

2012 Accountability Courts Subgrantee Workshop



July 2012



Workshop Agenda

I. Welcome & Logistics

II. Award Packet Activation

III. Subgrant Adjustment Reports

IV. Subgrant Expenditure Requests

Criminal Justice Services Division

- Criminal Justice System Improvement (CJSI)
 - Financial management
 - Audit activities
 - Develops and coordinates processes
 - Site Visits and subgrantee compliance
- Planning, Research and Evaluation (PRE)
 - Output & Outcome reporting for grants (subgrantee compliance with programmatic aspects of grants)
 - Prepares annual programmatic reports, formula and competitive grant applications
 - Track national best practices, training opportunities, and program models
 - Help Georgia subgrantees build capacity

Criminal Justice Services Division

- Allyson Richardson, Planning and Grants Director
- Stefanie Lopez-Howard, Planning and Evaluation Coordinator

CJCC Contact Information

- Website Address

<http://cjcc.ga.gov>

- Mail: Attn: Grants

Criminal Justice Coordinating Council
104 Marietta Street, NW, Suite 440
Atlanta, Georgia 30303-2743

- Phone: 404-657-1956

- Fax: 404-657-1957

- E-mail: grants.info@cjcc.ga.gov

Section II

Award Packet Activation

Grant Period: July 1, 2012- September 30, 2012

Accepting Your Award

- Award packages were mailed July 9, 2012 and are due August 15, 2012 unless directly told differently.
- Refer to enclosed instructions when completing your award package
- Carefully review special conditions associated with grant
- Funds can not be drawn until all documentation is received and approved
- The Authorized Official for your grant must sign all award package documents

Authorized Official

- Delegating Signing Authority- Signature Authorization Letter
 - Authorized Official must sign award documents
 - Can be delegated for reporting purposes via letter
 - Authority applies to this grant only
 - For a sample letter, you can refer to the appendices in the VOCA subgrantee manual on our website

Accepting your Award (cont.)

- Various documents in award packet to complete:
 - Special Conditions
 - Reimbursement selection form – monthly/quarterly?
 - Subgrant Adjustment Request (SAR) #1

**CRIMINAL JUSTICE COORDINATING COUNCIL
REIMBURSEMENT SELECTION FORM**

SUBGRANT NUMBER: _____

AGENCY NAME: _____

1. SELECT A SCHEDULE FOR SUBMITTING REIMBURSEMENTS (CHECK ONE BOX)

- MONTHLY** (Requests for reimbursement are due 15 days after the end of the month)
- QUARTERLY** (Requests for reimbursement are due 30 days after the end of the quarter)

2. SELECT A PROCESS FOR RECEIVING REIMBURSEMENT PAYMENTS (CHECK ONE BOX)

- ELECTRONIC FUNDS TRANSFER** (Reimbursements will be deposited into the bank account listed below. *A voided check must be attached to ensure proper routing of funds.*)

BANK NAME: _____

BANK ROUTING NUMBER: _____

BANK ACCOUNT NUMBER: _____

AGENCY CONTACT NAME: _____

AGENCY CONTACT
TELEPHONE NUMBER: _____

AGENCY AUTHORIZED
OFFICIAL NAME AND TITLE: _____

AGENCY AUTHORIZED
OFFICIAL SIGNATURE: _____

- CHECK** (Reimbursements will be mailed in the form of a check to the address listed below)

MAILING ADDRESS: _____

CITY, STATE & ZIP: _____

ATTENTION: _____

AGENCY AUTHORIZED
OFFICIAL SIGNATURE: _____

For CJCC Use ONLY

CJCC Auditor:	
Phone Number:	
Grant Award Number:	
GBI Entry Initial/Date:	

Subgrant Adjustment Requests (SAR)

- Submit SAR #1 with your Award Package
- Submit a formal request when requesting revisions for the following:
 - Budget Adjustment
 - Project Officials/Addresses
 - Project Personnel
 - Goals and Objectives
 - Adjustments@cjcc.ga.gov

Subgrant Adjustment Requests [SAR] FOR ANY CHANGE

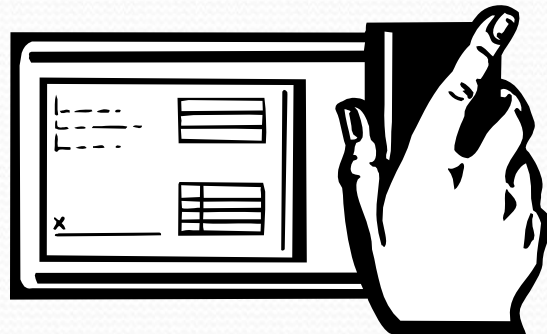
- All requests should be submitted no later than 14 calendar days after the effective date of the change
- No budget adjustments may be submitted during the last 30 days of the subgrant period (per your special conditions)

Equipment Expenses

- Item must cost \$5,000 or more to be considered as equipment
- Copy of invoice for equipment must be attached to the reimbursement
- Equipment inventory list maintained
- Equipment purchases must be approved before purchasing

Supplies

- Description of expense
 - “Office supplies” – listed in budget detail
 - Postage
 - Program Supplies (example: drug tests)
 - All “equipment” under \$5,000
- Receipts for expenses must be maintained at your agency



Request for Reimbursements - Requirements

Schedule for Submitting Reimbursements:

- Monthly - due 15 days after end of month





***If it's not listed in your
approved budget, you
cannot claim it!***

Request for Reimbursements – Requirements con't

- **Subgrant Expenditure Report/Request for Funds Form (SER)**
- **Support Documentation**

Subgrant Expenditure Report [SER]

- All grant related expenses incurred for the month must be listed on this form to obtain reimbursement!
- Expenses must be incurred during the grant period
- Form must be signed by authorized official

Tips for Successfully Submitting Your Request

- Submit the following with each request:
 - **Subgrant Expenditure Report/Request for Funds Form** – (turnaround document) signed by authorized official /designee
 - **Supporting documents** (if applicable)
 - Purchase Orders
 - Invoices
 - Proof of Payment
 - **See Special Conditions** – CJCC has the right to examine all papers, records, or documents related to the Accountability Courts grant.

Why is My Reimbursement Check Less Than I Requested?



- Mathematical Errors
- Not Signed by Authorized Official or Designee
- Expenses outside of grant period
- Expenditures submitted not on approved grant budget
- Lack of supporting documentation

Helpful Hints



- **PLEASE READ your Special Conditions**
- Have all documentation requested, organized and readily available
- Contact our office if you have any questions prior to the site visit
- Don't panic!

Contact Information

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Questions & Concerns