



The Criminal Justice Coordinating Council (the Council) is pleased to announce that it is seeking applications for continuation funding under the Edward Byrne Memorial Justice Assistance Grant (JAG) Program.

**Edward Byrne Memorial
Justice Assistance Grant (JAG) Program
2016 Existing Project (State) Application Packet**

Eligibility

Applicants are limited to state agencies currently receiving an award under the Criminal Justice Coordinating Council's 2016 Edward Byrne Memorial Justice Assistance Grant (JAG) Program.

Deadline

Applications are due by 5:00 p.m. on May 27, 2015.

Award Period

July 1, 2016 through December 31, 2016
(Please see Section II: Application Form for more information)

Contact Information

For assistance with the requirements of this solicitation, contact:

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**Edward Byrne Memorial
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2016 Existing Project (State) Application Packet**

SECTION I: OVERVIEW AND INSTRUCTIONS

The Edward Byrne Memorial Justice Assistance Grant (JAG) 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 and provides states and units of local governments with the critical funding necessary to support a range of program areas within the criminal justice system.

Criminal Justice Coordinating Council

The Criminal Justice Coordinating Council (the Council) has been 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.

Purpose Areas

JAG funds may be used for state initiatives and criminal justice systems 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 II: APPLICATION FORM

Due to a significant reduction in the amount of JAG funding Georgia has received for this grant cycle, the Council will make a **6-month supplemental award** to currently-funded state agencies for the grant period of July 1, 2016 through December 31, 2016 based upon need and availability of grant funds. To this end, the Council is requesting each agency submit the following information to justify need and demonstrate thoughtful measures towards sustainability.

Program Narrative

All applications must include narrative information with a sustainability plan.

Program Activities (1-3 pages): Given that this grant award will be awarded as a supplemental award to your existing grant application, provide a brief description of the agency's program. If there will be no changes to the project proposed in your agency's 2016 State Byrne JAG application (for January-June 2016), provide a brief restatement of activities as originally proposed. If there are any changes in project scope, personnel, activities, etc., use this section to explain the proposed changes.

Program Budget and Sustainability Plan (1 page or less): The sustainability plan should describe your agency's ability to support the program in the event funding through this solicitation is reduced or no longer available. We encourage 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.

Also in this section, provide a detailed programmatic breakdown by object class and fund source for the program. This analysis should indicate the amount of federal, state, and other resources which comprise the overall budget. This breakdown can be provided in an attachment and will not count towards the page limit. ******Attach programmatic breakdown in Excel format.***

Please note an award will not be made until a programmatic breakdown for the proposed program is received by CJCC staff.

SECTION III: BUDGETS

All applicants must attach a budget using the Budget Detail Worksheet. All line items within the budget are subject to review and approval. Decisions related to these budget line items are based on allowability of line item costs per program guidelines, justification of costs in relation to project activities, and reasonableness of costs based on current market rates.

The fall 2016 awards are only for continuation funding. The award amount received in spring 2016 should remain the same, pending availability of federal funds and compliance with programmatic and fiscal requirements imposed in your special conditions. Your budget should not exceed the federal award amount received for the current grant year.

Budget Detail Worksheet

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 July 1, 2016 through December 31, 2016. 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, 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, 2016. 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 IV: ATTACHMENTS

In addition to the attachments requested in the narrative and budget sections, the following documents are also required:

- Disclosure of Lobbying Activities**
- Designation of Grant Officials
- Standard Assurances**
- Certifications**

**** Forms must be signed by your agency's director as per state and federal guidelines.**

How to Apply

Submit the completed application, including the requested information and all required attachments online at https://cjcc.formstack.com/forms/2016_state_byrne_solicitation. To be eligible for funding consideration, a complete application must be received by our office on or before the due date of May 27, 2015.

SECTION V: APPLICATION PROCESS

Application Review

Applications will be reviewed and assessed by the Council and its designated representatives with consideration of the following:

1. Past compliance with all financial and programmatic reporting requirements;
2. Overall quality and completeness of the application;
3. Explanation of proposed changes demonstrating their appropriateness; and
4. 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. Determinations of the reasonableness of budget items are fully within the discretion of the Council and are made using objective tools and subjective decision-making. See "Restrictions on Use of Funds" subsection below.

Applications for funding must undergo several reviews. At any point during those 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.

Funding Decisions

All funding decisions related to the JAG program application 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 Council's Board. 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) business days of the date on the denial notice.

Once an award is made, it is within the discretion of the Council to determine that a subgrantee is not compliant with applicable policies and, upon such a determination, the Council may terminate further funding and require reimbursement of grant funds to the Council.

Restrictions on Use of Funds

JAG funds cannot be used directly or indirectly for security enhancements or equipment to nongovernmental entities not engaged in criminal justice or public safety. Indirect costs, not limited to expenses such as accounting, payroll, data processing, purchasing, personnel, and building use, may not be requested through this grant program. In addition, the following items are prohibited:

- Vehicles, vessels, or aircraft;
- Luxury items;
- Real estate; and
- Construction projects, other than penal or correctional institutions

Minimization of Conference Costs

In accordance with the Office of Justice Programs (OJP) policy, funds awarded under this grant cannot be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (i.e., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be obtained. Such an exception would require prior approval from the Council. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

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 VI: 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 returned to 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.

Fiscal Accountability

Commingling of funds on either a program-by-program or project-by-project basis is prohibited. The subgrantee's accounting system must maintain a clear audit trail for each source of funding for each fiscal budget period and include the following:

- Separate accountability of receipts, expenditures, disbursements, and balances. CJCC recommends creating an account in your accounting system for each grant using the grant number provided by CJCC.
- Itemized records supporting all grant expenditures in sufficient detail to show exact nature of activity.
- Data and information for each expenditure with proper reference to a supporting voucher or bill properly approved.
- Hourly timesheets describing work activity, signed by the employee and supervisor, to document hours personnel worked on grant-related activities.
- Maintenance of payroll authorizations and vouchers.
- Maintenance of records supporting charges for fringe benefits.
- Maintenance of inventory records for equipment purchased, rented, and contributed (as applicable).
- Maintenance of billing records for consumable supplies (i.e., paper, printing) purchased (as applicable).
- Provisions for payment by check (as applicable).
- Maintenance of travel records (i.e., mileage logs, gas receipts) (as applicable).
- Lease agreements, contracts services, and purchases of equipment that adhere to established procurement processes (as applicable).

Office of Civil Rights

Pursuant to 28 C.F.R. Section 42.302, all recipients of federal funds must be in compliance with EEO and Civil Rights requirements. All programs that receive Byrne JAG funds or are subawarded Byrne JAG funds via program agreements are required to conform to the grant program requirements and all applicable civil rights laws. Violations may result in suspension or termination of funding until CJCC determines the recipient is in compliance. Information on required biannual agency-wide Civil Rights trainings can be found at <http://ojp.gov/about/ocr/assistance.htm>.

Nondiscrimination

Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits. Findings of discrimination must be submitted to the Office for Civil Rights and to CJCC.

Limited English Proficiency (LEP) Individuals

In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency. For more information, access <http://www.lep.gov>. CJCC requires subgrantees to have written LEP plans that outline the policies and procedures for ensuring access to necessary forms of written and verbal communication.

Equal Employment Opportunity Plans

The applicant agency must meet the requirements of 28 CFR 42.301 et seq., Equal Employment Opportunity Plans (EEO). If your agency needs technical assistance in preparing an Equal Employment Opportunity Plan, please contact the Office for Civil Rights Compliance Specialist, Office of Justice Programs, Washington, D.C., (202) 307-0690.

Performance Measures and Reporting Requirements

Performance measurement can be defined as the process of routinely measuring the outputs and outcomes produced by a program, thereby allowing one to assess the effectiveness of program investments and activities. It has been found that measuring performance builds consensus and commitment within the justice community, assists with the goal of obtaining and allocating resources, demonstrates success, and improves accountability.

The Bureau of Justice Assistance (BJA), Office of Justice Programs, the federal entity that administers the JAG program, has developed performance measures for all JAG-funded program types. 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 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
July 1 – September 30	October 10
October 1 – December 31	January 10
January 1 – March 31	April 10
April 1 – June 30	July 10

Submission of performance measures data is not required for the application. Instead, applicants should expect to continue collecting data for performance measures as they have previously should they receive continuation funding.