**What is a State Administering Agency?**

**Stock Language for Documents, Resources and Social Media**

**What is a State Administering Agency? Short version.**

As criminal justice planning agencies, State Administering Agencies (SAAs) are responsible for securing and managing federal criminal justice funding. 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.

**What is a State Administering Agency? Long version.**

State Administering Agencies (SAAs) are agencies that are designated to manage and administer funding from the federal government, in the form of federal grants, that is specifically earmarked for criminal justice system improvement. As an SAA, we are the steward of these federal funds and we engage partners across [insert the name of your state/territory]’s criminal justice system to identify gaps, challenges, and needs, and identify how federal funds can be used to improve the criminal justice system. As an SAA, our key responsibilities include:

* **Strategic Planning:**

SAAs engage in strategic planning processes in order to determine gaps, set priorities and goals, and ultimately, ensure that federal funds are used most effectively and reach the areas of most need. These processes include:

* + - * Convening partners within and across [insert the name of your state/territory]’s criminal justice system to identify the most pressing issues.
      * Analyzing crime trends and criminal justice data.
      * Creating achievable goals for our [insert either “state,” “territory,” or “island community”] based on the criminal justice system problems intending to be solved.
      * Ensuring all federal funding streams, combined with state funds and other projects, work together for maximum impact, goal completion and the improved administration of justice.
* **Grants Administration:**

As an SAA, we manage a multitude of federal criminal justice grants and are responsible for ensuring all federal funds are spent appropriately and according to established areas of need. This includes:

* + - * Creating opportunities for interested parties to apply for funding.
      * Making grant awards to eligible groups or entities, which are called subawards.
      * Ensuring all funds are spent in accordance with applicable federal and state requirements and guidelines.
      * Administering state grants in addition to federal funding.
* **Collaboration with System Partners**:

In order to determine the most pressing criminal justice system issues from a state and local perspective, SAAs collaborate with and seek input from a wide variety of criminal justice system partners, community-based organizations, and other relevant sectors. This collaboration process includes:

* + - * Improving the way that various partners within the criminal justice system work together to ensure proper problem-solving processes and adequate communication.
      * Engaging with a wide variety of partners such as law enforcement, prosecution, victims of crime, tribal nations, community members, individuals with lived experience and/or justice-involved individuals, behavioral health partners, community-based organizations with varying interests and responsibilities, corrections and reentry partners, and more.
      * Supporting promising initiatives in our [insert either “state,” “territory,” or “island community”] and/or ensuring smooth coordination of similar efforts in different jurisdictions.
* **Supporting Funded Programs:**

While SAAs are always trying to establish relationships with new agencies and organizations, one key responsibility is ensuring that funded programs are well supported and set up for success. This process includes:

* + - * Helping funded programs with reporting requirements, requesting reimbursement, making changes to program budgets and generally serving as a resource for all questions concerning grants administration.
      * Training and support for funded programs regarding online grants portals/websites.
      * Training, both online and in-person, on a variety of subjects such as financial reporting, what to expect from subgrant monitoring, using online grant systems, grant specific requirements and subgrant expectations, how to apply for a grant and grant writing advice and tips.

**What is an SAA?**

**Long Post 1:** State Administering Agencies (SAAs) are the stewards of federal and state funding in [STATE/TERRITORY NAME], engaging with partners across the criminal justice system. In [STATE/TERRITORY NAME] the [OFFICE NAME] is responsible for strategic planning, 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.

To learn more, visit [website]

**Long post 2:** Who is [AGENCY NAME], and what does it mean that we are the [STATE NAME] State Administering Agency (SAA)? We are, among other things, the stewards of federal and state funding here in [STATE], engaging with partners across the criminal justice system. We aim to serve you by [MISSION STATEMENT/SPECIFIC PROGRAM STATEMENT].

To learn more, visit [LINK]

**Short Post:** What is an SAA? State Administering Agencies (SAAs) are the stewards of federal [& state] #criminaljustice funds in [STATE/TERRITORY], aiding strategic planning, administering subgrants, & supporting programs through training, resources & assistance.

Learn more: [LINK]

**Funding Announcements**

**Funding Long Post 1:** Don’t miss this opportunity!

The [AGENCY NAME] are seeking applicants for [GRANT NAME AND DESCRIPTION, 75 WORDS OR LESS].

Applications are due [DATE]:

#[STATE]Funding #Grants #Funding #SAA #ByrneJAG

**Funding Long Post 2:** Funding Alert Calling [STATE] grant seekers! Looking for criminal justice funding? Check out the funding opportunities that are currently available with us at [AGENCY NAME].

View all available funding at [LINK]

#[STATE]Funding #Grants #Funding #SAA #ByrneJAG

**Funding Short 1:** New Funding Opportunity: [GRANT NAME AND DESCRIPTION, 30 WORDS OR LESS]

Applications must be submitted by [DATE AND TIME]. Apply Now: [LINK]

**Funding Short 2:** Closing Soon: [GRANT NAME]

Applications must be submitted by [DATE AND TIME]. Apply Now: [LINK]

**Training Announcements**

**Long Post:** Join [AGENCY NAME] virtually/in-person for a [TRAINING TITLE] on [DATE AND TIME].

Listen to [TRAINER NAMES] as they explore ways you can [DESCRIPTION OF TRAINING, NO MORE THAN 100 WORDS LONG].

Register by [DEALINE DATE AND TIME] at [LINK].

**Short Post 1:** Save the date for our [EVENT TITLE] on [DATE]! Hear [SPEAKERS NAME AND OR TAGS] speak on [TOPIC, 30 WORDS OR LESS]

Register now:

**Short Post 2:** There’s still time to register for [EVENT TITLE] being held [DATE]! Join us to learn about [TOPIC, 30 WORDS OR LESS].

Learn more and register by [DEADLINE]: