

HABERSHAM COUNTY BOARD OF COMMISSIONERS

EXECUTIVE SUMMARY

SUBJECT: Mountain Judicial Circuit Superior Courts request Habersham County administer the Violence Against Women Act Grant awarded to the Mountain Judicial Circuit by serving as the Authorized Official and Financial Officer.

DATE: May 17, 2021

☒ **RECOMMENDATION**

☐ **POLICY DISCUSSION**

☐ **STATUS REPORT**

☐ **OTHER**

BUDGET INFORMATION:

ANNUAL- \$0

CAPITAL- \$0

COMMISSION ACTION REQUESTED ON:

PURPOSE: Recommend Habersham County Commission approve for Habersham County to administer the fully-funded VAWA Grant awarded to the Mountain Judicial Circuit, which will require no additional funding from any source.

BACKGROUND / HISTORY: Chief Judge Russell Smith will serve as the Project Director and as such will be directly responsible for the operation of the project funded by the VAWA Grant. The VAWA Grant will primarily fund the hiring of a part-time Compliance Coordinator. The Compliance Coordinator will assist the Court by monitoring the enforcement of civil protective orders and criminal case mandates. The Compliance Coordinator will ensure the domestic violence offenders comply with the Court's orders, including attending Family Violence Intervention Programs which have been proven to help decrease future domestic violence. The VAWA Grant is fully funded, and there will be no additional funds requested from the County. This request is for Habersham County to administer the funds, as the Superior Court is not able to receive and disburse the funds or hire an employee.

FACTS AND ISSUES:

1. Currently, there is no assurance the domestic violence offenders are complying with the protective orders issued by the Courts. A program to ensure compliance is needed in order to reduce domestic violence.
2. The VAWA Grant requires no additional funding.
3. Habersham County would administer the funds and employ the Compliance Coordinator.
4. The Compliance Coordinator would work closely with the local stakeholders, including the Courts and Circle of Hope, in order to assess needs and create appropriate policies and programs to reduce domestic violence.

OPTIONS:

- 1) Approve the request to administer the VAWA Grant and authorize hiring of the Compliance Coordinator.
 - 2) Deny the request to administer the VAWA Grant.
 - 3) Commission defined alternative.
-

RECOMMENDED SAMPLE MOTION:

Move to approve the request to administer the VAWA Grant on behalf of the Mountain Judicial Circuit.

DEPARTMENT:

Prepared by: Chief Judge Russell Smith

Director: _____

ADMINISTRATIVE

COMMENTS: _____

_____ **DATE:** _____

County Manager

Project Description

Domestic violence and stalking effects whole communities. These crimes can be dangerous and even lead to the death of the victim, offender, and innocent by-standers. There are criminal and civil remedies available to assist the victims of these crimes. Both family violence and stalking protective orders are two highly utilized civil remedies available in Georgia that can assist victims to begin to feel safe again and address other factors needed for ongoing protection. With a protective order, a judge may direct an offender to refrain from acts of family violence, refrain from approaching the victim and/or victims children within a determined distance, grant the victim possession of a shared residence, require the offender to provide suitable alternate housing for the victim, award temporary custody of minor children and establish temporary visitation rights, order assistance to the victim in retrieving personal property, order an offender to undergo an alcohol and/or drug abuse evaluation, order an offender to complete a certified family violence intervention program, and order an offender to surrender firearms. According to data collected by the Georgia Commission on Family Violence, between 2013 and 2017, 826 ex-parte Temporary Protective Orders and 215 ex-parte Stalking orders were filed in the tri-county Mountain Judicial Circuit.

Evidence suggests that family violence intervention programs have positive outcomes towards reducing violence in intimate partnerships. The Domestic Abuse Intervention Project (DAIP) has conducted several studies since beginning their program in the 1980's. Utilizing a range of research methods to examine the effectiveness of their family violence intervention program, DAIP has found that family violence intervention programs are effective in enhancing victim safety and holding offenders accountable for their behavior. Some findings of DAIP's research are "60% of battered women felt safer when the abuser was attending classes, 80% of battered women thought the combined responses of police, courts, DAIP, and shelter was helpful

in ending the abuse, 69% of battered women had not experienced recent physical abuse and 41% had not experienced recent psychological abuse at a one-year follow-up, recidivism rate was 40% for a five-year follow-up using criminal justice records, recidivism rates were lower after coordination efforts were enhanced, men who completed the men's non-violence program had better outcomes than those who did not, and men who volunteered for the men's program had lower recidivism rates, but women reported that they experienced greater reductions in abuse and improved well-being when the offender had been court mandated to attend."ⁱ

The Georgia Commission on Family Violence's *A Model Judicial Protocol for Family Violence Incidents*, states that "civil restraining orders and protective orders should be monitored and enforced fully. Civil restraining orders and protective orders only have meaning and provide protection if they are enforced..... Because certain batterers will not be deterred by an order requiring them to cease and desist violent or threatening behavior, judges must be prepared to give validity to their orders and protection to victims by enforcing orders of protection."ⁱⁱ

According to Georgia code (O.C.G.A. 19-13-16(a)),ⁱⁱⁱ a court, in addition to imposing any penalty provided by law, when sentencing a defendant or revoking a defendant's probation for an offense involving family violence, or when imposing a protective order against family violence, shall order the defendant to participate in a family violence intervention program unless the court determines and states on the record why participation in such a program is not appropriate. However, in communities with no dedicated domestic violence courts or compliance monitoring practices in place, offenders find there is no one monitoring the court mandates and there are no sanctions for their violation of the order. In these situations, the burden is placed on the victim to seek any repercussions for the offender ignoring and/or violating the protective order mandates.

Coordinated community responses have been implemented across the nation to address domestic violence, stalking and other intimate partner violence (IPV) crimes. The community

partners that are critical to an effective response may vary by community but are often comprised of the varying court systems, law enforcement, probation, domestic violence programs and certified family violence intervention programs (FVIPS). FVIPS are a major component within an effective community response of keeping victims safe and holding batterers accountable. In Georgia, certified FVIPS are 24-week programs designed to rehabilitate family violence offenders by holding them accountable and prioritizing victim safety. Family violence intervention programs are critical elements in the violence prevention efforts taking place in the Mountain Judicial Circuit.

The Superior Courts of Georgia is a court of general jurisdiction handling both civil and criminal law actions. The Mountain Circuit is composed of three counties located in rural Northeast Georgia: Habersham, Stephens, and Rabun. According to the U.S Census Bureau population estimates, as of July 1, 2019, Habersham population was 45,328 with 14.9% living in poverty, Rabun population was 17,137 with 14.2% living in poverty, and Stephens population was 25,925 with 16.3% living in poverty. In comparison, 13.3% of Georgia's population is living in poverty.^{iv} All three counties in the Circuit are listed as high poverty areas as defined by the U.S. Department of the Treasury Community Development Financial Institutions Fund, *High Poverty Areas 2011-2015 ACS and Island Areas Decennial Census*.^v

Both the United States Census Bureau^{vi} and the Federal Office of Rural Health Policy^{vii} define the three counties as rural. The geography of the circuit covers 826 square miles. These rural counties are not walking communities and do not operate any form of public transportation, making access to services and community resources difficult for both victims and perpetrators.

The Superior Court Judges of the Mountain Judicial Circuit support the notion that FVIP'S are an effective means to reduce violence in relationships but find barriers many offenders in the rural circuit report are a lack of means to afford the classes and lack of transportation to attend

the classes. It is acknowledged that some offenders will use these reasons as an excuse to not attend the classes but in some instances, indigency of the offender is a valid barrier to FVIP program attendance compliance. The Center for Court Innovation's 2010 *Court Responses to Batterer Program Noncompliance: A National Perspective*, research found that in a national survey of 260 communities that have family violence intervention programs, 73% of the programs terminated a court-mandated offender from the program due to nonpayment of fees.^{viii}

Two Superior Court Judges preside in the Mountain Judicial Circuit, the Honorable Russell Smith and Honorable Chan Caudell. These two Judges preside over all Protective and Stalking Order hearings in the circuit. The Mountain Judicial Circuit has a demonstrated history of successfully implementing accountability courts that include Habersham County Adult Felony Drug Court, Stephens County Adult Felony Drug Court, Rabun County Adult Felony Drug Court, Family Dependency Treatment Court, and a Mental Health Court.

Needs Statement

Intimate partner violence (IPV) has no boundaries in terms of age, race, ability, lifestyle or socioeconomic status. As reported in the NISVS 2015 Data Brief (Smith et al., 2018), during their lifetime, about one in four women and one in 10 men experience contact sexual violence, physical violence, and/or stalking by an intimate partner and reported an IPV-related impact during their lifetime.^{ix} In ten out of the last eighteen years, Georgia has been ranked as one of the top ten states in the nation for the rate at which men kill women in single-victim homicides, most of which are domestic violence murders.^x Domestic violence can involve emotional, physical, economic, psychological and sexual abuse as strategies to coerce and abuse a partner.

The 2018 *Georgia Domestic Violence Fatality Review* report summarizes 15 years of data and trends gleaned from the review of 116 domestic violence fatalities and/or near fatalities. The report indicates that during the project's 15 years of evaluation, 40% of the perpetrators had

contact with Superior Courts and 10% of the perpetrators had contact with an FVIP in the five years leading up to the victim's death.^{xi} We believe some homicides could have been prevented if all the perpetrators who had contact with Superior Court, through either civil or criminal cases, were ordered to and successfully completed a family violence intervention program. According to the *2017 14th Annual Georgia Domestic Violence Fatality Review* report, the Mountain Judicial Circuit had eight domestic violence homicides between 2003 and 2017.^{xii}

Increased opportunities for offender accountability is one of the ten goals recommended by the Georgia Domestic Violence Fatality Project.^{xiii} The Georgia Domestic Violence Fatality Review Project developed goals for communities to consider for implementation in order to reduce incidents and violence related homicides and effectively address domestic violence and stalking in communities. According to *Recommendations for Court Systems, Judges and Judicial Personnel*, court systems, judges and judicial personnel are uniquely positioned to impact safety for victims and accountability for perpetrators of domestic violence. The recommendation states that these entities should consider developing a domestic violence court and/or domestic violence accountability court process, including exploring protocols for tracking compliance with the FVIP provision in orders.^{xiv}

The Mountain Judicial Circuit is in need of an additional full-time Superior Court Judge and has submitted a request to the State to be considered for funding for this position. The two sitting Judges do not have the means to add a formal Domestic Violence Court to their already overextended schedules. In 2018, in collaboration with Circle of Hope, the local domestic violence agency, the Mountain Circuit Superior Court developed an FVIP compliance process, but without a dedicated staff person to monitor the compliance aspects, the responsibilities fell to both a victim advocate and the Judge's secretary. These options were found to be in conflict with the roles of both the advocate and secretary and this option was not feasible for long-term

sustainability. Therefore, the processes created were disbanded within months of implementation. It is proposed that with a dedicated staff person focused on protective order compliance monitoring, and effective protocols in place, that offender accountability can occur through the implementation of this proposed Domestic Violence Accountability Project.

Project Goals and Outcomes

The goal of this Mountain Judicial Circuit Domestic Violence Accountability Project is to implement an accountability process to monitor compliance with FVIP completion, assessments, removal of firearms, and other reliefs ordered in Protective Orders, resulting in a safer community for victims, offender accountability, and ultimately reducing domestic violence and stalking related homicides in the Circuit. The intended outcomes are that with following initiatives implemented 1) 90% of the offenders ordered to an FVIP, through a civil or criminal court order, will demonstrate compliance with enrollment in the class and of those successfully enrolled, 75% will complete the 24-week class without termination from the program; 2) 75% of offenders ordered to undergo an alcohol and/or drug abuse evaluation will demonstrate compliance; and 3) 75% of the civil or criminal orders that include mandating the offender to surrender firearms will result in firearm seizure. A part-time Compliance Coordinator will be hired who will work with a domestic violence circuit team to ensure the following occurs:

- Develop a coordinated domestic violence circuit team that is composed of court and community stakeholders who together develop a coordinated, consistent way to handle domestic violence cases, centered on the principles of victim safety and offender accountability. Because at this point in time the Circuit does not have the resources to operate a formal Domestic Violence Court, this domestic violence circuit team will be composed of court and community members who are managing their normal duties on domestic violence cases in a collaborative way and may include shelter advocates, court personnel, law

enforcement, FVIP providers and the new Compliance Coordinator supported with this project.

- Create protocols for compliance monitoring and scheduling compliance hearings (to be held when offender is not in compliance and/or any other times determined by the courts and through processes identified in protocol development).
- Determine which types of information the Compliance Coordinator will gather in preparation for civil and criminal compliance monitoring, such as reports from FVIP providers, evidence and results of assessments being conducted, reports from probation, information from the domestic violence victim advocate, and any new police reports or pending court cases that apply to the domestic violence or stalking case.
- Create courtroom safety protocols to ensure the safety of victims, spectators, and court officials.
- Develop a plan to measure the effectiveness of the Accountability Project's approach to offender accountability and regularly monitor and evaluate the extent to which the processes identified are working.

Project Activities

Although the Mountain Judicial Circuit does not currently have the resources to add a specialized Domestic Violence Court, the Superior Court Judges are committed to developing an accountability project to monitor offender compliance of Protective Orders. Following the principles recommended in the March 2017 *Georgia Domestic Violence Courts Best Practices*^{xv} created by The Georgia Commission on Family Violence (GCFV) and the Judicial Council-Administrative Office of the Courts (JCAOC) to create a specialized court operation in domestic violence cases, the following activities will occur in this Domestic Violence Accountability Project.

Compliance Monitoring:

- The Superior Court Judges will provide judicial supervision of compliance with temporary protective orders (TPOs), attendance and completion of family violence intervention programs (FVIPs), firearm removal, and other court order mandates to support victim safety and affirm the court's authority.

Compliance Coordinator (Court Personnel):

- A Compliance Coordinator will collect and prepare victim and offender information for the Judges, including information needed for compliance monitoring. The Compliance Coordinator will serve as the liaison to agencies that report information to the court, such as FVIPs, treatment programs, probation, and other community agencies. The Compliance Coordinator will monitor compliance for both Superior Court civil and criminal family violence related cases in which the Court has required attendance and completion of FVIP, firearm removal, and/or other mandates.

- Victim Advocates (Circle of Hope/FAITH Personnel):

A domestic violence victim advocate will link victims to services and resources such as shelter, housing and counseling, explain the FVIP process to victims, and strategize with victims and FVIP providers on safety considerations. The advocate will also keep the victim informed about civil and criminal court proceedings related to their domestic violence case.

Coordinated Community Response - Commitment:

- The domestic violence circuit team will develop a coordinated response that includes working together by sharing information, increasing communication, and combining efforts to respond to domestic violence and stalking cases in a collaborative way. The team will bring together key players in community systems to develop strategies and procedures aimed at strengthening our community's systematic response to domestic violence and stalking. The

coordinated response will ensure training and continuing education on domestic violence and stalking are included in the response identified.

Coordinated Community Response - Addressing Barriers:

- The coordinated response developed through this project will ensure barriers identified that impede indigent offenders from FVIP program compliance will be evaluated by the courts and resources requested in this project proposal will be available to the FVIP provider to facilitate indigent offender participation in the program.

This project intends to use nationally and state-recognized materials to develop the accountability processes and protocols that will be implemented through the activities described in this project. Some known materials that will be used include the 2017 *Georgia Domestic Violence Courts Best Practices* guide created by the Georgia Commission on Family Violence and the Administrative Office of the Courts, the 13th edition of the *Georgia Domestic Violence Benchbook*, published by SafeSolutions, Inc., the 2016 2nd edition of the *Wisconsin Sexual Assault & Domestic Violence Coordinated Community Response (CCR) Toolkit*, created by the End Domestic Abuse Wisconsin and Wisconsin Coalition Against Sexual Assault,^{xvi} and the 2018 *Georgia Domestic Violence Fatality Review Project Annual Report* that contains system recommendations for implementation to increase victim safety and improve community response.

Mountain Judicial Circuit Superior Court Chief Judge Russell Smith, is responsible for overseeing the activities proposed in this project. Judge Smith has been a Superior Court Judge for the Mountain Judicial Circuit since April 2010. In addition to serving on the Georgia Commission on Family Violence, he has participated in many domestic violence related trainings during his tenure. He recognizes the importance of offender accountability and in recent years worked in collaboration with Circle of Hope to implement FVIP compliance monitoring.

However, without a dedicated staff person to oversee and manage all the accountability aspects, the processes developed were not feasible to continue.

Project timeline for accomplishing proposed activities:

January – February 2021: Recruit, hire and train new Compliance Coordinator and identify key partners to form the domestic violence circuit team.

February – 2021: Compliance Coordinator will review other accountability response models/protocols and gather existing data on compliance statistics for the circuit and create data tracking system in order to monitor project outcomes.

February – March 2021: The identified domestic violence circuit team members will meet as many times as necessary to determine what victim and offender information is needed for compliance monitoring and will develop processes to ensure seamless implementation of project activities.

March – December 2021: Conduct compliance monitoring activities as identified in this project description throughout the Judicial Circuit.

April 2021: Present accountability procedures and protocol at the Mountain Judicial Circuit Family Violence Task Force meeting and invite representatives from all court entities circuit wide to participate.

May – June 2021: Meet with other applicable court systems that were not part of the task force meeting to share the developed processes and protocols.

June 2021: Hold collaboration meeting with domestic violence circuit team to determine if any changes to established protocols and processes need to occur.

December 2021: Hold collaboration meeting with domestic violence circuit team to review outcomes established in project.

Resources Needed

The primary resource needed to conduct the proposed activities includes personnel cost for a part-time Compliance Coordinator. Other resources include project staff office space, equipment for project start-up including computer and printer/fax, cell phone, mileage to travel to courthouses in circuit, drug screening tools, and office supplies. Funds used to pay a percentage of Chief Judge Russell Smith's personnel cost will supplement this project. Judge Smith will ensure project activities are performed and will supervise the Compliance Coordinator. This project is requesting funding to support a part-time Compliance Coordinator who will work 20 hours a week to conduct and coordinate the described project activities.

Evaluation Plan

Project evaluation will be achieved through a combination of activities. The Compliance Coordinator will create a data tracking tool to track mandates ordered in 6-month and 12-month protective and stalking orders and mandates ordered in superior court criminal proceedings related to family violence and/or stalking. The tool will include data to track follow-up dates in which offenders need to provide evidence of compliance and outcomes of compliance. The data tracked will include demographics and other performance outcomes needed to complete the CJCC CJSI annual reports and to review effectiveness of the project. The domestic violence circuit team will meet annually to evaluate the outcomes achieved and make recommendations for any necessary changes to the protocols developed.

Sustainability Plan

The domestic violence circuit team will remain focused on sustainability throughout the duration of this project. On a regular basis, all members of the team will review what is working well, what might need to be modified, what budget areas need adjusting, and the findings from project evaluation data. Ongoing evaluation of the project will help the team identify if any project design elements need to be reduced or expanded. Our sustainability plan will include

highlighting the need for offender compliance monitoring and sharing the outcomes of the project with local officials, interest groups, and the media. Through these public relations initiatives, we project the community will embrace the project and perhaps produce future financial or in-kind support for the project. The domestic violence circuit team members will explore other sustainability opportunities during initial project development meetings with the goal to reinforce the importance of accountability projects in creating safer communities for victims, holding offenders accountable, and ultimately reducing domestic violence and stalking related homicides.

ⁱ Domestic Abuse Intervention Programs, Home of the Duluth Model. *Program Evaluation Activities at Domestic Abuse Intervention Programs*. Retrieved from <https://www.theduluthmodel.org/wp-content/uploads/2017/03/ProgramEvaluation.pdf>

ⁱⁱ Georgia Commission on Family Violence. *A Model Judicial Protocol for Family Violence Incidents*. Retrieved from <https://gcfv.georgia.gov/protocols-and-position-papers>

ⁱⁱⁱ LexisNexis. Retrieved from [GA - Official Code of Georgia Annotated > TITLE 19. DOMESTIC RELATIONS > CHAPTER 13. FAMILY VIOLENCE > ARTICLE 1A. FAMILY VIOLENCE INTERVENTION](#)

^{iv} United States Census Bureau. QuickFacts: Rabun, Stephens, Habersham County, Georgia. Retrieved from <https://www.census.gov/quickfacts/fact/table/rabuncountygeorgia.stephenscountygeorgia.habershamcountygeorgia/INC110218>

^v U.S. Department of the Treasury Community Development Financial Institutions Fund, *High Poverty Areas 2011-2015 ACS and Island Areas Decennial Census*. Retrieved from <https://www.cdfifund.gov/Documents/CDFI%20high%20poverty%20areas%20Feb14-2020.xlsx>

^{vi} United States Census Bureau. (2010). *Census Urban and Rural Classification and Urban Area Criteria*. Retrieved from <https://www.census.gov/programs-surveys/geography/guidance/geo-areas/urban-rural.html>

^{vii} Health Resources and Services Administration. (2010). *List of Rural Counties and Designated Eligible Census Tracts in Metropolitan Counties*. Retrieved from <https://www.hrsa.gov/sites/default/files/hrsa/ruralhealth/resources/forhpeligibleareas.pdf>

^{viii} Labriola, M, Rempel, M, O'Sullivan, C.S., & Frank, P.B. (2007) Center for Court Innovations. *Court Responses to Batterer Program Noncompliance: A National Perspective*. Retrieved from <https://www.ncjrs.gov/pdffiles1/nij/grants/230399.pdf>

^{ix} Smith, S.G., Zhang, X., Basile, K.C., Merrick, M.T., Wang, J., Kresnow, M., & Chen, J. (2018). *The National Intimate Partner and Sexual Violence Survey (NISVS): 2015 Data Brief— Updated Release*. Atlanta, GA: National Center for Injury Prevention and Control, Centers for Disease Control and Prevention. Retrieved from <https://www.cdc.gov/violenceprevention/pdf/2015data-brief508.pdf>

^x Violence Policy Center. (2017,2014,2012,2010,2009,2008,2004,2003,2001,2000). *When Men Murder Women: An Analysis of Homicide Data*. Retrieved from <http://www.vpc.org>

^{xi} Georgia Fatality Review Project Annual Report (2018) Retrieved from <http://georgiafatalityreview.com/reports/report/2018-report/>

^{xii} Georgia Fatality Review Project Annual Report (2017) Retrieved from <http://georgiafatalityreview.com/reports/report/2017-report/>

^{xiii} Georgia Fatality Review Project. Retrieved from <http://georgiafatalityreview.com/key-goals/increase-opportunities-for-accountability-for-batterers/>

^{xiv} Georgia Fatality Review Project. *Recommendations for Court Systems, Judges and Judicial Personnel*. Retrieved from http://georgiafatalityreview.com/recommendations/Court_Judge_Judicial-Recommendations-GDDVFRP-Dec-2018.pdf

^{xv} Georgia Commission on Family Violence. *Georgia Domestic Violence Courts Best Practices*. (2017). Retrieved from [file:///C:/Users/circl/Downloads/GCFV%20DV%20Courts%20Best%20Practices%20\(1\).pdf](file:///C:/Users/circl/Downloads/GCFV%20DV%20Courts%20Best%20Practices%20(1).pdf)

^{xvi} Wisconsin Sexual Assault & Domestic Violence Coordinated Community Response (CCR) Toolkit 2nd Edition, (2016). Retrieved from <https://www.endabusewi.org/for-advocates/ccr-toolkit/>

**Mountain Judicial Circuit Superior Court
Budget Narrative**

Personnel:

Personnel cost for part-time Compliance Coordinator. Funds are requested for one part-time Compliance Coordinator.

\$19/hr x 20/hrs week x 42 weeks (projected for remaining award time)	\$15,960
--	----------

Fica: \$15,960 x 7.65%	\$1,221
------------------------	---------

Travel:

Cost for project staff and Judge Russell Smith to attend GCFV Annual Conference (GSA rates)

Hotel \$143 x 3 nights x 2 rooms	\$858
Meals \$57 x 2 travel days x 2	\$228
Meals \$76 x 2 full days x 2	\$304

Mileage reimbursement for travel to courthouses

Mileage \$.575 x 3,000 miles	\$1,725
------------------------------	---------

Supplies:

Laptop for project staff	\$1,000
Printer/Copier/Fax All-in-One	\$600
Office Supplies \$100 x 10 months	\$1,004
Postage \$55 x 8 months	\$440
Project cell phone	\$150
Monthly cell phone service \$50 x 10 months	\$500

Printing:

Letterhead/envelopes	\$300
Business cards	\$100

Other:

GCFV conference registration x 2	\$520
FVIP stipend for court determined indigent offenders \$25 x 144 classes (based on 5 indigent offenders attending 24 classes each)	\$3,600
Transportation for court determined indigent offenders \$15 x 144.00 (based on 5 indigent offenders attending 24 classes each)	\$2,160

Position: Mountain Judicial Circuit Superior Court Compliance Coordinator

Responsible to: Judge Russell Smith

Rate: \$19/HR – 20 hours a week

Overview:

Position is a part-time (20 hours per week) grant-funded Compliance Coordinator who monitors the enforcement of civil protective orders and criminal case mandates. Keeps abreast of related laws and regulations dealing with protective orders and domestic violence issues. Collects and maintains statistics for grant and project evaluation. Acts as part of the Mountain Circuit Domestic Violence Team. Actively participates with agencies collaborating in the Mountain Circuit Domestic Violence Team including courts, law enforcement, probation, and domestic violence advocates. Works in compliance with laws, rules, and regulations. Requires good oral and written communications skills to support preparation of concise, informative, and detailed reports. The work schedule for this part-time position is dependent on court schedules in the circuit Monday-Friday.

Duties:

- Work with Superior Court Judges and other specialty courts within Mountain Judicial Circuit to monitor and track offender compliance for both Superior Court civil and criminal family violence related cases in which the Court has required attendance and completion of FVIP, firearm removal, and/or other mandates.
- Monitor and/or track offenders to ensure they are meeting the terms and conditions established by their court-ordered Judgment and/or Sentence. Communicate and gather information via phone, written or face-to-face interaction.
- Alert the courts of an offender's non-compliant behavior and file notice for a compliance hearing.
- Serves as liaison between the courts and offenders; appear in court to testify; make recommendations as necessary.
- Prepare correspondence, reports, spreadsheets, and other program related documents as needed using approved templates.
- Make referrals and/or disseminates information to offenders in regards to various agencies and resources available to assist with completing programs required or needed in order to complete their protective order and/or supervised probation term successfully.
- Coordinate with substance abuse, domestic violence, and mental health providers to facilitate and encourage court-ordered and/or necessary treatment services are accessed in a timely manner. Such as 90-day outpatient, 28-day inpatient and/or Drug Court, Family Violence Intervention Program, mental health counseling, etc.

Education:

Bachelors' degree in Psychology, Social Work, Criminal Justice, Family and Consumer Science, Counseling or closely related field.

Experience:

Two (2) years of experience in case management, probation or law enforcement experience setting is preferred. Lead worker or supervisory experience is preferred.

Education/Experience substitution:

Four years of experience and training in work related to psychology, social work, criminal justice, family and consumer science, counseling, or closely related field will substitute for the degree.

Other:

Must pass background check.

Knowledge and Skills:

Must have knowledge of: Court procedures; principles and techniques of program management; data tracking and evaluation; applicable federal, state, and local laws, regulations, policies and procedures, current literature, trends, and regulations.

Must have skill to: Operate a computer using software including Microsoft Office Suite (Word, Excel, Access), maintain accurate records; develop spreadsheets; communicate effectively in verbal and written form with others.

CRIMINAL JUSTICE COORDINATING COUNCIL

S.T.O.P. VIOLENCE AGAINST WOMEN ACT GRANT PROGRAM

SPECIAL CONDITIONS

SUBGRANTEE: Subgrantee Name

SUBGRANT NUMBER: W19-8-XXX

1. 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.

Initials _____

2. Subgrantees who provide emergency shelter will conduct appropriate screening so as not to discriminate against individuals based on physical or mental disability, including mental health concerns and substance abuse issues, or deny shelter solely upon the presence of these factors, and ensure that reasonable accommodations are documented and made available to those victims.

Initials _____

3. The subgrantee agrees to take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). For more information on the civil rights responsibilities that subgrantees have in providing language services to LEP individuals, please see the website at <http://www.lep.gov>.

In addition, subgrantees that provide hotline services will provide documentation of a contract for 24-hour language interpretation services for callers who do not speak English. Subgrantees providing hotline services will ensure that its TTY machine is operable at all times and that all staff, volunteers, and interns who answer the hotline receive training within two weeks of their respective start dates as well as ongoing review of TTY answering procedures. If a TTY machine is unavailable, the subgrantee agrees to utilize video relay services, video remote interpreting, or comparable service.

Initials _____

4. The subgrantee agrees to comply with all applicable requirements of 28 C.F.R. Part 38 which prohibits specific forms of discrimination on the basis of religion, a religious belief, or refusal to attend or participate in a religious practice. Subgrantees may not use federal grant funds for inherently religious activities. While faith-based organizations can engage in non-funded inherently religious activities, the activities must be held separately from the grant-funded program, and customers or beneficiaries cannot be compelled to participate in them. Part 38 makes clear that organizations receiving federal grant funding are not permitted to discriminate when providing services on the basis of a beneficiary's religion.

Initials _____

5. The subgrantee must comply with all applicable requirements of 28 C.F.R. part 54, which relates to non-discrimination on the basis of sex in certain "education programs."

Initials _____

6. All subgrantees of Federal financial assistance, regardless of the particular funding source, the amount of the grant award, or the number of employees in the workforce, are subject to the prohibitions against unlawful discrimination. Accordingly, the Criminal Justice Coordinating Council (CJCC) investigates subgrantees that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, CJCC selects a number of subgrantees each year for compliance reviews or audits that require subgrantees to submit data showing that they are providing services equitably to all segments of their service population and that their employment practices meet equal employment opportunity standards.

Initials _____

7. The subgrantee must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program. The subgrantee agrees that as a recipient of financial assistance subject to the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, 42 U.S.C. § 3789d, or other Federal grant program requirements it must meet two requirements: (1) complying with Federal regulations pertaining to the development of an Equal Employment Opportunity Plan (EEO), 28 C.F.R. § 42 subpart E, and (2) submitting to the Office for Civil Rights Findings of Discrimination (see 28 C.F.R. §§ 42.204(c) or 42.205(c)(5)).

Initials _____

8. The subgrantee must comply with all applicable requirements of 28 C.F.R. Part 42, including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program (EEO). An EEO is a comprehensive document that analyzes a recipient's relevant labor market data, as well as the recipient's employment practices, to identify possible barriers to the participation of women and minorities in all levels of a recipient's workforce. As a recipient of Department of Justice (DOJ) funding, you may be required to submit an EEO Certification Report or an EEO Utilization Report to the OCR. The Equal Employment Opportunity (EEO) Reporting System will allow you to create your organization's account, then prepare and submit an EEO Certification Form. For more information on whether your organization is subject to the EEO requirements, see <https://ojp.gov/about/ocr/eeop.htm>. Additionally, you may request technical assistance from an EEO specialist at the OCR by telephone at (202) 616-1771 or by e-mail at EEOPforms@usdoj.gov.

If in the three years prior to the date of the grant award, your organization has received an adverse finding of discrimination based on race, color, national origin, religion, or sex, after a due process hearing, from a state or federal court or from a state or federal administrative agency, your organization must send a copy of the finding to the OCR.

If your organization has received an award for \$500,000 or more and has 50 or more employees (counting both full- and part-time employees but excluding political appointees), then it must prepare an EEO and submit it to OCR for review within 120 days of the award date. In addition, your organization must complete Section C of the Certification Form and return it to OCR. For assistance in developing an EEO, please consult OCR's website at <http://www.ojp.gov/about/ocr/eeop.htm>. You may also request technical assistance from an EEO specialist at OCR by dialing (202) 616-3208.

If your organization received an award between \$25,000 and \$500,000 and has 50 or more employees, your organization still must prepare an EEOP, but it does not have to submit the EEOP to OCR for review. Instead, your organization must maintain the EEOP on file and make it available for review on request. In addition, your organization must complete Section B of the Certification Form and return it to OCR. The Certification Form can be found at <https://ocr-eeop.ncjrs.gov/>.

If your organization received an award for less than \$25,000, or if your organization has less than 50 employees, regardless of the amount of the award, or if your organization is a medical institution, educational institution, nonprofit organization, or Indian tribe, then your organization is exempt from the EEOP requirement. However, your organization must complete Section A of the Certification Form and return it to OCR. The Certification Form can be found at <https://ocr-eeop.ncjrs.gov/>.

The subgrantee acknowledges that failure to submit an acceptable EEOP (if the subgrantee is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the subgrantee is in compliance. The subgrantee must maintain proof of compliance with the above requirements and be able to provide such proof to the Criminal Justice Coordinating Council upon request.

Initials _____

9. Subgrantee agencies are required by Criminal Justice Coordinating Council to clearly post a non-discrimination policy in accordance with the subgrant conditions. This policy shall be visible to and easily accessed by all staff, board members, and clients. The policy shall also contain information on how to lodge a claim of discrimination with the subgrantee agency.

In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the ground of race, religion, national origin, sex, or disability then your organization must submit a copy of the finding to Criminal Justice Coordinating Council and to OCR for review.

Initials _____

10. Pursuant to U.S. Attorney General Order No. 23532001, and O.C.G.A. §50 - 36 1(d), public or private nonprofit service providers that deliver in-kind (non-cash) services necessary to protect life or safety and do not charge for said services based on the recipients' income, may neither require clients seeking their organization's services to verify their immigration status nor deny services based on the clients' legal status. (Department of Justice (2001), Final Specification of Community Programs Necessary for Protection of Life or Safety Under Welfare Reform Legislation, (A.G. Order No. 23532001) 66 FR 3613.) Agencies providing said services shall establish a policy ensuring all victims have access to services regardless of immigrant status and shall promulgate same with staff and clients seeking services.

Any law enforcement or prosecution subgrantee that provides in-kind (non-cash) services necessary to protect life or safety and does not charge for said services based on the recipients' income shall not deny these services to any crime victim who seeks their protection based on the victim's immigration or legal status, nor shall the agency require any victim who contacts them in good faith to verify their immigration status prior to delivering services. (Department of Justice (2001), Final Specification of

Community Programs Necessary for Protection of Life or Safety Under Welfare Reform Legislation,
(A.G. Order No. 23532001) 66 FR 3613.; O.C.A §17-5-100(f)).

Initials _____

11. The subgrantee agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM), currently accessible at <https://www.sam.gov>. This includes applicable requirements regarding registration with SAM, as well as maintaining current information in SAM.

Initials _____

12. Pursuant to 2 C.F.R. 200.315(b), the Office on Violence Against Women reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish or otherwise use, and to authorize others to use, in whole or in part (including in the creation of derivative works), for Federal Government purposes: (a) any work that is subject to copyright and was developed under this award, subaward, contract or subcontract pursuant to this award and (b) any work that is subject to copyright for which ownership was purchased by a subgrantee or a contractor with support under this award. In addition, the subgrantee (or contractor or subcontractor) must obtain advance written approval from the Office on Violence Against Women program manager assigned to this award and must comply with all conditions specified by the program manager in connection with that approval before: 1) using award funds to purchase ownership of, or a license to use, a copyrighted work or 2) incorporating any copyrighted work, or portion thereof, into a new work developed under this award.

Initials _____

13. The subgrantee agrees to comply with all relevant statutory and regulatory requirements which may include, among other relevant authorities, the Violence Against Women Act of 1994, P.L. 103-322, the Violence Against Women Act of 2000, P.L. 106-386, the Violence Against Women and Department of Justice Reauthorization Act of 2005, P.L. 109-162, the Violence Against Women Reauthorization Act of 2013, P.L. 113-4, the Omnibus Crime Control and Safe Streets Act of 1968, 34 U.S.C §§ 10101 et seq., and OVW's implementing regulations at 28 CFR Part 90.

Initials _____

14. The subgrantee agrees that grant funds will not be used to support the development or presentation of a domestic violence, sexual assault, dating violence and/or stalking curriculum for primary or secondary schools. The grantee further agrees that grant funds will not be used to teach primary or secondary school students from an already existing curriculum.

Initials _____

15. The subgrantee agrees that grant funds will not be used to conduct public awareness or community education campaigns or related activities. Grant funds may be used to support, inform, and provide outreach about available services.

Initials _____

16. The subgrantee agrees to comply with the financial and administrative requirements set forth in 2 C.F.R.

Part 200 and the current edition of the DOJ Grants Financial Guide. The grantee also agrees to comply with the applicable audit requirements of 2 CFR Part 200 or OMB Circular A-133, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) are not satisfactorily and promptly addressed as further described in the audit requirements and the current edition of the DOJ Grants Financial Guide. All services paid by federal and/or matching funds must have a valid contract that has been preapproved by the Criminal Justice Coordinating Council to ensure compliance with federal and state guidelines and statutes.

Initials _____

17. If any changes occur in the subgrantee's lobbying status or activities, a revised Disclosure of Lobbying Activities Form must be submitted to Criminal Justice Coordinating Council. The subgrantee further 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. The subgrantee may, however, use federal funds to collaborate with and provide information to federal, state, local, tribal, and territorial public officials and agencies to develop and implement policies and develop and promote state, local, or tribal legislation or model codes designed to reduce or eliminate domestic violence, dating violence, sexual assault, and stalking (as those terms are defined in 34 USC 12291(a)) when such collaboration and provision of information is consistent with the activities otherwise authorized under this program.

Another federal law generally prohibits federal funds awarded by OVW from being used by the subgrantee, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. § 1352.

Should any question arise as to whether a particular use of federal funds would or might fall within the scope of these prohibitions, the recipient is to contact CJCC for guidance, and may not proceed without the express prior written approval of CJCC.

Initials _____

18. The subgrantee agrees to comply with all applicable laws, regulations, policies, and guidance (including specific costs limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences, meetings, trainings, and 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.justice.gov/ovw/conference-planning.

Initials _____

19. The subgrantee agrees that consultant/contractor fees in excess of \$650.00 per eight-hour day (\$81.25 per hour) must have prior approval from CJCC prior to obligation or expenditure of such funds. Issuance of this award or approval of the award budget alone does not indicate approval of any consultant rate in excess of \$81.25 per hour.

Initials _____

20. The subgrantee understand and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OVW Training Guiding Principles for Grantees and Subgrantees, available at <https://www.justice.gov/ovw/grantees#Resources>.

All materials and publications (written, web-based, audio-visual, or any other format) resulting from subgrant award activities shall contain the following statements: "This project was supported by Subgrant No. _____ awarded by the state administering office for the Office on Violence Against Women, U.S. Department of Justice's STOP Formula Grant Program. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the state or the U.S. Department of Justice.

Initials _____

21. The subgrantee agrees to submit all materials to be printed with grant funds to the Criminal Justice Coordinating Council for approval no later than 30 days prior to sending them to the printer. Criminal Justice Coordinating Council reserves the right to disallow reimbursement for all or part of any proposed publication.

Initials _____

22. If the subgrantee uses STOP funds to provide any training to persons outside their agency, they agree to submit an agenda and any training materials to be paid for with the STOP grant for CJCC's approval no later than 30 days prior to the scheduled training.

Initials _____

23. The subgrantee agrees that information on race, sex, national origin, age, and disability of recipients of assistance will be collected and maintained, where such information is voluntarily furnished by those receiving assistance.

Initials _____

24. Law enforcement equipment - The grantee agrees that grant funds will not be used to support the purchase of standard issued law enforcement items, such as, uniforms, safety vests, shields, weapons, bullets, and armory or to support chemical dependency or alcohol abuse programs that are not an integral part of a court-mandated batterer intervention program.

Initials _____

25. The subgrantee agrees that if it currently has an open award of federal funds or if it receives an award of federal funds other than this OVW award, and those award funds have been, are being, or are to be used, in whole or in part, for one or more of the identical cost items for which funds are being provided under this OVW award, the subgrantee will promptly notify, in writing, the Criminal Justice Coordinating Council grant specialist for this subaward, and if so requested by Criminal Justice Coordinating Council will seek a budget-modification or change-of-project-scope Subgrant Adjustment Request (SAR) to eliminate any inappropriate duplication of funding.

Initials _____

26. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Department of Justice (DOJ) encourages subgrantees 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 _____

27. The subgrantee 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 subgrantee will be required to document that the reduction in nonfederal resources occurred for reasons other than the receipt or anticipated receipt of federal funds.

Initials _____

28. The subgrantee must promptly refer to the DOJ 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 claim that violates 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
1425 New York Ave., NW
Suite 7100
Washington, DC 20530

hotline: (contact information in English and Spanish): (800) 869-4499 (phone) or (202) 616-9881 (fax)

Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

Initials _____

29. The subgrantee understands and agrees that compliance with the statutory certification requirements is an ongoing responsibility during the award period and that, at a minimum, a hold may be placed on subgrantee's funds for non-compliance with any of the requirements of 34 U.S.C. 10449 (regarding rape exam payments), 34 U.S.C. 10449(e) (regarding judicial notification), 34 U.S.C. 10450 (regarding certain fees and costs), and 34 U.S.C. 10451 (regarding polygraphing of sexual assault victims). Non-compliance with any of the foregoing may also result in termination or suspension of the grant or other remedial measures, in accordance with applicable laws and regulations.

Initials _____

30. The subgrantee understands and agrees that misuse of award funds may result in a range of penalties,

including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under an award, and civil and/or criminal penalties.

If any changes occur in the subgrantee's eligibility status regarding debarment, a revised Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion form must be submitted to the Criminal Justice Coordinating Council.

Initials _____

31. 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 _____

32. Subgrantee agencies agree to comply with the core services training and continuation education requirements applicable to their agency type as outlined in the Request for Applications and the application submitted for 2021 Competitive Awards. Subgrantee agencies are responsible for ensuring that their agency meets the minimum training requirements and continuing education and maintains all applicable documentation.

Initials _____

33. The subgrantee agrees to comply with the Criminal Justice Coordinating Council [Subgrantee Programmatic and Fiscal Compliance Policy](#). All subgrantees must have written policies and procedures which govern the fiscal management of grant funds.

Initials _____

34. All nonprofit organizations shall comply fully with the requirements set forth in the Official Code of Georgia Annotated, Chapter 50-20, and submit, prior to the drawdown of any funds, completed financial statements (including balance sheet, income statement and statement of cash flows) and salary information for all personnel whether grant funded or not.

Initials _____

35. The subgrantee agrees that grant funds will not support activities that compromise victim safety and recovery or undermine offender accountability, such as: procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or sex of their children; procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services; procedures or policies that impose requirements on victims in order to receive services (e.g., seek an order of protection, receive counseling, participate in couples' counseling or mediation, report to law enforcement, seek civil or criminal remedies, etc.); procedures or policies that fail to ensure service providers conduct safety planning with victims; project design and

budgets that fail to account for the access needs of participants with disabilities and participants who have limited English proficiency or are Deaf or hard of hearing; or any other activities outlined in the solicitation under which the approved application was submitted.

Initials _____

36. Subgrantees who provide emergency shelter agree that if their agency cannot house a victim, they will 1) identify available resources, 2) assist the victim in developing and implementing a feasible plan to access other emergency shelter and/or other services, 3) advocate on behalf of victims to ensure the needed services are obtained, and 4) follow-up to ensure victim has received appropriate services in a timely manner.

Initials _____

37. The subgrantee must maintain its certification to receive Local Victim Assistance Add-On Funds (5% Funds). In addition, the subgrantee must submit an annual report to CJCC regarding the receipt and expenditure of these funds per O.C.G.A. § 15-21-132.

Initials _____

38. Subgrantees agree to assist the Criminal Justice Coordinating Council and state-certified shelters with identifying available bed space. If there is an inquiry from the Criminal Justice Coordinating Council and/or other partner agencies regarding available beds, the subgrantee will state if bed space is available.

Initials _____

39. The subgrantee agrees that all fully or partially grant-funded staff and his/her supervisor must attend a victim's compensation training hosted by CJCC. Training hours may be used to satisfy part of the training requirements specified by the subgrantee agency's core service requirements.

Initials _____

40. The subgrantee must submit Subgrant Adjustment Request #1 with the completed award packet. Each subgrantee must sign and return all award documents and all required forms within 45 calendar days of the award date to this [link](#). The adjustment request must be accompanied by an accurate detailed project budget in the format requested by the Criminal Justice Coordinating Council that itemizes all projected expenditures. The project budget and summary will not be established, or officially approved, until the subgrantee 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.

The subgrantee must submit subsequent requests to revise the budget, project summary, and implementation plan prior to any substantial changes, but no later than 60 days prior to the end of the subgrant period.

Initials _____

41. All project costs not exclusively related to this approved project must be prorated, and only the costs of project-related activities will be reimbursable under the subgrant award.

Initials _____

42. The subgrantee agrees to submit requests for reimbursement on either a monthly or quarterly basis, as selected by the subgrantee at the time of award. Subgrant Expenditure Reports are due 15 days after the end of the month (if reporting monthly) or 30 days after the end of the quarter (if reporting quarterly).

Initials _____

43. A subgrantee that has never received a negotiated indirect cost rate from a Federal Agency, may elect to use the "de minimis" indirect cost rate of 10% as described in 2 C.F.R. 200.414(f). If a subgrantee elects to use the "de minimis" indirect cost rate, the subgrantee must advise CJCC in writing of both its eligibility and its election and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC).

A subgrantee that has received a negotiated indirect cost rate from a Federal Agency at any time in the past cannot use the "de minimis" indirect cost rate. If the subgrantee cannot use the "de minimis" and wishes to recoup indirect costs, the subgrantee must notify CJCC, in writing, of the current and approved negotiated indirect cost rate from a Federal Agency or negotiate an indirect cost rate with CJCC.

Initials _____

44. The subgrantee agrees to submit annual electronic progress report(s) on program activities and program effectiveness measures. Information that subgrantees must collect includes but is not limited to: 1) number of victims receiving requested services, 2) number of persons seeking services who could not be served, 3) number and percentage of arrests relative to the number of police responses to domestic violence incidents, 4) number of sexual assault nurse examiners trained, and 5) number of victim advocates supported by grant funding.
- i. Statistical data describing project performance from programs providing direct victim services must be submitted to the Criminal Justice Coordinating Council using the Victim Services Statistical Report (VSSR) provided to the subgrantee. VSSRs describing program outputs (total services delivered, total clients served, etc.) are due quarterly on January 20, April 20, July 20, and October 20. The fourth quarter report, due to Criminal Justice Coordinating Council October 20, requires subgrantees to complete the narrative section included with that quarter's statistical report.
 - ii. Statistical data describing project performance from programs providing Criminal Justice System Improvement (CJSI) activities must be submitted to the Criminal Justice Coordinating Council using the Criminal Justice Services Statistical Report (CJSSR) provided to the subgrantee. CJSSRs describing program outputs (total services delivered, total clients served, etc.) are due annually by March 30th.
 - iii. Performance Reports describing program outcomes (OPM) that reflect changes in clients as a

result of services delivered must be based on surveys administered to individual clients. Each program should include the appropriate performance measures for their respective type of program on their client surveys. Programs are required to follow the Criminal Justice Coordinating Council Data Collection Guidelines and report on the online reporting system. Subgrantees are encouraged, but not required, to use the Excel-based spreadsheets to enter and tally their individual client outcome data. Totals reported for outputs may not match totals reported for outcomes since outcomes are collected from clients only at the substantial completion of services. The performance report is due October 30th.

- iv. Subgrantee agencies providing direct victim services and criminal justice system improvement activities are required to complete a VSSR and CJSSR report.
- v. An annual progress report that collects information on the effectiveness of activities carried out with grant funds, including the number of persons served and the number of people seeking services who could not be served is due within 45 days of the end of the annual reporting period, December 31, or by whatever date set by CJCC.

Initials _____

45. All VAWA Criminal Justice System Improvement (CJSI) subgrantees must provide a 25% match contribution of cash or in-kind dollars. VAWA subgrantees for victim services programs and all SASP subgrantees are exempt from the match requirement.

Initials _____

46. VAWA CJSI subgrantees may submit match through in-kind donation of volunteer hours. The standard rate for the provision of direct services by a volunteer is \$15.00 per hour. Higher rates must be pre-approved by CJCC.

If using volunteers, the subgrantee agrees to utilize project volunteers that provide direct services. In order to comply with this requirement, the subgrantee shall furnish a written job description indicating what types of direct services the volunteer will provide. With each SER the subgrantee shall provide a listing of all project volunteers that provide direct services using the Monthly Volunteer Time Record available at

<https://cjcc.georgia.gov/sites/cjcc.georgia.gov/files/Volunteer%20Time%20Record%20%281%29.xlsx>

Initials _____

47. The subgrantee certifies that 1) title to all equipment and/or supplies purchased with funds under this subgrant 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, Criminal Justice Coordinating Council will be informed of the available equipment and determine its future use to assure it is utilized in the furtherance of the goals and objectives of the grant program and the State of Georgia.

Initials _____

48. Pursuant to O.C.G.A. §36-60-6, as amended, all private employer subgrantees employees shall register with the federal work authorization system, E-Verify, and provide Criminal Justice Coordinating Council with its eligibility verification system user number.

Initials _____

49. The subgrantee agrees to abide by the provisions of the "Crime Victims' Bill of Rights" as stipulated under Georgia law (O.C.G.A. Chapter 17).

Initials _____

50. The subgrantee agrees to notify all victims of the Georgia Crime Victims Compensation Program, to advise victims of their eligibility for benefits, assist them with application forms and procedures, obtaining necessary documentation, and/or checking on their claim status, and following up with the Board of Appeals as applicable.

Initials _____

51. The subgrantee agrees to abide by Georgia law regarding the utilization of professional counselors, social workers, and marriage and family therapists. (O.C.G.A. § 43-10A-1, et. seq). In addition, the subgrantee agrees to abide by Georgia law regarding the utilization of psychologists. (O.C.G.A. § 43-3-91, et. seq).

Initials _____

52. The subgrantee authorizes the Office on Violence Against Women, the Office of the Chief Financial Officer (OCFO), the Criminal Justice Coordinating Council and its representatives, access to and the right to examine all records books, paper, or documents related to the VAWA grant. The subrecipient also agrees that all financial records pertinent to this award, including the general accounting ledger and all supporting documents, are subject to agency review throughout the life of the award, during the close-out process, and for three years after the closeout of the federal award or as long as the records are retained, whichever is longer, pursuant to 2 C.F.R. 200.333, 200.336. Contact CJCC for questions related to the disposal of records.

Initials _____

53. The subgrantee agrees to comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements"), and the current edition of the DOJ Grants Financial Guide as posted on the OVW website, including any updated version that may be posted during the period of performance.

Initials _____

54. Subgrantee agencies are subject to compliance monitoring activities by Criminal Justice Coordinating Council staff. Compliance monitoring includes activities include site visits or desk reviews of all documentation related to the subaward. Subgrantee agencies will be selected randomly for a site visit or desk review at least every two years. The subgrantee agency agrees to comply with all compliance monitoring activities for the current subaward.

Initials _____

55. Repeated late submission of any reports may result in a recommendation to the Criminal Justice Coordinating Council for a reduction to your award. These reports include, but are not limited to, Subgrant Expenditure Reports, Progress Reports such as Victim Services Statistical Reports (VSSR), Outcome Performance Measures and Annual Local Victim Assistance Add-On Fund (5% Fund) Reports.

Initials _____

56. The subgrantee agrees to fully cooperate with any monitoring or evaluation activities, and any related training activities, initiated and/or conducted by the Criminal Justice Coordinating Council during and subsequent to the award period.

Initials _____

57. The subgrantee agrees to comply with any additional requirements that may be imposed during the grant performance period if the Criminal Justice Coordinating Council determines that the recipient is a high-risk subgrantee.

Initials _____

58. No subgrantee under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal departments or agency authorized to receive such information.

1. In accepting this award, the subgrantee:

- a. Represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
- b. Certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

2. If the subgrantee does or is authorized under this award to make subawards, procurement contracts, or both:

- a. It represents that it has determined that no other entity that the recipient's application proposes may or will receive award funds either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or

contractors from reporting waste, fraud, or abuse as described above; and

- b. It certifies that, if it learns or is notified that any subgrantee, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

Initials _____

59. The Violence Against Women Reauthorization Act of 2013 added a new civil rights provision that applies to all OVW grants issued in FY 2014 or after. This provision prohibits OVW grantees from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW. The subgrantee agrees to comply with this provision.

Commented [NW1]: Federal condition 26

Initials _____

60. The subgrantee agrees to comply with the provisions of 34 USC 12291(b)(2), nondisclosure of confidential or private information, which includes creating and maintaining documentation of compliance, such as policies and procedures for release of victim information.

Initials _____

61. If providing legal assistance under this subaward, the subgrantee agrees that the legal assistance eligibility requirements, as set forth below, are a continuing obligation on the part of the subgrantee. The legal assistance eligibility requirements are:

1. Any person providing legal assistance through a program funded under this grant program (A) has demonstrated expertise in providing legal assistance victims of domestic violence, dating violence, sexual assault, or stalking in the targeted population or (B) (i) is partnered with an entity or person that has demonstrated expertise described in subparagraph (A) and (ii) has completed or will complete training in connection with domestic violence, stalking or sexual assault and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide;
2. Any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a state, local, territorial, or tribal domestic violence, dating violence, sexual assault or stalking victim service provider or coalition, as well as appropriate state, local, territorial, and tribal law enforcement officials;
3. Any person or organization providing legal assistance through this grant program has informed and will continue to inform state, local, territorial, or tribal domestic violence, dating violence, stalking or sexual assault programs and coalitions, as well as appropriate state and local law enforcement officials of their work; and
4. The subgrantee's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, dating violence,

domestic violence, stalking, or child sexual abuse is an issue.

Initials _____

62. The subgrantee agrees to follow the applicable set of general terms and conditions which are available at <https://www.justice.gov/ovw/grantees#award-conditions>. These do not supersede any specific conditions in this award document.

Initials _____

63. The subgrantee agrees that grant funds may be used only for the purposes in the subgrantee's approved application. The subgrantee shall not undertake any work or activities that are not described in the grant application or approved budget, and must not use staff, equipment, or other goods or services paid for with grant funds, without prior written approval from CJCC.

Initials _____

64. The subgrantee agrees to attend and participate in CJCC-sponsored technical assistance. Technical assistance includes, but is not limited to, conferences, webinars, peer-to-peer consultations, and workshops. The subgrantee's participation is critical for effective administration of the STOP Formula Grant program and to ensure adherence to statutory provisions.

Initials _____

65. The subgrantee agrees to submit any and all board meeting minutes recorded which took place during the expenditure period. Board meeting minutes submitted should coincide with the timing of SER submissions, see Special Condition #42. (Non-profits only)

Initials _____

66. The subgrantee agrees that at least 25% of the awarded funds will be expended by the end of each quarter. If this condition is not met quarterly, CJCC may deobligate the remaining funds from each respective quarter.

Initials _____

67. The subgrantee must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of subgrantees, or individuals defined (for purposes of this condition) as "employees" of the subgrantee. The details of the subgrantee's obligations related to prohibited conduct related to trafficking in persons are posted on the OVW web site at <https://www.justice.gov/ovw/award-conditions>.

Initials _____

68. The subgrantee must have written procedures in place to respond in the event of an actual or imminent breach (as defined in OMB M-17-12) if it -- 1) creates, collects, uses, processes, stores, maintains,

disseminates, discloses, or disposes of personally identifiable information (PII) (as defined in 2 C.F.R. 200.79) within the scope of an OVW grant-funded program or activity, or 2) uses or operates a Federal information system (as defined in OMB Circular A-130). The subgrantee's breach procedures must include a requirement to report actual or imminent breach of PII to the Criminal Justice Coordinating Council no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

Initials _____

69. No subgrantee may (in any procurement transaction) discriminate against any person or entity on the basis of such person or entity's status as an "associate of the federal government" (or on the basis of such person or entity's status as a parent, affiliate, or subsidiary of such an associate), except as expressly set out in 2 C.F.R. 200.319(a) or as specifically authorized by DOJ. The details of the recipient's obligations under this condition are posted on the OVW website at <https://www.justice.gov/ovw/award-conditions>

Initials _____

70. The subgrantee must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status. The details of this requirement are posted on the OVW web site at <https://www.justice.gov/ovw/award-conditions>. This condition applies to this award if it is indicated in the application for the subaward that a purpose of some or all of the activities to be carried out under the award is to benefit a set of individuals under 18 years of age.

Initials _____

71. The subgrantee, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, for each fiscal year, are set out at <https://www.justice.gov/ovw/award-conditions>. Should a question arise as to whether a particular use of federal funds by a subgrantee would or might fall within the scope of an appropriations-law restriction, the recipient is to contact CJCC for guidance, and may not proceed without the express prior written approval of CJCC.

Initials _____

72. The subgrantee must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant. The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Initials _____

73. The subgrantee agrees to, as part of the hiring process for any position that is or will be funded (in whole or in part) with award funds, properly verify the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. § 1324a(a)(1) and (2). The details of the subgrantees

SUBGRANT NUMBER: «Grant_ID»

SPECIAL CONDITIONS

(Page 17)

obligations under this condition are posted on the OVW website at <https://www.justice.gov/ovw/award-conditions>.

Initials _____

Please be advised that failure to comply with any of the Special Conditions will result in material noncompliance with the Subgrant Agreement, thus subjecting the Subgrant Agreement to possible termination by the Criminal Justice Coordinating Council.

Authorized Official Signature

Date

Dustin Meador

Chairman

Print Authorized Official Name

Title

CRIMINAL JUSTICE COORDINATING COUNCIL
SUBGRANT ADJUSTMENT REQUEST
FEDERAL GRANT # 2019-WF-AX-0036

ADJ REQUEST #:1

REQUEST DATE: _____

SUBGRANTEE: Mountain Judicial Circuit

SUBGRANT #: W19-8-072

FUNDING CATEGORY: Court Services

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. REQUEST FOR BUDGET CHANGE - JUSTIFY IN SECTION IV.

	CURRENT APPROVED	REVISIONS +/-	REVISED BUDGET
PERSONNEL	\$ 30,670	_____	_____
EQUIPMENT	0	_____	_____
SUPPLIES	0	_____	_____
TRAVEL	0	_____	_____
PRINTING	0	_____	_____
OTHER	0	_____	_____
TOTAL	\$ 30,670	_____	_____
Federal	\$ 30,670	_____	_____
Match	\$ 0	_____	_____

SECTION II. REQUEST FOR CHANGE IN PROJECT PERIOD - JUSTIFY IN SECTION IV.

CURRENT GRANT PERIOD	REQUESTED GRANT PERIOD	FOR EXTENSION,
Start Date: 01/01/21	Start Date: _____	# OF MONTHS: _____
End Date: 06/30/21	End Date: _____	

NOTE: The maximum extension request cannot exceed 12 months.

SECTION III. REQUESTS FOR REVISIONS TO PROJECT OFFICIALS/ADDRESSES, PROJECT PERSONNEL,
GOALS AND OBJECTIVES, AND/OR OTHER NON-BUDGET, NON-PERIOD CHANGES
(JUSTIFY IN SECTION IV.)

CRIMINAL JUSTICE COORDINATING COUNCIL
SUBGRANT ADJUSTMENT REQUEST
FEDERAL GRANT # 2019-WF-AX-0036

ADJ REQUEST #:1

REQUEST DATE: _____

SUBGRANTEE: Mountain Judicial Circuit

SUBGRANT #: W19-8-072

FUNDING CATEGORY: Court Services

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 Project Director

Title

Date

CJCC ROUTING AND APPROVALS:

Approval

Disapproval

Reviewer Signature

Reviewed By:

Authorized By:

CRIMINAL JUSTICE COORDINATING COUNCIL
SUBGRANT EXPENDITURE REPORT/REQUEST FOR FUNDS #1
FEDERAL GRANT # 2019-WF-AX-0036

SUBGRANT #: W19-8-072

EXPENDITURES FOR THE PERIOD OF _____ THRU _____ FINAL RPT? (Y/N) _____

SUBGRANTEE: Mountain Judicial Circuit

Post Office Box 2138

Clarkesville, GA 30523

FUNDING CATEGORY: Court Services

PROJECT PERIOD: 01/01/21 to 06/30/21

COMBINED FEDERAL & MATCH EXPENDITURES					
	APPROVED BUDGET	PREVIOUSLY APPROVED N/A THIS RPT	EXPENDITURES N/A THIS RPT	REMAINING BALANCE	EXPENDED THIS PERIOD
PERSONNEL	\$ 30,670	\$ 0	\$ 0	\$ 30,670	\$
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	\$ 30,670	\$ 0	\$ 0	\$ 30,670	\$
FEDERAL	30,670	0	0	30,670	
MATCH	0	0	0	0	

EARNED PROJECT INCOME FOR THE PERIOD:
FORFEITED \$ _____ OTHER \$ _____

EARNED PROJECT STATUS INCOME FOR THE PERIOD:
EXPENDED \$ _____ UNEXPENDED \$ _____

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.

SUBGRANTEE OFFICIAL APPROVAL:

PREPARED BY: _____ OFFICIAL'S SIGNATURE _____ DATE _____

PHONE NUMBER: _____ TYPED NAME & TITLE _____

FOR CRIMINAL JUSTICE COORDINATING COUNCIL USE ONLY

SUBGRANT #: W19-8-072 AMOUNT REQUESTED THIS REPORT: _____
SUBGRANT AWARD: \$ 30,670 * REVIEWED BY (INITIALS & DATE): _____
REQUESTED TO DATE: _____
BALANCE: _____ AUTHORIZED BY _____ DATE _____

* Substantiated _____ Advanced _____

FOR ACCOUNTING USE ONLY	Tif EI - Partial Order	DISCOUNT	PO/AUTH	PAY DATE
	Tif ED - Schedule Pay Date			

OFFICE OF THE GOVERNOR
CRIMINAL JUSTICE COORDINATING COUNCIL
State of Georgia 2019 S.T.O.P VAWA Formula Grant

SUBGRANT AWARD

SUBGRANTEE: Mountain Judicial Circuit

IMPLEMENTING

AGENCY: Mountain Judicial Circuit

FUNDING CATEGORY: Court Services

SUBGRANT NUMBER: W19-8-072

FEDERAL FUNDS: \$ 30,670

MATCHING FUNDS: \$ 0

TOTAL FUNDS: \$ 30,670

GRANT PERIOD: 01/01/21-06/30/21

Award is hereby made in the amount and for the period shown above for a grant under the Violence Against Women Act (VAWA) as set out in Title IV, of the Violent Crime Control and Law Enforcement Act of 1994, Public Law 103-322. The award is made in accordance with the plan set forth in the application of the Subgrantee and subject to any attached special conditions.

The Subgrantee has agreed through the previously executed copy of certified assurances to be subject to all applicable rules, regulations, and conditions of the Violence Against Women Act. 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

SUBGRANTEE APPROVAL



Jay Neal, Director
Criminal Justice Coordinating Council

Date Executed: 03/01/21

Signature of Authorized Official Date



Typed Name & Title of Authorized Official

58-2256399-001

Employer Tax Identification Number (EIN)

INTERNAL USE ONLY

TRANS CD	REFERENCE	ORDER	EFF DATE	TYPE	PAY DATE	INVOICE	CONTRACT #
102	11xxx	1	01/01/21	9		**	W19-8-072
OVERRIDE	ORGAN	CLASS	PROJECT			VENDOR CODE	
2	46	4	11yy2				

ITEM CODE	DESCRIPTION 25 CHARACTERS	EXPENSE ACCT	AMOUNT
-----------	---------------------------	--------------	--------



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)*
- ☐ **Detailed Budget Worksheet**
- ☐ **Personnel Action Forms/Salary Authorization Statements for all grant and match-funded positions**
- ☐ **Job Descriptions for all grant and match-funded positions**
- ☐ **Copy of all contracts entered into with grant funds – If Applicable**
- ☐ **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**
- ☐ **Form W-9, Request for Taxpayer Identification Number (TIN) and Certifications**
- ☐ **Disclosure of Lobbying** *(Signed and dated by the Authorized Official)*
- ☐ **Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements** *(Signed and dated by the Authorized Official)*
- ☐ **Standard Assurances** *(Signed and dated by the Authorized Official)*
- ☐ **Federal Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transaction** *(Signed and dated by the Authorized Official)*
- ☐ **Civil Rights Requirements Form**
- ☐ **Designation of Grant Officials 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.)*

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: _____

**CRIMINAL JUSTICE COORDINATING COUNCIL
REIMBURSEMENT SELECTION FORM**

SUBGRANT NUMBER: W19-8-072

AGENCY NAME: Mountain Judicial Circuit/Habersham County Board of Commissioners

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: _____

Vendor Management Form Instructions

The Vendor Management Group (VMG) has redesigned the Vendor Management form to simplify process for adding a new vendor, making changes to existing vendors, and adding banking information in the PeopleSoft Financial system. This form is required for submission of all changes to an existing vendor's master file. Information can be typed into this form, saved and emailed to necessary parties. Always change the filename and save the form to your hard drive before making changes.

SECTION 1

Vendor Number -Vendor number assigned by the PeopleSoft Financial system.
FEI/SSN /Employee ID Number (EE) -All companies (corporations, partnerships, LLC's) have an IRS issued Federal Employer Identification (FEI) number or a Taxpayer Identification Number (TIN). All individuals must list their Social Security Number (SSN). FEI and SSN are nine digit numbers. Employee ID Number (EE) should be used by State of Georgia Employees—agencies can obtain this information from Human Capital Management System. This is an eight digit number.
Vendor Name - List the entire name of the business or individual that corresponds to the applicable FEI or SSN.
Payment Alternate Name -If the payee name is different from the parent vendor name, the alternate payee name should be provided.
Address, City, State, Zip, Country, Phone, Fax and Email - should always be filled in where applicable.

SECTION 2

BANK ACCOUNT INFORMATION This section is required to add or change bank account information to a new or existing vendor in the PeopleSoft Financial system. Attaching a copy of a voided check to the vendor management form is strongly encouraged and eliminates possible errors that could delay the vendor payment.

Routing Number -This is generally the first set of numbers at the bottom of the check (not the deposit slip) and uniquely identifies the banking institution. This is a nine-digit number.
Bank Account Number - This is generally the second set of numbers that identifies the checking account number that has been issued by the bank.
Check here if General Bank Account can be used by All State of Georgia agencies making payments. If this general bank account can be used by any State of Georgia agency to process payments, please check this box located. The location label will be changed to "ACH PRIMARY"
Check here if this account can only be used for a Specific Purpose -This is a special bank account that the vendor has provided that can only accept specific types of payment or may be applicable to certain State of Georgia agencies. List the specific use for this bank account on the line provided – the Additional Comments section can also be used to further explain the purpose of this account (e.g. Agency grant payments). The location label for this account will be "ACH-SP-All (Utilities)", or "ACH-SP-(Grant Payments Only)"

SECTION 3

New Vendor -Any entity or individual that has not been assigned a vendor number in PeopleSoft
Employee -Any employee that has been issued an employee ID number through PeopleSoft
1099 Code -Two digit code used by the IRS to describe the type of income paid to the vendor.
Classification Change -(e.g. contractor became an employee).
Add Address - Enter Address.
FEI/TIN Change - Requires a new w-9 or a copy of a letter from the IRS showing the assignment of a new FEI.
Name Change - Proper documentation is required for VMG to confirm the legal name change.
Change of Address - Please indicate which address number in the PeopleSoft Financial system to change.
Right of Way Purchase (DOT use only)
Vendor Deactivation – Agency must certify that there are no outstanding vouchers or purchase orders for this vendor for their specific business unit.
Fleet Anywhere Vendor - (DOT use only)
Other -include details in “Section 4 – Additional Comments” on the vendor management form.
Bank Account Add – Check this box if adding a new bank account.
Bank Account Change – Check this box if changing a bank account that is already in the system, or changing the location position of a bank account.
Bank Account Delete - Check this box if deleting a bank account all together. This requires a letter from the vendor stating that this account is no longer to be used.

SIC CODES

Small Business - A business which is independently owned and operated and must have either fewer than 100 employees or less than \$1 million in gross receipts per year.
Georgia Based Business - Any business that regularly maintains a place from which business is physically conducted in Georgia for at least one year prior to any bid or proposal submitted, or a new business that is domiciled in Georgia which regularly maintains a place from which business is physically conducted in Georgia; provided, however that a place of business shall not include a post office box, site trailer or temporary structure.

Women Owned Business- a business which is owned and controlled (51%) by a woman and is authorized to do and is doing business under the laws of this state, paying all taxes duly assessed, and domiciled within this state.

Minority Business Enterprise- a small business which is owned and controlled by one or more minorities (51%) and is authorized to do and is doing business under the laws of this state, paying all taxes duly assessed, and domiciled within this state. Classifications are--African American, Asian American, Hispanic/Latino, Native American and Pacific Islander. Please circle one.

Minority Certified- Same above having gone through the process of obtaining certification through the Georgia Department of Transportation.

SECTION 4

Include any additional comments in this section

SECTION 5

Complete all parts of this section to ensure VMG has complete contact information if questions arise.

Questions?

Vendors—direct all inquires to the state agency conducting business with the vendor.

State Agencies—direct all inquires to the Vendor Management Group at psvendor@sao.ga.gov or 404-657-3956, option #7.



SUPPLIER (VENDOR) MANAGEMENT FORM

Agency Vendor Liaisons **MUST** review this form to ensure the supplier has completed the appropriate highlighted sections 1-5.

Agency Vendor Liaisons **MUST** complete the "AGENCY LIAISON USE ONLY" section prior to submission to SAO.

STATE OF GEORGIA-AGENCY LIAISON USE ONLY

CHECK ONE AND ENTER ID NUMBER	
☐ Newly Assigned Supplier ID	
☐ Existing TeamWorks Supplier ID	

SPECIFY TYPE OF ACTION(S) REQUESTED BY SUPPLIER (VENDOR)

☐	Change Bank Acct - Loc#
☐	Change Address - #
☐	Classification Change
☐	HCM Vendor
☐	Statewide Contract (DOAS Use Only)
☐	Other (Provide Details in Section 5 and Initial)

By my signature, I certify that all reasonable effort has been made to submit information that is complete, accurate, true, and is associated with the supplier name and Tax ID listed above.

Liaison Name: _____ Agency BU#: _____
Signature: _____ Date: _____
Email: _____ Phone: _____

SECTION 1 – SUPPLIER IDENTIFICATION (Complete all fields)

FEI/SSN/TIN NUMBER: _____
SUPPLIER NAME: _____
PAYMENT ALT NAME: (IF PAYABLE TO DIFFERENT NAME) _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP CODE: _____
COUNTRY: _____ DRIVERS LICENSE #: _____ DL STATE: _____
PRIMARY #: _____ EXT: _____ SECONDARY #: _____ EXT: _____
LANDLINE ☐ CELL ☐ (USED FOR IDENTITY VERIFICATION) | LANDLINE ☐ CELL ☐ | (USED FOR IDENTITY VERIFICATION)
CONTACT EMAIL: _____

SECTION 2 – BANK ACCOUNT INFORMATION (REQUIRED FOR ALL NEW SUPPLIERS OR BANKING CHANGES/ADDS FOR EXISTING SUPPLIERS)

ROUTING #		ACCOUNT #	
-----------	----------------------	-----------	----------------------

- ☐ Check here if General Bank Account can be used by ALL State of Georgia agencies making payments.
☐ Check here if this account can only be used for SPECIFIC purpose. _____

Describe specific purpose

ACCOUNTS RECEIVABLE NOTIFICATION

PYMT REMIT EMAIL: _____
PYMT REMIT EMAIL: _____

I authorize the State of Georgia to deposit payment for goods and/or services received into the provided bank account by the Automated Clearing House (ACH). I further acknowledge that this agreement is to remain in full effect until such time as changes to the bank account information are submitted in writing by the vendor or individual named below. It is the sole responsibility of the vendor or individual to notify the State of Georgia of any changes to the bank account information. The State of Georgia independently authenticates bank account ownership.

Printed Name of Company Officer

Signature of Company Officer

Date

SECTION 3 – SPECIFY TYPE OF ACTION(S). CHECK ALL THAT APPLY TO THIS REQUEST.	
☐	Deactivate Supplier Profile (Enter justification in Section 5)
☐	Reactivate Supplier Profile
☐	1099 Applicable. Enter Code _____
☐	Add <u>New</u> Bank Account (Must complete Section 2)
☐	Change <u>Existing</u> Bank Account (Must complete Section 2)
☐	FEI/TIN Change (Cannot be changed if 1099 applicable)
☐	Supplier (Business) Name Change
☐	Add <u>Additional</u> Business Address
☐	Change <u>Existing</u> Business Address
☐	Other (Provide Details in Section 5)

SECTION 4 – TYPE OF BUSINESS (Check All That Apply)

BUSINESS CERTIFICATIONS – CHECK ALL THAT APPLY

☐ *Small Business	☐ Women Owned	☐ Hispanic – Latino	☐ African American	☐ Native American
☐ GA Resident Business	☐ Minority Business Certified	☐ Asian American	☐ Pacific Islander	☐ Not Applicable

*Based on Georgia law (OCGA 50-5-21) (3) "Small Business" means any business which is independently owned and operated. Additionally, such business must have either less than 300 employees OR less than \$30 million in gross receipts per year.

SECTION 5 – ADDITIONAL SUPPLIER COMMENTS (Required if “Other” or “Deactivate” box checked in Section 3)

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: ☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ ☐ Other (see instructions) ▶ _____	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
				-			-	

Employer identification number								
				-				

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below), and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign
Here

Signature of
U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

Approved by OMB
0348-0046

1. Type of Federal Action: ☒ a. contract ☐ b. grant ☐ c. cooperative agreement ☐ d. loan ☐ e. loan guarantee ☐ f. loan insurance		2. Status of Federal Action: ☒ a. bid/offer/application ☐ b. initial award ☐ c. post-award		3. Report Type: ☒ a. Initial filing ☐ b. material change For Material Change Only: year _____ quarter _____ date of last report _____	
4. Name and Address of Reporting Entity: ☐ Prime ☐ Subawardee Tier _____, if known: Habersham County Board of Commissioners 130 Jacob's Way, Suite 301 Clarkesville, GA 30523 Congressional District, if known:			5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Criminal Justice Coordinating Council 104 Marietta St., Suite 400 Atlanta, GA 30303 Congressional District, if known:		
6. Federal Department/Agency:			7. Federal Program Name/Description: CFDA Number, if applicable: _____		
8. Federal Action Number, if known:			9. Award Amount, if known: \$		
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): Habersham County Board of Commissioners does not conduct lobbying activities.			b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.			Signature: _____ Print Name: <u>Dustin Meador</u> Title: <u>Chairman</u> Telephone No.: <u>706 839 0200</u> Date: _____		
Federal Use Only:				Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)	

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ if the State has elected to complete OJP Form 4061/7.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

Habersham County Board of Commissioners
130 Jacob's Way, Suite 301
Clarkesville, GA 30523

2. Application Number and/or Project Name

W19-8-072

3. Grantee IRS/Vendor Number

Dustin Meador, Chairman

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

Approved by OMB
0348-0046

1. Type of Federal Action: ☐ a. contract ☐ b. grant ☐ c. cooperative agreement ☐ d. loan ☐ e. loan guarantee ☐ f. loan insurance		2. Status of Federal Action: ☐ a. bid/offer/application ☐ b. initial award ☐ c. post-award		3. Report Type: ☐ a. initial filing ☐ b. material change For Material Change Only: year _____ quarter _____ date of last report _____	
4. Name and Address of Reporting Entity: ☐ Prime ☐ Subawardee Tier _____, if known: Congressional District, if known:			5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:		
6. Federal Department/Agency:			7. Federal Program Name/Description: CFDA Number, if applicable: _____		
8. Federal Action Number, if known:			9. Award Amount, if known: \$ _____		
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):			b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.			Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____		
Federal Use Only:					Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ if the State has elected to complete OJP Form 4061/7.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date



STANDARD ASSURANCES

The Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including 2 C.F.R. Part 2800 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards by the Department of Justice), and Ex. Order 12372 (intergovernmental review of federal programs). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the awarding agency or the Government Accountability Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.
4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63, and the award term in 2 C.F.R. § 175.15(b).
5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).
6. It will comply (and will require any subrecipients or contractors to comply) with any applicable nondiscrimination provisions, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Violence Against Women Act (42 U.S.C. § 13925(b)(13)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Indian Civil Rights Act (25 U.S.C. §§ 1301-1303); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12131- 34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07). It will also comply with Ex. Order 13279, Equal Protection of the Laws for FaithBased and Community Organizations; Executive Order 13559, Fundamental Principles and Policymaking Criteria for Partnerships With Faith-Based and Other Neighborhood Organizations; and the DOJ implementing regulations at 28 C.F.R. Part 38.
7. If a governmental entity—
 - a) it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
 - b) it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

Signature

Date

U.S. Department of Justice
Office of Justice Programs
Office of the Comptroller

**Federal Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions
(Sub-Recipient)**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR Part 67, Section 67.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

Name of Organization

Address of Organization

CIVIL RIGHTS REQUIREMENTS

Generally, employees and beneficiaries of agencies or organizations that receive federal funding are protected by civil rights laws. These laws prohibit certain types of discrimination in employment practices and in delivery of services. Please list the contact information of the person responsible for civil rights compliance within your organization.

- (1) **Civil Rights Contact Person:** _____
- (2) **Title/Address:** _____

- (3) **Telephone Number:** _____
- (4) **Number of persons employed
by the organizational unit
(agency) responsible for
administering the sub-grant:** _____

For more information regarding civil rights requirements, go to www.ojp.usdoj.gov/ocr/

DESIGNATION OF GRANT OFFICIALS - INSTRUCTIONS

On the following page, fill in the name, title, address, and phone number for the project director, the financial officer, and the authorized for the grant. No two officials can be the same person.

A. Project Director

This official must be an employee of the applicant agency or from a contractor organization, at the applicant's option, who will be directly responsible for operation of the project.

B. Financial Officer

This person must be the chief financial officer of the applicant agency such as the county auditor, city treasurer/controller, or the board treasurer.

C. Authorized Official

This person is the official who is authorized to apply for, accept, decline, or cancel the grant for the applicant agency. This must be the executive director of a state agency, chairperson of the county Board of Commissioners, city mayor, chairperson of the city council, or the chairman/president of the board of directors. All correspondence regarding the grant application must be signed by the authorized official. Once an award has been made, the authorized official may designate someone to sign this documentation by submitting a letter on agency letterhead to CJCC.

DESIGNATION OF GRANT OFFICIALS

LEGAL NAME OF AGENCY: Habersham County Board of Commissioners

PROJECT TITLE: Mountain Judicial Circuit VAWA Project

GRANT NUMBER: W19-8-072

☒ Mr.

☐ Ms.

Russell Smith

PROJECT DIRECTOR NAME (Type or Print)

Chief Judge, Mountain Judicial Circuit

Title and Agency

PO Box 758

Toccoa, GA

30577

Official Agency Mailing Address

City

Zip

(706) 886-7525

Daytime Telephone Number

Fax Number

leann.iverster@stephenscountyga.gov

E-Mail Address

☒ Mr.

☐ Ms.

Tim Sims

FINANCIAL OFFICER (Type or Print)

Finance Director, Habersham County

Title and Agency

130 Jacob's Way Suite 302 Clarksville GA 30523

Official Agency Mailing Address

City

Zip

706-839-0202

Daytime Telephone Number

Fax Number

tsims@habershamga.com

E-Mail Address

☒ Mr.

☐ Ms.

Dustin Meador

AUTHORIZED OFFICIAL (Type or Print)

Chairman, Board of Commissioners

Title and Agency

130 Jacob's Way Suite 301 Clarksville, GA 30523

Official Agency Mailing Address

City

Zip

706-839-0200

Daytime Telephone Number

Fax Number

dmeador@habershamga.com

E-Mail Address