



FY 2020 CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING (CESF) APPLICATION FOR GRANT INSTRUCTIONS – PHASE 2

APPLICATION DEADLINE: SEPTEMBER 18, 2020

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.

On April 30, 2020, the Department of the Attorney General (Department) was awarded the state allocated Coronavirus Emergency Supplemental Funding (CESF) Program in the amount of \$3,642,919. The program is administered by the U.S. Department of Justice (DOJ), Bureau of Justice Assistance. CESF is part of the CARES Act enacted on March 27, 2020. The Department's role is to administer the state allocated CESF and to ensure that the fund is used in the most advantageous and coordinated manner and when possible, CESF is not duplicative with other CARES funding.

The CESF Program is authorized by Division B of H.R. 748, Pub. L. No. 116- 136 (Emergency Appropriations for Coronavirus Health Response and Agency Operations); 28 U.S.C. 530C.

The Department conducted a solicitation for Phase 1 CESF grants in June 2020. Eight projects were awarded funding, for project periods that end on December 30, 2020. The current solicitation is for Phase 2 CESF grants.

The project period for Phase 2 CESF grants was initially scheduled for January 1 to December 31, 2021. Due to the upward curve of positive COVID-19 cases in the community, especially on Oahu, the project period for Phase 2 CESF grants has been revised to July 1, 2020 to December 31, 2021 (maximum of 12 months). This revision is reflective of the need to prevent, prepare for, and respond to COVID-19 against the urgent and changing demands that are being placed on the criminal justice, and public safety and security agencies. As COVID-19 is a disease transmitted from person-to-person, a statewide agency will be given priority for funding followed by the four counties based on population size of the county.

The Department's CESF Strategic Plan is available at: ag.hawaii.gov/cpja/gp/.

Eligibility:

Applicants are limited to State and County government agencies who are members of the following groups:

- Governor's Committee on Crime (GCOC),
- The State Law Enforcement Coalition (SLEC), and
- Direct recipients of Local Justice Assistance Grant (JAG) program

One application per agency.

Note: For a listing of the respective members, go to Appendix A. State and County agencies that are awarded funding under this solicitation may choose to further sub-award funds to non-qualifying entities such as non-profit organizations or other State and County

government agencies ineligible to receive direct funding. However, the applying agency, and hence the project director and financial officer, must be from an eligible government agency.

Permissible Uses of Funds: Funds awarded under the CESF Program must be utilized to prevent, prepare for, and respond to the coronavirus (COVID-19). Allowable projects and purchases include, but are not limited to, overtime, equipment (including law enforcement and medical personal protective equipment), hiring, supplies (such as gloves, masks, sanitizer), training, travel expenses (particularly related to the distribution of resources to the most impacted areas), and addressing the medical needs of inmates in state, local, and tribal prisons, jails, and detention centers.

Prohibition of Supplanting: Federal funds must be used to supplement existing funds and cannot replace or supplant non-federal funds that have been appropriated for the same purpose.

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

Requiring Prior Approval: Expenditures of individual items costing \$500,000 or more, unmanned aerial systems, unmanned aircraft, and/or unmanned aerial vehicles.

Period of Support: July 1, 2020 to December 31, 2021 (maximum of 12 months)

Payment Method: Monthly reimbursement for actual costs incurred.

Selection Process: Non-competitive process. If the total amount of the requests received is greater than the amount available, then priority will be given in the following order:

1. State agencies (Executive Branch & The Judiciary) – due to statewide mission;
2. County by population size: City & County of Honolulu, Hawaii County, Maui County, and Kauai County.

Award Amounts: \$50,000 to \$275,000

Total Available: \$1,427,296

Instructions and Forms: Available online ag.hawaii.gov/cpja/gp/

One (1) original and an electronic version of the Application for Grant must be submitted. The Application for Grant (Parts I. Title Page, II. Narrative, and III. Budget Detail and Explanation) must be saved on Microsoft Word and submitted electronically on a CD or thumb drive. Printed Application for Grant shall be double-sided. The instructions and forms describe in detail what an application should

include. An applicant should anticipate that if it fails to submit an application that contains all of the specified elements, it may negatively affect the review of its application.

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

Contact Information: Julie Ebato
CPJAD Administrator
Email: julie.y.ebato@hawaii.gov

CHECKLIST FOR APPLICATION FOR GRANT

Parts I, II, and III of the CESF 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 I are completed. _____

2. **Part II. Narrative** (Form AG/CPJAD #1) _____
 - a) Description of how the funding will be used to prevent, prepare for, and/or respond to the COVID-19. If applicable, list the location (by address) and a description of the office/facility where the funding will be used.
 - b) If applicable, provide the number of new positions that will be established and filled with this grant, including the position title and job description.
 - c) Provide a timeline of activities.

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

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

 - a) Items A through H total the amount of the grant application. _____
 - b) Budget explanation completed and attached. _____
 - c) Budget clearly supports the project's narrative and timeline. _____

The Application for Grant (Parts I. Title Page, II. Narrative 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 of the Application.** _____

4. If applicable, a copy 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. _____

5. **Request for CESF Funding**

Applications must include a signed memo by their signing authority (E.g., Department Head, Administrative Director of the Courts, etc.) that the application has been reviewed and approved. (Refer to Appendix B.) _____

PART I. TITLE PAGE

The following instructions are for completing the Application for Grant FY 2020 Coronavirus Emergency Supplemental Funding (CESF) Grant, 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.
- 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) <https://www.sam.gov/SAM/> and having a DUNS Number are requirements of the CESF program and hence, are mandatory requirements for all applying State and County government agencies.
- D. **ADDRESS**. Enter the mailing address of applicant agency.
- E. **PROJECT PERIOD**. Indicate the expected start and end date of the project. The earliest start date is July 1, 2020 and the latest end is December 31, 2021. The project period cannot exceed 12 months.
- F. **TOTAL PROJECT AMOUNT**. Enter the total grant cost that the applicant is applying for. Round to the nearest dollar.
- G. **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.
- H. **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.
- I. **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. NARRATIVE

Required Format:

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

Applications shall be submitted to CPJAD using the prescribed order and format outlined below. Information requested in Sections A. to D. below shall be addressed and described in detailed. A Microsoft Word template is available to complete this section (AG/CPJAD#1).

The World Health Organization (WHO), the U.S. Department of Health and Human Services, Center for Disease Control (CDC), and the State of Hawaii, Department of Health (DOH), provide real time information that aid in our understanding of and response to COVID-19. What is known about the virus and the disease has continued to evolve and change including effective responses to COVID-19.

A response to COVID-19 requires information from reliable public health organizations to shape decisions that can improve the health and wellbeing of the community. Also assisting criminal justice and public safety agencies as they navigate under COVID-19 are the national professional organizations and associations that can assist with resources and information related to COVID-19.

It is therefore strongly recommended that use of CESF should be based on information from:

1. Public health organizations such as WHO, CDC, and DOH that provide up-to-date information on COVID-19 and related resources;
2. National organizations and associations that have safety guidelines and resources related to COVID-19 for their members; and
3. State and local officials tasked with enforcement of state quarantine, and stay-at-home and safer-at-home orders as developed by the Department of the Attorney General, in close partnership with the corporation/county counsels, county prosecutors and police departments.

Using information from these sources ensures that CESF is used to support policies and practices that are appropriate to prevent, prepare for and respond to the COVID-19. For additional information and resources, go to ag.hawaii.gov/cpja/gp/ for the Hawaii Department of the Attorney General Coronavirus Emergency Supplemental Funding Program, Strategic Plan, revised August 2020.

A. PREVENTING, PREPARING FOR, AND/OR RESPONDING TO COVID-19

Describe the specific COVID-19 prevention, preparation, and/or response efforts that will be addressed with this funding and include a summary of the types of projects or items that will be funded over the period of support that the application will be covering. If the funding will be used to prevent the spread of COVID-19 in offices and facilities, then indicate the location (by address) and a description of the office/facility. Indicate who will benefit from the CESF funding.

B. PERSONNEL

If the applicant identifies the need to staff full or part-time personnel or to establish and fill a new position in the budget, indicate the position(s) and provide a brief job description(s).

C. TIMELINE OF ACTIVITIES

A general timeline with the major activities identified and completion dates noted.

D. SUB-GRANTING AGENCIES

If the applicant will be sub granting funds to a non-profit organization, then describe the non-profit's role and relationship to the applicant.

E. PROGRESS REPORT

By submitting an application, the applicant is acknowledging that a progress report is a requirement for the grant and will be due as directed by the Department. The following information will be needed.

- a) What was accomplished as it relates to the grant application?
- b) What problems/barriers were encountered, if any, that prevented the applicant from using the grant funds to prevent, prepare for, and respond to the COVID-19?
- c) Is the applicant on track to complete the timeline and activities as outlined in the grant application?

PART III. BUDGET DETAIL AND EXPLANATION

A **budget detail** is a detailed cost outline for specific budget categories needed. A **budget explanation** is a explanation for each cost category item in the budget detail. The budget narrative should include a full description of all costs, including administrative costs or indirect costs (if applicable).

Round off all budgeted amounts to the nearest dollar. All budget items must fit in one of the eight budget categories. 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 B. 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.

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

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 APPROVAL from 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 A. Preventing, Preparing For, and/or Responding to COVID-19). 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 hand sanitizer, disposable gloves, and masks.

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 who the supplies will benefit, for example, staff, the public, or both.

F. EQUIPMENT

Equipment is non-expendable items to be purchased. 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.

G. OTHER COSTS

List and describe any other costs not covered by any other budget detail category. Include the item, quantity needed, and estimated cost in the budget detail. In the budget explanation, provide the basis of the computation.

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.

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. Narrative.

Example: The Salary and Fringe Benefits will support the 10 FTE officers working 450 hours of overtime for an average of 45 hours per officer. The annual salary reflects the average salary of the 10 officers that will assist in COVID-19 responses. As part of the overtime cost, the fringe benefits that are applicable will be the costs associated with FICA, Workers' Compensation, and Unemployment Compensation.

POST AWARD INFORMATION

As a recipient of federal funds, the Department and its grantees must meet certain federal eligibility criteria in order to receive funds. In addition to implementing the funded project consistent with the CPJAD-approved application, awarded applicants must comply with all award conditions, and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications included in the agreement. Applicants are strongly encouraged to review post-award requirements, including the certification and conditions that will be passed on to applicants that have been selected to receive an award. The certifications and conditions are listed below).

Note: 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 agreement.

For all grant recipients:

- A. ACCEPTANCE OF CONDITIONS (AG/CPJAD #14)
- B. ACCEPTANCE OF CESF SPECIAL CONDITIONS (AG/CPJAD #26)
- C. CERTIFICATION OF NON-SUPPLANTING (AG/CPJAD #3)
- D. CERTIFICATION OF NON-DISCRIMINATION (AG/CPJAD #15)
- E. CERTIFICATION REGARDING DEBARMENT, SUSPENSION INELIGIBILITY, AND VOLUNTARY EXCLUSION (OJP Form 4061/1)
- F. CERTIFICATION OF NON-DISCRIMINATION COMPLAINT PROCEDURES (AG/CPJAD #30)

Special Certifications Required

- A. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENT (AG/CPJAD #16)
Required only for State agencies.
- B. CERTIFICATION REGARDING LOBBYING (AG/CPJAD #22)
Required only for awards of \$100,000 or more.

APPENDIX A: SLEC, GCOC, Local JAG Member Listing

The following are the eligible entities for the state allocated Coronavirus Emergency Supplemental Funds (CESF). Non-profits may partner with one of the entities; however, the applying agency must be a state or county agency.

State Law Enforcement Coalition (SLEC)

Department of Land and Natural Resources
Department of Defense
Department of Public Safety
Department of the Attorney General

Governor's Committee on Crime (GCOC)

Department of the Attorney General
Department of Public Safety
Office of the Prosecuting Attorney, Hawaii County
Department of the Prosecuting Attorney, City and County of Honolulu
Kauai Police Department
Maui Police Department
Hawaii Paroling Authority
The Judiciary
Office of the Public Defender

Local Byrne JAG (FY 2019)

Office of the Prosecuting Attorney, Kauai County
Department of the Prosecuting Attorney, Maui County
Hawaii Police Department
Honolulu Police Department

APPENDIX B: Request for CESF

Please use agency letterhead.

(Date)

TO: Julie Ebato
Administrator
Crime Prevention & Justice Assistance Division
Department of the Attorney General

FROM: (Name, Title such as Director/Agency Head)
(Agency Name)

SUBJECT: Coronavirus Emergency Supplemental Funding (CESF), Phase 2
Application for Grant

This is to confirm that I have reviewed and approved the application for grant herein attached.

Signature of Director/Agency Head