



The Criminal Justice Coordinating Council (CJCC) is pleased to announce that it is seeking applications for funding under the Howard G. Buffett Foundation (HGBF) Grant Program.

## Howard G. Buffett Foundation (HGBF) Grant Program FY 2025 Request for Applications

### Eligibility *Continuation Funding*

Applicants are limited to agencies located in Georgia that are a public agency, nonprofit organization, or combination of such agencies or organizations that meet the eligibility requirements outlined in this solicitation **and** are included on the allocation list in Appendix B. This RFA is to assist with the funding of human trafficking services. ***See Appendix B for allocation amounts.***

Applicant agencies should be certified and eligible to receive Local Victim Assistance (LVAP) 5% funds and if applicable, be certified to provide trauma-informed services to trafficking victims by CJCC. Agencies without certification may apply for funding; however, if funding is awarded the agency will have to complete certification requirements prior to drawing down funds.

### Deadline

Applications are due at 5:00 p.m. on November 28, 2025

### Award Period

September 1, 2025- August 31, 2026

### Contact Information

For assistance with the requirements of this solicitation, contact:

Christie LeCroy at [Christie.Lecroy@cjcc.ga.gov](mailto:Christie.Lecroy@cjcc.ga.gov)

Amy Hutsell at [Amy.Hutsell@cjcc.ga.gov](mailto:Amy.Hutsell@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 email [Kristy.carter@cjcc.ga.gov](mailto:Kristy.carter@cjcc.ga.gov).*

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# FY25 Howard G. Buffett Foundation (HGBF) Grant Program Request for Applications

## I. 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 Victim Services Grant Programs.

CJCC is soliciting applications for the Howard G. Buffet Foundation Grant 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.

## II. Overview

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 members representing various components of the criminal justice system. CJCC is charged with fiscal and programmatic oversight of statewide grant programs supporting victims of crime and public safety initiatives.

CJCC, in partnership with the Howard G. Buffett Foundation (HGBF), is soliciting applications for continuation funding under the Howard G. Buffett Foundation (HGBF) Continuation Grant Program – FY2026. This solicitation supports the ongoing work of Georgia's Labor Trafficking Task Force and related multidisciplinary efforts designed to combat human trafficking through coordinated enforcement, data analysis, victim services, and training. Continuation funding will enable CJCC and its partner agencies to sustain and expand existing capacity to identify, investigate, and prosecute labor trafficking cases, as well as strengthen victim-centered services across the state.

These funds will support key project areas, including:

Continued staffing for the Labor Trafficking Task Force and partner positions (investigators, analysts, coordinators, and prosecutors); Maintenance and enhancement of Georgia's Human Trafficking Data Clearinghouse to support data-driven decision-making; Expansion of outreach and advocacy services through nonprofit and legal partners; and Delivery of training and technical assistance to law enforcement, service providers, and community stakeholders.

The continuation award is intended to preserve and strengthen the infrastructure and best practices developed through prior HGBF investments while expanding collaboration among state, federal, and local partners.

## III. Eligibility

Awards are limited to the agencies outline on Appendix B of this solicitation. **Any award made pursuant to this solicitation is dependent upon the receipt and availability of grant awards and any requirements/conditions attached thereto.**

An eligible applicant must meet all of the following criteria:

1. Serve as the fiscal agent for the grant and the point of contact to CJCC;
2. Be responsible, liable, and oversee financial, program and post-award reporting requirements;

## A. Additional Specific Eligibility Requirements

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. Grantees must use fingerprint background checks 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 and expenditures 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.
  - 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 EEO and Civil Rights requirements. Information on required Civil Rights trainings can be found at <https://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 <https://www.lep.gov/>.
- **Equal Employment Opportunity Plans** - The applicant agency must meet the requirements of 28 CFR 42.301 et seq., Equal Employment Opportunity Plans (EEO). 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.
- **Nondisclosure of Confidential or Private Information** - Eligible agencies must have policies and procedures in place that safeguard the confidentiality of all victim records, contact information, personally identifying information, and other information considered sensitive. Personally identifying information collected in connection with services requested shall not be disclosed. Personally identifying information shall not be revealed without informed written reasonably time-limited consent. These measures must be consistent with applicable Federal, state, and local laws regarding privacy and confidentiality.
- **Help victims apply for compensation benefits**- Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting them with the application forms and procedures, obtaining necessary documentation, and/or checking on claim status.
- **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. 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.

#### **IV. Grant Award Agreement**

**Grant Award Amount:** Any award made pursuant to this solicitation is dependent upon the receipt and availability of grant awards and any requirements/conditions attached thereto. Please see Appendix B FY2025 Funding Chart that lists the grant award amounts that each agency is eligible to apply for.

**Grant Award Period:** The grant award period covers September 1, 2025 through August 31, 2026. The funding source are Howard G. Buffett Foundation (HGBF). If the funds appropriated are

reduced or eliminated by the Howard G. Buffett Foundation (HGBF), 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 requirement provisions.

## **V. Reporting Requirements**

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

### **A. Financial Reporting Requirements**

1. *Monthly Subgrant Expenditure Requests:* Upon accepting the award, each agency is required to indicate whether it agrees to submitting Monthly SERs to CJCC. Monthly SERs are due on the 30th day of the month immediately following the month in which expenses were incurred; i.e., a SER for expenses incurred in July is due by August 30. Quarterly SERs are due on the following dates for the corresponding financial reporting periods:

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 signed 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), mandatory meetings, or required trainings prior to the release of grant funds.

### **B. Program Reporting Requirements**

CJCC requires that grantees comply with and fully participate in the main components of evaluation and program reporting:

1. *Other Database Identified by CJCC:* No later than 30 days after the end of each quarter, the grantee will ensure that program data are reported through the database identified by CJCC. The grantee will be responsible and liable for reviewing all data entered into the database for completeness, accuracy, and compliance with CJCC reporting requirements which includes programmatic and financial reporting.

2. *Surveys for Service Outcomes:* Surveys that indicate victims have strategies to enhance safety and increased knowledge of community resources.

3. *Safety Plans:* Safety plan development that indicates victims have access to safety planning and strategies to enhance safety.

4. *Performance Deliverables:* All performance deliverables are due 30 calendar days following the close of the period.

### Grant Program Performance Deliverables

<i>REPORTING PERIOD</i>	<i>PERFORMANCE DELIVERABLES</i>	<i>DUE DATES</i>
FIRST PERIOD <b>September 1 – November 30</b>	<ul style="list-style-type: none"> <li>• Submission of data through NORC portal (July 1-September 30)</li> <li>• Individual program deliverables provided by CJCC</li> <li>• Completion of Performance Improvement Plan if prescribed by CJCC</li> <li>• Attendance at all required meetings and trainings</li> </ul>	<b>October 15</b>
SECONDPERIOD <b>December 1 – February 28</b>	<ul style="list-style-type: none"> <li>• Submission of data through NORC portal (October 1-December 31)</li> <li>• Individual program deliverables provided by CJCC</li> <li>• Completion of Performance Improvement Plan if prescribed by CJCC</li> <li>• Attendance at all required meetings and trainings</li> <li>•</li> </ul>	<b>January 15</b>
THIRD PERIOD <b>March 1 – May 30</b>	<ul style="list-style-type: none"> <li>• Completion of CJCC Progress Reports</li> <li>• Submission of data through NORC portal (January 1-March 31)</li> <li>• Individual program deliverables provided by CJCC</li> <li>• Completion of Performance Improvement Plan if prescribed by CJCC</li> <li>• Attendance at all required meetings and trainings</li> <li>•</li> </ul>	<b>March 13 April 15</b>



- How to Add Users to IGX Account  
[https://scribehow.com/viewer/How to Add Users to IGX Account Rr2K8JefQ Neli18i5BTXgQ](https://scribehow.com/viewer/How%20to%20Add%20Users%20to%20IGX%20Account%20Rr2K8JefQNeli18i5BTXgQ)
- How to Complete an Application/Apply for Funding  
[https://scribehow.com/viewer/How to Complete an ApplicationApply for Funding cjitZHF7QI2bQ3NxXU0KLg](https://scribehow.com/viewer/How%20to%20Complete%20an%20ApplicationApply%20for%20Funding%20cjitZHF7QI2bQ3NxXU0KLg)
  - Please Note: Your agency will choose the **“2025 Howard G Buffet Foundation YR2”** from the list of available opportunities.
- How to Continue a Saved/Incomplete Grant Application  
[https://scribehow.com/viewer/How to Continue a SavedIncomplete Grant Application 7tfVnJ42QkO1fxvN5kdrGg](https://scribehow.com/viewer/How%20to%20Continue%20a%20SavedIncomplete%20Grant%20Application%207tfVnJ42QkO1fxvN5kdrGg)

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.

#### A. Applicant Agency

The first form includes basic information about the applicant agency and will auto populate based on the agency profile. Applicant will need to add information is the Applicant Agency is not the same as the Implementing Agency.

Please fill in your organization’s Unique Entity ID (UEI). Indicate whether or not your agency is 5% LVAP certified. Your agency must have a UEI number and certified to receive 5% funds before drawing down funds.

#### B. Designation of Grant Officials

Please include the name, address, phone, fax, and email for the following officials:

1. Project Director- This official must be an employee of the applicant agency or from a contractor organization, at the applicant’s option, who will be directly responsible for operation of the project. This person will be the primary contact for the application and the post-award phase.
2. Financial Officer- This official must be the chief financial officer of the applicant agency such as the county auditor, city treasurer, or comptroller.
3. Authorized Official- This official is authorized to apply for, accept, decline or cancel the grant for the applicant agency. This person must be the executive director of a state agency, chairperson of the county Board of Commissioners, mayor, nonprofit board chairperson, or chairperson of the City Council. All official correspondence regarding the grant and the application (assurances, disclosures, certifications, award documentation, subgrant expenditure reports, subgrant adjustment reports) must be signed by the authorized official. Once an award has been made, the authorized official may designate someone to sign this documentation by submitting a Designation of Grant Officials Signature Authorization letter.

### C. Agency Description

Select, if applicable, if your organization is Human Trafficking Victim Assistance certified.

Select from the list, the county or counties the agency is certified to serve and the congressional districts to be served.

Select the counties within your primary service area. Service area is defined as counties in which you actively perform outreach and have relationships with victim service providers, prosecution, law enforcement and/or the courts. (i.e. SART protocols, MOUs, etc).

Please indicate whether or not the agency has a current written language access plan to assist crime victims who are LEP individuals.

Please indicate the language in which your agency or organization's staff members are proficient. "Proficiency" indicates that the staff member can appropriately serve a victim or otherwise converse with someone in their native language if they are LEP.

### D. Agency/Project Description

- Please provide a brief program description.

### E. Budget Forms

Applicants must complete a budget detail worksheet. Staff will review the budget and provide feedback on whether line items are allowable, reasonable, and justifiable. Please complete both the budget and narrative section for each category.

The budget narrative should be completed for clarity of expenses requested in the different budget categories. Applicants must provide details on each cost item in the budgets. 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.

### F. Required Attachments

- Budget Narrative (required)
- Detailed Budget Worksheet (required)
- Organizational Chart (required)
- Full Operating Budget (required)
- Supporting Documentation for Budgeted Items (job descriptions, etc.) (not required)
- Other Documents (SART Protocol, MOUs, Letters of Support, etc.) (not required)

**Applications must be submitted by 5:00 pm on, November 28, 2025. There is no commitment on the part of CJCC to fund an application or to fund it at the amount requested.**

## VII. Allowable and Unallowable Costs

Please see the approved budget. Any changes to the approved budgets must remain consistent with approved objectives. Any adjustments beyond the allowable thresholds must go through HGBF's Budget Revision process. See special conditions for additional procedures on budget adjustments.

## 1. Supplanting

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.

## 2. 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 have the Authorized Official select the checkbox and change the status to application submitted. *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.