 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, 2014. 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

Required Forms

Please carefully read and follow the instructions on all 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 Form²**

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

Additional Required Attachments

- Official Personnel Action Forms (PAFs) from the home local government entity for all grant-funded personnel that support and verify the salary included in the budget detail worksheet
- Job Descriptions for all grant-funded personnel
- An MOU that includes and is signed by the Mayor/Board of Commissioners' Chair of all participating local government entities, the police chief/sheriff of all participating law enforcement agencies, and the District Attorney from each judicial circuit within the jurisdiction of the Drug Task Force regarding grant funds management financial arrangements. A sample MOU is posted on the Council's website at <http://cjcc.georgia.gov> under Grants>>Forms & Publications>>Applications and Awards.

****Prior to submitting your application, make certain that you have attached all of the required forms and that all documents requiring signature are signed by the appropriate, authorized official. If any of the required documents are missing or incorrectly executed, your application will be deemed incomplete and considered ineligible for funding.**

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

How to Apply

Submit the completed application, including the requested information and all required attachments online at <https://adobeformscentral.com/?f=5nl6psRyRFH-Bv4aozVmTA>. The link can also be found on the Council's website at <http://cjcc.georgia.gov>. To be eligible for funding consideration, a complete application must be received by our office on or before the due date of Thursday, October 31, 2013 at 5:00pm.

2013 Drug Task Force Recommended Allocations

<u>Drug Task Force Agency</u>	<u>Allocations</u>
Athens-Clarke County	\$139,461
Baldwin County	\$151,896
Carrollton, City of	\$353,413
Chatham County	\$352,199
Colquitt, City of	\$126,085
Crisp County	\$66,927
Dawson County	\$112,204
Dodge County	\$151,896
Emanuel County	\$143,418
Evans County	\$155,099
Franklin County	\$86,709
Habersham County	\$114,216
Haralson County	\$172,432
Irwin County	\$147,186
Lafayette, City of	\$152,838
Pickens County	\$159,055
Upson County	\$111,766
White County	\$144,171
Total	\$2,840,971