COUNTY AGENDA REQUEST

Department:	Juvenile Court	Presenter(s):	Katie Cunningham
Meeting Date:	Thursday, January 22, 2015	Type of Request:	Consent

Wording for the Agenda:

Approval of the Juvenile Court's request to accept a grant in the amount of $72,000.00 that has been awarded to Fayette County, and authorization for the Chairman to sign all required documents.

Background/History/Details:

The Criminal Justice Coordinating Council has awarded Fayette County $72,000.00 for the Juvenile Justice Center Delinquency and Prevention Treatment Program. The purpose of this grant is to expand evidence based services to a larger population of youth who are determined to be "low risk" based on the Department of Juvenile Justice's Pre-Disposition Risk Assessment (PDRA.) This offering is being made to address the need for prevention activities for at-risk youth in our community who are in the initial stages of justice system involvement.

Approval of this grant will allow Fayette County to serve 18 to 24 youth and their families with the Strengthening Families Program. Strengthening Families Program is an evidence-based prevention program for parents and children ages 12 through 16 which will be used for youth who score a low risk on the PDRA. SFP consists of parenting skills, adolescent life skills, and family skills training. SFP is found to significantly reduce problem behaviors, delinquency, and alcohol and drug abuse in youth and to improve social competencies and school performance.

No matching funds are required for acceptance of this grant.

What action are you seeking from the Board of Commissioners?

Approval of the Juvenile Court's request to accept a grant in the amount of $72,000.00 that has been awarded to Fayette County, and authorization for the Chairman to sign all required documents.

If this item requires funding, please describe:

Not Applicable.

Has this request been considered within the past two years?	No	If so, when?	
Is Audio-Visual Equipment Required for this Request?*	No	Backup Provided with Request?	Yes

**** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.***

Approved by Finance	Yes	Reviewed by Legal	
Approved by Purchasing	Not Applicable	County Clerk's Approval	Yes
Administrator's Approval			

Staff Notes:

NATHAN DEAL
GOVERNOR

JACQUELINE BUNN
EXECUTIVE DIRECTOR

December 22, 2014

Ms. Katie Cunningham
Fayette County Juvenile Court
1 Center Drive
Fayetteville, Georgia 30214

Dear Ms. Cunningham,

Congratulations! I am pleased to inform you that the Criminal Justice Coordinating Council has awarded a grant to the Fayette County Juvenile Court in the amount of **$72,000.00** effective January 1, 2015.

The Juvenile Delinquency and Prevention Treatment Programs Grant provides counties with resources to improve juvenile accountability for offending behaviors through increased accountability programming for juvenile offenders and improved juvenile justice system accountability to juvenile offenders.

Enclosed, you will find the award documentation for the federally funded-funded grant award. **Please pay particular attention to the Special Conditions since they are the terms and conditions which govern your award.** Your completed award package must be returned with, or before, submission of the agency's first request for reimbursement to the Criminal Justice Coordinating Council at the following address:

Delinquency Prevention and Treatment Program
Criminal Justice Coordinating Council
104 Marietta Street, Suite 440
Atlanta, GA 30303

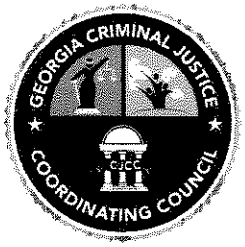
If you have any questions regarding the execution of the enclosed documents or the administration of your project, please feel free to contact **Reginald Boyd, Grant Specialist** at **(404) 657-2073** or **Reginald.Boyd@cjcc.ga.gov**. I look forward to working with you on this exciting initiative and advancing services for our state's juveniles in a truly meaningful way.

Sincerely,

Jacqueline Bunn
Executive Director

104 MARIETTA STREET, SUITE 440 ★ ATLANTA, GEORGIA 30303-2743
404.657.1956 ★ 877.231.6590 ★ 404.657.1957 FAX
cjcc.georgia.gov

NATHAN DEAL
GOVERNOR



JACQUELINE BUNN
EXECUTIVE DIRECTOR

DOCUMENT SUBMITTAL CHECKLIST

The following items **must** be submitted with the **Award Package** and be approved before any funds are disbursed by the Criminal Justice Coordinating Council.

- ☐ **Sub-grant Award** (Signed and dated by the Authorized Official)
- ☐ **Special Conditions** (**Signed** by Authorized Official and **initialed** by Project Director)
- ☐ **Sub-grant Adjustment Request #1** (Signed and dated by the Authorized Official)
- ☐ **Detailed Budget Worksheet**
- ☐ **Personnel Action Forms/Salary Authorization Statements**
- ☐ **Job Descriptions for all grant and match-funded positions**
- ☐ **Copy of all contracts entered into with grant funds**
- ☐ **License and Justification for all grant-funded licensed professionals – "If Applicable"**
- ☐ **Reimbursement Selection Form** (signed by the Authorized Official. Include a voided check if EFT is selected)
- ☐ **Vendor Management Bank Account Form – "If Applicable"** (this form should only be submitted for an addition or change of bank account information; retain in agency files until required)
- ☐ **Form W-9, Request for Taxpayer Identification Number (TIN) and Certification**
- ☐ **Federal Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transaction (refer to CJCC' s website > Grants > Forms & Publications)**
- ☐ **Designation of Grant Officials Form**
- ☐ **Audit Requirements Form (refer to CJCC' s website > Grants > Forms & Publications)**
- ☐ **Civil Rights Requirements Form**
- ☐ **Complete Financial Statements** – [**non-profits only** (including balance sheet, income statement, and statement of cash flows)]
- ☐ **Complete Salary Information of all employees** (non-profits only)
- ☐ **Signature Authorization Letter** (The Authorized Official may designate signing authority to another party for future submissions of forms and documents pertaining to this sub-grant. To do so, the Authorized Official should submit a letter on official City/County or Agency letterhead and reference the sub-grant award number. Please note that only the authorized official may sign the forms contained within the Award Package.)

OFFICE OF THE GOVERNOR
CRIMINAL JUSTICE COORDINATING COUNCIL
SUBGRANT AWARD
JUVENILE JUSTICE DELINQUENCY PREVENTION AND TREATMENT PROGRAMS

SUBGRANTEE:	**Fayette County**	**FEDERAL FUNDS: $72,000**
IMPLEMENTING AGENCY:	**Fayette County**	**REQUIRED MATCHING FUNDS: $0**
PROJECT NAME:	**Juvenile Justice Delinquency Prevention and Treatment Programs**	**TOTAL AWARD: $72,000**
SUBGRANT NUMBER:	**JJ-15-014**	**GRANT PERIOD: 1/1/15-9/30/15**

Award is hereby made in the amount and for the period shown above for a Subgrant under CFDA 16.523 - U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention, Juvenile Accountability Block Grants and CFDA 16.540 - U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention, Formula Grants.

The award is made in accordance with the goals of the Juvenile Justice and Delinquency Prevention and Treatment Programs RFP and subject to any attached special conditions (EXHIBIT A). Specifically, this award is made to serve 24 youth through the evidence-based Strengthening Families model.

Grantee must report to CJCC according to the reporting timeline included as EXHIBIT B.

The Subgrantee has agreed through the executed copy of certified assurance to be subject to all applicable rules, regulations, and conditions of the Juvenile Justice and Delinquency Prevention Act of 2002. This Subgrant shall become effective on the beginning date of the grant period, provided that within forty-five (45) days of the award execution date (below) the properly executed original of this "Subgrant Award" is returned to the Criminal Justice Coordinating Council.

AGENCY APPROVAL

Jacqueline Bunn, Director
Criminal Justice Coordinating Council
Date Executed: 12/22/14

SUBGRANTEE APPROVAL

_____
Signature of Authorized Official

_____
Typed Name & Title of Authorized Official

_____
Employer Tax Identification Number (EIN)

****

Internal Use Only

Fund Source:	28B11, 28J11, 28J12	Description:	Juvenile Justice DPTP	Effective Date:	01/01/15
Account:	707002	Class:	315	Department:	4710603000
Amount:	$72,000	Program Code:	0630104	Contract:	JJ-15-014
CFDA#:	16.523, 16.540				

OFFICE OF THE GOVERNOR
CRIMINAL JUSTICE COORDINATING COUNCIL
SUBGRANT AWARD
JUVENILE JUSTICE DELINQUENCY PREVENTION AND TREATMENT PROGRAMS

EXHIBIT A - SPECIAL CONDITIONS

1. The subgrantee agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide.
   Initials _____

2. The subgrantee agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits (and any other audits of OJP grant funds) are not satisfactorily and promptly addressed, as further described in the current edition of the OJP Financial Guide.
   Initials _____

3. The subgrantee understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of CJCC.
   Initials _____

4. The subgrantee must promptly refer to the Department of Justice Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by mail:

   Office of the Inspector General
   U.S. Department of Justice
   Investigations Division
   950 Pennsylvania Avenue, N.W.
   Room 4706
   Washington, DC 20530

   E-mail: oig.hotline@usdoj.gov

   Hotline: (contact information in English and Spanish): (800) 869-4499

   or hotline fax: (202) 616-9881

   Additional information is available from the DOJ OIG website at www.usdoj.gov/oig.
   Initials _____

5. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.
   Initials _____

OFFICE OF THE GOVERNOR
CRIMINAL JUSTICE COORDINATING COUNCIL
SUBGRANT AWARD
JUVENILE JUSTICE DELINQUENCY PREVENTION AND TREATMENT PROGRAMS

6. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the subgrantees are encouraged to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.
   Initials _____

7. The subgrantee agrees to comply with all applicable laws, regulations, policies, and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences, meetings, trainings, and other events, including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on pertinent laws, regulations, policies, and guidance is available at www.ojp.gov/funding/confcost.htm.
   Initials _____

8. The subgrantee understands and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at http://www.ojp.usdoj.gov/funding/ojptrainingguidingprinciples.htm.
   Initials _____

9. The subgrantee understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students.
   Initials _____

10. The subgrantee understands and agrees that - (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) nothing in subsection (a) limits the use of funds necessary for any federal, state, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.
    Initials _____

11. The recipient agrees to comply with all Formula Grants Program requirements as outlined in the Juvenile Justice and Delinquency Prevention Act of 2002, the applicable guidelines, the Certified Assurances; and the most recent OJJDP Formula Grants Consolidated Regulation (28 CFR Part 31), to the extent that those regulations are not in conflict with the above.
    Initials _____

12. The subgrantee agrees to comply with all Juvenile Accountability Block Grants (JABG) program requirements as outlined in the JABG Program Guidance Manual, Version 3.0 (September 2000) or future JABG Program Guidance Manuals, and JABG program regulations (28 C.F.R. Part 31).
    Initials _____

13. The subgrantee acknowledges that the Office of Justice Programs (OJP) reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use (in whole or in part, including in connection with derivative works), for federal purposes: (1) any

work subject to copyright developed under an award or subaward; and (2) any rights of copyright to which a subgrantee or sub-subgrantee purchases ownership with Federal support.
Initials _____

14. The subgrantee acknowledges that OJP has the right to (1) obtain, reproduce, publish, or otherwise use the data first produced under an award or subaward; and (2) authorize others to receive, reproduce, publish, or otherwise use such data for federal purposes. "Data" includes data as defined in Federal Acquisition Regulation (FAR) provision 52.227-14 (Rights in Data - General).
Initials _____

15. Any website that is funded in whole or in part under this award must include the following statement on the home page, on all major entry pages (i.e., pages (exclusive of documents) whose primary purpose is to navigate the user to interior content), and on any pages from which a visitor may access or use a Web-based service, including any pages that provide results or outputs from the service:

"This Web site is funded through a subgrant from the Office of Juvenile Justice and Delinquency Prevention, U.S. Department of Justice. Neither the U.S. Department of Justice nor any of its components operate, control, are responsible for, or necessarily endorse, this Web site (including, without limitation, its content, technical infrastructure, and policies, and any services or tools provided)."
Initials _____

16. The full text of the foregoing statement must be clearly visible on the home page. On other pages, the statement may be included through a link, entitled "Notice of Federal Funding and Federal Disclaimer," to the full text of the statement.
Initials _____

17. The award subgrantee agrees, as a condition of award approval, to comply with the requirements of 28 CFR Part 46 and all other Department of Justice/Office of Justice Program's policies and procedures regarding the protection of human research subjects, including informed consent procedures and obtainment of Institutional Review Board (IRB) approval, if appropriate.
Initials _____

18. Grantee agrees to comply with all confidentiality requirements of 42 U.S.C. section 3789g and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information.
Initials _____

19. All project costs not exclusively related to activities of the funded Juvenile Justice Delinquency Prevention and Treatment Grant must be prorated, and only the costs of approved project-related activities will be reimbursable under the Subgrant Award.
Initials _____

20. The grantee must submit Subgrant Adjustment Request #1 with the completed award package. The adjustment request must be accompanied by a detailed project

budget that itemizes all projected expenditures as approved by the Criminal Justice Coordinating Council. The project budget and the project summary will not be established, or officially approved, until the grantee receives a written approval notice from the Criminal Justice Coordinating Council. All project costs and project activities must coincide with the approved budget, summary, and implementation plan unless subsequent revisions are approved by the Criminal Justice Coordinating Council.
Initials _____

21. The grantee must submit subsequent Subgrant Adjustment Requests to revise the budget, project summary, and implementation plan prior to any substantial changes, but no later than 30 days prior to the end of the subgrant period.
Initials _____

22. The grantee agrees that no funds shall be expensed outside of the approved budget. In addition, any funds spent under this subgrant award must be expended by the grant end date and not encumbered.
Initials _____

23. The Criminal Justice Coordinating Council will conduct a financial and programmatic review of each grant at the end of the second quarter, and each quarter thereafter. The Council reserves the right to add any conditions to the award and/or retain any unused funds if deemed necessary.
Initials _____

24. This is a reimbursement grant. The grantee agrees to submit requests for reimbursement on a quarterly basis, as outlined in EXHIBIT B. Subgrant Expenditure Reports are due 15 days after the end of the quarter (see EXHIBIT B).
Initials _____

25. The grantee certifies that Federal funds will not be used to supplant funds that would otherwise be made available for grant-funded initiatives. Federal funds must be used to supplement existing funds for program activities and not replace funds appropriated for the same purpose. Potential supplanting will be the subject of application review, as well as pre-award review, post-award monitoring, and audit. If there is a potential presence of supplanting, the grantee will be required to document that the reduction in non-state resources occurred for reasons other than the receipt or anticipated receipt of state funds.
Initials _____

26. Statistical and/or evaluation data describing project performance must be submitted to the Criminal Justice Coordinating Council on a quarterly basis using the prescribed format provided to the subgrantee. Failure to submit this data on a timely basis will result in the withholding of grant funds on this subgrant and/or any other subgrant administered by CJCC until compliance is achieved. If reports are not received, funds for subsequent quarters may be rescinded.
Initials _____

27. The grantee certifies that 1) title to all equipment and/or supplies purchased with funds under this grant shall vest in the agency that purchased the property; 2) equipment and/or supplies will be maintained in accordance with established local or state procedures as long as the equipment and/or supplies are used for program-related purposes; and 3) once the project concludes and/or

equipment is no longer utilized for its grant-funded purpose, the Criminal Justice Coordinating Council will be informed of the available equipment and determine its future use to assure it is utilized in furtherance of the goals and objectives of the grant program and the State of Georgia.
Initials _____

28. All courts must use the Department of Juvenile Justice (DJJ) Detention Assessment Instrument (DAI) for any youth considered for detention, as required by the H.B. 242, as passed in the 2013 legislative session of the Georgia General Assembly. The Predisposition Risk Assessment (PDRA) Instrument should be used in all instances where the tool is appropriate for the youth being considered for the evidence-based program (in any instances in which the youth is adjudicated).
Initials _____

29. The grantee agrees to comply with the guidance contained in the Juvenile Justice Delinquency Prevention and Treatment Programs Request for Proposals.
Initials _____

30. All grant funds must be used to serve youth who have come into contact with the juvenile justice system and would not be considered dependency cases.
Initials _____

31. 100% of awarded funds must be used for Evidence-Based Program costs associated with contract and direct services.
Initials_____

32. Non-compliance with any of the special conditions contained within this document, by the authorized official, project officials and/or employees of this grant, will result in a recommendation to the Criminal Justice Coordinating Council that the award be rescinded.
Initials _____

OFFICE OF THE GOVERNOR
CRIMINAL JUSTICE COORDINATING COUNCIL
SUBGRANT AWARD
JUVENILE JUSTICE DELINQUENCY PREVENTION AND TREATMENT PROGRAMS

EXHIBIT B - REPORTING TIMELINE

Reporting Period	Performance Requirements	Due on or Before the Following Dates
January 1 - March 31, 2015	• Quarterly Progress Report • Quarterly Reimbursement Request	April 15, 2015
April 1 - June 30, 2015	• Quarterly Progress Report • Quarterly Reimbursement Request	July 15, 2015
July 1 - September 30, 2015	• Quarterly Progress Report • Quarterly Reimbursement Request	October 15, 2015

Date: 12/22/14

Criminal Justice Coordinating Council
Subgrant Expenditure Report/Request for Funds #1
Federal Grant #2011-JF-FX-0068

Subgrant # JJ-15-014

Expenditures for the period of 01/01/15 thru 03/31/15 Final RTP? (Y/N) N

Subgrantee: Fayette County Board of Commissioners
140 Stonewall Avenue West, Suite 100
Fayetteville, GA 30214

Project Period: 01/01/15 to 09/30/15

Project Name: Juvenile Justice Delinquency Prevention and Treatment Program

Combined Federal and Match Expenditures

	Approved Budget	Previously Approved N/A this Report	Expenditures N/A this Report	Remaining Balance	Expended This Period
Personnel	$72,000	$0	$0	$72,000	
Equipment	$0	$0	$0	$0	
Supplies	$0	$0	$0	$0	
Travel	$0	$0	$0	$0	
Printing	$0	$0	$0	$0	
Other	$0	$0	$0	$0	
Total	$72,000	$0	$0	$72,000	
Federal	$72,000	$0	$0	$72,000	
Match	$0	$0	$0	$0	

Certification: I certify that the above statements are accurate based on official records, that expenditures shown have been made for the purpose of, and in accordance with, applicable grant terms and conditions, and that appropriate supportive documentation relative to all expenditures is attached.

Prepared By: _____ Official's Signature: _____
Date: _____ Phone Number: _____
Typed Name and Title: _____

========== **For Criminal Justice Coordinating Council Use Only** ==========

SUBGRANT #: JJ-15-014
SUBGRANT AWARD: $72,000
REQUESTED TO DATE: $0
BALANCE: $72,000

AMOUNT AUTHORIZED THIS REPORT: _____
REVIEWED BY (INITIALS & DATE): _____
AUTHORIZED BY (SIGN & DATE): _____

SUBSTANTIATED: _____ ADVANCED: _____

FOR ACCOUNTING USE ONLY		Tif EI - Partial Order Tif ED - Schedule Pay Date			Discount: PO/Auth:		Pay Date:
DEPARTMENT	FUND SOURCE	PROJECT	PROGRAM	CLASS	ACCOUNT	INVOICE	AMOUNT
4710603000	28J11	28113	0630104	315	707002	JJ-15-014	

Date: 12/22/14

Criminal Justice Coordinating Council
Subgrant Adjustment Request
Federal Grant #2011-JF-FX-0068
Request Date: _____

ADJ Request #:

Subgrantee: Fayette County Board of Commissioners
Project Name: Juvenile Justice Delinquency Prevention and Treatment Program
Subgrant: JJ-15-014

Nature of Adjustment:
Mark all that apply.

Adjustments of each type Shown should be entered in the section indicated.

_____	Revised Budget	Go To	Section I
_____	Project Period and/or Extension	Go To	Section II
_____	Project Officials/Addresses	Go To	Section III
_____	Project Personnel	Go To	Section III
_____	Goals and Objectives	Go To	Section III
_____	Other	Go To	Section III

Must be justified and explained thoroughly in Section IV.

SECTION I.	Current Approved	Revisions +/-	Revised Budget
Personnel	$72,000		
Equipment	$0		
Supplies	$0		
Travel	$0		
Printing	$0		
Other	$0		
Total	$72,000		
Federal	$72,000		
Match	$0		

Section II. Request for Change in Project Period - Justify in Section IV.

Current Grant Period	Requested Grant Period	For Extension
Start Date: 01/01/15	Start Date: _____	# of Months: _____
End Date: 09/30/15	End Date: _____	

Note: The maximum extension request cannot exceed 12 months.

Section III. Request for revisions to project officials/addresses, project personnel, goals and objectives, and/or other non-budget, non-period changes (justify in section IV.)

Continued on next page

Section IV. Justification of all requested adjustments, revisions, and/or changes

All requested adjustments in Sections I, II & III (page 1) must be justified in detail in this section. Include item costs, descriptions, equipment lists, detailed explanations, and any other information that would further clarify and support your request for adjustment. Attach additional pages as needed.

Submitted By:

Signature of Financial Officer Or Report Director	Title	Date

CJCC Routing and Approvals:	Approval	Disapproval	Reviewer Signature
Reviewed By:			
Authorized By:			

DESIGNATION OF GRANT OFFICIALS

LEGAL NAME OF AGENCY: Fayette County Board of Commissioners

PROJECT TITLE: Juvenile Justice Delinquency and Prevention Treatment Program

GRANT NUMBER:

☐ Mr.
☒ Ms.

Katie Cunningham
PROJECT DIRECTOR NAME (Type or Print)

Clerk, Fayette County Juvenile Court
Title and Agency

1 Center Drive | Fayetteville | 30214
Official Agency Mailing Address | City | Zip

770-716-4214 | 770-716-4852
Daytime Telephone Number | Fax Number

kcunningham@fayettecountyga.gov
E-Mail Address

☐ Mr.
☒ Ms.

Mary Parrott
FINANCIAL OFFICER (Type or Print)

CFO, Fayette County Board of Commissioners
Title and Agency

140 Stonewall Ave, Fayetteville | 30214
Official Agency Mailing Address | City | Zip

770-305-5235 | 770-719-5535
Daytime Telephone Number | Fax Number

mparrott@fayettecountyga.gov
E-Mail Address

☒ Mr.
☐ Ms.

Steve Brown
AUTHORIZED OFFICIAL (Type or Print)

Chairman, Fayette County Board of Commissioners
Title and Agency

140 Stonewall Ave | Fayetteville | 30214
Official Agency Mailing Address | City | Zip

770-305-5013
Daytime Telephone Number | Fax Number

commissionerbrown@fayettecountyga.gov
E-Mail Address

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:	