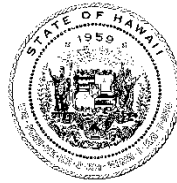


DAVID Y. IGE  
GOVERNOR



RUSSELL A. SUZUKI  
ATTORNEY GENERAL

DANA O. VIOLA  
FIRST DEPUTY ATTORNEY GENERAL

**STATE OF HAWAII**  
**DEPARTMENT OF THE ATTORNEY GENERAL**  
425 QUEEN STREET  
HONOLULU, HAWAII 96813  
(808) 586-1500

August 31, 2018

**TO:** Interested State and County Government Agencies

**FROM:** Shaleigh Tice, Grants and Planning Branch Chief

**SUBJECT:** Solicitation of Applications for the FY 2017 Edward Byrne Memorial Justice Assistance Grant (JAG)

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Applications from state and county government agencies are being solicited (for projects to be considered) for funding under the FY 2017 Edward Byrne Memorial Justice Assistance Grant (JAG) Program that is administered by the Bureau of Justice Assistance (BJA), U.S. Department of Justice. Approximately \$756,256 is available.

The purpose of the JAG grant is to allow states and local governments to support a broad range of activities to prevent and control crime and to improve the criminal justice system.

Applications must fall under one (1) of seven (7) authorized JAG Federal program areas:

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

Applications should also focus on the following State priority areas:

- A comprehensive response to sex assault or elder abuse
- Reducing drug threats and drug related crimes
- Reducing property crime
- Reducing recidivism rates or improving reentry efforts
- Improving forensic science capabilities
- Improving records management systems and integrated justice information sharing

- Reducing juvenile offenses utilizing a coordinated response
- Improving language access within the criminal justice system.

Furthermore applications shall indicate if they are:

- An evidence-based initiative, and/or
- Incorporating multi-agency collaboration to improve the criminal justice system.

As in past years, *all applications must be submitted through the agency head* – e.g., director, chief of police, prosecuting attorney, administrative director of the courts, etc. If an agency submits more than one application, the agency must rank the applications from high to low priority with “1” being the highest priority. Please be sure to read the entire solicitation and use the 2017 forms found on our website at <http://ag.hawaii.gov/cpja/gp/>. All agencies also must provide their DUNS number, as well as indicate other funding sources the proposed project is seeking and the amount of funds being sought.

**The application deadline is: 4:00 p.m. on October 2, 2018**

If there are questions, please contact Dawn Martin, Criminal Justice Planning Specialist at (808) 586-1164 or Dawn.M.Martin@hawaii.gov.



## EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) FY 2017 APPLICATION FOR GRANT INSTRUCTIONS

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**APPLICATION DEADLINE:** October 2, 2018 - 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; prosecution and court programs; prevention and education programs; corrections and community corrections; drug treatment and enforcement; and planning, evaluation, and technology improvement programs. JAG funded projects are encouraged to emphasize the use of evidence-based programs and incorporating multi-agency collaboration to improve the criminal justice system in program development and implementation.

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

**Eligibility:**

Applicants are limited to State and County government agencies and applications related to improving the effectiveness and efficiency of criminal justice systems, processes, and procedures.

Projects that have received a total of 48 months of JAG funding from FY 2005 – FY 2016 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 10 months of funding.

**Funds Available:**

Funds are anticipated to be available starting March 1, 2019.

**Project budgets shall range from \$25,000 to \$175,000.**

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 seven authorized JAG Federal Program Areas:

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

Applications must also focus on one of the following State Priority Areas:

- Drug Threats and Drug Related Crime
- Juvenile Offenses
- Language Access
- Property Crime
- Recidivism or Reentry Efforts
- Forensic Capabilities - Technological Improvement
- Records Improvement - Technological Improvement
- Violent Crimes

**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 CD or thumb drive. Printed Application for Grants 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 pm (not postmarked) with no exceptions.**

**Contact Information:** If you have any questions, please contact Dawn Martin at (808) 586-1164 or at [Dawn.M.Martin@hawaii.gov](mailto:Dawn.M.Martin@hawaii.gov).

**FY 2017 JAG**  
**CHECKLIST FOR APPLICATION FOR GRANT**  
Department of the Attorney General

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

1. **Part I. Title Page** (Form AG/CPJAD #1)
  - a) items A to N are completed \_\_\_\_\_
  
2. **Part II. Description of Project** (Form AG/CPJAD #1)
  - a) 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)

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 CD or thumb drive**. 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 federally approved indirect cost rate agreement OR the Certification of 10% De Minimis Indirect Cost Rate must be submitted with the Application for Grant. \_\_\_\_\_

## PART I. TITLE PAGE

The following instructions are for completing the Application for Grant FY 2017 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. For continuation projects, an application requesting for a second or subsequent year of funding, must retain the same title as the original application.
- B. **APPLICANT AGENCY**. Enter the official title of the State or County agency requesting the grant.
- C. **System for Award Management (SAM) and DUNS No.** Registration with the System for Award Management (SAM) and having a DUNS Number are requirements of the Edward Byrne Memorial JAG program and hence, are mandatory requirements for all applying State and County government agencies.

### **SAM:**

The SAM is the official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. There is no cost to registrants for registering on the SAM website, <http://www.sam.gov>. Check to see if your agency is already registered with SAM. The DUNS number provided in your application **must match** the number in the SAM.

If your agency is registered with SAM, then check “Yes.” Please note that Applicants must update or renew their SAM registration annually to maintain an active status. Information about registration procedures can be accessed at 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 in order to contract.

### **DUNS NO.:**

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

- 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 10 months of funding beginning March 1, 2019.

**H. AUTHORIZED FEDERAL PROGRAM AREA.** Select one of the appropriate Federal Program areas:

- Law enforcement programs.
- Prosecution and court programs.
- Corrections and community corrections programs.
- Drug treatment and enforcement programs.
- Planning, evaluation, and technology improvement programs.
- Prevention and education programs.
- **New** Mental health programs.

**I. PRIORITY AREA.** Select one of the appropriate State Priority areas:

- Drug Threats and Drug Related Crime
  - *Reducing drug threats and drug related crimes*
- Juvenile Offenses
  - *Reducing juvenile offenses utilizing a coordinated response*
- Language Access
  - *Improving language access within the CJS*
- Property Crime
  - *Reducing property crime*
- Recidivism or Reentry Efforts
  - *Reducing recidivism rates or improving reentry efforts*
- Forensic Capabilities - Technological Improvement
  - *Improving forensic science capabilities*
- Records Improvement - Technological Improvement
  - *Improving records management systems and integrated justice information sharing*
- Violent Crimes
  - *A comprehensive response to sex assault or elder abuse*

Furthermore, Applicants shall select if the project is:

- An evidence-based initiative,
- Incorporating multi-agency collaboration to improve the criminal justice system,
- Both an evidence-based initiative and incorporating multi-agency collaboration.
- Neither an evidence-based initiative or incorporating multi-agency collaboration.

- J. TYPE OF APPLICATION.** Indicate with an “X” whether this is a new or continuation application with the Department of the Attorney General.
- K. TOTAL PROJECT AMOUNT.** Enter the total grant cost that the Applicant is applying for. Round to the nearest dollar. Application requests shall be between a minimum of \$25,000 to a maximum of \$175,000.
- L. 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.
- M. 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.
- N. 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/Double sided copies

The format of the CPJAD Application for Grant 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 also 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).

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

### 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.

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

The following outline may be used as a guide:

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

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

2. Who is the target population – who will the project impact?

3. What is the scope of the problem?

- a. Geographical

- 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?
- b. Criminal Justice System
- What segments of the criminal justice system are affected by this problem?
4. What is the magnitude of the problem?
- a. Your description should be based on a thorough understanding of the problem or issue that is derived from data analysis. Data can validate that the problem is truly a problem and not simply a symptom of another problem.
- Include all available pertinent data (e.g., number of arrests, number of agency referrals, caseloads, clearance rates, etc.) as well as any other indicators that further define the problem or need.
- b. How many people are currently affected by the problem or need?
5. How have criminal justice agencies dealt with this problem or need in the past? What were the limitations in that approach?
6. If this is a continuation project, include a brief statement discussing the current problems in light of previous years' accomplishments.
7. 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 with regard to 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:

- Crime-oriented example: To reduce the sales and distribution of controlled substances in the County.
- System improvement example: 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:

- Crime-oriented example: To increase the number of prescription forgeries detected during the project period by 20% compared to the previous year.
- System improvement example: Twenty percent of the project participants who receive substance abuse treatment, will not be rearrested during the project period.

### **C. PROJECT ACTIVITIES**

Provide a clear detailed description of the proposed project activities. 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. 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. 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. 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** 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. An outline of **available resources**.
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 Fiscal Officer. Indicate to whom the Project Director and Fiscal Officer reports and the manner in which project accountability will be maintained.

**E. PERSONNEL**

If the project identifies the need to staff full or part-time personnel in the budget, indicate the position(s) and provide a brief job description 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. Include letters of intent or Memorandum of Understanding (MOU), if applicable.

**H. PERFORMANCE INDICATORS**

Describe the performance indicators that the project will use. Performance indicators are explicit measures of output/outcome measures that are 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.

**Output measure:** data showing your accomplishments towards objectives

- Crime-oriented example: number of prescription forgeries detected monthly.
- System improvement example: number of project participants who were arrested every month.

**Outcome measure:** part of the evaluation or outcome of your efforts.

- Crime-oriented example: percentage of prescription forgeries detected compared to last year.
- System improvement example: percent of project participants who report a reduction in their criminal thinking based on the quarterly criminogenic survey.

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

The following is an abbreviated example of the Project Effectiveness Model for a system improvement project. This example does not include all of the information that should be

provided in an Application for Grant, but is intended to illustrate how the performance indicators link to the goal, objectives, and activities.

**PROBLEM/NEED:** An increase in statewide recidivism rates of clients participating in treatment programs.

**GOAL:** To improve the delivery of substance abuse treatment services to criminal justice clients.

**OBJECTIVE:** Twenty percent of the project participants who receive substance abuse treatment, will not be rearrested during the project period.

**ACTIVITIES:** Participants will be assigned to a substance abuse treatment group at intake (month 1) and provided evidence-based treatment services for 12 months (months 1-12). Staff working with the participants will regularly check to ensure that participants are not picking up new charges or being rearrested (monthly). Staff will receive training on evidence-based treatment engagement and how to reduce recidivism on a quarterly basis (months 3, 6, 9, and 12). Participants will report to the treatment workers as to their criminogenic needs progress bi-monthly (months 2, 4, 6, 8, 10, and 12).

#### **PERFORMANCE INDICATORS:**

##### **Output Measures:**

- Number of participants accepted to the substance abuse treatment program.
  - Collected through an excel workbook and 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 Measures:**

- 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 needs 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 attendance logs.

**NOTE: Reporting Requirements**

By submitting an application, the Applicant agrees to participate and comply with all reporting requirements. Applicant will participate 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 Semi-Annual Progress Report on a semi-annual basis.

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

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 in turn 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 provide overall quality of life of the County and safer surrounding communities.

A **sustainability plan** is 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 \$30,000 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 \$10,000 from County discretionary funds, \$10,000 from a formula grant, \$5,000 in annual fundraising, and \$5,000 through fee for service.

## PART III. BUDGET DETAIL AND EXPLANATION

The budget specifies the estimated costs of the project and the specific dollar amount requested. The budget section includes an inventory of projected costs as well as a narrative that explains and justifies those costs. The project narrative outlined above through the project effectiveness model, paints a picture of what the project will accomplish programmatically; the budget paints the picture of what the project will accomplish fiscally.

A **budget detail** is a detailed cost outline for specific budget categories needed to successfully implement your project. A **budget explanation** is a comprehensive explanation for each cost category item in the budget detail. The explanation should not be a regurgitation of the budget detail, rather an explanation of how you came up with the costs.

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

### A. SALARIES AND WAGES

List each position (as indicated in Part II. Section E. Staffing), 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 the Attorney General. The allowable fringe benefits include:

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

**C. CONSULTANTS/CONTRACTS**

List the name or type of consultant/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/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/contract travel costs on the budget detail. If a consultant or contractor has travel costs associated with the consultant/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/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. 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 (as outlined under Part II. Section D. Project Organization and Management). 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. Your agency travel policy should be described in the budget explanation.



**E. OFFICE SUPPLIES**

Office 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 purchase 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**

Specify 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 Requirement"). 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 #32). 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.

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 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.

# FY 2017 JAG RESOURCES

Department of the Attorney General

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

**Crime Prevention and Justice Assistance Division (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 **Resources for Grantees**. This training outlines the basics to grant writing and project planning for solicitations CPJAD, Grants & Planning Branch.

**DOJ Grants Financial Guide** at <http://ojp.gov/financialguide/DOJ/> for information on allowable/unallowable cost.

**JAG Frequently Asked Questions** (updated August 2017) found at:

<https://www.bja.gov/Funding/JAGFAQ.pdf>

**Federal Edward Byrne Memorial Justice Assistance Grant Program FY 2017 State Solicitation**

found at: <https://www.bja.gov/Funding/JAGState17.pdf>

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

- Tips on food or taxi
- Payment for Unused Accrued Vacation
- Purchase of any food and/or beverage for any meeting, conference, training, or other event prizes, lei, trinkets
- Land acquisition and construction
- Firearms
- Standard police uniforms and gear
- Military arsenal, vehicles, vessels, and aircraft
- Fundraising
- Lobbying
- Costs Incurred Outside the Project Period
- BJA's Prohibited and Controlled Expenditures List  
(<https://www.bja.gov/funding/JAGControlledPurchaselist.pdf>)
- Replacing Loss, Damage, Theft of Equipment
- DNA Equipment and Supplies

**FY 2017 JAG  
SCORING**  
Department of the Attorney General

Applications will be scored according to the following:

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.....	10 points
Budget Detail and Explanation.....	15 points
<b>Total Points</b>	<b>100 points</b>

**Application 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>
<p><i>Adequately describes the problem?</i>  <i>Relevant supporting data provided?</i>  <i>Describes the significance or importance of the problem?</i>  <i>Identifies whom the problem impacts? For example, agency, criminal justice system, community?</i>  <i>Was problem previously addressed? If so, what were the results?</i></p> <p><b>(Includes section A)</b></p> <p><i>Strengths:</i></p> <p><i>Weaknesses:</i></p>		
<b>Strategy:</b>	<b>Total=40</b>	<b>Score=</b>
<p><i>Is the strategy clear?</i>  <i>Are the goals clearly defined and realistic?</i>  <i>Are the objectives specific, measurable, achievable, reasonable, and time-sensitive?</i>  <i>Are the activities relevant, appropriate?</i>  <i>Is the project do-able, given the proposed activities and available resources?</i>  <i>Project schedule/timeline included?</i>  <i>Do the activities demonstrate how objectives will be accomplished?</i>  <i>Does it define the agency and personnel that will manage and work on the project?</i></p> <p><b>(Includes section B, C, D, E, F, G)</b></p> <p><i>Strengths:</i></p> <p><i>Weaknesses:</i></p>		
<b>Performance Indicators/Outcome Measures:</b>	<b>Total=20</b>	<b>Score=</b>
<p><i>Identifies data to be collected?</i>  <i>Are data elements linked to goals, objectives, &amp; activities?</i>  <i>Are the performance indicators an explicit measure of expected effects or results?</i></p> <p><b>(Includes section H)</b></p> <p><i>Strengths:</i></p> <p><i>Weaknesses:</i></p>		

<b>Probability to improve the criminal justice system/Sustainability Plan:</b>	<b>Total=10</b>	<b>Score=</b>
<i>Explanation of expected benefits?</i> <i>Impact of project?</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=15</b>	<b>Score=</b>
<i>Reasonable costs?</i> <i>Allowable costs?</i> <i>Budget items relevant to, necessary for the activities?</i> <i>Sufficient budget detail/explanation has been provided?</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>		
<b>Total Score=</b>		

## POST AWARD INFORMATION

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

### For all grant recipients:

- A. ACCEPTANCE OF CONDITIONS (AG/CPJAD #14)
- B. ACCEPTANCE OF JAG SPECIAL CONDITIONS (AG/CPJAD #26)
- C. CERTIFICATION OF NON-SUPPLANTING (AG/CPJAD #3)
- D. CERTIFICATION OF NON-DISCRIMINATION (AG/CPJAD #15)
- E. CERTIFICATION (EQUAL EMPLOYMENT OPPORTUNITY PROGRAM)  
(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)
- H. **NEW** FY 2017 Certification of Compliance with 8 U.S.C. §1373 (BJA-2017-11360)  
**Required certification regarding 8 U.S.C. § 1373 from any proposed subrecipient that is a unit of local government or “public” institution of higher education.** Before a State may subaward FY 2017 award funds to a unit of local government or to a public institution of higher education, it will be required (by award condition) to obtain a properly-executed certification regarding compliance with 8 U.S.C. § 1373 from the proposed subrecipient. (This requirement regarding 8 U.S.C. § 1373 will not apply to subawards to Indian tribes). The specific certification the State must require from a unit of local government will vary somewhat from the specific certification it must require from a public institution of higher education. The forms will be posted and available for download at <https://ojp.gov/funding/Explore/SampleCertifications-8USC1373.htm>.

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

- 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. CERTIFICATE OF 10% DE MINIMIS INDIRECT COST RATE (AG/CPJAD #37)  
Required for eligible projects who elect to charge indirect cost rates and who do not have a federally approved indirect rate.