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GOVERNOR



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DIRECTOR

The Criminal Justice Coordinating Council (the Council) is pleased to announce the availability of continuation funding under the Edward Byrne Memorial Justice Assistance Grant (JAG) Program.

**Edward Byrne Memorial  
Justice Assistance Grant (JAG) Program  
2023 Existing State Project Application Packet**

**Eligibility**

Applicants are limited to state agencies currently receiving an award under the Criminal Justice Coordinating Council's 2022 Edward Byrne Memorial Justice Assistance Grant (JAG) Program.

**Deadline**

Applications are due by 5:00 p.m. on November 3, 2023.

**Award Period**

January 1, 2024 through December 31, 2024

**Contact Information**

For assistance with the requirements of this solicitation, contact:

Mia Smith, Planning and Policy Development Specialist,  
at [mia.smith@cjcc.ga.gov](mailto:mia.smith@cjcc.ga.gov) or 404.654.5693

**Release Date: October 6, 2023**

# **Edward Byrne Memorial Justice Assistance Grant (JAG) Program 2023 Existing State Project 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 26 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)
- Mental health programs and related law enforcement and corrections programs, including behavioral programs and crisis intervention teams

## ***SECTION II: APPLICATION PROCESS***

### **Application Review**

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

- Past compliance with all financial and programmatic reporting requirements;
- Overall quality and completeness of the application;
- Explanation of proposed changes demonstrating their appropriateness; and
- 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 is 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 ten (10) 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. Upon such a determination, the Council may terminate further funding and require reimbursement of grant funds.

### **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
- Prizes, incentives, or other trinkets
- Any similar matters

### **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 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.

### **Risk Assessment and Monitoring**

Risk Assessment and Monitoring. [2 CFR 200.332\(b\)](#) states that "all pass-through entities must... evaluate each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for the purposes of determining the appropriate subrecipient monitoring."

The Byrne- JAG monitoring schedule will be developed based on the overall subrecipient risk. The risk assessment should be completed using the subgranting agency's information. Click [here to complete risk assessment](#). See below for instructions on how to complete the risk assessment:

- [Non-Profit Risk Assessment Instructions](#)
- [Government Agency Risk Assessment Instructions](#)
- [University Risk Assessment Instructions](#)

**\*\*Risk assessment should only be completed by applicants who have not completed a risk assessment in the last 6 months.**

## ***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 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:

<b>Reporting Period</b>	<b>Due Date</b>
July 1 – September 30	October 15
October 1 – December 31	January 15
January 1 – March 31	April 15
April 1 – June 30	July 15

Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application proposed methods for collecting data for performance measures. Refer to “Section IV: Application Form” for further guidance.

## ***SECTION IV: APPLICATION FORM***

### **Program Narrative**

All applications must include narrative information using the format outlines to provide a statement of the problem, description of project activities, program impact statement, and sustainability plan.

**Statement of the Problem (1-3 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. 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 address 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 descriptions of 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, Activities, and Equipment: Equipment and services that will be purchased and their necessity to agency operations. ***Note: all items requested in the budget summary and narrative must be clearly supported by project activities.***

**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 they relate to the scope of the program, if applicable. 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. A sample MOU is posted on the Council's website at: <https://cjcc.georgia.gov/grant-forms-publications/application-award-documents>.

**Program Budget and 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. 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.***

## ***SECTION V: PREVIOUS YEAR ACCOMPLISHMENTS***

Upload a brief description of the program's accomplishments in the previous year. Please include data pertaining to the scope and extent of the program. ***The description should be for the grant period of January 1, 2023 to date.*** If your agency is unable to provide a response, provide a brief explanation of why the data is not available.

## ***SECTION VI: 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 2023 awards are only for continuation funding. The award amount received in 2022 should remain the same, pending availability of federal funds and compliance with programmatic and fiscal requirements imposed in your special conditions.

### **Budget Detail Worksheet (includes Budget Narrative)**

Applicants are required to submit a draft budget and budget narrative outlining how the funds requested will be used to support and implement the program. This narrative should include a breakdown of costs, as well as how funds will be allocated across approved budget categories of Personnel, Fringe Benefits, Travel, Equipment, Supplies, Consultants/Contracts, and Other. Complete and attach the Budget Detail Worksheet that can be downloaded from the solicitation notice on CJCC website: [cjcc.georgia.gov/grants/funding-opportunities/current-grant-opportunities](https://cjcc.georgia.gov/grants/funding-opportunities/current-grant-opportunities). When uploading the budget worksheet to the application, the applicant will need to save the attachment as an .xlsx to disable the macros.

***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, 2024. 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.

### **How to Apply**

Submit the completed application, including the requested information and all required attachments, online at [https://cjcc.formstack.com/forms/2023\\_byrne\\_state\\_award](https://cjcc.formstack.com/forms/2023_byrne_state_award). To be eligible for funding consideration, a complete application must be received by our office on or before the due date of November 3, 2023.