



NATHAN DEAL  
GOVERNOR

JAY NEAL  
EXECUTIVE DIRECTOR

May 9, 2018

The Honorable Linda Bratton-Haynes  
DeKalb County Juvenile Court  
4309 Memorial Drive  
Decatur, Georgia 30032

Dear Judge Bratton-Haynes,

Congratulations! I am pleased to inform you that the Juvenile Justice Incentive Grant Program Funding Committee has awarded a grant to DeKalb County in the amount of **\$719,000** effective July 1, 2018.

Enclosed, you will find the award documentation for this state-funded grant award. Please pay particularly close attention to the special conditions, as they are the terms and conditions which govern the award. Your completed award package must be returned within forty-five (45) days of receipt to the Criminal Justice Coordinating Council at the following address:

Attn: Haley Dunn  
Criminal Justice Coordinating Council  
104 Marietta Street, Suite 440  
Atlanta, GA 30303

If you have any questions regarding the execution of the enclosed documents or the administration of your project, please feel free to contact Haley Dunn, Grant and Program Specialist at (404) 654-1781 or [haley.dunn@cjcc.ga.gov](mailto:haley.dunn@cjcc.ga.gov). I look forward to working with you on this exciting initiative and advancing services for our state's juveniles in a truly meaningful way.

Sincerely,

Jay Neal  
Executive Director



STATE OF GEORGIA

OFFICE OF THE GOVERNOR

ATLANTA 30334-0900

Nathan Deal  
GOVERNOR

May 9, 2018

Chief Executive Officer Michael Thurmond  
DeKalb County Government  
1300 Commerce Drive  
Decatur, Georgia 30030

Dear Mr. Thurmond:

Congratulations! I am pleased to notify you that the Juvenile Justice Incentive Grant Funding Committee has awarded a grant to the DeKalb County Government in the amount of \$719,000. This grant award is effective July 1, 2018 through June 30, 2019.

As you know, juvenile justice reform and reinvestment in Georgia is not only one of my top initiatives as Governor, but also a very strong personal interest. I have seen firsthand the success stories that come out of courtrooms like yours. In addition to the reforms mandated by H.B. 242, by providing you with the resources you need and expanding these community-centered, evidence-based services throughout the state, we can improve public safety and positively changes lives in the process.

You soon will receive information from the Juvenile Justice Incentive Grant Funding Committee and the Criminal Justice Coordinating Council regarding your award and other grant-related matters. Thank you for your service to the State of Georgia.

Sincerely,

A handwritten signature in black ink that reads "Nathan Deal".

Nathan Deal



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**TO:** Juvenile Justice Incentive Grant Program Award Recipients  
**FROM:** Criminal Justice Coordinating Council  
**DATE:** 5/10/2018  
**RE:** Subgrant Award – Special Conditions

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The Criminal Justice Coordinating Council requests that Juvenile Justice Incentive Grant Program award recipients have the Authorized Official and the Chief Juvenile Court Judge, or designated staff, initial all special conditions for the FY19 Juvenile Justice Incentive Grant Program.

Thank you for your assistance.

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## **Juvenile Justice Incentive Grant Program**

### **Instructions for Award Activation**

Congratulations! You have been awarded a grant by the Juvenile Justice Incentive Grant Program Funding Committee. Instructions for activating this award are included below. This grant award packet consists of seven (7) documents: the Subgrant Award, Special Conditions, Subgrant Adjustment Request #1, Subgrant Expenditure Report #1, Request for Initial Advance Payment Form (*New Applicants Only*), Reimbursement Selection and Vendor Management Forms, and Designation of Grant Officials.

Please follow all directions carefully to ensure your grant award is received and processed quickly and accurately. Make a copy of each document for your project file and return all necessary, signed originals to the Criminal Justice Coordinating Council (CJCC) at:

Attn: Haley Dunn  
Criminal Justice Coordinating Council  
104 Marietta Street NW, Suite 440  
Atlanta, Georgia 30303

### **Subgrant Award**

The subgrant award is the operative document obligating and reserving grant funds for use by the grantee, and once signed, it activates the project covered by the grant award. This subgrant award should be signed by the county's authorized official, such as the chairperson of the board of commissioners or the mayor, as only they are authorized to officially bind a county to receive grant funds.

### **Special Conditions**

The special conditions are the provisions of the grant agreement that are specific to this project. By signing these conditions, the grantee is agreeing to comply with each requirement listed. After carefully reviewing each condition, the authorized official should initial the space provided after each condition. He/she should also sign and date the last page of the conditions on the signature line provided.

### **Subgrant Adjustment Request**

A subgrant adjustment request (SAR) should be used anytime a revision to the budget is being made. These revisions can include budget adjustments, project official/personnel changes, or



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programmatic updates. While an SAR can be submitted anytime throughout the grant award period, SAR #1 must be submitted with the award packet, as it serves to establish the initial project budget and allocate funding to categories as needed. If a grantee does not need to revise the budget at the time of accepting the award, SAR #1 should still be submitted and returned with the award packet. "No changes" should be indicated in Section IV of the SAR, and it should be signed by the appropriate official.

Any SAR that requests budgetary revisions, including SAR #1, must be accompanied by a Budget Detail Worksheet. While an SAR reflects a requested change, the Budget Detail Worksheet provides a line by line account of the allocated funding. When submitting an SAR, please complete the following:

- Enter the date the request is being made;
- Indicate the nature of the adjustment and proceed to Section I;
- Review the amounts by budget category listed under the column labeled "Current Approved," as these are the amounts currently allocated to each category;
- Enter any revisions, rounding all amounts to the nearest whole dollar, (if none, then enter \$0) in the "Revisions+/-" column. Negative adjustments should be clearly marked;
- Add or subtract the revisions from the current approved amounts, then enter the revised amounts in the column labeled "Revised Budget";
- If any project officials have changed since the application, complete Section III;
- Provide justification for all changes in Section IV; and
- Have the appropriate official sign and date the request.

Once received, the CJCC will review the request and notify the grantee whether the SAR has been approved. The grantee will receive the subsequent SAR indicating the requested revisions have either been made or denied, along with an explanation.

Please note, all adjustments to the project, regardless of the nature, must be requested on a signed SAR, and all budget adjustments must be made at least 30 days before the end of the grant period.

### **Subgrant Expenditure Report**

The subgrant expenditure report (SER) should be used to request the reimbursement of grant funds and/or to receive cash match credit for expenses incurred by the grantee for the project. SERs should always be submitted in accordance with the selected reimbursement schedule indicated on SAR #1. As such, SER #1 should not be returned with the signed award packet but held until the end of the first reimbursement period. When submitting an SER, please complete the following:

- Indicate whether this is the final SER report (top, right corner of the SER);
- Enter the dates that the request covers (e.g., August 1 – August 31);



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- Enter the amounts claimed for project expenses in each of the budget lines entitled “expended this period.” All amounts should be rounded to the nearest whole dollar. Calculate the total for the reimbursement period;
- Enter the amounts applied to federal funds and to matching funds;
- Review the certification;
- Have the individual that prepared the SER sign the document and list a phone number where the preparer can be reached, should any questions arise;
- Have the authorized official sign and date the request; and
- Attach all required, supporting documentation.

#### **Request for Initial Advance Payment Form**

A request for an initial advance payment should only be submitted by new applicants. Any qualifying grantee can request this advance by submitting a request for initial advance payment form, signed by the authorized official.

#### **Reimbursement Selection and Vendor Management Forms**

A reimbursement selection form is used to indicate the frequency of reimbursement requests submitted to the CJCC and how grant reimbursements are to be made. Therefore, the reimbursement selection form should be complete and should indicate the preferred reimbursement schedule, whether monthly or quarterly, and the preferred reimbursement method, whether by electronic funds transfer or check.

If electronic funds transfer is the preferred method of reimbursement, the grantee should complete the requested information, attach a voided check to the form, and have the authorized official sign where indicated.

If a check is the preferred method of reimbursement, the grantee should complete the requested information and have the authorized official sign where indicated.

A vendor management form should also indicate the preferred method of reimbursement. Detailed instructions for submitting this form are included in the packet for additional clarity and direction.

#### **Designation of Grant Officials**

The designation of grant officials sheet is a contact information sheet for CJCC employees and should be used to identify the three main point of contacts for this grant: the project director, financial officer, and the authorized official. No official can be listed for more than one position.

The project director must be an employee of the applicant agency or from a contractual organization, at the application’s option, who will be able to answer programmatic questions.



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The financial officer must be an employee of the applicant agency who will be able to answer financial questions relating to the grant. This person is typically the individual who completes the SARs and SERs. The authorized official is the person who 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 or chairperson of the city council.

### Document Submittal Checklist

The following is a comprehensive listing of the documents that must be returned to the Criminal Justice Coordinating Council prior to the reimbursement of any grant funds:

- Subgrant Award\*
- Special Conditions\*
- Subgrant Adjustment Request #1\*
- Request for Initial Advance Payment Form, if applicable
- Reimbursement Selection and Vendor Management Forms
- Designation of Grant Officials
- Budget Detail Worksheet\*\*
- Job Descriptions for all grant-funded positions, if not previously submitted\*\*
- Copy of Grant Related Subcontracts\*\*
- Signature Authorization Letter, if applicable\*\* *(The authorized official may designate signing authority to another party for future submissions of forms and documents pertaining to this subgrant. To do so, the authorized official should submit a letter on official city county or agency letterhead and reference the subgrant award number.)*

\*May only be signed by the Authorized Official

\*\*Document not included in the award packet