

**EDWARD BYRNE MEMORIAL
JUSTICE ASSISTANCE GRANT (JAG) PROGRAM**



**FY 2013 GRANT APPLICATION
PROGRAM NARRATIVE
(Attachment 2)**

June 2013

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**Program Narrative
TABLE OF CONTENTS**

	Page
I. EXECUTIVE SUMMARY	1
II. INTRODUCTION.....	3
III. STRATEGY.....	5
A. Funding Priorities	5
B. Sub-Grant Award Process and Timeline.....	6
C. Description of Programs to be Funded	10
IV. STRATEGIC PLANNING PROCESS	11
V. ADDITIONAL STRATEGIC PLANNING/COORDINATING EFFORTS.....	12
VI. PERFORMANCE MEASUREMENT DATA.....	15

I. EXECUTIVE SUMMARY

The Bureau of Justice Assistance (BJA) requires applicants for the FY 2013 Edward Byrne Memorial Justice Assistance Grant (JAG) Program to submit a program narrative that identifies the state's strategy/funding priorities and provide descriptions of the sub-grant process, the programs to be funded, the state's strategic planning process, any additional coordination efforts, and to identify how performance measure data will be collected and reported.

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 multijurisdictional drug task forces to courts, corrections, treatment, and justice information sharing initiatives. JAG funded projects may address crime through the provision of services to individuals and/or communities and by improving the effectiveness and efficiency of criminal justice systems, processes, and procedures. The JAG Program allows states and local jurisdictions to support a broad range of activities to prevent and control crime based on their own local needs and conditions and provide agencies with the flexibility to prioritize and place justice funds where they are most needed.

The multi-year strategic plan for the use of FY 13 JAG funds was finalized in September 2011. The State of Hawaii will support five (5) of the seven (7) major program areas established under JAG, which have been incorporated into the multi-year strategic plan. These programs include the following:

1. Law enforcement programs
2. Prosecution and court programs

3. Corrections and community corrections programs
4. Drug treatment and enforcement programs
5. Planning, evaluation, and technology improvement programs

A critical part of the strategy is the justification for the need of a program effort and the inadequacy of resources to deal with it. Hawaii's JAG strategy addresses six major criminal justice program areas that need resources in order to increase public safety: violent crime, property crime, drug threats and drug related crime, reducing offender recidivism, offender reentry efforts, and technology improvement efforts. The strategic planning process commenced in February 2011, and the four-year strategic plan was completed in September 2011.

During the strategic planning process, a variety of sources were used to obtain data to support selection of priorities for each program area. These sources included the Uniform Crime Reports, reports and data from applicable agencies, meeting directly with and obtaining input from agency personnel, staff participation in multi-agency criminal justice and drug meetings on specific topics, researched national data, and information from national and local trainings. The strategic planning process also took into consideration several BJA priorities that bode well in Hawaii such as:

- To bring all of the system stakeholders together, including law enforcement, courts, prosecutors, defenders, correctional officials, and others to create a comprehensive and strategic justice plan to ensure coordination and more effective justice system;

- To support evidence-based programs that have been proven effective and such programs that include “Smart Policing”;
- To keep violence crime at its lowest level; and
- To support smart and effective approaches to offender reentry.

II. INTRODUCTION

STATE ADMINISTERING AGENCY (SAA)

The Governor of the State of Hawaii has designated the Department of the Attorney General as the state agency (State Administering Agency or SAA) to apply for and administer the Edward Byrne Memorial Justice Assistance Grant (JAG) Program.

Specifically, the SAA is responsible for the following:

- Coordination of JAG funds among state and local justice initiatives;
- Preparation and submission of the state JAG application;
- Administration of JAG funds including establishing funding priorities, distributing funds, monitoring subrecipients’ compliance with all JAG special conditions and provisions, and providing ongoing assistance to subrecipients; and
- Submitting financial reports, programmatic reports, performance measure data, and subgrant information.

The Attorney General is the chief legal officer and chief law enforcement officer of the State of Hawaii. The Attorney General, appointed by the Governor, employs

numerous attorneys and professional and support personnel to help carry out the responsibilities of the department. These include the following:

- Representing the state in civil and criminal cases when the state is a party;
- Investigating violations of state laws and initiating civil and criminal actions to enforce the laws or prosecute persons who violate them;
- Preparing legal opinions for the Governor, the Legislature, and the heads of state departments;
- Advising state officials on legal matters; and
- Defending and representing state officials and employees when they are sued for actions they have taken in connection with their state positions.

Within the department, primary responsibility for overseeing and administering federal crime grants falls with the Crime Prevention and Justice Assistance Division (CPJAD). This division serves as the primary unit providing the Attorney General with critical information and resources needed to address crime and crime prevention within the state.

Specifically, the Grants and Planning Branch of CPJAD identifies, applies for, and administers a number of Federal grants (the Edward Byrne Memorial Justice Assistance Grant, Violence Against Women Act Grants, the Victims of Crime Act Victim Assistance grant, the Residential Substance Abuse Treatment Grant, and others). The branch also administers the state Career Criminal Prosecution grant, the Victim Witness Assistance grant, and the grant for the master contract for statewide sex assault services.

The mission of the branch includes the following:

- To coordinate statewide criminal justice planning efforts and programs;
- To serve as a clearinghouse for information on financial and other resources that assist in improving the criminal justice system; and
- To seek and administer federal and state grants.

III. STRATEGY

A. FUNDING PRIORITIES

The Grants and Planning Branch finalized the state's multi-year strategy, (strategic plan), for JAG funds in September 2011. This multi-year strategy identified funding priorities based on the needs of the criminal justice programs throughout the state. The State of Hawaii identified five (5) major program areas that were incorporated into the multi-year strategic planning process. These program areas include the following:

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

Hawaii's JAG strategy addresses six major criminal justice program areas that need resources in order to increase public safety: violent crime, property crime, drug threats and drug related crime, reducing offender recidivism, offender

reentry efforts, and technology improvement efforts. Hence, the programs that are funded under the strategic plan will need to integrate in one of the purpose areas and address the priority area.

In May 2013, the JAG Strategic Plan was amended to include Juvenile offenses as a priority area for program funding. A copy of Hawaii's current JAG Multi-Year Statewide Strategy, FY 2010-2014 and Amendment #1 to the Strategy are attached.

B. SUB-GRANT AWARD PROCESS AND TIMELINE

The Grants and Planning Branch has a well-developed process in place to administer, award, and disburse JAG funds to sub-recipients. This sub-grant process, guided by the Governor's Committee on Crime (GCOC), is competitive, and involves a multi-agency review approach.

The GCOC is the advisory committee to the Attorney General. The committee advises the Attorney General on crime related issues including identifying/selecting priority areas for JAG funds, setting administrative rules, and recommending awards. The committee is composed of key members from various state and local criminal justice agencies throughout Hawaii. Membership consists of: the Attorney General, two of four Prosecuting Attorneys, two of four Chiefs of Police, the State Public Defender, the Director of Public Safety, the Director of the Department of Health, the Department of Education's Superintendent, the Administrative Director of the Courts (the Judiciary), a Circuit Court Judge, the Hawaii Paroling Authority Chairperson, and the U.S.

Attorney for the District of Hawaii (Ex-Officio). The state consists of four counties: Hawaii, Kauai, Maui (that includes the islands of Molokai and Lanai), and Oahu.

Sub-Grant Process

The sub-grant process utilized by the Grants and Planning Branch to administer JAG funds is detailed below:

- a. Solicitation:** After the formal federal award is received, the Grants and Planning Branch announces the availability of JAG funds to eligible state and local agencies to apply for funds through a competitive process. An application deadline is established and an application kit with instructions is made available to interested parties.

The Department of the Attorney General requires applicant agencies to provide information regarding other local or federal funding that is being sought to finance the project. This information allows the SAA to better coordinate use of the JAG grant. The SAA continues to initiate efforts to foster and encourage greater coordination among all of the subgrantees receiving federal funding assistance.

b. Review Process: Once applications are received, the applications then undergo a rigorous three (3) tier selection/review process that evaluates and scores each application. The review process includes:

1) Peer Review Panel (multi-agency review panel)

- Applications received are divided among multiple review panels consisting of a Branch Planning Specialist and knowledgeable personnel from other criminal justice agencies.
- The review team reviews, evaluates, discusses, and scores its respective applications.

2) Branch Review

- The Grants and Planning Branch conducts an internal review of all applications, considering the scoring and issues raised by the review panel. The Grants and Planning Branch also considers other information that is relevant to the application and the amount of funding that is available.
- A recommendation for applications to fund is then made to the GCOC.
- An appeal process is also in place. The Attorney General may allow an agency to appeal a funding recommendation.

3) GCOC Review

- The GCOC members then vote on which projects to recommend to the Attorney General to fund.
- The GCOC meets to discuss the outcome of the vote. If an application receives a tie vote or a close vote, in favor and not in favor of the recommendation to fund, the applicant is invited to present their proposal to the GCOC. Applicants appealing the Branch's recommendations are also invited to present their proposal.

c. Awards and Project Implementation: After the GCOC meeting and final decision from the Attorney General, awards are made to grant recipients and project implementation may commence.

Timeline

Task	Due Date
1. Receipt of Federal Award	July 2013
2. Solicitation Announcement sent to eligible State and Units of Local Government Agencies	May 2014
3. Application Deadline	June 2014
4. Mail applications to Peer Reviewers	June 2014
5. Peer Panels Review of Grant Applications	July 2014
6. Branch Review – Review panel score and applications, make recommendations	July 2014
7. Funding Recommendations sent to the Attorney General for Review	August 2014
8. Funding Recommendations and Voting Sheets are mailed to the GCOC	August 2014
9. Voting Deadline	August 2014
10. GCOC Meeting – Meeting to hear the results of	August 2014

Task	Due Date
mail-in vote and any appeals. The Attorney General makes final funding decision	
11. Award Letters Mailed to Grant Recipients	September 2014
12. Project Start Date	October 1, 2014

C. DESCRIPTION OF PROGRAMS TO BE FUNDED

Through completion of the strategic plan, the Department of the Attorney General, Grants and Planning Branch, identified priority areas for use of Hawaii's JAG funds. Programs selected for funding should focus on:

- 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; and
- Reducing juvenile offenses utilizing a coordinated response.

In the past, JAG funds have supported a multitude of programs that prevented and/or reduced crime and violence throughout the State of Hawaii.

These programs included:

- Substance Abuse Treatment
- Alternatives to Incarceration
- Mental Health Treatment/Case Management
- Sex Offender Management and Treatment
- Elder Abuse
- Homicides
- Cyber Crimes
- Property Crimes
- Organized Crime/Narcotics
- Marijuana Task Force
- Community Prosecution
- Drugs and Other Serious Crimes
- Criminal Justice Record Improvement

IV. STRATEGIC PLANNING PROCESS

In September 2011, the Department of the Attorney General adopted a multi-year statewide strategy for the Edward Byrne Memorial JAG program for the period covering FY 2010 – 2014. The strategic planning process utilized a range of methods to identify gaps in services and needed resources in the state’s criminal justice system. Source data included the Uniform Crime Reports, reports and data from applicable agencies, survey of criminal justice needs, criminal justice strategic plans, staff participation in multi-agency criminal justice and drug meetings on specific topics, researched national data, and information from national and local trainings. The process integrates a variety of

strategies, including a community-based engagement model, to establish priorities and fund evidence-based projects that will address the issue of crimes and violence in Hawaii. The Branch continues to research areas of interest identified by the GCOC for consideration as updates to the strategic plan.

V. ADDITIONAL STRATEGIC PLANNING/COORDINATING EFFORTS

As previously mentioned, a key mission of the Grants and Planning Branch is to coordinate statewide criminal justice planning efforts and programs. The Branch has evolved in the past decade. A primary focus has been administering federal grants to improve the criminal justice system. Today, the Branch is also a major resource for criminal justice and non-profit victim service agencies and helps to facilitate, support, and coordinate multi-disciplinary and multi-jurisdictional planning efforts. In some cases, agencies have requested Branch staff to lead or participate in these planning and coordination efforts; in other cases, the Branch has been a catalyst to initiate these efforts.

Presented below are relevant Branch planning and coordination efforts. A notation is made if other Department of Justice grants, besides JAG, impact these efforts.

- **Interagency Council on Intermediate Sanctions (ICIS).** Branch staff participates in the ICIS effort by providing assistance as requested. The ICIS effort is an evidence-based effort of the courts, prisons, and parole agencies. The CPJAD involvement is to collect and analyze data to assess recidivism outcomes. In the past a Byrne/JAG grant supported the effort.
- **Correctional Program Checklist (CPC).** In an effort to improve the service and treatment response to reduce offender recidivism, ICIS has adopted the CPC to measure program integrity and quality. Branch staff members facilitate the CPC

Coordinating Committee. The committee is responsible for developing the processes for coordinating/assigning review teams, scheduling assessments, reviewing reports and responses, providing technical assistance to programs, and developing policies and procedures for program assessment. CPC members include representatives from the Departments of Public Safety, Health, and Human Services, the Judiciary, and the Hawaii Paroling Authority. The CPC is being used to assess adult substance abuse, domestic violence, and sex offender treatment programs to ensure that evidence based practices are used and that a sound agency organization exists. Since 2006, 22 offender program assessments were completed.

- **Drug Interdiction Multi-jurisdictional Task Forces.** Branch staff participates in quarterly meetings with the Hawaii Narcotics Task Force and the Statewide Marijuana Eradication Task Force. The task force meetings provide participants with the opportunity to share information, intelligence, and resources. A portion of these meetings are used for training purposes. Mission scheduling and operational tactical planning also take place during these meetings.
- **Statewide Forensic Sciences Laboratory Services.** The Branch initiated and facilitated quarterly statewide meetings for Hawaii forensic science laboratory services personnel. The meetings were used as an opportunity to update and revise the State's "Consolidated State Plan for Hawaii Forensic Science Laboratories." The meetings also served as a forum to exchange information, discuss efforts to share limited resources, and to encourage improved communication, coordination, and collaboration amongst agencies. The four police departments, the Honolulu Medical Examiner's Office, the Department of Public Safety's (PSD) Narcotics Enforcement

Division, and the Criminal Justice and Investigations Divisions (AG) participated in the meetings.

- **Prosecutors Training Coalition.** The County Prosecutors, the U.S. District Attorney, and the Deputy Attorney General meet regularly to plan and conduct trial skills trainings through new and experienced deputy prosecutors. Experienced prosecutors conduct the training using national resources. A basic trial curriculum is revised biannually to maintain current information.
- **Sex Assault.** The Branch is involved in numerous sex assault efforts. As of 2006, the Legislature placed funding for sex assault victims in the Department of the Attorney General. The Branch administers the master contract for sex assault services with the Sex Abuse Treatment Center (SATC), which contracts with the sex assault crisis centers throughout the state.

The Branch is working with SATC in the multi-disciplinary statewide Hawaii Sexual Assault Response and Training Program (HSART) to improve and standardize sex assault forensic protocols throughout the state. SATC is the implementing agency for HSART that was convened under the Department's auspices. Standardized protocols among police, prosecutors, service providers, and forensic examiners, will ensure that a sexual assault victim will receive a complete package of quality services regardless of the county in which the victimization occurred. Issues such as ensuring a sexual assault victim who does not initially want to file a police report can still receive a forensic examination at no personal cost are addressed.

- **Victim Witness Coordinators (VWC).** Branch staff convenes the bimonthly VWC meetings. The meetings enable federal, state, and county criminal justice personnel

to network and discuss victim services and issues. Participating agencies include the four county VW programs, the Crime Victim Compensation Commission (CVCC), the U.S. Attorney's Office, the Federal Bureau of Investigation, and the Missing Child Center Hawaii. The networking and sharing fostered at the meeting leads to improved coordination and collaboration among victim assistance agencies as well as the CVCC. The implementation of the automated victim notification system, which is described below, was initiated by VWC discussions.

- **Domestic Violence Strategic Plan Implementation.** The Branch was a member of the oversight committee for the implementation of the Department of Health's Domestic Violence Strategic Plan. The strategic plan addressed both improving victim services and access to services, and improving batterers' programs. The plan ended in December 2012.
- **Automated Victim Notification System (aka VINE, SAVIN).** The Branch was involved in a multi-jurisdictional effort to establish an automated system that would notify victims of the change in status (e.g., release from prison, parole hearing) of their offender. Notification is a method to increase safety for crime victims. The system is operational under the Department of Public Safety (PSD). The Branch was a catalyst and technical assistance provider for PSD's effort.

VI. PERFORMANCE MEASUREMENT DATA

The BJA Justice Assistance Grant Program Performance Measures will be applied to projects as appropriate for the activities being conducted. In concert with the JAG's identified performance measures, the SAA will use JAG Project Effectiveness Model

(PEM) with its subgrantees. The PEM was developed with the assistance of BJA, and it ensures that grant applications have a logical link between problem statement, goals, objectives, project activities, budget, and performance measures. In this manner, project can report whether, or to what extent, objectives were accomplished and performance measures were achieved. The subgrantee project directors submit progress reports every six months. Collection of this data, in conjunction with other monitoring efforts including site visits, will enable the SAA to report on the applicable performance measures as well as obtain and report information on other accomplishments.

The SAA will also submit quarterly reports to BJA through its online Performance Measurement Tool (PMT). Once sub-award contracts are executed, the SAA, through the PMT, will assign each subgrantee a unique user login and password. The SAA, on behalf of the subgrantee, will pre-populate requested information and pre-select the appropriate performance indicators. The subgrantees' project director or designated staff will then be responsible to log onto the PMT database and submit reports on a quarterly basis. The subgrantees deadline to submit reports to the SAA are as follows:

<u>Quarter Ending:</u>	<u>Reports Due:</u>
September 30	October 15
December 31	January 15
March 31	April 15
June 30	July 15

An annual report from the subgrantees is due on October 15. The annual report includes the following questions:

1. What were your accomplishments within this reporting period?
2. What goals were accomplished, as they relate to your grant application?
3. What problems/barriers did you encounter, if any, within the reporting period that prevented you from reaching your goals or milestones?
4. Is there any assistance that CPJAD can provide to address any problems/barriers identified in question #3 above?
5. Are you on track to fiscally and programmatically complete your program as outlined in your grant application? (Please answer YES or NO and if no, please explain.)
6. What major activities are planned for the next 6 months?
7. Based on your knowledge of the criminal justice field, are there any innovative programs/accomplishments that you would like to share with CPJAD?

Once reports are submitted, the SAA will review the data and submit the report to BJA.