**Insert Agency Logo & Name**

**Who Are We?**

**An Organizational Fact Sheet**

**Who is [Insert SAA Name}?**

* Agency Overview: What is your agency called and where are you located (within the Department of Public Safety, State Police, etc.)? The description above is meant to be a catchall for the primary role of the SAA, but here is your opportunity to be as specific and detailed as possible. Include any additional responsibilities your agency has (economic development, law enforcement/highway safety services, sex offender registry, victims’ compensation programs, etc.).
* Mission/Values: In addition to your agency overview, it’s recommended that you include your agency’s core mission. What do you value as an agency, and why? Are these agency-wide values, or do values change when a new SAA administrator enters the position?

**What is a State Administering Agency?**

State Administering Agencies (SAAs) are agencies designated to receive funding from the federal government, in the form of federal grants, that is specifically earmarked for criminal justice system improvement. As the steward of these federal funds, SAAs engage partners across the criminal justice system in their respective state/territory to identify gaps, challenges, and needs, and identify how federal funds can be used to improve the criminal justice system. The key responsibilities of an SAA include planning strategically for the use of both federal and state grant funds, administering subgrants to eligible organizations with relevant projects, collaborating with system partners to identify challenges and needs for particular streams of funding but also for the entire state/territory as a whole, and supporting funded programs through training, resources and one-on-one assistance.

**Federal Grants We Administer:**

List the federal grants that your office administers. Consider whether it would be more effective to list all of the grants your agency administers, as they are titled, or if it would be better to create a list of the types of grants offered. Whichever method you choose, you should include links to the relevant grants, whether that is through OJP, OJJDP, OVC, etc. or through a link to an internal webpage/PDF with a description and more information. Two different ways to present this information are listed below.

**Example 1:**

* **Criminal Justice Grants, broadly:** Edward Byrne Memorial Justice Assistance Grant Program ([Byrne JAG](https://bja.ojp.gov/program/jag/overview)), Byrne State Crisis Intervention Program ([Byrne SCIP](https://bja.ojp.gov/program/byrne-scip/overview)), Victims of Crime Act Formula Grant Program ([VOCA](https://ovc.ojp.gov/program/victims-crime-act-voca-administrators/welcome)—compensation and assistance), Residential Substance Abuse Treatment For State Prisoners Program ([RSAT](https://bja.ojp.gov/funding/opportunities/o-bja-2023-171785)), Paul Coverdell Forensic Science Improvement Grants Program ([NFSIA, also sometimes called Coverdell](https://bja.ojp.gov/program/coverdell/overview)), NICS Act Record Improvement Program ([NARIP](https://bjs.ojp.gov/funding/opportunities/o-bjs-2023-171710-0)), Sexual Assault Services Formula Grant Program ([SASP](https://www.justice.gov/ovw/sexual-assault-services-formula-grant-program-sasp)), National Criminal History Improvement Program ([NCHIP](https://bjs.ojp.gov/programs/national-criminal-history-improvement-program)), STOP Violence Against Women Formula Grant Program ([STOP, STOP VAWA, or sometimes just VAWA](https://www.justice.gov/ovw/stop-violence-against-women-formula-grant-program)), Sex Offender and Registration Notification Act Reallocation Program ([SORNA](https://bja.ojp.gov/funding/opportunities/o-bja-2023-171773)), Project Safe Neighborhoods Formula Grant Program ([PSN](https://bja.ojp.gov/funding/opportunities/o-bja-2023-171572)).
* **Technology Improvement:** Paul Coverdell Forensic Science Improvement Grants Program ([NFSIA, also sometimes called Coverdell](https://bja.ojp.gov/program/coverdell/overview)), NICS Act Record Improvement Program ([NARIP](https://bjs.ojp.gov/funding/opportunities/o-bjs-2023-171710-0)), National Criminal History Improvement Program ([NCHIP](https://bjs.ojp.gov/programs/national-criminal-history-improvement-program)), Edward Byrne Memorial Justice Assistance Grant Program ([Byrne JAG](https://bja.ojp.gov/program/jag/overview)).
* **Supporting Victims of Crime:** Edward Byrne Memorial Justice Assistance Grant Program ([Byrne JAG](https://bja.ojp.gov/program/jag/overview)), Victims of Crime Act Formula Grant Program ([VOCA](https://ovc.ojp.gov/program/victims-crime-act-voca-administrators/welcome)—compensation and assistance), STOP Violence Against Women Formula Grant Program ([STOP, STOP VAWA, or sometimes just VAWA](https://www.justice.gov/ovw/stop-violence-against-women-formula-grant-program)), Sexual Assault Services Formula Grant Program ([SASP](https://www.justice.gov/ovw/sexual-assault-services-formula-grant-program-sasp)).
* **Behavioral Health and Criminal Justice:** Residential Substance Abuse Treatment For State Prisoners Program ([RSAT](https://bja.ojp.gov/funding/opportunities/o-bja-2023-171785)), Byrne State Crisis Intervention Program ([Byrne SCIP](https://bja.ojp.gov/program/byrne-scip/overview)), Edward Byrne Memorial Justice Assistance Grant Program ([Byrne JAG](https://bja.ojp.gov/program/jag/overview)).

**Example 2:**

* Edward Byrne Memorial Justice Assistance Grant Program ([Byrne JAG](https://bja.ojp.gov/program/jag/overview)).
* Project Safe Neighborhoods Formula Grant Program ([PSN](https://bja.ojp.gov/funding/opportunities/o-bja-2023-171572)).
* Victims of Crime Act Formula Grant Program ([VOCA](https://ovc.ojp.gov/program/victims-crime-act-voca-administrators/welcome)—compensation and assistance).
* STOP Violence Against Women Formula Grant Program ([STOP, STOP VAWA, or sometimes just VAWA](https://www.justice.gov/ovw/stop-violence-against-women-formula-grant-program)).

**State Grants We Administer:**

List the state grants your office administers.

**Available Training, Technical Assistance and Resources:**

In this section, describe the forms of assistance you provide. One helpful way to approach this is to divide the list into what you provide for potential applicants v. funded programs.

Example Ideas:

* Webinars on application processes, subaward requirements and expectations, grant platform training, how to complete financial and programmatic reporting, and how to complete a reimbursement request.
* In person trainings on grant writing and available funding, and orientation for new funded programs.
* Capacity building for community-based organizations.
* Assistance via phone/email.
* Grant questions—did I do this report correctly? Am I in compliance? How do I modify my budget? What if I don’t think I’m on track to meet my goals and objectives?
* Documents, toolkits, how-to documents, podcasts and other resources you may have developed.