



## EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) FY 2020 APPLICATION FOR GRANT INSTRUCTIONS

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**APPLICATION DEADLINE:**      **February 25, 2022 - 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.** Do not change the format of the Application for Grant template provided.

The Edward Byrne Memorial Justice Assistance Grant (JAG) program is the primary provider of federal criminal justice funding to State and local jurisdictions. JAG funds support a range of program areas including, law enforcement programs; prosecution and court programs; prevention and education programs; corrections and community corrections programs; drug treatment and enforcement programs; planning, evaluation, and technology improvement programs; crime victim and witness programs (other than compensation); and mental health programs and related law enforcement and corrections programs.

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 47%. A project administered by a State agency may be counted as a variable pass-through project 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.

This solicitation has changed from past years as a result of the, "*Creating a Safer Community, Edward Byrne Memorial Justice Assistance Grant, Strategic Plan, CY 2019-2023.*" A copy of the plan is available at [www.ag.hawaii.gov/cpja/gp/byrnejag/](http://www.ag.hawaii.gov/cpja/gp/byrnejag/).

**Eligibility:**                      Applicants are limited to State and County government agencies.

Projects that have received a total of 48 months of JAG funding from FY 2009 – FY 2019 awards are not eligible. The JAG funds are used to support and pilot new initiatives related to improving the criminal justice system response to crime. The Statewide Multi-Jurisdictional Drug Task Force (SMDTF) is exempt from the 48-month cap.

Government agencies can partner with non-governmental agencies if both determine that such partnership is mutually beneficial and supports a JAG Federal Program Area and a State Priority 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 12 months of funding.

**Funds Available:** Funds are anticipated to be available starting July 1, 2022.

**Project budgets shall range from \$40,000 to \$175,000.**

**Use of JAG Funds:** Federal funds must be used to supplement existing funds for project activities and cannot replace or supplant nonfederal funds that have been appropriated for the same purpose.

Applications must fall under one of the authorized **JAG Federal Program Areas:**

- Law enforcement programs
- Prosecution and court programs
- Prevention and education programs
- Corrections and community corrections programs
- Drug treatment and enforcement programs
- Planning, evaluation, and technology improvement programs
- Mental health programs and related law enforcement and corrections programs, including behavioral programs and crisis intervention teams

Applications must also fall under one of the following **State Priority Areas:**

- Violent Crimes
- Recidivism/Reentry
- Forensic Science
- Behavioral Health
- Drugs, specifically:
  1. Drug Enforcement
  2. Prevention and Education
  3. Training

**Scoring Incentives:** Applications that include in their narrative, how the project 1) is an evidence-based program; 2) incorporates multi-agency collaboration with details of what the collaboration will include; and/or 3) addresses the intersection between the criminal justice system and homelessness will receive extra points during the evaluation and scoring process.

*Applicants should refer to the [JAG Scoring Incentive Areas Instructions and Guidance \(Appendix B\)](#) for more information about each incentive area, its definition, and the criteria required to qualify for extra points.*

**Instructions and Forms:** Available online <http://ag.hawaii.gov/cpja/gp/>.

**One (1) original, four (4) copies, and an electronic version of the Application for Grant must be submitted.** The Application for Grant (Parts I. Title Page, II. Description of the Project, and III. Budget Detail and Explanation) must be saved on Microsoft Word and submitted electronically on a thumb drive or a CD. Printed Application for Grant shall be double-sided. The instructions and forms describe in detail what an application should include. An applicant should anticipate that if it fails to submit an application that contains all of the specified elements, it may negatively affect the review of its application.

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

**Applications for Grant must be received in the office, as stated above, by 4:00 p.m. (not postmarked).**

**Contact Information:** If you have any questions, please contact Marissa Ing at (808) 586-1157 or at [Marissa.M.Ing@hawaii.gov](mailto:Marissa.M.Ing@hawaii.gov).

## PART I. TITLE PAGE

The following instructions are for completing the Application for Grant FY 2020 Edward Byrne Memorial Justice Assistance Grant (JAG), Part I. Title Page. A Microsoft Word 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 a second or subsequent year of funding must retain the same title as the initial application.
- B. **APPLICANT AGENCY.** Enter the official name of the State or County agency requesting the grant.
- C. **SYSTEM FOR AWARD MANAGEMENT (SAM) AND UNIQUE ENTITY IDENTIFIER (UEI).** Registration with the System for Award Management (SAM) and having a UEI 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 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.

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 the SAM website. If your agency has not registered, then check “No.” If your application is selected for an award, your agency must have an active SAM registration.

### **UNIQUE ENTITY IDENTIFIER (UEI):**

On April 4, 2022, the federal government will stop using the Dun & Bradstreet Data Universal Number System (DUNS Number) and will move to the new Unique Entity Identifier (UEI) as the primary means of identifying an entity for federal awards government-wide in SAM. The UEI is a 12-character alpha-numeric value. Once issued, the SAM UEI will not change. All DUNS Numbers will be removed from SAM.gov after April 4, 2022. SAM registration will continue to require annual renewal. For more information on SAM UEI, go to <http://www.sam.gov>.

- 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 will occur. Enter only one City, State and Zip Code, **including the 4 digits after the zip code**, of the primary location.
- G. PROJECT PERIOD.** Select the expected start and end date of the project. Duration of a project is not to exceed 12 months of funding beginning July 1, 2022.
- H. AUTHORIZED FEDERAL PROGRAM AREA.** Select one of the appropriate Federal Program areas:
- Law enforcement programs.
  - Prosecution and court programs.
  - Prevention and education programs.
  - Corrections and community corrections programs.
  - Drug treatment and enforcement programs.
  - Planning, evaluation, and technology improvement programs.
  - Mental health programs.
- I. STATE PRIORITY AREA.** Select one of the appropriate State Priority areas:
- Violent Crimes
  - Recidivism/Reentry
  - Forensic Science
  - Behavioral Health
  - Drugs - Projects falling under the priority area of Drugs, must also select a subcategory.
    1. Drug Enforcement
      - *Multi-Jurisdictional Drug Task Force projects, or*
      - *Enhance the justice system's capacity to respond to drug threats and drug-related crime through hiring of dedicated personnel designed to improve system response and/or through the purchase of necessary equipment to enhance operations.*
    2. Prevention and Education
      - *Increase prevention and education efforts in the community to reduce the demand for methamphetamine and other illicit drugs.*
    3. Training
      - *Multi-agency cross training aimed at improving system response to drug threats and drug-related crimes.*
- J. SCORING INCENTIVE AREA(S).** Select only if the application includes in its narrative how the project 1) is an evidence-based program, 2) incorporates multi-agency collaboration with details of what the collaboration will include, and/or 3) addresses the intersection between the criminal justice system and homelessness. Select all areas that apply.

***Note:*** *An application with a proposed project that includes one or more of the scoring incentive areas must complete this section to qualify for extra points and meet the definitions and requirements for each applicable incentive area. [See Appendix B – JAG Scoring Incentive Areas](#) for details.*

- K. TYPE OF APPLICATION.** Indicate whether this is a new or continuation application with the Department of the Attorney General.
- L. TOTAL PROJECT AMOUNT.** Enter the total grant amount that the Applicant is applying for. Round to the nearest dollar. Application requests shall be between a minimum of \$40,000 to a maximum of \$175,000.
- M. OTHER FUNDING SOURCES.** Indicate whether an application has been or will be submitted to other funding sources. Provide the name of the funding source agency or grant program and the amount applying for or receiving.
- N. PROJECT DIRECTOR.** Enter the name, title, address, telephone number, and e-mail address of the person who will be directly responsible for administering the project.
- O. FINANCIAL OFFICER.** Enter the name, title, address, telephone number, 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

### Required Format:

Font	Times New Roman
Font size	12 point
Margins	1-inch
Spacing	Single
Printing	Double sided copies

Part II. Description of Project follows the Project Effectiveness Model\*. The model provides a framework for developing a complete project with the ability to evaluate the project's effectiveness. Every section flows from one to the next and is designed to provide feedback on the status of the project. Utilizing this model can aid in the implementation of your ideas and measure the impact of the project.

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 template is available to complete this section (AG/CPJAD #1(a)).

Scoring incentives have been added to encourage the submission of applications that: utilize an evidence-based program, incorporate multi-agency collaboration, and/or addresses the intersection between the criminal justice system and homelessness. The incentive areas must be fully described and integrated throughout the various sections outlined in this section to receive the additional points.

### **A. THE PROBLEM**

The problem statement describes what the project is seeking to address and what has been attempted to address it in the past. Describe the nature and scope of the existing problem, including the present status of activities by the Applicant or other criminal justice agencies regarding the problem. This section should clearly justify the reasons why the project is needed.

The following outline may be used as a guide:

1. What measurable problem(s) or need will the project address?

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\* For more information on the Project Effectiveness Model and Effective Grant Writing go to <http://ag.hawaii.gov/cpja/gp/effective-grant-writing-training/>.

*Example: An increasing incidence of drug trafficking, an increase in domestic violence complaints, overcrowded prison facilities, overburdened court dockets, etc.*

2. Who is the target population – who will the project impact?
3. What is the scope of the problem?
  - Is the problem concentrated in one location or in several with similar characteristics?
  - Is the problem countywide?
  - Is the problem statewide? Is the project either a statewide or model solution?
  - What segments of the criminal justice system are affected by this problem?
  - How many people are currently affected by the problem or need?

Your description should be based on a thorough understanding of the problem or issue that is derived from data analysis.

Include all available pertinent data (e.g., number of arrests, number of agency referrals, caseloads, clearance rates, recidivism rates, etc.) as well as any other indicators that further define the problem or need.

4. How have criminal justice agencies dealt with this problem or need in the past? What were the limitations in that approach?
5. If this is a continuation project, describe the accomplishments made as a result of Byrne JAG and why continued support is needed.
6. Why is it important that the problem be addressed at this time?

## **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/need described above. The following may serve as a guide regarding definition of terms and contents.

1. A **GOAL** is a general statement of overall purpose of the project. Avoid using multiple sentences or a paragraph to describe the goal of the project. Effective grant proposals summarize the goal into one sentence that describes the foundational purpose for addressing the problem/need. Begin a goal statement with the word “To”, which implies that an action is going to occur.

*Examples:*

- *To reduce the sales and distribution of controlled substances in the County.*



- *To improve the delivery of substance abuse treatment services to criminal justice clients.*
2. An **OBJECTIVE** is a specific statement of measurable results to be achieved within a stated period of time. Objectives are specific, measurable, achievable, realistic, and time-sensitive (SMART). Objectives are reflections of the goal statement and tells the application reviewer what the project intends to accomplish.

*Examples:*

- *To increase the number of prescription forgeries detected during the project period by 20% compared to the previous year.*
- *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. Project activities are descriptions of specific actions that are expected to produce results, which meet the stated goals and objectives. They highlight the actions you plan to implement in your project. Activities should be broken down into phases or tasks. Each objective should have at least one activity to describe how and when it will be addressed during the project. The type of information should include the following:

1. A description of the **strategy** or method to achieve your objectives and the reasons for selecting the particular approach.
2. If applicable, a description of any **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.
3. If applicable, a description of **equipment** to be purchased, including a justification of the need for equipment and an explanation of its proposed use.
4. A project **schedule and timeline** must be included detailing what will be accomplished at each phase, including the estimated time intervals involved, and when purchases for goods and services will be conducted.
5. A description of **available resources** (proposed or existing) necessary to implement proposed project activities.
6. 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 and Financial Officer. Indicate to whom the Project Director and Financial Officer reports and describe how project accountability will be maintained.

**E. PERSONNEL**

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

**F. BRIEF PERSONNEL BIOGRAPHIES**

Provide the name(s) of staff and the position they will fill, if already known. Include a brief resume or biography for each person or indicate that the resume will be submitted when the staff is hired.

**G. PARTICIPATING AGENCIES**

List all collaborating agencies or organizations and describe the responsibilities of each.

Applicants seeking additional points for multi-agency collaboration scoring incentive must include a signed Memorandum of Understanding (MOU), Memorandum of Agreement (MOA), or a Letter of Intent (LOI). [See Appendix B – JAG Scoring Incentive Areas](#) for requirements.

**H. PERFORMANCE INDICATORS/OUTCOME MEASURES**

Describe the performance indicators/outcome measures that the project will use.

Performance indicators are explicit measures of an output or an outcome measure that is expected from the performance of the activities. Indicators should specify how the project accomplishments will be documented and overall project performance will be measured, assessed, and evaluated.

Each objective should have at least one performance indicator. Performance indicators do not provide a numerical value, rather it is a description of what numerical data you need to collect to evaluate the impact the project is making.

Identify the individual(s) responsible for the data collection and describe how they will be gathering and reporting data.

*Examples:*

**Output Measure** is data showing your accomplishments towards objectives:

- *Number of participants accepted to the substance abuse treatment program.*
  - *Collected through intake packet paperwork.*
- *Number of participants that are arrested.*
  - *Collected through the Internal Re-arrest System (IRS) data outputs.*
- *Number of treatment staff receiving training.*
  - *Collected through training sign in sheets.*
- *Type of training received/dates/location/trainer.*
  - *Collected through training agenda programs and a training binder will be developed.*
- *Number of participants completing treatment services.*
  - *Collected through treatment logs.*

**Outcome Measure** is part of the evaluation or outcome of your efforts:

- *Percent of project participants who report a reduction in their criminal thinking based on the quarterly criminogenic survey.*
  - *Collected through the Agency Quality Assurance Department Customer Satisfaction Survey provided to participants every other month and data results are entered on an Excel workbook.*
- *Percent of project participants that score lower on their criminogenic need assessment in each section.*
  - *Collected through the Criminogenic Needs Assessment completed every other month and data is entered on the participant's treatment plan.*
- *Percent of participants re-arrested who completed treatment services as compared to those who did not complete treatment services.*
  - *Collected through re-arrest data on participants with comparison of treatment logs.*

**Note: Reporting Requirements:**

In addition to the performance indicators/outcome measures described above, if an application is selected for funding, the awarded Recipient/Applicant will be required to comply with Bureau of Justice Assistance (BJA) and Department of the Attorney General, Crime Prevention and Justice Assistance Division (CPJAD) reporting requirements. Reporting requirements include, but are not limited to, participating in a data collection process, measuring project outputs and outcomes through the Office of

Justice Programs (OJP) Performance Measurement Platform (PMT) on a quarterly basis and CPJAD's Semi-Annual Progress reporting requirements.

**I. PROBABILITY TO IMPROVE THE CRIMINAL JUSTICE SYSTEM AND SUSTAINABILITY PLAN**

**1) Probability to Improve the Criminal Justice System:**

Explain how the project anticipates improving the criminal justice system (benefits to the community).

*Example: This project intends to reduce recidivism by assisting participants in the identification of criminogenic needs, outpatient substance abuse treatment, support services, and transitional plans. This will give participants the ability to make better decisions and break the cycle of generational participation in the criminal justice system. This project will arm clients with the tools needed to reduce their criminal thinking and accelerate their pro-social thinking and behaviors. The outcome of reaching these participants will help reduce the potentially related crimes by these individuals, which would negatively affect their families and community. To this end, the project is intended to improve overall quality of life of the County and safer surrounding communities.*

**2) Sustainability Plan:**

A sustainability plan identifies how the project will continue after grant funding is exhausted. Describe the plan to continue the project once JAG funding can no longer be used.

*Example: It will cost an estimated \$40,000 a year to continue this project. The Applicant is committed to continuing this effort through our annual strategic planning approach. We will likely use funding sources such as \$30,000 from County discretionary funds and \$10,000 from a formula grant.*

### PART III. BUDGET DETAIL AND EXPLANATION

In general, JAG funds under this FY 2020 solicitation may be used to support overtime costs, provide additional personnel, equipment, supplies, contractual support, training, technical assistance, and information systems for criminal justice agencies. This section, along with Appendix E Resources, provides details and information regarding allowable and unallowable use of funds, and restrictive costs.

Submit a budget detail and explanation using the fillable form (AG/CPJAD #1(b) [Rev 10/2018]) available in Microsoft Word template, Part III. Budget Detail and Explanation. Include computations that clearly show how the costs were derived, as well as documentation that explains the cost or line item. All budget items must fit in one of the eight budget categories. Round off all budgeted amounts to the nearest dollar.

**A. SALARIES AND WAGES**

List each position (as indicated in [Part II. Section E. Personnel](#)), 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.

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**

Show employee benefits and list the percentage breakdown of the employee benefits as an attachment. List the fringe benefit cost per position(s). The fringe benefit rate can only include allowable items as approved by the Department of Budget and Finance. The allowable fringe benefits include:

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

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

List the fringe benefit cost per position(s).

NOTE: Vacation payout is not an allowable fringe benefit.

**C. CONSULTANTS SERVICES/CONTRACTS**

List the name or type of consultant services/contract to be selected, total estimated costs, and length of the service on the budget detail. Explain the details of the estimated cost in the budget explanation, to include: the name and brief biography of the consultant services/contracting agency, duties and responsibilities, topic of the training/conference/service they will provide, and daily/hourly consultant fee. If available, attach the quote from the consultant/contracting agency.

Itemize the consultant services/contract travel costs on the budget detail. If a consultant or contractor has travel costs associated with the consultant services/contract fee, you must outline this as a separate item as indicated on the budget detail. This cost is not included in the scope of consultant services/contract estimated cost. This can include airfare, mileage, per diem (meals and lodging), vehicle rental, parking fees, etc.

Applicants are encouraged to promote free and open competition in awarding contracts.

**Consultant Rates:** Consultant services cannot exceed a rate of \$650 (excluding travel and subsistence costs) for an 8-hour day, or \$81.25/hour, without written PRIOR APPROVAL from the Department of the Attorney General, CPJAD. Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. An 8-hour day may include preparation, evaluation, and travel time in addition to the time required for actual performance. Justification for exceeding the established maximum rate may be included where a rate is established through a competitive bidding process.

**D. TRANSPORTATION AND SUBSISTENCE**

This section is used to detail any travel costs associated with project staff. Itemize the travel costs for airfare, ground transportation, vehicle rental, per diem, luggage costs, etc. separately. Applicants should use the lowest cost for transportation. Vehicle rental for interisland travel is allowable, however for mainland travel, local transportation tends to be the lowest cost (i.e., taxi, shuttle, hotel shuttle, etc.). If you include vehicle rental for mainland travel, you must justify the need and cost comparison in the budget explanation.

Show travel costs by estimating the unit cost, multiplied by the number of people traveling and the number of days in the budget detail. Explain the proposed purpose (training or conference), destination, and timeline of the travel in the budget explanation. Prior approval by the Department of the Attorney General is required before all out-of-state travel and Applicants must follow the State or County established travel rates for intra-state and out-of-state travel. Your agency travel policy should be described in the budget explanation.

**E. SUPPLIES**

Supplies are expendable or consumed during the course of the project, such as postage, printing, or copying that are outlined in [Part II. Section C. Project Activities](#). Provide the quantity needed and estimated cost by unit in the budget detail. In the budget

explanation, describe what the supplies will be used for and the need to accomplish your stated goals, objectives, and activities.

**F. EQUIPMENT**

Equipment is non-expendable items to be purchased that are outlined in [Part II. Section C. Project Activities](#). Non-expendable equipment is tangible property having a useful life of more than two years, such as computers, desk, and technology systems. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances.

Itemize the equipment, quantity needed and estimated cost by unit in the budget detail. JAG has a detailed Prohibited Expenditure List and Controlled Expenditure List for items that may fall under this category (<https://www.bja.gov/funding/JAGControlledPurchaselist.pdf>). Please refer to the JAG listing provided here and in the Resources section of these instructions when budgeting for equipment.

**DNA Testing of Evidentiary Materials and Upload of DNA Profiles to a Database:** If JAG funds will be used for DNA testing of evidentiary materials, any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System (CODIS), the national DNA database operated by the FBI, by a government DNA lab with access to CODIS. No profiles generated with JAG funding may be entered into any other non-governmental DNA database without prior express written approval from the Department of the Attorney General. In addition, funds may not be used for purchase of DNA equipment and supplies when the resulting DNA profiles from such technology are not accepted for entry into CODIS.

**G. OTHER COSTS**

List and describe any other costs not covered by any other budget detail category, such as helicopter rental, confidential funds, or conference registration costs. Include the item, quantity needed, and estimated cost in the budget detail. In the budget explanation, provide the basis of the computation.

All conferences (defined broadly to include meetings, retreats, seminars, symposiums, events, and group training activity) conducted by Applicant 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 the DOJ Grants Financial Guide, Policy and Guidance for Conference Approval, Planning and Reporting, provided in the Resources section of these instructions when planning these types of events.

**H. INDIRECT COSTS**

Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. Such costs are generally identified with the organization's overall operation and are further described in the Uniform Administrative Requirements, Cost Principles, and

Audit Requirements in 2 C.F.R. Part 200 as adopted and supplemented by the Department of Justice in 2 C.F.R. Part 2800 (the “part 200 Uniform Requirements”). Examples of indirect costs include the cost of operating and maintaining facilities, depreciation, and administrative salaries.

Indirect costs are allowed only under the following circumstances:

1. Applicant has a current, federally approved indirect cost rate.
  - Applicants who elect to utilize their indirect cost rate *must* attach a copy of the federally approved indirect cost rate agreement to the Application for Grant.

**OR**

2. Applicant is eligible to use and elects to use the De Minimis Indirect Cost Rate described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.414(f).
  - In order to use the De Minimis Indirect Cost Rate, Applicants *must*:
    - Submit a signed Certification (post award) of 10% De Minimis Indirect Cost Rate (AG/CPJAD #37). If the Applicant elects the De Minimis method, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both.

*Note: If an applying agency chooses to use the “De Minimis” Indirect Cost Rate, then it must be used consistently for all federal awards until such time as the Applicant chooses to negotiate a federally approved indirect cost rate.*

- A breakdown of the Applicant’s Modified Total Direct Costs (MTDC) must be included and submitted with the proposed budget. MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). The MTDC will exclude equipment, capital expenditures, rental costs, and the portion of each subaward in excess of \$25,000. Applicants should complete the Indirect Cost Worksheet located on the Department’s website at:  
[https://ag.hawaii.gov/cpja/files/2021/03/AG\\_CPJAD-40-Indirect-Cost-Worksheet-03.2021.xls](https://ag.hawaii.gov/cpja/files/2021/03/AG_CPJAD-40-Indirect-Cost-Worksheet-03.2021.xls) to help determine chargeable costs.

Applicants that do not have a federally approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the Applicant organization, or, if the Applicant’s accounting system permits, costs may be allocated in the direct cost categories. For the definition of Cognizant Federal Agency, see the “Glossary of Terms” in the DOJ Grants Financial Guide. For assistance with identifying your cognizant agency, please contact the Customer Service Center at 1-800-458-0786 or at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov).



**I. TOTAL PROJECT COSTS**

Total budgeted amounts from each of the budget detail categories A to H. Check your calculations to ensure they are correct and rounded to the nearest dollar.

**J. BUDGET EXPLANATION**

On a separate page after the budget detail, provide the budget explanation. Each cost category A to H in the budget detail should also have a budget explanation for the calculations and need. The cost of each item in the detail should be reasonable and necessary for the execution and completion of the activities listed in Part II. Description of the Project.

*Example: The Salary and Fringe Benefits will support the 2.5 FTE required to staff the project. The annual salary reflects the current starting rate of a Substance Abuse Counselor position, SR 21, Step C. The fringe rate being used is the current state rate (see attached).*

*The digital recorder and DVD player will be used to document behavioral and attitude changes in participants criminogenic needs. Participants will be videotaped and the tapes will help to refine skills learned. The videos taken with the digital recorder will also help with staff training and development. Confidentiality rules and policies will be followed.*

## Appendix A

### FY 2020 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 O are completed. \_\_\_\_\_
  
2. **Part II. Description of Project** (Form AG/CPJAD #1)
  - a) Problem statement is concise and includes supporting data and facts \_\_\_\_\_
  - b) Goals are clearly defined. \_\_\_\_\_
  - c) Objectives are SMART. \_\_\_\_\_
  - 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 are linked to the goals/objectives. \_\_\_\_\_
  - h) There is probability that the project can improve the criminal justice system. \_\_\_\_\_
  - i) Sustainability plan is included. \_\_\_\_\_
  
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 H 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** for Grant (Parts I. Title Page, II. Description of the Project, and III. Budget Detail and Explanation) **must be saved on Microsoft Word and submitted electronically on a thumb drive or CD.** In addition to the electronic version, submit **one (1) original and four (4) copies of the Application.** \_\_\_\_\_
  
5. If applicable, copies of your agency's current, federally approved indirect cost rate agreement OR the [Indirect Cost Computation Worksheet](#) must be submitted with the Application for Grant. \_\_\_\_\_

6. **Scoring Incentives (If Applicable):** Applicable only to applications seeking to qualify for one or more of the identified scoring incentive areas.

a) **Evidence-Based Program**

- Identifies the evidence-based program. \_\_\_\_\_
- Explains why the program was chosen and appropriateness for target population. \_\_\_\_\_
- Describes implementation and the intended benefits. \_\_\_\_\_
- Provides evidence of proven effectiveness. \_\_\_\_\_

b) **Multi-Agency Collaboration**

- Identifies all partner agencies and provides a clear description of the roles, responsibilities, and expectations of each partner. \_\_\_\_\_
- Describes how activities are coordinated. \_\_\_\_\_
- Signed MOU/MOA/LOI attached. \_\_\_\_\_

c) **Intersection between the Criminal Justice System and Homelessness**

- Identifies target population in the Problem Statement. \_\_\_\_\_
- Describes the intersect or system response between the criminal justice system and homelessness. \_\_\_\_\_
- Describes improvements made to the criminal justice system. \_\_\_\_\_
- Describes the anticipated outcomes. \_\_\_\_\_

## Appendix B

### FY 2020 JAG SCORING INCENTIVE AREAS INSTRUCTIONS AND GUIDANCE Department of the Attorney General

Applicants are encouraged to submit projects that utilize an evidence-based program, incorporates multi-agency collaboration, and/or address the intersection between the criminal justice system and homelessness. Applicants will receive extra points for projects that meet the requirements in one or more of the scoring incentive areas.

To qualify for extra points, an applicant must:

1. Identify on the title page which funding incentive area(s) the project is seeking,
2. Meet the definition as described below, and
3. Meet the requirements/criteria as described below.

*Note: An application may qualify for more than one incentive area.*

- **Incentive Area #1: Utilizing an Evidence-Based Program**

Utilizing research information for what works can be beneficial in implementing effective programs.

**Definition:** CPJAD considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. The outcome evaluation is a formal study, completed by an independent third party that helps to answer the basic question, ‘Is the program working?’

A resource guide for identifying effective programs and evidence-based practices is available ([see Appendix F – Resources for Identifying Evidence-Based Programs and Best Practices](#)). This resource may be a helpful reference for identifying programs that have been proven to be effective or used for projects seeking information to make informed decisions on the type of intervention to replicate or adapt.

**Criteria:** Extra points will be awarded to projects that provide information on the evidence-based program that will be implemented. To demonstrate this, an application must:

- (1) Clearly identify the evidence-based program that will be utilized by the project. Applicants should also explain why it was chosen and its appropriateness for the target population;
- (2) Describe how the program will be implemented. To be eligible for extra points, the applicant must do more than merely cite the evidence-based program being used;

rather, the applicant must describe throughout the application how the approach will be implemented as it was designed to ensure fidelity. The applicant must demonstrate that it has the capacity and expertise to deliver services, and list the intended benefits or anticipated outcomes to be achieved; and

- (3) Demonstrate that the approach has been recognized as an evidence-based program. To be eligible for extra points, the applicant must provide evidence from an independent third party, demonstrating the program/practice as being proven effective (i.e., a formal study, evaluation, literature review, etc.). The research (report title, author) citing its effectiveness must be referenced.

Applicants who do not demonstrate that they meet all of the requirements listed above will not receive any points for this section.

- **Incentive Area #2: Incorporates Multi-Agency Collaboration**

Multi-disciplinary coordination and collaborative approaches can be effective in leveraging and maximizing limited resources. When implemented effectively, partnerships can improve capacity, operations, and systems response; bridge gaps; reduce duplication of effort/services; facilitate information sharing; and provide a seamless continuum of care or response across varying sectors.

Collaboration is a critical component to implementing change within the criminal justice system. A collaborative process is intended to move away from the traditional way of working in silos, towards a way that allows for shared resources to address complex issues. Engaging system stakeholders in change efforts helps to eliminate barriers, increases opportunities for success, informs stakeholders about what other agencies are doing, and creates a shared vision that supports a systemic goal. Working collaboratively with all stakeholders in the planning and implementation of a project can result in a seamless continuum of care.

**Definition:** CPJAD defines multi-agency collaboration as two or more agencies strategically working together towards a common or shared goal, solution, and outcome to impact the community.

**Criteria:** Extra points will be awarded to projects that successfully demonstrate the use of multi-agency collaboration to implement project activities. To demonstrate this, an application must:

- (1) Describe how multi-agency collaboration will be coordinated to carry out the project. To be eligible for extra points, the applicant must do more than merely cite that it works with other agencies; rather, the applicant must describe throughout the application how coordination between agencies will occur. Applicant must identify all partner agencies, define and describe major roles, responsibilities, and expectations of all parties involved with the project, and show how activities will be coordinated.

- (2) Demonstrate multi-agency collaboration by attaching a signed MOU, MOA, or a LOI to the Application for Grant. The signed agreement must:
- a. Identify all agencies involved;
  - b. Identify the roles, responsibilities, and expectations of each agency; and
  - c. Be signed by all agencies.

Examples of a MOA and a MOU can be found at the following links:

- *MOA Example:*  
<https://bjatta.bja.ojp.gov/system/files/naloxone/First%20Responder%20MOA%20Template.pdf>
- *MOU Example:*  
[https://www.ovcttac.gov/ovcttac\\_media/TaskForceGuide-eguide-media/5.7/bjasamplecomprehensivehtf\\_mou\\_.pdf](https://www.ovcttac.gov/ovcttac_media/TaskForceGuide-eguide-media/5.7/bjasamplecomprehensivehtf_mou_.pdf)

Applicants who do not demonstrate that they meet all of the requirements listed above will not receive any points for this section.

- **Incentive Area #3: Addresses the Intersection Between the Criminal Justice System and Homelessness**

Hawaii has one of the highest rates of homelessness per capita in the nation. Individuals experiencing homelessness and their involvement or contact with the criminal justice system is a top concern among justice leaders and stakeholders across the state. Research shows that homeless individuals are disproportionately more involved in the criminal justice system as both victims and alleged perpetrators. Many also frequently cycle in and out of the system for low level offenses, which can burden the system and not address the underlying issue of homelessness. Additionally, due to Hawaii's high cost of living and lack of affordable housing options, incarcerated individuals who are reentering into the community face significant challenges with accessing resources, including securing safe and stable housing.

The issue of people who are homeless and in contact with the justice system is complex, challenging, cuts across various agencies/systems, and continues to grow. Criminal justice agencies and stakeholders can play a pivotal role in providing linkages to supportive services and also reduce the risk of homelessness and recidivism for criminal justice involved individuals.

**Definition:** For the purpose of this solicitation, the term “addressing the intersection between the criminal justice system and homelessness” means a criminal justice led effort or strategy that:

- Targets individuals who are experiencing homelessness who come into contact with a component of the criminal justice system (i.e., law enforcement, courts, prosecution, probation, parole); or
- Addresses the needs of justice involved individuals who are at risk of becoming homeless.

Applicants could include projects designed to: reduce incarceration or jail-time of homeless individuals involved with low-level crimes or minor offenses; improve reentry efforts to justice involved individuals at-risk of becoming homeless when reentering back into the community and ensuring access to safe and stable housing; divert low-level offenses committed by homeless individuals away from the criminal justice system and linking individuals to appropriate resources and community-based support services; and expand access to comprehensive support services and/or strengthening coordination efforts with social services and homeless and other community support service providers.

***Criteria:*** Extra points will be awarded to projects that successfully address the intersection between the criminal justice system and homelessness as defined above. To demonstrate this, an application must:

- (1) Clearly identify its target population in [Part II- Project Description, section A – Problem Statement](#);
- (2) Clearly describe the intersection or system response between the criminal justice system and homelessness;
- (3) Describe what will be improved within the criminal justice system in relation to homelessness; and
- (4) Describe the anticipated outcomes at the end of the project in relation to the criminal justice response to homelessness.

Applicants who do not demonstrate that they meet all of the requirements listed above will not receive any points for this section.

**Appendix C**

**FY 2020 JAG  
APPLICATION EVALUATION & SCORING  
Department of the Attorney General**

Applications will be scored according to the following:

<b>Evaluation Category</b>	<b>Possible Points</b>
Problem Statement.....	15 points
Strategy.....	40 points
The strategy must include goals, objectives, 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 .....	20 points
Probability to Improve the Criminal Justice System and Sustainability Plan.....	5 points
Budget Detail and Explanation.....	20 points
<b>SCORING INCENTIVES (If applicable) :</b>	
Evidence-Based Programs.....	7 points
Multi-Agency Collaboration .....	7 points
Intersection Between the Criminal Justice System and Homelessness .....	7 points
<b>Total Possible Points</b>	<b>121 points</b>



**Application Evaluation Scoring Sheet  
Justice Assistance Grant (JAG)**

**Project Title:** \_\_\_\_\_

**Applicant Agency:** \_\_\_\_\_ **Application No.** \_\_\_\_\_

**Lead Specialist for Review Panel:** \_\_\_\_\_

**Reviewer:** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>Problem Statement:</b>	<b>Total = 15</b>	<b>Score =</b>
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*Adequately describes the problem?  
Relevant supporting data provided?  
Describes the significance or importance of the problem?  
Identifies whom the problem impacts? For example, agency, criminal justice system, community?  
Was problem previously addressed? If so, what were the results?*

**(Includes section A)**

*Strengths:*

*Weaknesses:*

<b>Strategy:</b>	<b>Total=40</b>	<b>Score=</b>
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*Is the strategy clear?  
Are the goals clearly defined and realistic?  
Are the objectives specific, measurable, achievable, reasonable, and time-sensitive?  
Are the activities relevant, appropriate?  
Do the activities demonstrate how objectives will be accomplished?  
Is the project do-able, given the proposed activities and available resources?  
Is a project schedule/timeline included?  
Does it define the agency and personnel that will manage and work on the project?*

**(Includes section B, C, D, E, F, G)**

*Strengths:*

*Weaknesses:*

<b>Performance Indicators/Outcome Measures:</b>	<b>Total=20</b>	<b>Score=</b>
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*Do the performance indicators link to the goals, objectives, & activities?  
Are the performance indicators an explicit measure of expected effects or results?  
Identifies data to be collected?  
Identifies who will collect the reporting data and method of collection?*

**(Includes section H)**

<i>Strengths:</i>		
<i>Weaknesses:</i>		
<b>Probability to improve the criminal justice system/Sustainability Plan:</b>	<b>Total=5</b>	<b>Score=</b>
<i>Explanation of expected benefits?</i> <i>Impact of project to the Criminal Justice System?</i> <i>Is there a sustainability plan?</i>		
<b>(Includes section I)</b>		
<i>Strengths:</i>		
<i>Weaknesses:</i>		
<b>Budget Detail &amp; Explanation:</b>	<b>Total=20</b>	<b>Score=</b>
<i>Reasonable costs?</i> <i>Allowable costs?</i> <i>Budget items relevant to and necessary for the activities?</i> <i>Budget detail is provided?</i> <i>Sufficient budget explanation has been provided for each budget line item?</i> <i>Computations correct?</i>		
<b>(Includes Budget Detail and Explanation sections at the end of the application)</b>		
<i>Strengths:</i>		
<i>Weaknesses:</i>		

**SCORING INCENTIVES (Applicable to Projects Falling Under the Scoring Incentive Areas)**

<b>Area #1: Utilizes an Evidence-Based Program</b>	<b>Score as 0 or 7</b>	<b>Score=</b>
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To qualify for extra points in this area, the application must meet all criteria described below:

*Application clearly identifies the evidence-based program being implemented and explains why it was chosen?*  
*Is the approach/practice appropriate for the proposed target population?*  
*Does the application clearly explain how the approach will be implemented?*  
*Does the applicant have the capacity and expertise to deliver services?*  
*Does the application explain the intended benefits or anticipated outcomes to be achieved?*  
*Clear evidence provided that demonstrates the proven effectiveness of the proposed approach (includes research, evaluation studies, literature, etc.)*

*Does the application meet all criteria for Scoring Incentive Area #1?*       Yes or  No

*Strengths:*

*Weaknesses:*

<b>Area #2: Multi-Agency Collaboration</b>	<b>Score as 0 or 7</b>	<b>Score=</b>
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To qualify for extra points in this area, the application must meet all criteria described below:

*The project description clearly describes how multi-agency collaboration will be coordinated to carry out the proposed project?*  
*All partner agencies are clearly identified?*  
*Roles, responsibilities, and expectations of all partner agencies are clearly defined and described?*  
*Is the coordination of services/activities clearly explained?*  
*Is a signed MOU, MOA, LOI meeting all requirements below attached?*

- *The MOU/MOA/LOI clearly identifies the agencies involved?*
- *The MOU/MOA/LOI identifies the roles, responsibilities, and expectations of each collaborating agency?*
- *The MOU/MOA/LOI is signed by all parties.*

*Does the application meet all criteria for Scoring Incentive Area #2?*       Yes or  No

*Strengths:*

*Weaknesses:*

Area #3: Addressing the Intersect between Criminal Justice and Homelessness	Score as 0 or 7	Score=
<p>To qualify for extra points in this area, the application must <b><i>meet all</i></b> criteria described below:</p> <p><i>Is the target population clearly defined in the Problem Statement (Section A)?</i></p> <p><i>Identifies the intersection or system response between the criminal justice system and homelessness?</i></p> <p><i>Describes what is to be improved within the criminal justice system in relation to homelessness?</i></p> <p><i>Describes the outcome/impact to be reflected at the end of the project in relation to the criminal justice response to homelessness?</i></p>		
<p><i>Does the application meet all criteria for Scoring Incentive Area #3?</i>      <input type="checkbox"/> Yes or <input type="checkbox"/> No</p>		
<p><i>Strengths:</i></p>		
<p><i>Weaknesses:</i></p>		
<p><b>Total Application Score=</b></p>		

## Appendix D

### FY 2020 JAG POST AWARD INFORMATION Department of the Attorney General

The following certifications are not required at this time. In the event the application is selected to receive an award, then the following certifications will need to be completed. These certifications will be included as part of the agreement.

#### 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)  
(OMB Control No. 1121-0340 expiration date 12/31/2015)
- F. CERTIFICATION REGARDING DEBARMENT, SUSPENSION INELIGIBILITY,  
AND VOLUNTARY EXCLUSION (OJP Form 4061/1)
- G. CERTIFICATION OF NON-DISCRIMINATION COMPLAINT PROCEDURES  
(AG/CPJAD #30)  
For all agencies except Judiciary.

#### For grant recipients (as applicable):

- A. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENT  
(AG/CPJAD #16)  
Required only for State agencies.
- B. CONFIDENTIAL FUNDS CERTIFICATION (AG/CPJAD #18)  
Required only for law enforcement projects with budgeted confidential funds.
- C. CERTIFICATION REGARDING LOBBYING (AG/CPJAD #22)  
Required only for awards of \$100,000 or more.
- D. CERTIFICATION OF 10% DE MINIMIS INDIRECT COST RATE (AG/CPJAD #37)  
Required only for projects that utilize the 10% de minimis indirect cost rate in budget.

## Appendix E

### FY 2020 JAG RESOURCES

Department of the Attorney General

The following are some helpful resources to use when developing your Application for Grant.

**CPJAD – Grants & Planning website:** <http://ag.hawaii.gov/cpja/gp/>

**JAG Grant Manual** which outlines requirements for JAG sub-grantees and can be found on the CPJAD website: [https://ag.hawaii.gov/cpja/files/2017/06/2015-JAG-Grant-Manual-05\\_2017.pdf](https://ag.hawaii.gov/cpja/files/2017/06/2015-JAG-Grant-Manual-05_2017.pdf).

The Grant Manual provides background information, award procedures, and administrative and fiscal requirements (e.g., reporting requirements, monitoring, allowable/unallowable costs, project activities, use of funds, etc.) specific to JAG. The manual includes financial forms, certificates and assurances, miscellaneous CPJAD forms, Frequently Asked Questions (FAQs) and Answers section and is a useful guide when developing a budget. Certain budgeted items may require additional certification, documentation, and/or approval by CPJAD before it can be purchased.

**Effective Grant Writing = Effective Projects Training** is a recorded training available on the CPJAD website at <http://ag.hawaii.gov/cpja/gp/> under Grantee Resources. This training outlines the basics to grant writing and project planning for solicitations released by CPJAD, Grants & Planning Branch.

**DOJ Grants Financial Guide** at <https://www.ojp.gov/funding/financialguidedojo/overview> for information on allowable/unallowable cost.

**JAG Frequently Asked Questions** (updated May 2021) found at: <https://www.bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/jag-faqs.pdf>

**Federal Edward Byrne Memorial Justice Assistance Grant Program FY 2020 State Solicitation** found at: <https://www.bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/bja-2020-17277.pdf>

The following are common **unallowable costs** but is not an exhaustive list. Please refer to this when developing your budget.

- BJA’s prohibited and controlled expenditures list (<https://www.bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/jagcontrolledpurchaselist.pdf>)
- Costs incurred outside the project period
- DNA equipment and supplies
- Firearms
- Fundraising
- Land acquisition and construction
- Lobbying
- Military arsenal, vehicles, vessels, and aircraft
- Payment for unused accrued vacation
- Purchase of any food and/or beverage for any meeting, conference, training, or other event prizes, lei, trinkets
- Replacing loss, damage, theft of equipment
- Standard police uniforms and gear
- Tips on food or taxi

## Appendix F

### RESOURCES FOR IDENTIFYING EVIDENCE-BASED PROGRAMS AND BEST PRACTICES

CPJAD and the JAG Advisory Board, known as the Governor’s Committee on Crime (GCOC), have identified evidence-based programming (EBP) as a scoring incentive area for this solicitation.

CPJAD utilizes the Office of Justice Program’s (OJP) definition of EBP and considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through high quality outcome evaluations. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. In criminal justice, the term “effectiveness” usually means reducing crime (in the case of policing interventions), reducing recidivism (correctional interventions), or reducing victimization/revictimization (prevention/victim-based interventions).<sup>1</sup>

The following is a general resource guide to help identify effective programming and interventions. This resource is not an exhaustive list and includes references to both EBP and best practices (BP). Although CPJAD encourages the use of best practice strategies if the strategy is not EBP, extra points will only be awarded to programs that have been validated and recognized as an EBP. The description of each resource below may include language taken directly from their websites.

These resources provide information on what’s working, research and findings, and how to best implement EBP and BP as it was designed. *Note: Applicants should research other EBP or BP as needed for making informed decisions on the type of interventions to replicate or adapt.*

- **Analysis Toolkit**

The Analysis Toolkit at [it.ojp.gov/AT](https://it.ojp.gov/AT) was developed with support of the U.S. Department of Justice (DOJ), BJA as a clearinghouse for publicly available crime and intelligence analysis resources. Users can explore existing resources, refine current approaches, and discover new points of contact. With the support of the Institute for Intergovernmental Research (IIR), a group of subject experts in the fields of crime and intelligence analysis identified content for the Analysis Toolkit and continue to evaluate the resources on the site to ensure relevancy.

The Analysis Toolkit also contains several case studies that were the result of the Nationwide Crime Analysis Capability Building Project, which was initiated by BJA to identify and evaluate promising practices to assist jurisdictions in enhancing their crime analysis capacity.

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<sup>1</sup> JRSA, BJA and NCJA. Orchowsky, Stan: An Introduction to Evidence-Based Practices (April 2014). Executive Summary.

- BJA’s Center for Research Partnerships and Program Evaluation (CRPPE) Innovations Suite**

The BJA Innovations Suite of programs re-examines every aspect of the criminal justice system to identify what is working in the field to reduce crime and recidivism and make our communities safer. The Innovations Suite of programs represents a strategic approach that brings more “science” into criminal justice operations by leveraging innovative applications of analysis, technology, and evidence-based practices with the goal of improving performance and effectiveness while containing costs. This data-driven approach assists jurisdictions to understand the full nature and extent of the crime challenges they are facing and to target resources to the highest priorities and can be found at <https://bja.ojp.gov/program/crppe/innovations-suite>.
- BJA National Training and Technical Assistance Center**

The National Training and Technical Assistance Center (NTTAC) provides numerous webinars on evidence-based programming and implementing best practices. These webinars can be found at <bjatta.bja.ojp.gov/tags/evidence-based-practices>.
- Blueprints**

The Blueprints for Healthy Youth Development website at <blueprintsprograms.org/program-search/> provides a list of 500 youth programs whose **mission** is to promote interventions that work. They do this by providing a comprehensive, trusted registry of evidence-based interventions (programs, practices, and policies) that are effective in reducing antisocial behavior and promoting a healthy course of youth development and adult maturity.
- The Guide to Community Preventive Services: The Community Guide**

The Community Guide is a compilation of findings of the Community Preventive Services Task Force (CPSTF). The Guide evaluates interventions and recommends those that demonstrate effectiveness in various community health topics, including around violence prevention. Findings related to violence prevention is located at <thecommunityguide.org/topic/violence>.
- National Best Practices for Sexual Assault Kits: A Multidisciplinary Approach**

The SAFER (Sexual Assault Forensic Evidence Reporting) Working Group was developed to address the SAFER Act of 2013, which is focused on the accurate, timely, and effective collection and processing of DNA evidence in sexual assault investigations. In support of these efforts, the National Institute of Justice (NIJ) has released a set of best practices in response to the community’s needs and can be found at <nij.ojp.gov/topics/articles/national-best-practices-sexual-assault-kits-multidisciplinary-approach>.
- National Institute of Corrections**

The DOJ’s National Institute of Corrections provides a variety of research papers, webinars and articles about the implementation of EBP and BP at <nicic.gov/assign-library-item-package-accordion/evidence-based-practices-ebp-ebp-implementation>.



- **National Implementation Research Network (NIRN)**

The NIRN website found at [nirn.fpg.unc.edu](http://nirn.fpg.unc.edu) provides a wealth of information on implementation of EBP and BP. This website is for those interested in implementing a program which has not yet been subjected to rigorous evaluation or concerned about whether there will be room for innovation when an evidence-based approach is adopted. The basic answer to this question is that programs should be based, to the extent possible, on theories and concepts that are supported by research; that is, that are themselves evidence-based. If programs are consistent with established theories of behavioral change, for example, and are implemented using (to the extent possible) core components of evidence-based programs (e.g., that high risk offenders receive more services than low risk offenders), we would expect them to be successful. For many years, evaluators have been preaching the importance of specifying program goals and objectives, tying these explicitly to program activities, and measuring both the implementation of the activities and the corresponding outcomes. These are known as program “logic models” because they spell out the logic that connects what the program is doing to the outcomes it expects to produce. A solid program, even one that is not directly supported by scientific evidence, should be able to make a compelling case for how what it is doing is expected to result in positive changes (lower recidivism, fewer probation violations, etc.).

- **National Institute of Justice (NIJ) Crime Solutions**

CrimeSolutions.gov is designed to be a single source of information for practitioners and policy makers about effective, promising, and ineffective programs in criminal and juvenile justice and crime victim services. Currently, the site contains more than 250 program profiles, with comprehensive descriptive information and evaluation outcomes for each one. On [CrimeSolutions.gov](http://CrimeSolutions.gov), you can:

- Access reviews and ratings of the effectiveness of programs and practices
- Conduct a search to locate programs or practices that meet your specific needs
- Nominate a program to be reviewed
- View listings of rated programs and practices for specific topics

- **OJJDP Model Programs Guide (MPG)**

The Office of Juvenile Justice and Delinquency Prevention’s (OJJDP’s) Model Programs Guide (MPG) contains information about evidence-based juvenile justice and youth prevention, intervention, and reentry programs. It is a resource for practitioners and communities about what works, what is promising, and what does not work in juvenile justice, delinquency prevention, and child protection and safety. MPG uses expert study reviewers and CrimeSolutions.gov’s program review process, scoring instrument, and evidence standards. The two sites also share a common database of juvenile-related programs. In addition to providing program profiles, MPG contains useful literature reviews, implementation information, and links to additional resources that practitioners, policymakers, and communities can use to improve the effectiveness of interventions, enhance accountability, ensure public safety, and reduce recidivism. The tools provided on MPG are specifically designed for juvenile justice-oriented practitioners and policymakers and can be found at [ojjdp.gov/mpg](http://ojjdp.gov/mpg).

- **Substance Abuse and Mental Health Services Administration (SAMHSA) Evidence-Based Practices Resource Center**

SAMHSA EBP Resource Center aims to provide communities, clinicians, policy-makers and others in the field with the information and tools they need to incorporate evidence-based practices into their communities or clinical settings and can be found at [samhsa.gov/ebp-resource-center](https://www.samhsa.gov/ebp-resource-center). The Resource Center contains a collection of scientifically-based resources for a broad range of audiences, including Treatment Improvement Protocols, toolkits, resource guides, clinical practice guidelines, and other science-based resources. The Resource Center is part of SAMHSA's new comprehensive approach to identifying and disseminating clinically sound and scientifically based policies, practices and programs. This new approach enables SAMHSA to more quickly develop and disseminate expert consensus on the latest prevention, treatment, and recovery science; collaborate with experts in the field to rapidly translate science into action; and provide communities and practitioners with tools to facilitate comprehensive needs assessment, match interventions to those needs, support implementation, and evaluate and incorporate continuous quality improvement into their prevention, treatment, and recovery efforts.

- **What Works in Reentry Clearinghouse**

With support from the Bureau of Justice Assistance, the What Works in Reentry Clearinghouse offers easy access to important research on the effectiveness of a wide variety of reentry programs and practices. It provides a user-friendly, one-stop shop for practitioners and service providers seeking guidance on evidence-based reentry interventions, as well as a useful resource for researchers and others interested in reentry and can be found at [whatworks.csgjusticecenter.org/](https://www.whatworks.csgjusticecenter.org/).