



EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) FY 2012 APPLICATION FOR GRANT INSTRUCTIONS

APPLICATION DEADLINE: September 3, 2013 - 4:00 p.m.

Applications must be received (not postmarked) by the above date. Late submissions will not be accepted. Fax or e-mail copies will not be accepted.

The JAG program is the primary provider of federal criminal justice funding to State and local jurisdictions. JAG funds support all components of the criminal justice system, from multi-jurisdictional drug and gang task forces, courts, corrections, treatment, and justice information sharing initiatives. JAG funded projects may address crime through the provision of services directly to individuals and/or communities and by improving the effectiveness and efficiency of criminal justice systems, processes, and procedures.

The JAG program requires that the State passes through a pre-determined percentage (variable pass through) of funds to benefit county agencies. Hawaii's variable pass through rate is 41.16%. If a project administered by a State agency wants to be counted as a variable pass through for JAG purposes, it may do so if the project will directly benefit a unit(s) of local government, and if each local jurisdiction to benefit voluntarily signs a waiver. This waiver must certify that the local jurisdiction recognizes that the funds in question are set aside for local government use; believes that the proposed project will provide a direct local benefit; and agrees that funding the project at the State level is in the best interests of the unit of local government.

Eligibility:

Applicants are limited to State and county government agencies and applications related to criminal justice functions and support.

Projects that received a total of 48 months of JAG funding from the FY 2005-FY 2011 JAG awards are not eligible. The multi-jurisdictional drug interdiction task forces and projects funded by the FY 2009 Recovery Act JAG funds are exempt from the 48 month cap. The JAG funds are to support and pilot new initiatives related to improving the criminal justice system response to crime.

New initiatives are defined as projects that enhance/improve the criminal justice system and are not considered "core" services.

Government agencies can partner with non-governmental agencies if both determine that such partnership is mutually beneficial and supports a JAG purpose area. However, the applying agency and hence the fiscal and program agent must be a government agency.

Match Requirement:

There is no match requirement for these funds.

Length of Support:

Applicants may apply for a maximum of one year of funding per project.

Funds Available:

Funds are anticipated to be available starting January 1, 2014. Preferably, project budgets should range from \$75,000 to \$200,000.

Federal funds must be used to supplement existing funds for program activities and cannot replace or supplant nonfederal funds that have been appropriated for the same purpose.

Applications must fall under one (1) of five (5) authorized JAG purpose areas.

- Law enforcement programs
- Prosecution and court programs
- Corrections and community corrections programs
- Drug treatment and enforcement programs
- Planning, evaluation, and technology improvement programs

Applications should also focus on one of the following priority areas:

- Evidence-based initiatives;
- A comprehensive response to sex assault or elder abuse;
- Reducing drug threats and drug related crimes;
- Reducing property crime;
- Incorporating multi-agency collaboration to improve the criminal justice system;
- Reducing recidivism rates;
- Improving re-entry efforts;
- Improving forensic science capabilities;
- Improving records management systems and integrated justice information sharing;
- Reducing juvenile offenses utilizing a coordinated response; and
- Improving language access within the criminal justice system.

Instructions and Forms:

Available on-line <http://ag.hawaii.gov/cpja/gp/>

Submit Applications to:

Department of the Attorney General
Crime Prevention and Justice Assistance Division
235 S. Beretania Street, Suite 401
Honolulu, HI 96813

The Application (Parts I Title Page, II Description of the Project, and III Budget Detail and Explanation) must be saved on Microsoft Word 2003 and submitted on a CD. In addition to the CD, submit one

original and three copies of the Application. If you are submitting multiple applications, please submit one CD for each Application.

Contact Information:

If you have any questions, please contact Jennifer Cullen at (808) 586-1389 or at Jennifer.M.Cullen@hawaii.gov.

**FY 2012 JAG
SCORING**
Department of the Attorney General

Applications will be scored according to the following:

Problem Statement.....	15 points
Strategy.....	35 points
The strategy must include goals, objectives, and activities, and information on the project's organization and management, personnel, personnel biographies (if available), and participating agencies that are/will be involved.	
Performance Indicators/Outcome Measures.....	15 points
Probability to Improve the Criminal Justice System.....	10 points
Budget Detail and Explanation.....	25 points
Total Points	100 points

**FY 2012 JAG
CHECKLIST FOR APPLICATION FOR GRANT**

Department of the Attorney General

Parts I, II, and III of the application for grant must be submitted together. Check that the following have been completed.

1. **Part I. Title Page** (Form AG/CPJAD #1)
 - a) items A to N are completed _____

2. **Part II. Description of Project** (Form AG/CPJAD #1(a))
 - a) problem statement includes supporting data or facts _____
 - b) goals are clearly defined _____
 - c) objectives are specific and measurable _____
 - d) activities demonstrate how objectives will be accomplished _____
 - e) schedule and timeline are included _____
 - f) defines the agency(s) and personnel that will manage and work on the project _____
 - g) performance indicators/outcome measures are linked to the goals/objectives _____
 - h) there is probability that the project can improve the criminal justice system _____

3. **Part III. Budget Detail and Explanation** (Form AG/CPJAD #1(b))

Provide as much detail as possible, e.g. travel costs should be itemized by the number of trips and estimated cost per trip; equipment costs should contain descriptions and costs of specific items; and overtime should include an estimate of the number of hours needed and the average salary per hour.

 - a) items A through G total the amount of the grant application _____
 - b) budget explanation completed and attached _____
 - c) budget clearly supports the project's objectives and activities _____

4. The Application (Parts I Title Page, II Description of the Project, and III Budget Detail and Explanation) **must be saved on Microsoft Word 2003 and submitted on a CD**. If you are submitting multiple applications, please submit one CD for each Application. _____

5. In addition to the CD, submit **one original and three copies of the Application**. _____

PART I. TITLE PAGE

The following instructions are for completing the “Application for FY 2012 Edward Byrne Memorial Justice Assistance Grant (JAG), Part I, Title Page.” A Microsoft Word 2003 template is available to complete the Title Page. (AG/CPJAD #1)

- A. **PROJECT TITLE.** Enter a brief descriptive title of no more than four words. An application for second or subsequent year funding must retain the same title as the original application.
- B. **APPLICANT AGENCY.** Enter the official title of the State or county agency requesting the grant.
- C. **System for Award Management (SAM) and DUNS No.** Registration with the System for Award Management (SAM) and having a DUNS Number are requirements of the Edward Byrne Memorial JAG program and hence, are mandatory requirements for all applying State and county government agencies.

SAM:

The SAM replaces the Central Contractor Registration (CCR) database as the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. The SAM is the official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. There is no cost to registrants for registering on the SAM website, <http://www.sam.gov>. Check to see if your agency is already registered with SAM. The DUNS number provided in your application **must match** the number in the SAM.

If your agency is registered with SAM, then check “Yes.” Please note that applicants must update or renew their SAM registration annually to maintain an active status. Information about registration procedures can be accessed at SAM website. If your agency has not registered, then check “No.”

DUNS NO.:

A Data Universal Numbering System (DUNS) number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. Enter the DUNS number. Check with your fiscal or administrative office as to whether your agency/county has a DUNS number. For more information on the DUNS number, go to <http://fedgov.dnb.com/webform/displayHomePage.do>.

- D. **APPLICATION RANKING WITHIN AGENCY.** If your agency is submitting more than one application, then the applications must be ranked by the head of the applicant agency (e.g., director, chief of police, prosecuting attorney, administrative director of the courts, etc.) Rank each application from high to low with “1” being the highest priority.

- E. ADDRESS.** Enter the mailing address of applicant agency.
- F. PRIMARY PLACE OF PERFORMANCE.** Enter the primary location where services are rendered or where a majority of your project activities occur. Enter only one City, State and Zip Code, including the 4 digits after the zip code, of the primary location.
- G. PROJECT PERIOD.** Enter the expected starting and ending dates of the project. Duration of a project is not to exceed 12 months of funding.
- H. AUTHORIZED PURPOSE AREA.** Select one of the appropriate purpose areas:
- Law enforcement programs.
 - Prosecution and court programs.
 - Corrections and community corrections programs.
 - Drug treatment and enforcement programs.
 - Planning, evaluation, and technology improvement programs.
- I. PRIORITY AREA.** Select one of the appropriate priority areas:
- evidence-based initiatives,
 - a comprehensive response to sex assault or elder abuse,
 - reducing drug threats and drug related crimes,
 - reducing property crime,
 - incorporating multi-agency collaboration to improve the criminal justice system,
 - reducing recidivism rates,
 - improving re-entry efforts,
 - improving forensic science capabilities;
 - improving records management systems and integrated justice information sharing;
 - reducing juvenile offenses utilizing a coordinated response; and
 - improving language access within the criminal justice system.
- J. TYPE OF APPLICATION.** Indicate with an “X” whether this is a new or continuation application with the Department of the Attorney General.
- K. TOTAL PROJECT AMOUNT.** Enter the total grant cost that the applicant is applying for. Round to the nearest dollar. Application requests should range between a minimum of \$75,000 to a maximum of \$200,000. However, applications that are less than \$75,000 or over \$200,000 will also be considered.
- L. OTHER FUNDING SOURCES.** Indicate whether an application has been or will be submitted to other funding sources. Provide the name of the source agency and the amount applying for.
- M. PROJECT DIRECTOR.** Enter the name, title, address, telephone and fax numbers, and e-mail address of the person who will be directly responsible for administering the project.

- N. **FINANCIAL OFFICER**. Enter the name, title, address, telephone and fax numbers, and e-mail address of the person who will be responsible for the fiscal matters of the project. The Financial Officer should be someone other than the Project Director.

PART II. DESCRIPTION OF PROJECT

Part II. Description of Project - Required Format

Font	Times New Roman
Font size	12 point
Margins	1-inch
Spacing	Single

This section is the most important part of the application because it not only describes what will be done and who will do it, but it also justifies the need for the project. The information requested in Sections A to I below must be described in detail. Please follow this order in describing the project. A Microsoft Word 2003 template is available to complete this section (AG/CPJAD (#1a))

A. **THE PROBLEM**

Describe the nature and scope of the existing problem, including the present status of activities by the applicant or other law enforcement agencies regarding the problem. This section should clearly justify the reasons why the project is needed.

If this is a continuation project, describe results of previous project period.

The following outline may be used as a guide:

1. What specific problem(s) and/or target population will the project address?
(Example: an increasing incidence of drug trafficking, an increase in domestic violence complaints, overcrowded prison facilities, overburdened court dockets, etc.)
2. What is the scope of the problem?
 - a. Geographical
 - o Is the problem concentrated in one location or in several with similar characteristics?
 - o Is the problem countywide?
 - o Is the problem statewide? Is the project either a statewide or model solution?
 - b. Criminal Justice System
 - o What segments of the criminal justice system are affected by this problem?

3. What is the magnitude of the problem?
 - a. Include all available pertinent data (e.g., number of arrests, number of agency referrals, caseloads, clearance rates, etc.) as well as any other indicators that further define the problem.
 - b. How many people are currently affected by the problem?
4. How have county or State agencies dealt with this problem in the past? What were the limitations in that approach?
5. Why is it important that the problem be addressed at this time?
6. If this is a continuation project, include a brief statement discussing the current problems in light of previous years' accomplishments.

B. GOALS AND OBJECTIVES

This section should be limited to a precise statement of the specific project goals and objectives that will help to solve or overcome the problem(s) described above.

The following may serve as a guide with regard to definition of terms and contents:

1. A goal may be defined as a general statement of an undesirable condition to be improved, or desired state of affairs toward which to strive. Drug law enforcement goals generally fall into two categories:
 - a. Crime-oriented example: To reduce the sales and distribution of controlled substances.
 - b. System improvement example: To improve the delivery of substance abuse treatment services to criminal justice clients.
2. An objective is a specific statement of a measurable end condition to be achieved within a stated period of time. Examples are:
 - a. Crime-oriented example: To increase by 20 percent from the previous fiscal year the number of prescription forgeries detected during the project period.
 - b. System improvement example: Twenty percent of the project participants, who receive substance abuse treatment, will not be rearrested during the project period.

C. PROJECT ACTIVITIES

Provide a clear, detailed description of the proposed project activities, broken down into phases or tasks. The type of information should include, but not be limited to, the following, as applicable:

1. A description of the strategy or method to achieve your objectives and the reasons for selecting the particular approach.
2. A description of the staffing, including number and type.
3. A description of the target population to be served and the criteria for selecting this group.
4. A description of any special training or technical assistance which will be required to complete the actual work, including the manner in which this training/technical assistance is to be utilized.
5. A description of equipment to be purchased, including a justification of the need for equipment and an explanation of its proposed use.
6. A project schedule and timeline detailing what will be accomplished at each phase, including the division of labor and the estimated time intervals involved and when purchases for goods and services will be conducted.
7. An outline of available resources.
8. A description of the specific gains, benefits, improvements, increased efficiencies, changes or other planned impact on the existing problem area, operating system or criminal justice system that are expected to occur as a result of the project.

D. PROJECT ORGANIZATION AND MANAGEMENT

Describe the proposed duties and responsibilities of the Project Director. Indicate to whom the Director reports and the manner in which project accountability will be maintained.

E. PERSONNEL

If the project requires the employment of full- or part-time personnel, indicate the positions to be filled and the duties or responsibilities of each.

F. BRIEF PERSONNEL BIOGRAPHIES

Where pertinent, include a brief resume or biography for each person selected to work on the project or indicate that the resume will be submitted when the staff is hired. Provide the names(s) of staff, if already known.

G. PARTICIPATING AGENCIES

List all participating State or county agencies or organizations, and describe the responsibilities of each. Include letters of intent, if applicable.

H. PERFORMANCE INDICATORS/OUTCOME MEASURES

Describe the performance indicators/outcome measures that the project will use. The performance indicators/outcome measures identify the data that will be collected to determine whether the goals and objectives have been met. Performance indicators/outcome measures must have a logical link to project goals, objectives, and activities and provide an explicit measure of effects or results.

Identify the individual(s) responsible for the data collection and analysis.

The following are performance indicators/outcome measures in the context of a sample objective and related training activities:

Sample Objective: To improve the investigations of child abuse in District 32.

Activities linked to Objective: The child abuse unit will be staffed with four detectives by January 1, 2014. Detectives in the unit will attend specialized training to improve the investigations of reported child abuse cases (e.g., training on witness interviews, trauma, and child welfare laws). All of the unit detectives will complete a post-training assessment. The unit will develop an off-hour response schedule whereby a detective will respond to a report of child abuse. The unit's lieutenant will develop a response schedule to ensure that a detective is assigned to the victim within five minutes of notification thereby starting the investigation in a timely manner.

Performance Indicators/Outcome Measures:

As linked to training activities **

- Number of detectives received training,
- Type of training received/dates/ location/trainer,
- Results of the post-training assessments
- Number of child abuse cases that were assigned to a detective within five minutes after the victims were identified.

- Number of child abuse cases that were assigned to a detective that took six minutes or longer after the victims were identified.

(**) Performance indicators/outcome measures should cover all major activities that result in the desired objective.

Note: By submitting an application, the applicant agrees to participate in a data collection process measuring program outputs and outcomes. The data elements for this process will be outlined by the Department of the Attorney General – Crime Prevention and Justice Assistance Division or its designee.

I. PROBABILITY TO IMPROVE THE CRIMINAL JUSTICE SYSTEM

Explain the anticipated benefits and results of the proposed project.

PART III. BUDGET DETAIL AND EXPLANATION

Round off all budgeted amounts to the nearest dollar. All budget items must fit in one of the seven budget categories. A Microsoft Word 2003 template is available to complete Part III. Budget Detail and Explanation. (AG/CPJAD (#1b))

A. SALARIES AND WAGES

List each position, indicating the monthly salary of each, and the percentage or ratio of time that they will be compensated. Overtime and standby cost can be listed here.

NOTE: Overtime cost cannot exceed 30% of the total project budget. An individual shall not incur overtime with project funds in excess of 10% of the individual's gross annual salary.

B. FRINGE BENEFITS

1. Show employee benefits and list the percentage breakdown of the employee benefits on a separate sheet. The fringe benefit rate can only include allowable items as approved by the Department of the Attorney General. The allowable fringe benefits include:

- Pension Accumulation
- Pension Administration
- Retiree Health Insurance
- Employees' Health Fund
- Workers' Compensation
- Unemployment Compensation
- Social Security
- Medicare

2. List the fringe benefit cost per position(s).

NOTE: Vacation payout is not an allowable fringe benefit.

Fringe benefits on overtime hours are limited to FICA, Workers' Compensation, and Unemployment Compensation.

C. CONSULTANTS/CONTRACTS

1. List type of consultant/contract to be selected and total estimated costs. Include the estimated length of the consultant/contract services, in days, weeks, or months. In the budget explanation section, detail the scope of services to be performed and the basis for calculating the cost.
2. Applicants are encouraged to promote free and open competition in awarding contracts.

NOTE: For Consultant Rates. Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. In addition, when the rate exceeds \$450 (excluding travel and subsistence costs) for an 8-hour day, a written PRIOR APPROVAL is required from the Department of the Attorney General. Prior approval requests require additional justification. An 8-hour day may include preparation, evaluation, and travel time in addition to the time required for actual performance. Please note, however, that this does not mean that the rate can or should be \$450 for all consultants. Rates should be developed and reviewed on a case-by-case basis and must be reasonable and allowable in accordance with OMB cost principles. Approval of consultant rates, in excess of \$450 a day, that are part of the original application with appropriate justification and supporting data will be approved on a case-by-case basis. The following is the policy in regard to compensation of various classifications of consultants who perform like-type.

- Consultants, whether independent or employed by a commercial or nonprofit organization, who are contracted through a competitive bidding process are not subject to the maximum consultant rate threshold. (Note: Those consultants who have been hired without a competitive bidding process are subject to the maximum consultant rate threshold).
- **Consultants Associated with Educational Institutions.** In order to calculate the rate of compensation for consultants associated with and employed by education institutions, divide the total compensation for the academic year by 260. If the resulting rate of compensation exceeds the maximum consultant rate established by the grant-making agency, written prior approval must be obtained.
- **Consultants Employed by State and Local Government.** Compensation for these consultants will only be allowed when the unit of government will not provide these services without cost. If a State or local government employee has been contracted to provide services that are related to his or her employment with the State or local government, the rate of compensation is not to exceed the daily salary rate for the employee paid by the unit of government. If the State or local government employee has been contracted to provide services that are unrelated to his or her employment with the State or local government, then the rate of compensation is based on the necessary and reasonable cost principles which cannot exceed the \$450 threshold.

D. TRANSPORTATION AND SUBSISTENCE

1. Show travel costs by estimating the number of trips, multiplied by the estimated cost per trip and the number of people traveling.
2. Itemize per diem, ground transportation and other related travel costs separately.

3. Explain proposed destination(s) and purpose(s) of trip(s) on the budget explanation page.

NOTE: Prior approval by the Department of the Attorney General, Crime Prevention and Justice Assistance is required for all out-of-state travel and applicants must follow the State or County (for county agencies) established travel rates.

E. OFFICE SUPPLIES

Generally describe the type of materials required by the project, such as postage, printing, copying and other expendable materials, and provide an estimated cost.

F. EQUIPMENT

List non-expendable items to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances.

G. OTHER COSTS

Specify any other costs not covered by cost elements listed above such as confidential funds and office rent. In the budget explanation section, provide the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

NOTE: Land acquisition and construction, firearms, standard uniforms and gear, and military arsenal, vehicles, vessels, and aircraft, fundraising, lobbying, and the purchase of any food and/or beverage for any meeting, conference, training, or other event are unallowable costs.

All conferences (defined broadly to include meetings, retreats, seminars, symposiums, events, and group training activity) conducted by recipients must be held in compliance with conference cost thresholds and limitations for meeting/room audio visual services, logistical planner and programmatic planner limitations. Please refer to OJP's Policy and Guidance for Conference Approval, Planning and Reporting at <http://www.ojp.gov/funding/ccpolicy.htm>

H. TOTAL PROJECT COSTS

Total budgeted amounts from items A to G.

I. BUDGET EXPLANATION

1. On a separate page after the budget detail, provide the budget explanation. The cost of the budgeted items should be reasonable and the items necessary for the execution and completion of the activities listed in Part II, Description of the Project.
2. The budget explanation should reflect how the expenditures will support the project activities and be listed in the same order as the budget detail.

Examples:

The Salary and Fringe Benefits will support the 2.5 FTE required to staff the program. The annual salary reflects the current starting rate of a Safety Officer position, SR 21, Step C. The fringe rate being used is the current state rate.

The digital recorder and DVD player will be used to document behavioral and attitude changes in offender's pre and post-program. Offenders will be videotaped and will use the tapes to refine the skills learned. The videos taken with the digital recorder will also help with staff training and development.



POST AWARD INFORMATION

The following attachments are not required at this time. In the event the application is selected to receive an award, then the applicable certificates will need to be signed and submitted. These attachments will be included as part of the contract.

For all grant recipients:

- A. ACCEPTANCE OF CONDITIONS (AG/CPJAD #14)
- B. ACCEPTANCE OF JAG SPECIAL CONDITIONS (AG/CPJAD #26)
- C. CERTIFICATION OF NON-SUPPLANTING (AG/CPJAD #3)
- D. CERTIFICATION OF NON-DISCRIMINATION (AG/CPJAD #15)
- E. CERTIFICATION (EQUAL EMPLOYMENT OPPORTUNITY PROGRAM)
(OCR form; expiration date: 12/31/2012)
- F. CERTIFICATION REGARDING DEBARMENT, SUSPENSION INELIGIBILITY,
AND VOLUNTARY EXCLUSION (OJP Form 4061/1)
- G. CERTIFICATION OF NON-DISCRIMINATION COMPLAINT PROCEDURES
(AG/CPJAD #30)

Special Certifications (to be submitted ONLY if applicable to your agency):

- 1. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENT
(AG/CPJAD #16)
Required only for State agencies.
- 2. CONFIDENTIAL FUNDS CERTIFICATION (AG/CPJAD #18)
Required only for law enforcement projects with budgeted confidential funds.
- 3. CERTIFICATION REGARDING LOBBYING (AG/CPJAD #22)
Required only for awards of \$100,000 or more.