

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
2015 Existing Local Project Application Packet**

Eligibility

Applicants are limited to local governments within Georgia who received a 2015 Multi-jurisdictional Drug Task Force or K-9 Unit award.

Deadline

Applications are due by 5:00 p.m. November 6, 2015

Award Period

January 1, 2016 through December 31, 2016

Contact Information

For assistance with the requirements of this solicitation, contact:

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Aisha.Ford@cjcc.ga.gov

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Edward Byrne Memorial Justice Assistance Grant (JAG) Program 2015 Existing Local Project Application Packet

SECTION I: 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 II: APPLICATION PROCESS

Eligibility

Existing multi-jurisdictional drug task force agencies and K-9 units who currently have a 2015 JAG award through the Criminal Justice Coordinating Council and meet the following criteria are eligible for an award under this solicitation.

In 2005, the Council established the following eligibility criteria for multi-jurisdictional task forces receiving Byrne JAG funds:

- at least two counties must participate;
- if only two counties participate, the largest municipality within each county must also participate; and
- if three or more counties participate, the cities are not required to participate.

In 2014, the Council established additional criteria for all funded drug task force agencies. All funded multi-jurisdictional drug task force agency must have a minimum of ***four full-time task force agents plus one supervisory Commander*** to ensure that each MJDTF has ample support and sufficient manpower to guarantee safe operations. Should the number of task force agents fall below this criteria, the agency must submit a plan and timeline to the Council detailing the steps they will take to move into compliance.

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. Demonstration of clear, measurable, and appropriate grant project objectives;
4. Demonstration of need including geographic location, local demographics, local statistics, other financial resources, etc.; and
5. 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. See "Restrictions on Use of Funds" subsection below to determine whether budget items requested are allowable prior to submitting your budget.

Applications for funding will undergo several reviews. At any point during these 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 applications 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 Criminal Justice System Advisory Committee. 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 business (15) days of the date on the denial notice.

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

Funds Restrictions

Local Drug Task Force Agencies

Use of funding is restricted to personnel salary and fringe benefits costs. Indirect costs may not be requested through this grant program.

Regional Drug Task Force Agencies

For the purposes of this award, a Regional Drug Task Force is defined as a *state and local collaborative*. To meet the eligibility criteria for consideration as a Regional Drug Task Force, the collaborative must have the commitment and participation of a state law enforcement agency (i.e., the Georgia Bureau of Investigation). Due to the expansive coverage areas of Regional Drug Task Force agencies, consideration will be provided for personnel and some operational expenses.

Existing programs are eligible for a 2016 maximum award consistent with 2015 funding levels (see Appendix A).

Match

No match is required.

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 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 received by 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 program types funded with JAG program funds. As such, the Council requires that all JAG-funded subgrantees complete a quarterly statistical report using BJA's Performance Measurement Tool (PMT). The goal of the PMT is to assist states in producing evidence-based guidance on monitoring and evaluating programs.

PMT reporting is completed based on grant-funded activities and due on the following dates:

Reporting Period	Due Date
January 1 - March 31	April 10
April 1 - June 30	July 10
July 1 - September 30	October 10
October 1 - December 31	January 10

Please note that BJA has revised the PMT report. The changes will be effective for the October 1 through December 31 reporting period. More information will be provided in the upcoming weeks.

Each subgrantee will also be required to report data on a semi-annual basis to CJCC. The reporting periods are January 1st through June 30th and July 1st through December 31st. Reports are due 30 days after the end of the reporting period.

SECTION IV: APPLICATION PROCESS

Program Narrative

All applications must also include narrative information to provide a statement of the problem, description of project activities, program impact and a sustainability plan as described below.

Statement of the Problem (1-2 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. You should 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 resolve the problem identified in the previous section. Also include in this section:

Personnel/Competencies: A list of personnel that your agency proposes to fund and describe 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 and Activities: Clearly state how the activities, investigative methods, and collaborative approach in which the task force seeks to engage will resolve the problems identified in your statement of the problem in the previous section.

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 it relates to the scope of the program. 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.

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. The Council encourages 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.

In an attached worksheet/spreadsheet, provide a detailed programmatic breakdown of all funds that support task force operations. List any and all federal, state and local government funding received, as well as funds received through asset forfeitures. The breakdown should indicate the amount of federal, state and other resources which comprise the overall budget. The attachment will not count towards the page limit.

SECTION V: 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 2016 awards are only for continuation funding. The award amount received in 2015 should remain the same, pending availability of federal funds and compliance with programmatic and fiscal requirements imposed in your special conditions. Your budget should reflect 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 January 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 and 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 VI: ATTACHMENTS

Required Forms

Please carefully read and follow the instructions on all forms. The following forms are required and can be accessed on the Council's website at <http://cjcc.georgia.gov> listed under the [Grants section](#):

Budget Detail Worksheet

Standard Assurances**

Disclosure of Lobbying Activities**

Certifications Regarding Lobbying, etc.**

Civil Rights Contact Form

Audit Requirements Form

Designation of Grant Officials – **PLEASE NOTE - the Finance Officer MUST be from the local government entity.**

**** Forms must be signed by the local government entity's authorized official (either the county commission chairperson or mayor) per state and federal guidelines.**

Additional Required Attachments

- Official Personnel Action Forms (PAFs) from the home local government entity for all grant-funded personnel that support and verify the salary included in the budget detail worksheet
- Job Descriptions for all grant-funded personnel
- An MOU that includes and is signed by the Mayor/Board of Commissioners' Chair of all participating local government entities, the police chief/sheriff of all participating law enforcement agencies, and the District Attorney from each judicial circuit within the jurisdiction of the Drug Task Force regarding grant funds management financial arrangements. A sample MOU is posted on the Council's website at: <http://cjcc.georgia.gov/grant-forms-publications>.

****Prior to submitting your application, make certain that you have attached all of the required forms and that all documents requiring signature are signed by the appropriate, authorized official. If any of the required documents are missing or incorrectly executed, your application will be deemed incomplete and considered ineligible for funding.**

How to Apply

Submit the completed application, including the requested information and all required attachments online at https://cjcc.formstack.com/forms/2015_local_byrne_solicitation.

Appendix A
Maximum Multijurisdictional Drug Task Force Award Amounts

Drug Task Force Agency	Maximum Amount
Athens-Clarke County	\$139,461
Baldwin County	\$151,896
Carrollton, City of (Regional DTF)	\$353,413
Colquitt, City of	\$126,085
Crisp County	\$66,927
Dawson County	\$112,204
Dodge County	\$151,896
Metter, City of (Regional DTF)	\$357, 610
Franklin County	\$86,709
Georgia Department of Public Safety	\$352,199
Haralson County	\$172,432
Irwin County	\$147,186
Lafayette, City of	\$152, 838
Pickens County	\$159,055
Upson County	\$111,766
White County (Regional DTF)	\$359,412