




STATE OF TENNESSEE
DEPARTMENT OF FINANCE AND ADMINISTRATION
DIVISION OF RESOURCE DEVELOPMENT AND SUPPORT
OFFICE OF CRIMINAL JUSTICE PROGRAMS
WILLIAM R. SNODGRASS TENNESSEE TOWER
312 ROSA L PARKS AVENUE, SUITE 1200
NASHVILLE, TENNESSEE 37243-1102
FAX: 615.532.2989

MARK A. EMKES
COMMISSIONER

MEMORANDUM

All Subrecipients 2012-03

TO: OCJP Subrecipients
FROM:  William J. Scollon, Director, OCJP
DATE: September 15, 2011
RE: 2011-2012 OCJP Administrative Manual

The OCJP 2011-2012 Administrative Manual and the 2011-2012 American Recovery and Reinvestment Act (ARRA) Administrative Manual Addendum have been posted on OCJP's website. All updated administrative requirements will become effective **October 1, 2011**. The link for both manuals is <http://www.tn.gov/finance/rds/ocjp/manuals.html>. Please familiarize yourself with the updated grant requirements in that they are important in the administration of your OCJP grants.

The updated OCJP 2011-2012 Administrative Manual is applicable to all subrecipients receiving JAG funding, JAG ARRA funding, Coverdell funding, FVPSA funding, METH funding, NCHIP funding, RSAT funding, SASP Funding, STOP funding, STOP ARRA funding, VOCA funding, VOCA ARRA funding and/or State funding from the Office of Criminal Justice Programs.

The Administrative Manual is formatted with a **generic section** containing information pertinent to **all** subrecipient agencies and individual **program specific** sections for JAG, Coverdell, FVPSA, METH, NCHIP, RSAT, SASP, STOP and VOCA. Generic and program specific appendices are also included. Those agencies receiving **ARRA** grant funds will need to follow all guidelines contained in the ARRA Administrative Manual Addendum as well as the OCJP 2011-2012 Administrative Manual.

It is the responsibility of the grant Project Director to ensure that the Manual is made available to the grant Authorized Official and all other necessary staff, especially those who have administrative, fiscal, data collection and/or reporting responsibilities for OCJP grants.

Changes to both Manuals will be indicated in red text. A list of changes for the OCJP 2011-2012 Administrative Manual is enclosed on the following pages of this Memo.

Please contact your Program Manager if you have questions about this memo or the Administrative Manual.

Enclosure: List of OCJP 2011-2012 Administrative Manual Changes

Changes to the OCJP 2011-2012 Administrative Manual:

(Minor verbiage changes not included in this list)

* A link has been added to the OCJP Home page called “OCJP ADMINISTRATIVE MANUALS” that will serve as an easy link to the Manual web page.

Introduction – The Fact Sheet reference in the introduction was updated and a link was added to the *Accounting Manual for the Recipients of Grant Funds in the State of Tennessee*.

Chapter 1 – Preaward Requirements – This chapter was revised to separate the federal certified assurances and the additional requirements of OCJP applicants for funding. Certified assurances information was added for the Federal Funding Accountability and Transparency Act. Revisions/additions were made to the following additional federal requirements section: National Environmental Policy Act, Association of Community Organizations for Reform Now, Public Accountability, Equal Treatment for Faith Based Organizations, VAWA Statutory Eligibility Regulations for States and Grantees. The Policy on Making Awards section was revised to state that OCJP shall obtain credit reports on any applicant where there is reason to believe that performance is substandard or there is evidence of financial irregularities.

Chapter 2 – Achievement of Operational Status – Additional information was added to Section C. - Project Director to include information about Title VI training and compliance. Section E. - Authorized Official was updated to provide clarification on the definition of designee. Section F.- OCJP Notifications added temporary staff changes, and documentation of current registration in the Central Contractor Registration (CCR) database and a valid DUNs number to the list of required notifications.

Chapter 3 – Financial Requirements – Section A.1 – Accounting Systems was updated to include reference links for publications by the Tennessee Comptroller of the Treasury to assist local governments and nonprofit organizations with meeting the Financial Management Systems standards. Local Governments and Nonprofit Organizations should be familiar with the applicable manuals to assure adherence to the financial requirements contained for managing grant funds. In addition to the OCJP Administrative Manual, and the subrecipient grant contracts, the OCJP monitors will use these manuals in the monitoring process.

Chapter 4 – Program Income Procedures – No changes were made to this chapter.

Chapter 5 – Audit Requirements – No changes were made to this chapter.

Chapter 6 – Personnel Policies and Procedures – Section A.4 contains updated information on the requirements for maintaining personnel files for all staff employed by grant monies or volunteers providing direct services to clients. A reference section for subcontracted staff has been added as Section A.5.

Chapter 7 – Reporting Requirements – The definition reference for “Sensitive Minor Equipment” has been added to Section D. – Project Equipment Summary Report. A note has been added to this chapter to clarify that all report due dates falling on a weekend day or holiday will be due no later than the following business day.

Chapter 8 – Supplies and Operating Costs – No changes were made to this chapter.

Chapter 9 – Travel – No changes were made to this chapter.

Chapter 10 – Property and Equipment – Section A. defines equipment as tangible non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit or “Sensitive Minor Equipment” defined as moveable, high-risk, sensitive property items purchased with a cost between \$100.00 and \$5,000.00, such as computers, external computer peripherals, weapons, TVs, cameras, and small office machines acquired, used and managed for criminal justice and victim services grant purposes. Section D. – Management and Oversight of Equipment has been updated to include “Sensitive Minor Equipment.” A note has been added to clarify that subrecipients must notify their OCJP Program Manager within 10 days when there is loss, damage or theft of equipment or sensitive minor equipment. Updates have been made to Section E. – Deposition regarding disposal of surplus equipment purchased with grant funds.

Chapter 11 – Publications – The publications statement listed in Section B.2 has been updated to match current State contract language. Agencies will only use the generic publication statement(s) if the grant fund section does not require a specific statement. This section directs users to refer to the grant fund source section, Publication chapter (if included) for additional information.

Chapter 12 – Procurement of Goods and Services – No changes were made to this chapter.

Chapter 13 – Procurement of Professional Services (Subcontracts) – Revision to Section A. – Professional Services Contracts includes language regarding review and authorization requirements from OCJP prior to entering a subcontract. Additional language was added to clarify that all subrecipients using subcontracted professional services must be in compliance with all IRS requirements. Section C. – Consultant Rates of Payment has revisions regarding maximum allow daily rates of pay and travel regulations.

Chapter 14 – Allowable Cost – Section H. – Equipment, Software and Hardware defines equipment as tangible non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit or “Sensitive Minor Equipment” defined as moveable, high-risk, sensitive property items purchased with a cost between \$100.00 and \$5,000.00, such as computers, external computer peripherals, weapons, TVs, cameras, and small office machines acquired, used and managed for criminal justice and victim services grant purposes. Section J – Section N – Prior Approval is a new section to this chapter. The section includes a list of the budget items that must be pre-approved prior to being implemented by the subrecipient.

Chapter 15 – Unallowable Costs – Section N – Prior Approval is a new section to this chapter. The section includes a list of the budget items that must be pre-approved prior to being implemented by the subrecipient.

Chapter 16 – Indirect Costs – A link has been added to the end of this chapter to reference the applicable cost circulars found in the Introduction of the Administrative Manual.

Chapter 17 – Contract Revisions – Section A. – Narrative/Score of Services has been revised to explain that revisions may be considered for minor changes in the program narrative but the subrecipient must obtain prior written approval from OCJP. Section B. – Budget Modifications outlines a new policy regarding grant budget changes. The section explains that agencies may make changes to their project budget through the use of the 20% Rule. The 20% Rule is explained in depth in this section. Section C – Section N – Prior Approval is a new section to this chapter. The section includes a list of the budget items that must be pre-approved prior to being implemented by the subrecipient.

Chapter 18 – Contract Amendments – The chapter has been updated to explain the process for requesting changes to a contract and how the process is handled through OCJP.

Chapter 19 – Subrecipient Monitoring – Throughout multiple sections in this chapter it is explained that the response to a finding or observation as part of a Corrective Action Plan (CAP) must be a detailed statement of how the agency will address each individual observation/finding to prevent a finding in the future. The chapter revisions also include further explanation that the CAP must be signed by the Authorized Official or their designee. The definition of designee is the person granted permission to sign the Authorized Official’s signature. Section D. – Corrective Action Plan Guidelines has been added to this chapter to layout all of the required pieces of a CAP.

Chapter 20 – Retention and Access Requirements to Records – No changes were made to this chapter.

Chapter 21 – Sanctions and Termination of Funding – No changes were made to this chapter.

Chapter 22 – Civil Rights Compliance – Section F. – Title VI Compliance Training is a new section to this chapter that outlines the Title VI training and compliance requirements of OCJP.

ARRA Addendum – Required Reporting – The table has been updated to reflect a change in quarterly reporting requirements for ARRA grants. Subrecipients of ARRA funds will estimate the last 15 days of each quarterly reporting period. The Project Director must then send an email to their OCJP Program Manager quarterly at the conclusion of the reporting period, indicating the actual hours worked and any discrepancy from the estimate submitted.

Changes to Fund Source Specific Sections

JAG Fund Source Chapter Changes –

- Added Publications chapter

COVERDELL Fund Source Chapter Changes –

- Added Publications chapter
- Revised Reporting Timeline

FVPSA Fund Source Chapter Changes –

- Added Other categories of groups eligible to be considered for funding
- Expanded and added to the Program Purpose, Program Priorities, and Program Requirements regarding confidentiality
- Added instructional note about FVPSA support services never to be mandatory for victims’ residency
- No income eligibility for victims’ participation and no fees ever to be charged for shelter or support services
- Added ‘Sensitive Minor Equipment’ to be reported on the Project Equipment Summary Report
- Clarification to FVPSA Allowable Cost chapter
- Added Publications chapter
- All reference previously of *family violence or domestic violence* to now include: *adult and youth victims of domestic violence, family violence and dating violence and their dependents* (throughout the FVPSA Chapters)
- All references to Family Violence Programming previously referred to as FVS is now cited as FVPSA (throughout the FVPSA Chapters and all of the Administrative Manual)
- Added Appendix for Federal Legislative Authority and Reauthorizing Legislation, 2010
- Added Appendix for updated Life Safety Codes, 2006-2009 Edition

METH Fund Source Chapter Changes –

- Added ‘Sensitive Minor Equipment’ to be reported on the Project Equipment Summary Report

NCHIP Fund Source Chapter – No changes were made to this chapter.

RSAT Fund Source Chapter Changes –

- Added Allowable and Unallowable Cost chapter
- Added Publication chapter

VOCA Fund Source Chapter Changes –

- Added to Criminal Justice Agencies section regarding types of agencies that are eligible for VOCA funding
- Added to Agency Requirements chapter: New programs; Match Requirements; detail added to Volunteers
- Added 'Sensitive Minor Equipment' to be reported on the Project Equipment Summary Report
- Added detail to the following Allowable sections: Training Related Travel; Equipment and Furniture; Consultant Fees
- Added clarification regarding Unallowable costs such as Forensic Interviews; Child Protective Investigative Teams; Building Insurance
- Added Publications chapter

SASP Fund Source Chapter Changes –

- Added 'Sensitive Minor Equipment' to be reported on the Project Equipment Summary Report
- Added Publications chapter

STOP Fund Source Chapter Changes –

- Revised – Certification of Compliance with VAWA
- Revised – Certification of Consultation (for Court, Law Enforcement and Prosecution only)
- Added instructional note for the Training Participant Survey Outcome Report
- Added 'Sensitive Minor Equipment' to be reported on the Project Equipment Summary Report
- Added Allowable: Pre-Approval required for furniture or clothing costs
- Added Unallowable: List of activities that compromise victim safety; Conducting research; Construction projects; Acquisition of land or real property.
- Added Publications chapter