

FREQUENTLY ASKED QUESTIONS (FAQ's)

Byrne JAG Grant Post Awards

1. Are bids required for purchases?

All procurement of equipment or services must follow your local county policy and procedures.

2. What is the difference between equipment and supplies?

Equipment is a tangible nonexpendable personal property charged directly to the award having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Supplies are general programmatic expenses with an acquisition cost of \$4,999 or less. (Supply Examples: pens, pencils, laptops, paper, and some printers)

3. Where can I find a copy of the reporting deadlines?

Reporting deadlines can be found on our website at <http://cjcc.ga.gov> under the "Recovery Act" link – "Information for Subgrantees."

4. Where can I find a copy of the Performance Measurement Tool (PMT) guide?

The PMT guide is available on our website at <http://cjcc.ga.gov> under "Notices and Events" and "Trainings and Conference Events."

5. Where can I find a copy of the power point presentation from the grants workshop held January 14th and 20th?

The power point presented at the grants workshop can be found on our website at <http://cjcc.ga.gov> under "Notices and Events" and "Training and Conference Events."

6. Where can I find a copy of the certification attendance form?

To certify your attendance of the January 14th or 20th grant workshop, you may download the certification form on our website at <http://cjcc.ga.gov> under "Notices and Events" and "Trainings and Conference Events."

7. What if I missed one of the mandatory trainings?

Please contact Allyson Richardson at 404-657-1969 or allyson.richardson@cjcc.ga.gov if you missed the January 14th or 20th mandatory training. Grant awards will not be activated until you meet this requirement.

8. Who needs to sign off on the award packet?

The authorized official must sign all award documents. The authorized official is either the Chair of the County Commission or Mayor. However, signing authority can be delegated to another official for future grant activities for this grant cycle only.

9. As it relates to site visits, do we need to coordinate files for our projects and the fiscal office?

All files can be kept at the office of the Project Director (or project site). Files do not need to be kept at a centralized location for the entire circuit.

10. How soon will reimbursements be processed?

Reimbursements are scheduled to be processed within 2-4 weeks from receipt in our office.

11. Can I change the reporting cycle for our reimbursements? For example change my cycle from monthly to quarterly?

Yes, each agency is allowed to change the reimbursement reporting cycle at least once. The process for requesting a change is to submit a budget adjustment to CJCC indicating the desire to change the reporting cycle. A letter will be mailed to you signifying that your request has been granted or denied.

12. How do I shift funds from the personnel category to the correct one?

By default, all funds are placed in the personnel category. To reallocate funds, you would need to subtract the amount(s) from personnel and add the correct amount to appropriate budget category. Once all funding has been properly allocated to a budget category, the total amount should match the total grant award amount.

13. Who needs to initial special conditions in the award packet?

Fiscal Agents or Project Directors are authorized to initial special conditions.

14. Do we need to open a separate bank account for this grant?

No, you do not need to open a separate bank account, but funding should be kept separate through use of a fund accounting system.

15. Should the Subgrant Expenditure Report (SER) reflect expenditures be encumbered or actually paid?

This is a cost-reimbursable grant; therefore, SERs should only show expenses that have been paid.

16. Should equipment purchases be approved by CJCC prior to purchase?

Yes, prior approval must be obtained for those items which meet the \$5,000 and above threshold.

17. What is the process for combining grants?

Please contact Allyson Richardson at 404-657-1969 or allyson.richardson@cjcc.ga.gov if you would like to request that your grant awards combined.

18. What is the process for corrections to be made to my award packet?

Please contact Allyson Richardson at 404-657-1969 or allyson.richardson@cjcc.ga.gov if corrections need to be made to your award packet.

19. Should I include a copy of the Memorandum of Understanding (MOU) with my award packet?

If we already have your MOU, you do not need to send another copy with your award packet.

20. Are we still required to report after all funds are expended?

Once you have received a letter from CJCC indicating that your award has been closed, you are not required to report performance measures through PMT, expenditures via SERs or 1512 data.

21. We have not entered into any contracts to expend grant funds. If we enter into a contract, does CJCC have to review it before it can be executed?

Yes, CJCC has to review all supporting documents including contracts before funds will be approved or reimbursed.

22. The amounts are incorrectly categorized on the Subgrant Expenditure Report #1. Should we correct those amounts on this form as well as on the Subgrant Adjustment Request (SAR)?

Yes, you should correct these amounts and return the document to our office. A revised copy will be mailed once processed.

23. The award instructions indicate that the Subgrant Expenditure Report (SER) #1 should be returned with the award packet. If funds have not been expended, is that necessary?

No, you are not required to submit your 1st SER with your award packet if you have not expended any funding. However, once your grant has been activated, you are required to submit an SER even if there are no expenses. If you have selected to submit reimbursements monthly, SERs are due 15 days after the end of the month and quarterly SERs are due 30 days after the end of the quarter. If no expenses have been incurred, please enter zeros in the appropriate column and have the authorized official sign the SER for submission.

24. How do I change my authorized official?

A subgrant adjustment form must be submitted notifying us of the change in the authorized official.

25. We do not have any lobbying activities. Do we still need to fill out the form, leaving those fields blank?

Yes, the form must be completed by each agency and signed. Instructions on how to complete this form appear on our website, <http://cjcc.ga.gov>

- 26. On the Civil Rights Requirements form, it asks for “Number of persons employed by the organization (agency) responsible for administering the sub-grant”. Does this mean our total number of employees, or the number of persons who will be administering the subgrant?**

The form is referring to the total number of employees within an agency.

- 27. If the project coordinator needs to be changed what is the process?**

A formal letter signed by the members of the unified planning group must be submitted to our office requesting that the project coordinator be changed.

- 28. Most of the equipment my agency will be purchasing with grant funds will be bought from a state contract. Do I need to include a copy if I have not formally entered into the contract (by submitting a PO) yet?**

No, you do not need to include a copy.

- 29. On the budget worksheet, should I show total project cost or total grant funds to be used for the project?**

The budget submitted should only include funding specific for this grant.

- 30. Do I need to submit a personnel action form even though we haven't hired anyone yet?**

No, a personnel salary authorization form is only required if the position has been filled.

- 31. Do I need to attach the Detail Budget Worksheet to the award documents, or should I use it as a guide for categorizing my expenses?**

A detailed budget must be submitted with your award packet or your grant will not be activated.