

BRIAN KEMP GOVERNOR JAY NEAL EXECUTIVE DIRECTOR

The Criminal Justice Coordinating Council (CJCC) is pleased to announce that it is seeking applications for funding under the Byrne Discretionary Grants Program.

# FY2023 Byrne Discretionary Grants Program Request for Applications CFDA 16.753

# **Eligibility**

Applicants are limited to agencies located in Georgia that are 501(c)(3) non-profit organizations that meet the eligibility requirements outlined in this solicitation. This RFA is an invitation only application to assist with the funding of domestic violence programs to provide intervention services, awareness, and education to domestic violence victims. Please see **Appendix B** for the allocation chart for award amounts. **Please note: The FY23 Byrne Discretionary Grants Program is one-time award.** 

Applicant agencies should be certified and eligible to receive Local Victim Assistance Program (LVAP) 5% funds. Agencies without certification may apply for funding; however, if funding is awarded the agency must complete certification requirements prior to receiving an award.

#### **Deadline**

Applications are due at 5:00 p.m. on October 26, 2023

#### **Award Period**

October 1, 2023 - December 31, 2024

#### **Contact Information**

For assistance with the requirements of this solicitation, contact:

Natalie Williams at 404-657-2224 or <u>Natalie.Williams@cjcc.ga.gov</u> Cynthia Valdez at 404-657-2233 or Cynthia.Valdez@cjcc.ga.gov

In accordance with the Americans with Disabilities Act, the State will provide reasonable accommodation for persons with disabilities. If you need a reasonable accommodation, please contact CJCC at 404-657-1956 or TTY: 404-463-7650.

Release Date: September 27, 2023

# **TABLE OF CONTENTS**

Overview	3
A. Eligibility	4
Additional Specific Eligibility Requirements	4
B. Grant Award Agreement	6
C. Reporting Requirements	6
Financial Reporting Requirements	6
Program Reporting Requirements	7
Post-Award Requirements	8
D. Application Submission Instructions	8
Basic Information	9
Narrative	9
Budget	10
Appendix A – Byrne Discretionary Grants Program - Allowable Activities and	Unallowable
Costs	11
Appendix B – Allocation Chart	13

# Byrne Discretionary Grants Program FY 2023 Request for Applications

# **Criminal Justice Coordinating Council**

The Criminal Justice Coordinating Council (CJCC) 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-seven members representing various components of the criminal justice system. CJCC is charged with fiscal and programmatic oversight of the FY2023 Byrne Discretionary Grants Program.

CJCC is soliciting applications for the Byrne Discretionary Grants Program. Agencies must submit an application to be considered for funding. Agencies are encouraged to read this entire RFA thoroughly before preparing and submitting their grant application. This application is open to Georgia state-certified domestic violence shelter agencies and are operated by a public agency, nonprofit organization, or combination of such agencies or organizations.

#### Overview

OJP is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

OVC is authorized to distribute funds to support projects designated for funding in the Consolidated Appropriations Act, 2023 (Public Law 117-328) to improve the functioning of the criminal justice system, to prevent or combat juvenile delinquency, and to assist victims of crime (other than compensation).

This funding is for discretionary grants to improve the functioning of the criminal justice system, to prevent or combat juvenile delinquency, and to assist victims of crime (other than compensation). Funding shall be used for the projects, and in the amounts, specified under the heading "Byrne Discretionary Community Project Grants/Byrne Discretionary Grants" in the Joint Explanatory Statement – Division B, which is incorporated by reference into Pub. L. 117-328.

The goal of this program is to improve the functioning of the criminal justice system, prevent or combat juvenile delinquency, and assist victims of crime (other than compensation) in geographic areas designated in the Consolidated Appropriations Act, 2023 (Public Law 117-328).

The purpose of the Byrne Discretionary Grants Program is to support Georgia Domestic Violence Services.

# A. Eligibility

An eligible applicant must meet all of the following criteria:

- 1. Be listed on the allocations listing on Appendix B
- 2. Serve as the fiscal agent for the grant and the point of contact to CJCC; and
- 3. Be responsible, liable, and oversee financial, program and post-award reporting requirements.
- 4. Be certified and eligible to receive Local Victim Assistance (LVAP) 5% funds.

#### **Additional Specific Eligibility Requirements**

These funds are to be awarded to applicants only for providing services to victims of crime through their staff. Each applicant organization shall meet the following requirements:

- **Religion** Grantee programs may not promote, discuss, or teach religion. Program activities and services are required to be accessible to any interested participant, regardless of religious affiliation.
- Federal Criminal Background Checks All Grantees must conduct criminal background checks on all direct service and outreach personnel who have contact with victims of domestic violence and their children. Grantees must use Cogent Systems, Georgia Applicant Processing Services, to conduct a background check on all direct service and outreach personnel once every three years.
- Internet Security Policy CJCC requires all subgrantees to establish and enforce an Internet Security Policy when minor participants and/or staff have access (supervised or unsupervised) to the Internet. This includes any technology provided by CJCC funding and technology utilized by participants during a CJCC funded program component.
- Comply with CJCC grant requirements Agencies must adhere to financial and programmatic guidelines; comply with deadlines; and provide all information to CJCC as requested in a timely fashion.
- Fiscal Accountability Commingling of funds on either a program-by-program or project-by-project basis is prohibited. The subrecipient's accounting system must maintain a clear audit trail for each source of funding for each fiscal budget period and include the following:
  - a. 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.
  - b. Itemized records supporting all grant receipts, expenditures and match contributions in sufficient detail to show exact nature of activity.
  - c. Data and information for each expenditure and match contribution with proper reference to a supporting voucher or bill properly approved.
  - d. Hourly timesheets describing work activity, signed by the employee and supervisor, to document hours personnel worked on grant related activities. Match hours must be documented in same manner.
  - e. Maintenance of payroll authorizations and vouchers.
  - f. Maintenance of records supporting charges for fringe benefits.
  - g. Maintenance of inventory records for equipment purchased, rented, and contributed.

- h. Maintenance of billing records for consumable supplies (i.e., paper, printing) purchased.
- i. Provisions for payment by check.
- j. Maintenance of travel records (i.e., mileage logs, gas receipts).
- k. Lease Agreements, contracts services, and purchases of equipment that adhere to established procurement processes.
- Office of Civil Rights Pursuant to 28 C.F.R. Section 42.302 all recipients of federal funds must be in compliance with EEOP and Civil Rights requirements. All programs that receive grant funds or are subawarded grant funds via program agreements are required to conform to the grant program requirements. If there is a violation to this it may result in suspension or termination of funding, until such time as the recipient is in compliance. Information on required Civil Rights trainings can be found at <a href="http://ojp.gov/about/ocr/assistance.htm">http://ojp.gov/about/ocr/assistance.htm</a>.
- 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 <a href="http://www.lep.gov">http://www.lep.gov</a>.
- Equal Employment Opportunity Plans The applicant agency must meet the requirements of 28 CFR 42.301 et seq., Equal Employment Opportunity Plans (EEOP). The plan must cover the grant period specified in the application. 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.
- **Grant Acceptance/Request for Funds** To accept the grant award, each applicant must return all award documents and all required forms with original signatures within 45 calendar days of the award date. The applicant will be unable to request funds until all required documents are returned to the CJCC office.
- Special Conditions CJCC will assign special conditions for each approved project.
   Each subgrantee should refer to their award packet for their special conditions.

   Applicants agree to comply with all the guidelines set forth by the Criminal Justice Coordinating Council. These guidelines can be found in the <u>Subgrantee Programmatic and Fiscal Compliance Policy</u> on CJCC's website. Any programmatic and fiscal non-compliance may result in a reduction of the award.
- Other Applicants must comply with all forms, assurances, and certifications attached to this RFA. This includes maintaining a DUNS number, EIN, active registration with the System for Award Management (SAM), and other federal forms as requested by CJCC in the award packet.

# **B.** Grant Award Agreement

**Grant Award Amount:** Applicants are applying for one-time funding in fiscal year 2023-24. Any award made pursuant to this solicitation is dependent upon the receipt and availability of federal grant awards and any requirements/conditions attached thereto.

**Grant Award Period:** The grant award period covers October 1, 2023 through December 31, 2024. The funding source is the Byrne Discretionary Grants Program. If the funds appropriated are reduced or eliminated by the Bureau for Justice Assistance, CJCC may immediately terminate or reduce the grant award by written notice to the grantee. Termination or reduction will not apply to allowable costs already incurred by the grantee to the extent that funds are available for payment of such costs.

**Modification of Funds:** CJCC reserves the right to make changes to the application budget at the time of the grant award and will communicate any changes to the applicant. CJCC may negotiate all or part of any proposed budget after award of the grant award agreement due to funding or program requirements provisions.

**Match Funds:** Match funding is not required for this solicitation.

# C. Reporting Requirements

CJCC requires that subgrantees comply with and fully participate in the financial and programmatic reporting requirements for this grant program.

#### **Financial Reporting Requirements**

1. Monthly or Quarterly Subgrant Expenditure Requests: Upon accepting the award, each agency is required to indicate whether it agrees to submitting Monthly or Quarterly SERs to CJCC. Monthly SERs are due on the 15th day of the month immediately following the month in which expenses were incurred; i.e., an SER for expenses incurred in January is due by February 15. Quarterly SERs are due on the following dates for the corresponding financial reporting periods:

QUARTERLY SERs		
FINANCIAL REPORTING PERIOD	DUE ON OR BEFORE THE FOLLOWING DATES	
October 1 – December 31, 2023	January 30, 2024	
January 1- March 31, 2024	April 30, 2024	
April 1 – June 30, 2024	July 30, 2024	
<b>July 1 – September 30, 2024</b>	October 30, 2024	
October 1- December 31, 2024	January 30, 2025	

Failure to submit these financial reports in a timely manner will significantly delay any SERs submitted within the grant period. Continued delays will result in a staff recommendation to reduce noncompliant agencies' award amounts.

- 2. Grantees are required to maintain expenditure documentation such as timesheets, equipment purchases, travel logs, supply purchases, inventory records, and consultant contracts. This documentation may be requested at any time.
- 3. Grantees must attend any scheduled grant management workshop (if required) prior to the release of grant funds.

#### **Program Reporting Requirements**

CJCC requires that grantees comply with and fully participate in the main components of evaluation and program reporting. Award subrecipients must collect, maintain, and provide CJCC, data that measures the performance and effectiveness of activities under this award, in the manner, and within the timeframes outlined below. CJCC will provide updates as further guidance from DOJ is provided. Reporting should include but is not limited to: quarterly reports that outline activities and how many individuals received services, types of trainings provided, and what equipment and/or supplies.

REPORTING PERIOD	PERFORMANCE DELIVERABLES	DUE DATES
FIRST PERIOD October 1 – December 31, 2023	<ul> <li>Fully executed grant award agreement and attachments</li> <li>Submission of program data</li> <li>Attendance at all required quarterly meetings and trainings</li> </ul>	January 30, 2024
SECOND PERIOD  January 1 – March 31, 2024	<ul> <li>Submission of program data</li> <li>Attendance at all required quarterly meetings and trainings</li> </ul>	April 30, 2024
THIRD PERIOD April 1 – June 30, 2024	<ul> <li>Submission of program data</li> <li>Attendance at all required quarterly meetings and trainings</li> </ul>	July 30, 2024
FOURTH PERIOD July 1 – September 30, 2024	<ul> <li>Submission of program data</li> <li>Attendance at all required quarterly meetings and trainings</li> </ul>	October 30, 2024
FINAL PERIOD October 1 – December 31, 2025	<ul> <li>Submission of program data</li> <li>Attendance at all required quarterly meetings and trainings</li> </ul>	January 30, 2025

#### **Post-Award Requirements**

- 1. **Grant Management Workshop** If an applicant is awarded a grant, the subgrantee may be required to attend a CJCC grant management workshop.
- 2. **Compliance Monitoring** CJCC staff may conduct a site visit or desk review during the grant period. Additional monitoring activities may also be conducted during the grant year. Site visits and desk reviews will be scheduled with the grantee in advance. Site visits and desk reviews will be conducted to monitor the program for implementation and to view program documentation.
- 3. Additional Training, Technical Assistance, and Events CJCC may offer a number of non-mandatory, post-award training and technical assistance opportunities and special events. Grantees will be informed of events via e-mail, and the events will be posted on the CJCC website. CJCC staff also will give ongoing, individual technical assistance and other support activities to sub-grantees as needed or requested throughout the year.

# **D.** Application Submission Instructions

Applications must be submitted online via FormStack.

# **Link to Application**

Applicants will not be able to log out or log back in once the application is started. CJCC recommends that each applicant compile all information requested in this RFA before beginning the online application, allowing 2-3 hours for completion.

Applicants who experience technical difficulties or emergency circumstances should contact Natalie Williams immediately at <a href="Matalie.Williams@cjcc.ga.gov">Natalie.Williams@cjcc.ga.gov</a> or 404-657-2224 to request an extension or alternate method of applying.

Applications must be submitted on October 26, 2023, by 5:00 PM. There is no commitment on the part of CJCC to fund an application or to fund it at the amount requested.

All line items within the budget are subject to review and approval. Decisions related to these budget line items are based on allowability, justification and reasonableness.

The application must be completed and submitted in accordance with RFA guidelines for submission or the proposal may be disqualified. Applications for funding will undergo reviews by CJCC staff, the Victim Assistance Grants Committee, and the Council. At any point during these reviews, a decision not to fund a project or any part thereof may be made. These decisions are within the complete discretion of CJCC.

#### **Basic Information**

The first section includes basic information about the applicant agency and its main points of contact for the application. Failure to enter accurate agency and contact information may result in a mis-categorization of an application and a delay in funds.

Please provide a brief abstract/summary of the project scope.

#### Narrative

#### A. Agency Description

Provide a brief overview of the agency applying for funding including at minimum:

- the agency's name
- year founded
- mission statement.

#### **B.** Problem Statement

Provide a description of the need(s) to be addressed by the Byrne Discretionary Grants Program.

Provide relevant qualitative and/or quantitative data with citations in support of the need(s). (i.e. short and long-term impacts of the pandemic on program operations and program participants, increase in caseloads, caseload backlogs, increase in requests for services and length of time services are requested/needed by participants, etc.)

#### C. Target Population

Provide a description of the clearly defined target population to be served by the applicant during the grant period.

Please also provide an estimate of how many individuals will be served during the grant period with CJCC funding.

Indicate the counties that will be served and the Congressional District(s) served by the project. Agencies can look up Congressional Districts at <a href="https://www.govtrack.us/congress/members/GA">https://www.govtrack.us/congress/members/GA</a>.

Provide a brief description of the county or counties that the applicant is proposing to serve.

#### **D.** Project Description

Description of how the proposed request (program personnel, program, service, activity, etc.) will be utilized to support domestic violence services.

#### E. Data Collection and Evaluation

Describe the data collection methods for the project. Please describe what data the agency collects or will collect for the proposed project and how data is collected. Examples include intake forms and exit surveys staff or volunteers assist victims to complete. Also explain how the agency will know if it met its project goals. Indicators of success typically include outcomes that restore or enhance victim safety and stability, increase knowledge of the criminal justice system, etc.

#### Budget

Applicants must attach a budget using the <u>Budget Detail Worksheet</u>. Staff will review the budget and provide feedback on whether line items are allowable, reasonable and justifiable. Please complete both the budget worksheet and the narrative section. Please note

The budget narrative should be submitted for clarity of expenses requested in the different budget categories. Applicants must provide details on each cost item in the budget. For example, applicants may not just include a cost item for "Speaker Contracts," the applicant must describe what the event is and its purpose, a brief bio of the speaker, and a justification of including this cost and value added to the grant. Grantees are responsible for obtaining and executing necessary agreements with partners or contractors providing services under this agreement. Documentation and copies of agreements can be requested by CJCC at any time during the contract period.

#### **Program Match Requirement**

Match funding is not required for this solicitation.

#### **Program Income**

"Program income" is gross income earned during the funding period by the recipient as a direct result of the grant award. As a general rule, the CJCC does not allow subgrantees to earn or use program income.

#### Allowable and Unallowable Costs

Please see Appendix B for list of unallowable costs.

#### **Supplantation**

Funds must be used to supplement existing funds for program activities and cannot replace or supplant funds that have been appropriated for the same purpose.

#### **Certification and Completion**

Before you submit, review your application from start to finish to ensure you submit complete and accurate information. To finalize the application, please enter the name of the person submitting the application and initials to certify completion. **Remember to submit the application** when you are finished with this section. If more than one application is submitted for the same agency, CJCC will only accept the most recent application.

# Appendix A – Byrne Discretionary Grants Program - Allowable Activities and Unallowable Costs

#### **UNALLOWED COSTS**

Acquisition of land

Alcoholic Beverages

Automobile Purchase

Awards, bonuses, or commissions

Cost incurred outside the award period

Construction costs including capital improvements

Corporate formation

Entertainment- (i.e. luncheons, dinners, banquets, receptions, rewards, prizes, trinkets, or any other monetary incentives)

Federal employees' compensation and travel

\*Food- no funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made in cases where such sustenance is not otherwise available (i.e., extremely remote areas). An exception would require prior approval.

Gifts Cards

Grant preparation fee

Imputed interest charges (late fees)

Lobbying

Mileage rate may not exceed the travel regulation as published by the State Accounting Office.

Military-type equipment

No income eligibility standard may be imposed upon individuals with respect to eligibility for assistance or service supported with funds provided by this grant. No fees may be levied for assistance or services provided with funds provided by this grant.

Grant funds may not be used as direct payment to any victim

#### **UNALLOWED ACTIVITIES**

Direct services may not teach or promote religion

Supplanting funds: Federal funds must be used to supplement existing funds for direct service activities and must not replace those funds that have been appropriated for the same purpose.

Commingling of funds: Physical segregation of cash depositions are not required, however, the accounting system of all contractors and sub-contractors must ensure that agency funds are not commingled with funds from other federal agencies. Each award must be accounted for separately. Commingling of funds is prohibited on either a program-by-program or project-by-project basis.

Organized fundraising activities (e.g., campaigns, endowment drives, and solicitation of gifts), which includes salary of any individual(s) engaged in direct fundraising activity for the organization. An organization may engage in activity to "institutionalize" the CJCC-funded project for sustainability purposes; however, CJCC funds may used for the purpose of raising funds to finance non-related grant programs and/or complementary program activities.

Political activities including endorsement of any political candidate or party, use of machinery, equipment, postage, stationary, or personnel on behalf of any candidate or any question of public policy subject to referendum, in accordance with O.C.G.A. 50-20-3(f)

Address or location of any shelter facility assisted with funds provided through this grant must maintain a confidential location and shall not be made public.

No individual shall be excluded from participation in, denied benefits of, or otherwise be subject discrimination under this program and shall provide equal provision of services to clients regardless of age, gender (teenage boys and men), sexual orientation, and legally emancipated clients.

# Appendix B – Allocation Chart

FY2023 Byrne Discretionary Grants Program		
#	Agency Name	Award
1	Alma Domestic Violence Foundation	\$ 49,709
2	Atlanta Victim Assistance, Inc.	\$ 49,709
3	Battered Women's Shelter, Inc.	\$ 49,709
4	Camden Community Crisis Center, Inc.	\$ 49,709
5	Carroll County Emergency Shelter, Inc.	\$ 49,709
6	Cherokee Family Violence Center, Inc.	\$ 49,709
7	Christian League for Battered Women	\$ 49,709
8	Circle of Love Center, Inc.	\$ 49,709
9	Citizens Against Violence, Inc. (Safe Haven)	\$ 49,709
10	Clayton County Assoc Against FV, Inc.	\$ 49,709
11	Colquitt Co. Serenity House Project, Inc.	\$ 49,709
12	Columbus Alliance for Battered Women, Inc.	\$ 49,709
13	Crisis Line & Safe House of Central GA, Inc.	\$ 49,709
14	F.A.I.T.H. in Rabun County, Inc.	\$ 49,709
15	Family Crisis Ctr of (WDCC)Counties, Inc	\$ 49,709
16	Fayette County Council On DV, Inc.	\$ 49,709
17	Flint Circuit Council on FV, Inc.	\$ 49,709
18	Forsyth County Family Haven, Inc.	\$ 49,709
19	Gateway House, Inc.	\$ 49,709
20	Georgia Mountain Women's Center, Inc.	\$ 49,709
21	Glynn Community Crisis Center, Inc.	\$ 49,709
22	Halcyon Home for Battered Women, Inc.	\$ 49,709
23	Harmony House DV Shelter, Inc.	\$ 49,709
24	Hospitality House for Women, Inc.	\$ 49,709
25	House of Globalization, Inc	\$ 49,709
26	International Women's House, Inc.	\$ 49,709
27	Jewish Family & Career Services	\$ 49,709
28	Liberty House of Albany, Inc.	\$ 49,709
29	liveSafe Resources	\$ 49,709
30	NE GA Council on DV, Inc.	\$ 49,709
31	NOA's Ark, Inc.	\$ 49,709
32	Noor Family Services Corporation	\$ 49,709
33	North GA Mountain Crisis Network, Inc.	\$ 49,709
34	NW GA Family Crisis Center, Inc.	\$ 49,709
35	Partnership Against DV, Inc. (Fulton)	\$ 49,709

#	Agency Name	Award
36	Partnership Against DV, Inc. (Gwinnett)	\$ 49,709
37	Peace Place, Inc.	\$ 49,709
38	Polk County Women's Shelter, Inc.	\$ 49,709
39	Project ReNeWal, Inc.	\$ 49,709
40	Project Safe, Inc.	\$ 49,709
41	Raksha, Inc	\$ 49,709
42	S.H.A.R.E. House, Inc.	\$ 49,709
43	Safe Haven Transitional	\$ 49,709
44	SAFE Homes of Augusta, Inc.	\$ 49,709
45	Safe Shelter Ctr for DV Services, Inc.	\$ 49,709
46	Ser Familia, Inc	\$ 49,709
47	SOWEGA Victims Alliance	\$ 49,709
48	Support in Abusive Family Emergencies, Inc.	\$ 49,709
49	The Refuge DV Shelter, Inc.	\$ 49,709
50	The Salvation Army, A Georgia Corp.	\$ 49,709
51	Tifton Judicial Circuit Shelter, Inc.	\$ 49,709
52	Tri-County Protective Agency, Inc.	\$ 49,709
53	Waycross Area Shelter for Abused Persons, Inc.	\$ 49,709
54	Wayne County Protective Agency, Inc.	\$ 49,709
55	Women In Need of God's Shelter, Inc.	\$ 49,709
56	Women Moving On, Inc.	\$ 49,709
	TOTAL	\$ 2,783,704