THE PROJECT SAFE NEIGHBORHOODS FY 2018

APPLICATION FOR GRANT INSTRUCTIONS

**APPLICATION DEADLINE**: **November 12, 2019 - 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.

Project Safe Neighborhoods (PSN) is designed to create and foster safer neighborhoods through a sustained reduction in violent crime, including, but not limited to, addressing criminal gangs and the felonious possession and use of firearms. The program’s effectiveness depends upon the ongoing coordination, cooperation, and partnerships of local, state, and federal law enforcement agencies, together with the communities they serve, engaged in a unified approach led by the U.S. Attorney (USA) in each of the 94 federal judicial districts. PSN provides the critical funding, resources, and training for law enforcement, prosecutors, and their PSN teams to combat violent crime and make their communities safer through a comprehensive approach to public safety that marries targeted law enforcement efforts with community engagement, prevention, and reentry efforts.

The Department of the Attorney General, Hawaii PSN Task Force, and the Bureau of Justice Assistance (BJA), a component of the Office of Justice Programs, U.S. Department of Justice, seeks proposals addressing the felonious possession and use of firearms, prolific violent offenders, gangs or violent street groups, illegal drug markets, and geographic hot spots of concentrated criminal activity.

**Eligibility:** Applicants are limited to county police departments and prosecutor offices. Agencies can partner with non-governmental agencies if both determine that such partnership is mutually beneficial and supports a PSN purpose area. However, the applying agency, as the fiscal and program agent, must be a government agency.

**Match Requirement:** There is no match requirement for these funds.

**Length of Support:** Applicants may apply for a maximum of 12 months of funding.

**Funds Available:** Funds are anticipated to be available starting January 1, 2020. A total of $125,527is available in PSN grant funding to support approximately 2-5 projects. Therefore, proposals should range from $35,000 to $75,000.

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

Applications must focus on one or more of Hawaii’s strategy to:

* Identify gun arrests where federal prosecution would result in a more appropriate punishment, including pretrial detention where warranted, and to develop probable cause to conduct search warrants of locations where firearms are believed to be kept, with the aim of proactively developing cases for federal prosecution;
* Identify violent offenders, consider federal prosecution of cases that develop, and consider investigations to develop federal charges;
* Identify acts of violence that are linked to gang or street group activity and investigate them for racketeering and other possible federal offenses;
* Develop larger-scale cases against drug trafficking organizations;
* Charge cases involving small amounts of drugs where federal tools—*e.g.*, prior felony information or career offender guidelines—allow for significant punishment;
* Prioritize sensitive areas—*e.g.*, areas around playgrounds, schools, and locations that are sensitive for the State of Hawaii’s tourism industry—for hot spot enforcement.

**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 12-point font and double-sided. The instructions and forms describe in detail what an application should include.

**Selection Process:** A PSN Selection Committee will review the proposals, select subgrantees, and inform all applicants of the award. Contracting and grant administration will be done by the Department of the Attorney General, Crime Prevention and Justice Assistance Division (CPJAD).

**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.

**FY 2018 PSN**

# 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)

1. items A to K are completed \_\_\_\_\_\_

2. **Part II. Description of Project** (Form AG/CPJAD #1(a))

* + - 1. Problem statement and specific Hawaii strategy (see above) to be employed is concise and includes supporting data and facts to support the goals of the Hawaii Strategy. \_\_\_\_\_\_
      2. Goals are clearly defined and objectives are SMART. \_\_\_\_\_\_
      3. Activities demonstrate how objectives will be accomplished

and a timeline is included.

* + - 1. Defines the agency(s) that will manage and work on the project.

Organization Wide and Project Specific Charts are included.

* + - 1. Defines the personnel that will work on the project or be hired

under the project. \_\_\_\_\_\_

* + - 1. Provide brief personnel biographies or job descriptions of current

personnel or personnel to be hired under. \_\_\_\_\_\_

* + - 1. Describe any agency(s) that will be partnering in the project. \_\_\_\_\_\_
      2. Performance indicators are linked to the goals/objectives.

i) Sustainability plan is included. \_\_\_\_\_

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

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

1. Items A through H total the amount of the grant application.
2. Budget explanation completed and attached.
3. Budget clearly supports the project’s objectives and activities.
4. The Application for Grant (Part I. Title Page, Part II. Description of the

Project, and Part 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.**

If applicable, copies of your agency’s current, 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 the FY 2018 Project Safe Neighborhoods (PSN) Grant, Part I, Title Page. A template is available to complete the Title Page (AG/CPJAD #1).

1. **PROJECT TITLE.** Enter a brief descriptive title of no more than four words.
2. **APPLICANT AGENCY.** Enter the official title of the State or County agency requesting the grant.
3. **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 Project Safe Neighborhoods (PSN) 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](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.

1. **ADDRESS**. Enter the mailing address of applicant agency.
2. **LOCATION OF PROJECT**. 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.
3. **PROJECT PERIOD**. Select the expected start and end date of the project. Duration of a project is not to exceed 12 months of funding beginning January 1, 2020.

**G. TOTAL PROJECT AMOUNT**. Enter the total grant cost that the applicant is

applying for. Round to the nearest dollar. Application requests should range

between a minimum of $35,000 to a maximum of $75,000. However, proposals

that are less than $35,000 will also be considered.

**H. OTHER FUNDING SOURCES**. Indicate whether an application has been or will be submitted to other funding sources. Provide the name of the source agency and the amount applying for.

**I. PERFORMANCE MEASURES.** Indicate whether the recipient agrees to comply with all reporting, data collection and evaluation requirements as prescribed by the Department of the Attorney General.

**J. PROJECT DIRECTOR**. Enter the name, address, title, telephone and fax numbers, and e-mail address of the person who will be directly responsible for administering the project.

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

**PART II. DESCRIPTION OF PROJECT**

Part II. Description of Project - Required Format

Font Times New Roman

Font size 12 point

Margins 1-inch

Spacing Single

Printing Double sided copies

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

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

(\*) 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, felons in possession of firearms, illegal drug markets, identifying violent crime areas, etc.

1. 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:

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

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

Examples:

* + - * To increase the number of prescription forgeries detected during the project period by 20% compared to the previous year.

**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**

Attach an Organization Wide and Project Specific Chart. 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/OUTCOME MEASURES**

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

* number of DTO’s disrupted or dismantled.

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

* percentage of prolific violent offenders arrested compared to last year.

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

**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. SUSTAINABILITY PLAN**

A **sustainability plan** is how the project will continue after grant funding is exhausted. Describe the plan to continue the project once PSN 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 $30,000 from County discretionary funds and $10,000 from a federal grant.

**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 is needed fiscally to accomplish the project.

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(b)).

**A. SALARIES AND WAGES**

List each position (as indicated in Part II. Section E. Personnel), indicating the monthly salary of each, and the percentage or ratio of time that they will be compensated. Overtime and standby cost can be listed here.

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

**B. FRINGE BENEFITS**

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

Pension Accumulation

Pension Administration

Retiree Health Insurance

Employees’ Health Fund

Workers’ Compensation

Unemployment Compensation

Social Security

Medicare

Other Post-Employment Benefits

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

List the fringe benefit cost per position(s).

**C. CONSULTANTS SERVICES/CONTRACTS**

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

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

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

**Consultant Rates:** Consultant services cannot exceed a rate of $650 (excluding travel and subsistence costs) for an 8-hour day, or $81.25/hour, without written PRIOR APPROVALfrom the Department of the Attorney General, Crime Prevention and Justice Assistance Division. 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 for intra-state and out-of-state travel. Your agency travel policy should be described in the budget explanation.

**E. SUPPLIES**

Supplies are expendable or consumed during the course of the project, such as postage, printing, or copying that are outlined in Part II. Section C. Project Activities.

Provide the quantity needed and estimated cost by unit in the budget detail. In the budget explanation, describe what the supplies will be used for and the need to accomplish your stated goals, objectives, and activities.

**F. EQUIPMENT**

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

**G. OTHER COSTS**

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

All conferences (defined broadly to include meetings, retreats, seminars, symposiums, events, and group training activity) conducted by Applicant must be held in compliance with conference cost thresholds and limitations for meeting/room audio visual services, logistical planner and programmatic planner limitations. Please refer to the DOJ Grants Financial Guide, Policy and Guidance for Conference Approval, Planning and Reporting, provided in the Resources section of these instructions when planning these types of events.

**H. INDIRECT COSTS**

Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. Such costs are generally identified with the organization’s overall operation and are further described in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200 as adopted and supplemented by the Department of Justice in 2 C.F.R. Part 2800 (the “part 200 Uniform Requirements”). Examples of indirect costs include the cost of operating and maintaining facilities, depreciation, and administrative salaries.

Indirect costs are allowed only under the following circumstances:

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

**OR**

2. Applicant is eligible to use and elects to use the De Minimis Indirect Cost Rate described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.414(f). In order to use the De Minimis Indirect Cost Rate, Applicants must submit a signed Certification (with the Application for Grant) 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.

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# 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/>

**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.

**Federal Project Safe Neighborhoods FY 2018 Grant Announcement** found at: <https://www.bja.gov/funding/PSNFormula18.pdf>

The following are common **unallowable costs**, but is not an exhaustive 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
* Fundraising
* Lobbying
* Costs Incurred Outside the Project Period
* Replacing Loss, Damage, Theft of Equipment

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# SCORING

Department of the Attorney General

Applications will be scored according to the following:

|  |  |
| --- | --- |
| Problem Statement…………………………………………….. | 15 points |
| Strategy………………………………………………………..  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. | 40 points |
| Performance Indicators/Outcome Measures………………….. | 20 points |
| Probability to Improve the Criminal Justice System and Sustainability Plan……………………………………………. | 10 points |
| Budget Detail and Explanation………………………………. | 15 points |
| **Total Points** | **100 points** |

|  |  |  |
| --- | --- | --- |
| Application Scoring Sheet   **Project Title:**  **Applicant Agency**:  **Application No.** **\_\_ \_\_\_\_\_\_**  **Lead Specialist for Review Panel:**  **Reviewer: Date** | | |
| **Problem Statement**: | **Total = 15** | **Score =** |
| *Adequately describes the problem?*  *Relevant supporting data provided?*  *Describes the significance or importance of the problem?*  *Identifies whom the problem impacts? For example, agency, criminal justice system, community?*  *Was problem previously addressed?* *If so, what were the results?*  **(Includes section A)** | | |
| *Strengths*: | | |
| *Weaknesses*: | | |
| **Strategy**: | **Total=40** | **Score=** |
| *Is the strategy clear?*  *Are the goals clearly defined and realistic?*  *Are the objectives specific, measurable, achievable, reasonable, and time-sensitive?*  *Are the activities relevant, appropriate?*  *Is the project do-able, given the proposed activities and available resources?*  *Project schedule/timeline included?*  *Do the activities demonstrate how objectives will be accomplished?*  *Does it define the agency and personnel that will manage and work on the project?*  *Does it include an Organization Wide and Project Specific chart?*  **(Includes section B, C, D, E, F, G)** | | |
| *Strengths*: | | |
| *Weaknesses*: | | |
| **Performance Indicators/Outcome Measures**: | **Total=20** | **Score=** |
| *Identifies data to be collected?*  *Are data elements linked to goals, objectives, & activities?*  *Are the performance indicators an explicit measure of expected effects or results?*  **(Includes section H)** | | |
| *Strengths*: | | |
| *Weaknesses*: | | |
| **Sustainability Plan:** | **Total=10** | **Score=** |
| *Is there a sustainability plan?*  **(Includes section I)** | | |
| *Strengths*: | | |
| *Weaknesses*: | | |
| **Budget Detail & Explanation**: | **Total=15** | **Score=** |
| *Reasonable costs?*  *Allowable costs?*  *Budget items relevant to and necessary for the activities?*  *Budget detail is provided?*  *Sufficient budget explanation has been provided for each budget line item?*  *Computations correct?*  **(Includes Budget Detail and Explanation sections at the end of the application)** | | |
| *Strengths*: | | |
| *Weaknesses*: | | |
| **Total Score**= | | |

**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 following attachments will need to be completed, 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 PSN 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. INFORMATION REGARDING COMMUNITCATION WITH THE DEPARTMENT OF HOMELAND SECURITY (DHS) AND/OR IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE)

All grant recipients must provide responses to the questions identified below as

"Information regarding Communication with the Department of Homeland Security (DHS) and/or Immigration and Customs Enforcement (ICE)." Responses to these

questions are not required from subrecipients that are either a tribal government/organization, a nonprofit organization, or a private institution of higher education.

1. Does your jurisdiction have any laws, policies, or practices related to whether, when or how employees may communicate with DHS or ICE?
2. Is your jurisdiction subject to any law from a superior political entity (e.g., a state law that binds a city) that meet the description in question 1:
3. If yes to either:
   1. Please provide a copy of each law or policy.
   2. Please describe each practice.
   3. Please explain how the law, policy, or practice complies with section 1373.

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

1. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENT (AG/CPJAD #16)

Required only for State agencies.

1. CERTIFICATION REGARDING LOBBYING (AG/CPJAD #22)

Required only for awards of $100,000 or more.