



# Grant Application Package

Opportunity Title:	BJA FY 17 John R. Justice Program
Offering Agency:	Bureau of Justice Assistance
CFDA Number:	16.816
CFDA Description:	John R. Justice Prosecutors and Defenders Incentive Ac
Opportunity Number:	BJA-2017-11361
Competition ID:	BJA-2017-13120
Opportunity Open Date:	06/02/2017
Opportunity Close Date:	07/18/2017
Agency Contact:	For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via email to support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays. An applicant that experiences

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

Application Filing Name:

## Select Forms to Complete

### Mandatory

<a href="#">Application for Federal Assistance (SF-424)</a>	Complete
<a href="#">Assurances for Non-Construction Programs (SF-424B)</a>	Complete
<a href="#">Budget Narrative Attachment Form</a>	Complete
<a href="#">Disclosure of Lobbying Activities (SF-LLL)</a>	Complete
<a href="#">Other Attachments Form</a>	Complete
<a href="#">Project Narrative Attachment Form</a>	Complete
<a href="#">Financial Management and System of Internal Controls Questionnaire</a>	Complete

### Optional

[Faith Based EEO Survey](#)

## Instructions

[Show Instructions >>](#)

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here. If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

Application for Federal Assistance SF-424		
<b>* 1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	<b>* 2. Type of Application:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	<b>* If Revision, select appropriate letter(s):</b> <input type="text"/> <b>* Other (Specify):</b> <input type="text"/>
<b>* 3. Date Received:</b> Completed by Grants.gov upon submission.	<b>4. Applicant Identifier:</b> <input type="text"/>	
<b>5a. Federal Entity Identifier:</b> <input type="text"/>	<b>5b. Federal Award Identifier:</b> <input type="text"/>	
<b>State Use Only:</b>		
<b>6. Date Received by State:</b> <input type="text"/>	<b>7. State Application Identifier:</b> <input type="text"/>	
<b>8. APPLICANT INFORMATION:</b>		
<b>* a. Legal Name:</b> Department of the Attorney General		
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> 99-0267141	<b>* c. Organizational DUNS:</b> 8099353230000	
<b>d. Address:</b>		
<b>* Street1:</b> 425 Queen Street	<input type="text"/>	
<b>Street2:</b>	<input type="text"/>	
<b>* City:</b> Honolulu	<input type="text"/>	
<b>County/Parish:</b>	<input type="text"/>	
<b>* State:</b>	HI: Hawaii	
<b>Province:</b>	<input type="text"/>	
<b>* Country:</b>	USA: UNITED STATES	
<b>* Zip / Postal Code:</b> 96813-2903	<input type="text"/>	
<b>e. Organizational Unit:</b>		
<b>Department Name:</b> Attorney General	<b>Division Name:</b> CPJAD	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
<b>Prefix:</b> Ms.	<b>* First Name:</b> Shaleigh	
<b>Middle Name:</b>	<input type="text"/>	
<b>* Last Name:</b> Tice	<input type="text"/>	
<b>Suffix:</b>	<input type="text"/>	
<b>Title:</b> Branch Chief, Grants & Planning		
<b>Organizational Affiliation:</b> <input type="text"/>		
<b>* Telephone Number:</b> 808-586-1157	<b>Fax Number:</b> 808-586-1097	
<b>* Email:</b> shaleigh.k.tice@hawaii.gov		

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

Bureau of Justice Assistance

**11. Catalog of Federal Domestic Assistance Number:**

16.816

CFDA Title:

John R. Justice Prosecutors and Defenders Incentive Act

**\* 12. Funding Opportunity Number:**

BJA-2017-11361

\* Title:

BJA FY 17 John R. Justice Program

**13. Competition Identification Number:**

BJA-2017-13120

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

Hawaii John R. Justice Grant Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="97,110.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="97,110.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes  No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:  \* Date Signed:

## ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

<b>SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL</b> <input type="text" value="Completed on submission to Grants.gov"/>	<b>TITLE</b> <input type="text" value="Branch Chief, Grants &amp; Planning"/>
<b>APPLICANT ORGANIZATION</b> <input type="text" value="Department of the Attorney General"/>	<b>DATE SUBMITTED</b> <input type="text" value="Completed on submission to Grants.gov"/>

# DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

Approved by OMB  
4040-0013

<b>1. * Type of Federal Action:</b> <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. * Status of Federal Action:</b> <input checked="" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. * Report Type:</b> <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
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**4. Name and Address of Reporting Entity:**  
 Prime     SubAwardee

\* Name: Hawaii Department of the Attorney General

\* Street 1: 425 Queen Street    Street 2: \_\_\_\_\_

\* City: Honolulu    State: HI: Hawaii    Zip: 96813

Congressional District, if known: 01,02

**5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:**

<b>6. * Federal Department/Agency:</b> Bureau of Justice Assistance	<b>7. * Federal Program Name/Description:</b> John R. Justice Prosecutors and Defenders Incentive Act CFDA Number, if applicable: 16.816
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<b>8. Federal Action Number, if known:</b> _____	<b>9. Award Amount, if known:</b> \$ 97,110.00
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**10. a. Name and Address of Lobbying Registrant:**

Prefix \_\_\_\_\_ \* First Name N/A Middle Name \_\_\_\_\_

\* Last Name N/A Suffix \_\_\_\_\_

\* Street 1 \_\_\_\_\_ Street 2 \_\_\_\_\_

\* City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**b. Individual Performing Services** (including address if different from No. 10a)

Prefix \_\_\_\_\_ \* First Name N/A Middle Name \_\_\_\_\_

\* Last Name N/A Suffix \_\_\_\_\_

\* Street 1 \_\_\_\_\_ Street 2 \_\_\_\_\_

\* City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**11.** Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

\* Signature: Completed on submission to Grants.gov

\* Name: Prefix \_\_\_\_\_ \* First Name Shaleigh Middle Name \_\_\_\_\_  
\* Last Name Tice Suffix \_\_\_\_\_

Title: Branch Chief, Grants & Planning    Telephone No.: 808-586-1157    Date: Completed on submission to Grants.gov



**U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS**

OMB Number: 1121-0329  
Expiration Date: 12/31/2018

**FINANCIAL MANAGEMENT AND SYSTEM OF INTERNAL CONTROLS QUESTIONNAIRE**

The financial management system of each non-Federal entity must provide for the following

- Retention requirements for records
- Requests for transfer of records
- Methods for collection, transmission and storage of information
- Access to records
- Restrictions on public access to records

- (1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, name of the Federal agency, and name of the pass-through entity, if any.
- (2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.
- (3) Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.
- (4) Effective control over, and accountability for, all funds, property, and other assets. The non-Federal entity must adequately safeguard all assets and assure that they are used solely for authorized purposes.
- (5) Comparison of expenditures with budget amounts for each Federal award.
- (6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from the United States Treasury or the pass-through entity and the disbursement by the non-Federal entity whether the payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, or payment by other means.
- (7) Written procedures for determining the allowability of costs.

**APPLICANT ORGANIZATIONAL INFORMATION**

**1. Name of Organization and Address:**

Organization Name:

Street1:

Street2:

City:

State:

Zip Code:

**2. Authorized Representative's Name and Title:**

Prefix:  First Name:  Middle Name:

Last Name:  Suffix:

Title:

3. Phone:  4. Fax:

5. Email:

6. Year Established: <input type="text" value="1959"/>	7. Employer Identification Number (EIN): <input type="text" value="99-267141"/>	8. DUNS Number: <input type="text" value="8099353230000"/>
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9. Type of Organization:

State    Municipality    Non-Profit    Higher Education    Tribal    For-Profit

Other:



**U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS**

OMB Number: 1121-0329  
Expiration Date: 12/31/2018

**AUDIT INFORMATION**

An audit is conducted using generally accepted auditing standards (GAAS) or Generally Accepted Governmental Auditing Standards (GAGAS) and results in an audit report with an opinion.

10. The organization has undergone the following types of audit(s)(Please check all that apply):

- OMB A-133 Single Audit
- Financial Statement Audit
- Defense Contract Agency Audit (DCAA)
- None
- Programmatic Audit & Agency:

Other Audit & Agency:

11. Most Recent Audit:  Within the past 12 months  Within the past two years  More than two years

Name of Audit Agency/Firm: Akamine, Oyadomari & Kosaki

**AUDITOR'S OPINION:**

12. On the most recent audit, what was the auditor's opinion?

- Unqualified Opinion
- Qualified Opinion
- Disclaimer, Going Concern or Adverse Opinions

Please enter the number of findings:

Please enter the amount of questioned costs:

Were material weaknesses noted in either the Financial Statement or Single Audit?  Yes  No

**ACCOUNTING SYSTEM**

13. Which of the following best describes your accounting system:

- Manual
- Automated
- Combination

14. Does the accounting system identify the receipt and expenditure of program funds separately for each grant?  Yes  No  Not Sure

15. Does the accounting system provide for the recording of expenditures for each grant/contract by budget cost categories shown in the approved budget?  Yes  No  Not Sure

16. Does your accounting system have the capability to document the recording of cost sharing or match for each grant? Can you determine if documentation is available to support recorded match or cost share?  Yes  No  Not Sure

17. Are time distribution records maintained for each employee that specifically identify effort charged to a particular grant or cost objective?  Yes  No  Not Sure

18. Does the accounting/financial system include budgetary controls to preclude incurring obligations or costs in excess of total funds available or by budget cost category (e.g. Personnel, Travel, etc.)?  Yes  No  Not Sure

19. Is the organization familiar with the existing Federal regulation and guidelines containing the Cost Principles and procedures for the determination and allowance of costs in connection with Federal grants?  Yes  No  Not Sure



**U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS**

OMB Number: 1121-0329  
Expiration Date: 12/31/2018

**PROPERTY STANDARDS, PROCUREMENT STANDARDS, AND TRAVEL POLICIES**

**PROPERTY STANDARDS**

20. Does your property management system(s) provide for maintaining: (1) a description of the equipment; (2) an identification number; (3) source of the property, including the award number; (4) where title vests; (5) acquisition date; (6) federal share of property cost; (7) location and condition of the property; (8) acquisition cost; & (9) ultimate disposition information?

Yes  No  Not Sure

**PROCUREMENT STANDARDS**

21. Does your organization maintain written procurement procedures which (1) avoid unnecessary purchases; (2) provide an analysis of lease and purchase alternatives; and (3) provide a process for soliciting goods and services?

Yes  No  Not Sure

22. Does your procurement system provide for the conduct to determine selection on a competitive basis and documentation of cost or price analysis for each procurement action?

Yes  No  Not Sure

23. Does your procurement system include provisions for checking the "Excluded Parties List" system for suspended or debarred sub-grantees and contractors, prior to award? <https://www.sam.gov/>

Yes  No  Not Sure

**TRAVEL POLICY**

24. Does your organization:

(a) maintain a standard travel policy?  Yes  No

(b) adhere to the Federal Travel Regulation? (FTR)  Yes  No

**SUBRECIPIENT MANAGEMENT AND MONITORING**

25. (For Pass-through entities only). Does your organization have controls in place to monitor activities of subrecipients, as necessary, to determine that Federal awards are used for authorized purposes in compliance with laws, regulations, and the provisions of the award and that performance goals are achieved (2 CFR200)?

Yes  No  Not Sure  
 N/A (Your organization does not make subawards.)

**STANDARDS FOR FINANCIAL MANAGEMENT SYSTEMS AND APPLICANT CERTIFICATION**

I certify that the above information is complete and correct to the best of my knowledge. This document must be certified by the organization's Authorized Representative, Executive Director, Chief Financial Officer, Chairman of the Board of Directors, or similar position.

Name:

Date:

Title:  Executive Director  Chief Financial Officer  Chairman  
 Other

Phone:

# HAWAII JOHN R. JUSTICE GRANT PROGRAM APPLICATION

## Program Narrative

### I. STATEMENT OF PROBLEM

The Hawaii State Judiciary system is comprised of four judicial circuit courts that correspond to Hawaii's four counties. The First Circuit encompasses the City and County of Honolulu (island of Oahu). The Second Circuit encompasses Maui County (Lanai, Maui, and Molokai islands). The Third Circuit encompasses Hawaii County (Hawaii island). The Fifth Circuit encompasses Kauai County (Kauai and Niihau islands). There is no fourth circuit.

The Department of the Attorney General's Criminal Justice Division prosecutes criminal cases in all four counties and all state courts. The Department is headed by the Attorney General, who is appointed by the Governor. There are 10 Deputy Attorney General positions (with no vacancies) in the Criminal Justice Division, all based in Honolulu.

Each county has a prosecution office headed by a Prosecuting Attorney. The Prosecuting Attorney of Maui County is appointed by the county mayor. The Prosecuting Attorneys of Honolulu, Hawaii, and Kauai Counties are elected. The county prosecution offices prosecute criminal and juvenile delinquency cases in the state courts of their respective circuit. The City and County of Honolulu has 105 Deputy Prosecuting Attorney positions (6 vacancies), Maui County has 32 (no vacancies), Hawaii County has 33 (with two unfunded positions), and Kauai County has 15 (no vacancies).

The Hawaii Office of the Public Defender provides legal representation to indigent persons in criminal and juvenile delinquency cases in all four counties. The

Defender Council, whose members are appointed by the Governor, appoints the state Public Defender. There are 101 state Deputy Public Defender positions (2 vacancies): 66 are based in Honolulu (1 vacancy), 14 in Maui County (1 vacancy), 16 in Hawaii County, and 5 in Kauai County.

The Federal Public Defender's Office for the District of Hawaii provides legal representation to indigent persons in criminal cases in the federal court in Honolulu. There are six Assistant Federal Defender positions in Hawaii, all based in Honolulu. There are currently two vacancies, but one is scheduled to be filled in September and the other is in the process of being filled.

One of the challenges facing the judicial system in Hawaii is the recruitment and retention of qualified prosecutors and public defenders. Large student loan debts can be a deciding factor in why attorneys may decline or leave positions as prosecutors and public defenders. Salaries in the private sector can be far more lucrative and attractive, especially for attorneys facing large student debt. The Prosecuting Attorneys and Public Defenders across the state have experienced losing talented attorneys who may be passionate about working in the public sector but need to seek better paying opportunities. Large student debt coupled with the high cost of living in Hawaii can play a decisive role in determining employment options.

The Honolulu Prosecuting Attorney stated that many deputy prosecutors work in his office after graduating from law school to obtain litigation experience and then leave after three to four years to go into private practice for better pay. Similarly, the Public Defender stated that they are in a constant recruiting process because with the high cost of living in Hawaii, it is difficult to remain for many years as a public defender . Many

attorneys begin their legal careers in his office but often leave as they start their families because they require higher salaries. In Hawaii County, the pay for Deputy Prosecutors is capped by the county charter, and many of the top attorneys in their office have not received a raise in over five years. The Criminal Justice Division with the Department of the Attorney General reports that they have difficulty with recruiting qualified applicants because the salaries offered by the state are not as high as the ones offered by the counties. Although there are no vacancies currently, they may request an additional position in the future.

Heavy caseloads due to understaffing is another challenge that impacts employment for the Prosecuting Attorneys and Public Defender's Office. This also lends to a high turnover rate and need for continuous recruitment. The Prosecutors agree that they have several attorneys that work numerous unpaid hours or overtime to keep up with the workload because they are understaffed. The Public Defender pointed out that there is a disparity in the number of deputy prosecutors working at the various county offices in comparison to the public defenders working in each county.

## **II. PROJECT DESIGN AND IMPLEMENTATION**

### **A. Outreach Plan**

The Department of the Attorney General Crime Prevention and Justice Assistance Division (CPJAD) will post this FY 17 JRJ Application on the Department's website ([www.ag.hawaii.gov](http://www.ag.hawaii.gov)), and provide copies to all of the participating agencies which include the four county Prosecutors, the Hawaii Office of the Public Defender, and the Department of the Attorney General Criminal Justice Division. The Federal Public Defender has declined to participate.

If this application is awarded, CPJAD will notify the participating agencies promptly. Within 45 days thereafter, CPJAD will update the JRJ application forms and instructions and written outreach materials explaining the program's purpose, application process, and criteria for eligibility and selection.

The JRJ application forms and instructions and written outreach materials will be posted on the Department's website. Each participating agency will disseminate these materials among its employees (including current and continuing JRJ beneficiaries), and may conduct informational sessions for its employees regarding this program. If requested, CPJAD will also conduct informational sessions for participating agencies.

## **B. Program Plan Overview**

### **1. Evaluation Criteria**

- a. An applicant must be a prosecutor or public defender employed in Hawaii.<sup>1</sup>  
"Prosecutor" means a full-time employee of a state or unit of local government who is continually licensed to practice law and prosecutes criminal or juvenile delinquency cases at the state or unit of local government level (including supervision, education, or training of other persons prosecuting such cases). Prosecutors who are employees of the federal government are not eligible. "Public Defender" means an attorney who is continually licensed to practice law and is a full-time employee of a state or unit of local government who provides legal representation to indigent persons

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<sup>1</sup> In Hawaii, there is no full-time employee of a nonprofit organization operating under a contract with a state or unit of local government who devotes substantially all of the employee's full-time employment to providing legal representation to indigent persons in criminal or juvenile delinquency cases including supervision, education, or training of other persons providing such representation.

in criminal or juvenile delinquency cases including supervision, education, or training of other persons providing such representation; or employed as a full-time federal defender attorney in a defender organization pursuant to Subsection (g) of section 3006A of Title 18, United States Code, that provides legal representation to indigent persons in criminal or juvenile delinquency cases.

- b.** An applicant must have a qualifying student loan held by an institution. “Qualifying student loan” means (1) a loan made, insured, or guaranteed under part B of subchapter IV of chapter 28 of Title 20 (Federal Family Education Loan Program); (2) a loan made under part C or D of subchapter IV of chapter 28 of Title 20 (William D. Ford Federal Direct Loan and Federal Perkins Loans); or (3) a loan made under section 1078-3 or 1087e(g) of Title 20 (Federal consolidation loans and Federal Direct Consolidation loans, respectively). “Qualifying student loan” does *not* mean (1) a loan made to the parents of a dependent student under section 428B of the Higher Education Act of 1965 (20 U.S.C. 1078-2); (2) a Federal Direct PLUS Loan made to the parents of a dependent student; or (3) a loan made under section 428C or 455 (g) of the Higher Education Act of 1965 (20 U.S.C. 1078-3 (Federal consolidation loans) and 1087e(g) (Federal Direct Consolidation loans) to the extent that such loan was used to repay a loan described in clause (1) or (2).
- c.** An applicant must not be in default on repayment of any federal student loan.
- d.** An applicant must agree to remain employed as a prosecutor or public defender for a period of service of not less than three years (36 months) from

the date of application as a beneficiary of this program unless involuntarily separated from the employment.

- e. The Attorney General will convene a John R. Justice Grant Program Planning Committee which includes the four Prosecuting Attorneys and the state Public Defender to assist in outreach activities, review application materials and criteria, and determine loan repayment amounts. The Planning Committee will meet at least once a year. Applications will be reviewed and beneficiaries will be chosen by a Selection Committee (sub-group of the Planning Committee) comprised of five members: the Attorney General or his representative; two employees of the Office of the Public Defender (at least one from Hawaii County, Kauai County, or Maui County); and two employees of county prosecution offices selected by the Hawaii Prosecuting Attorneys Association (at least one from Hawaii County, Kauai County, or Maui County).

The Selection Committee will:

- Ensure that the total amount of loan repayment funding is allocated equally between prosecutors and public defenders
- Give priority to eligible applicants who have the least ability to repay their loans

The Selection Committee may consider the following factors:

- Salary cap of \$90,000 for applicants (including “locality pay” for federal public defenders)

- Distribution of awards to ensure a range of geographic and demographic representatives
- Assistance from other sources
- Amount of qualifying loan debt
- Amount of the repayment benefit
- Academic achievement (for applicants with less than one year of service as a prosecutor or public defender)
- Employer's statement of meritorious service
- Once approved for loan repayment, a beneficiary will be given priority consideration to receive funding during the second and third years of the three-year service agreement, depending on the availability of funds. Renewal is not automatic, and there is no obligation to renew a benefit in the same (or greater) amount previously received by a beneficiary.

The loan repayment amount for each beneficiary will be determined by the Selection Committee. The number of beneficiaries will be contingent on the amount of funding available. If the number of selected applicants is insufficient, the Selection Committee may increase the loan repayment amount up to \$10,000 per beneficiary, or reopen the application period to recruit additional applicants. All final funding decisions will be made by the Department of the Attorney General.

The Selection Committee will select the beneficiaries and CPJAD will notify them within 30 days after the application deadline. A lump sum payment to

the institutions holding a beneficiaries' qualifying student loan will be issued within 20 days after the Department of the Attorney General receives the lender and employment verification forms from the beneficiaries.

Grant funds received by the Department of the Attorney General will be paid only to the institution holding the qualifying loan. No funds will be paid directly to the beneficiary. Payments made on behalf of approved beneficiaries will not exceed the total qualifying loan balance. The amount paid will not exceed \$10,000 for any individual in any calendar year or an aggregate total of \$60,000 in the case of any individual.

## **2. General Application Process**

Applicants must submit their application, including the required attachments, to CPJAD on or before the deadline. The deadline will be approximately thirty days after CPJAD issues the application forms and instructions. Incomplete or late applications will be returned without consideration.

## **3. Technical Application Process**

Applications must be mailed or hand-delivered to CPJAD.

## **4. Attachments That Applicants Will Be Required To Submit With Their Applications**

- Application form, including information on applicant's total education debt, applicant's (or, if married, household's) gross or net income, total assets, and number of dependents; and statement that applicant is not in default on repayment of any federal student loan

- Statement of circumstances affecting ability to repay student loans  
(including listing of all financial obligations other than educational debt)
- Employment and salary
- Proof of qualifying students loan(s), including original loan amount, current balance, and monthly payment amount
- John R. Justice Student Loan Student Loan Repayment Program Service Agreement (OMB No. 1121-0329)
- 2016 Form 1040, Form 1040A, or Form 1040EZ
- Optional: Statement of academic achievement

**5. Process And Schedule For Distributing JRJ Benefits**

CPJAD will establish the following tentative timeline for the application notification, beneficiary selection and payment process for the grant program:

Program Activity	Schedule
Notification to participating agencies and development of application forms and posting on CPJAD website	45 days after notification of award from BJA
Application due date	30 days from date of application/instruction issuance by CPJAD
Award notification to beneficiary	30 days after application due date
Payment to institution of beneficiary	20 days after CPJAD receives lender verification and employment verification forms from beneficiary

**6. Process For Awarding Additional JRJ Benefits**

No priority consideration will be given to individuals who have already completed the initial three-year term of service of their original JRJSLRP Service Agreement. If an individual does apply for additional benefits in exchange for additional terms of service, they will be considered along with the new applicants. If

they are selected as a beneficiary, they will be required to fill out the JRJSLRP Secondary Term of Service Agreement.

#### **7. Projected Number of Beneficiaries And Average Award Amount**

The JRJ Planning Committee decided that if awarded the amount requested, 32 beneficiaries (16 prosecutors and 16 public defenders) would receive an average award amount of \$3,000 each. This individual award amount may change based on the number of applicants, but the total amount of funds available would be evenly split between the prosecutors and public defenders.

#### **8. Plan To Verify Continued Employment**

Annually, a list of beneficiaries is sent to each applicable participating agency to verify the employment status of the JRJ beneficiary. If a beneficiary is no longer employed, CPJAD will follow-up to determine the circumstances and to notify the individual of the repayment requirement. The employment status of each JRJ beneficiary is tracked on a spreadsheet, and it is noted once their obligation has been completed. This verification form is submitted to BJA annually.

#### **C. Compliance With Statutory Requirements**

To determine which applicants have the least ability to pay, the Selection Committee *will* assess the following:

- The applicant's total educational debt
- The applicant's gross or net income; or, if married, household gross or net income

Additionally, the Selection Committee *may* assess the following:

- The ratio of the applicant's total educational debt to total assets

- Number of dependents claimed by the applicant
- Financial obligations other than educational debt

The Selection Committee *will not* consider an adjustment for the cost of living because the cost of living is relatively consistent across the state.

**D. Distribution of Funding**

The Selection Committee will ensure that funding is not isolated or heavily concentrated in any particular metropolitan area or geographic section of the state, and will ensure that distribution is as widespread as possible. To accomplish this, the Selection Committee will consider the distribution of prosecutor and public defender positions shown in the following table:

State Judicial Circuit* * (No Fourth Circuit)	Prosecutors/Deputy Attorneys General	State/Federal Public Defenders
First Circuit (City and County of Honolulu)	115	72
Second Circuit (County of Maui)	32	14
Third Circuit (County of Hawaii)	33	16
Fifth Circuit (County of Kauai)	15	5
Total	195	107

Beneficiaries who have received repayment benefits in the prior fiscal year and who have completed less than three years of their initial JRJSLRP Service Agreement will be given priority consideration to receive funding during the second and third years of the three-year service agreement, depending on the availability of funds. Renewal is not automatic, and there is no obligation to renew a benefit in the same (or greater) amount previously received by a beneficiary.

One lump sum payment will be made to each beneficiary's lending institution. CPJAD will continue to advise beneficiaries to coordinate with their lenders regarding other existing loan forgiveness programs as applicable.

### **III. CAPABILITIES AND COMPETENCIES**

#### **A. Capacity To Manage And Track Repayments**

CPJAD will provide fiscal and programmatic management of the JRJ program. This includes: providing administrative support to the JRJ Planning and Selection Committees such as facilitating meetings and revising application materials; advertising the JRJ program to eligible applicants; awarding beneficiaries; obtaining all of the required documentation from the beneficiaries; making payments to the lending institutions; tracking employment status; collecting data and information; and ensuring that all reporting and grant requirements are met. All payments are tracked on a spreadsheet. The completed Lender Verification forms and Employer Verification forms are kept in the project file.

#### **B. Experience**

CPJAD has been the State Administering Agency for the JRJ Grant program since the program began in 2010. This is the first loan repayment program that CPJAD has administered. A total of \$397,824 has been awarded to 57 individuals to assist with their student loan payments. CPJAD also administers several other Federal grant programs including: the Edward Byrne Justice Assistance Grant (JAG); the Violence Against Women Act (VAWA) STOP & SASP Grants; the Victims of Crime Act (VOCA) Grant; the Paul Coverdell Forensic Science Grant; the Residential Substance Abuse Treatment (RSAT) Grant, and the Sex Offender Registration Notification Act (SORNA) Grant.

### **C. Previous Or Current Obstacles**

Since the JRJ program began in 2010, the award amount has diminished significantly from \$100,000 received in 2010 to \$32,515 received in 2016. This has resulted in a decrease in the number of beneficiaries and a reduced impact on the student loans of those individuals. With the decreased award amounts, the program was not as attractive to recipients which meant that at times, the solicitation needed to be re-opened to recruit more applications. The benefit of continuing employment as a prosecutor or public defender was also much less of an incentive with the reduced award amounts. Increased levels of awards will increase the likelihood of an individual deciding to remain employed to complete their three-year service agreement.

### **IV. PLAN FOR COLLECTING DATA**

CPJAD understands that upon award acceptance, quarterly performance metrics reports must be submitted through BJA's online Performance Measurement Tool (PMT). The list of performance measures has been reviewed. The data and information needed for the PMT reports will be collected from the beneficiaries and employers as needed, tracked on a spreadsheet maintained in the project file, and reported as required. Copies of the executed JRJ Student Loan Repayment Program (JRJSLRP) Service Agreements and the employment verification spreadsheet will be submitted to BJA.

The data will include, but is not limited, to the following:

- **Number of eligible JRJ program applicants**
  - Total number of applicants during reporting period.

- Total number of eligible applicants (unique count) as of the reporting period, including the number who are prosecutors, state or local public defenders, and federal public defenders.
- **Percentage of JRJ applicants selected to receive loan repayments, based on the least ability to repay**
  - Total number of prosecutors, state or local public defenders, and federal public defenders selected to receive loan repayments during the reporting period, based on the least ability to repay.
- **Number of previous JRJ recipients selected under priority consideration**
- **Number of JRJ recipients recruited or retained**
  - Total number of prosecutors, state or local public defenders, and federal public defenders who received JRJ benefits within the first year of being hired.
- **Number of JRJ recipients who have received three years of consecutive JRJ benefits or have been retained for at least three years**
- **Number of JRJ recipients who have exited the program without completion**
- **Dollar amount of loan repayments awarded**
- **Dollar amount of loan repayments distributed**
- **Length of time between initial outreach to eligible applicants and the opening of the JRJ loan repayment application period**

- Number of days between initial outreach to eligible applications and the opening of the JRJ application period.
- Type of outreach conducted.
- **Number of days the application period remained open for applicants**
  - The dates the application period opened, scheduled close date, and actual closed date.
- **Number of days between the close of the application period and the repayment of loans**
  - Date of first payment made to loan company.

An Employer Verification form is sent out to the employers of every JRJ beneficiary. This is signed by the employer's authorized representative and indicates that the individual is a full-time employee, the date of hire, current salary and expected salary increase. An Employment Verification form is sent to each agency to verify continuous employment. Information on the beneficiaries including current residence, grant award number, amount of benefit, date of original agreement signature and verified service agreement status is tracked on a spreadsheet. Completion of the agreement is noted on the form, as well as if the individual has exited and repayment is needed. The individual service agreements and verification tracking sheet will be reported to BJA as required.

**Budget Summary** – When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal funds requested and the amount of non-Federal funds that will support the project.

Budget Category	Federal Request	Non-Federal Amounts	Total
A. Personnel	\$0	\$0	\$0
B. Fringe Benefits	\$0	\$0	\$0
C. Travel	\$1,110	\$0	\$1,110
D. Equipment	\$0	\$0	\$0
E. Supplies	\$0	\$0	\$0
F. Construction	\$0	\$0	\$0
G. Consultants/Contracts	\$96,000	\$0	\$96,000
H. Other	\$0	\$0	\$0
Total Direct Costs	\$97,110	\$0	\$97,110
I. Indirect Costs	\$0	\$0	\$0
<b>TOTAL PROJECT COSTS</b>	<b>\$97,110</b>	<b>\$0</b>	<b>\$97,110</b>

Federal Request	\$97,110
Non-Federal Amount	\$0
Total Project Cost	\$97,110

**Public Reporting Burden**

*Paperwork Reduction Act Notice: Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a current valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this application is four (4) hours per application. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write the Office of Justice Programs, Office of the Chief Financial Officer, 810 Seventh Street, NW, Washington, DC 20531; and to the Public Use Reports Project, 1121-0188, Office of Information and Regulatory Affairs, Office of Management and*

**Hawaii FY 2017 John R. Justice Grant  
Budget Narrative**

A. Personnel

B. Fringe

C. Travel

The Department of the Attorney General will convene a Planning Committee meeting to review the JRJ application process, eligibility requirements, and outreach plan. A Selection Committee meeting will also be convened to review applications and select beneficiaries. Airfare will be paid for 3 neighbor island members to attend a Planning Committee Meeting and for 2 neighbor island members to attend a Selection Committee Meeting. Five neighbor island members (four PA and one PD) x \$200 roundtrip airfare = \$1,000. Two rental cars (shared) for Planning and Selection Committee Meetings will be used at \$55/per day.

Total Travel Amount = \$1,110

D. Equipment

E. Supplies

F. Construction

G. Consultants/Contracts

Subawards of student loan repayment will be distributed to 32 beneficiaries.  
16 Prosecutors + 16 Public Defenders = 32 Repayment Loans  
32 student repayment loans at \$3,000/each will be paid = \$96,000

H. Other Costs



EXECUTIVE CHAMBERS  
HONOLULU

DAVID Y. IGE  
GOVERNOR

February 21, 2017

Ms. Tracey Trautman  
Acting Director  
Bureau of Justice Assistance  
Office of Justice Programs  
Department of Justice  
810 Seventh Street, NW  
Washington, DC 20531

Dear Ms. Trautman:

I am designating the Department of the Attorney General to administer the John R. Justice (JRJ) Grant Program for Hawaii. The Department has been administering the JRJ Program since 2010 and administers the Byrne JAG Formula Grant and other federal crime grant programs. We look forward to continuing to collaborate with the Bureau of Justice Assistance on the JRJ Program to improve the criminal justice system.

Sincerely,

DAVID Y. IGE  
Governor of Hawaii

FY 2017 JRJ Program Application:

Disclosure of Pending Applications:

The Hawaii Department of the Attorney General does not have (and is not proposed as a subrecipient under) any pending applications submitted within the last 12 months for federally-funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements) that request funding to support the same project being proposed in this application to OJP and that would cover any identical cost items outlined in the budget submitted as part of this application.