



CRIMINAL JUSTICE COORDINATING COUNCIL

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Nathan Deal
Governor

Jacqueline Bunn
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 Wrongful Conviction Application Packet

Eligibility

Applicants are limited to local law enforcement agencies within Georgia.

Deadline

Applications are due by 5:00 p.m. on Friday, January 31, 2014

Award Period

February 1, 2014 through January 31, 2015*

Contact Information

For assistance with the requirements of this solicitation, contact:

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Aisha Ford, Program Director, at 404-657-2045 or
Aisha.Ford@cjcc.ga.gov

Release Date: December 11, 2013

*The award period may change as it is dependent upon the duration of the peer review process and final approval by Council.

Edward Byrne Memorial Justice Assistance Grant (JAG) Program Wrongful Conviction 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: PROGRAM ELIGIBILITY

Eligibility

While JAG program funding has been used to support a range of criminal justice system initiatives in Georgia, this particular funding stream is targeted specifically for law enforcement agencies for use in the updating and/or purchasing of equipment and related technology for recording custodial interrogation of individuals.

Law enforcement agencies that may receive funding under this solicitation **must have written policies for recording interrogations of a category or categories of serious crimes determined by the agency.** *You must provide the Council with a copy of the policy and submit it with your application.* Such policies must conform to best practices including:

- a requirement that the entire interrogation is electronically recorded;
- a requirement that the recording equipment be positioned in such a way as to record the suspect and interrogating officer(s); and
- a system for cataloging and retaining copies of recordings for use in related judicial proceedings.

Applicants are limited to law enforcement agencies within the State of Georgia.

Eligible Activities and Cost Items

Funds from this Byrne/JAG grant can only be used for the purchase of equipment and related technology for recording custodial interrogation of individuals by law enforcement. Due to the limited funds available for this program and the high number of applications expected, CJCC will not make an award to a law enforcement agency for more than \$10,000.

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. Obtaining a DUNS number is a simple, one-time activity. Call 1-866-705-5711 or apply online at 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. 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. **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.**

Supplanting

Federal funds can 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.

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: APPLICATION PROCESS

Applicants must provide a brief summary, including all of the requested information below, to demonstrate a need for new interrogation equipment. Applications submitted without all required information may be deemed incomplete and, thus, ineligible for further consideration.

Applications must include:

1. Coversheet with the following information:
 - a. Name of Subgrantee
 - b. JAG Purpose Area (Law Enforcement Programs)
 - c. Address
 - d. Municipality/County Served
 - e. Population Served
 - f. Congressional District
 - g. Financial Contact: Name and Telephone Number
 - h. Agency Contact: Name and Telephone Number
2. Project Summary
3. Budget Summary and Detail Worksheet
4. All required forms listed below

Project Summary

Provide a description of your agency and describe your need for new/updated interrogation equipment. Included in the summary should be the following information (No more than 5 pages):

- Briefly describe your service area. What are the crime statistics for your area? What are the statistics for serious crimes committed in your service area?
- What kind of technology do you currently have for custodial interrogations?
- Describe your current interrogation policy. For what crimes do you interrogate suspects¹?
- How many interrogations did your agency conduct during the 2011-2013 time period? How many interrogations were recorded and used in judicial proceedings?
- Describe your interrogation procedures. Do you conform to best practices? What are those best practices?
- Who conducts the interrogation? What kind of training and certifications do they possess? Will they be trained on the technology your agency intends to purchase with these funds? Who will conduct the training?
- What kind of technology does your agency intend to purchase with these funds? How will this new equipment enhance and bolster your existing interrogation policy?
- What is the timeline for procuring equipment and installation? Please be as detailed as possible.

¹As mentioned, you must have a preexisting policy for recording and retaining interrogations for court proceedings. See underlined portion of Section 2.

Budget Summary

Provide a detailed budget summary highlighting the cost of equipment, installation, and any warranties associated with the equipment². This budget summary is used to explain how the costs were estimated and justifies the need for the cost. Additionally, include the budget detail worksheet that can be downloaded for the CJCC website: www.cjcc.georgia.gov.

Required Forms

The following forms are required and can be accessed on the CJCC website:

www.cjcc.georgia.gov.

- Grant Cover Sheet
- Disclosure of Lobbying Activities*
- Designation of Grant Officials
- Audit Requirements
- Standard Assurances*
- Civil Rights Contact
- Certifications*

State and federal documents identified by the asterisk (*) must be signed by the authorized official for you applicant agency. **For all local units of government, your authorized official will be a Mayor or County Commission Chair.** If the required documents are not signed by the authorized official your application may be deemed incomplete and, thus, ineligible for funding consideration.

How to Apply

Submit the completed application, including the requested information and all required attachments [here](#).

To be eligible for funding consideration, a complete application must be received by our office on or before **5pm January 31, 2014**. No mailed or e-mailed applications will be accepted.

² We will fund warranties only if they are a one-time expense included with the initial purchase of the interrogation equipment. CJCC will not pay for extended warranties.

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. Demonstration of need including geographic location, local demographics, local statistics, other financial resources, etc.; and
3. 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.

Applications for funding will undergo several reviews. At any point during these reviews, a decision not to fund a project entirely or any part thereof may be made. These decisions are within the complete discretion of the Council.

Funding Decisions

All funding decisions are made by the Council and are based on the availability of funding. 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 discretion to determine that a sub-grantee is not compliant with applicable policies, and upon such a determination may terminate further funding and require reimbursement of grant funds to the Council.

Grant Acceptance

Each subgrantee must accept or reject the grant award within 45 days of the award date. The grantee will be unable to request funds until the award document is returned to the Council's office.

Special Conditions

After the award of the grant, subgrantees should refer to the grant award for special conditions applicable to the approved budget. The Council will assign the special conditions at the time of the grant award.

Application Checklist

Edward Byrne Memorial Justice Assistance Grant (JAG) Program Wrongful Conviction Application

This application checklist has been created to assist in developing an application.

What an application should include:

- Cover Sheet
- Copy of your current custodial interrogation procedures
- Project Summary
- Budget Summary
- Budget Detail Worksheet
- Disclosure of Lobbying Activities
- Designation of Grant Officials
- Audit Requirements
- Standard Assurances
- Civil Rights Contact
- Certifications
- Any MOUs entered