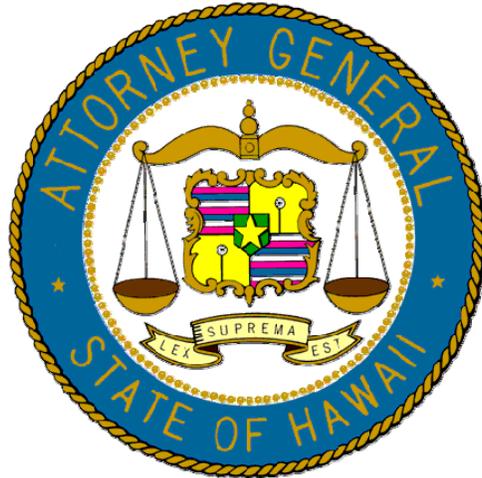


**EDWARD BYRNE MEMORIAL
JUSTICE ASSISTANCE GRANT (JAG) PROGRAM**



**FY 2021 GRANT APPLICATION
PROGRAM NARRATIVE**

JULY 2021

**EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROGRAM
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**Program Narrative
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I. EXECUTIVE SUMMARY

The Bureau of Justice Assistance (BJA) requires applicants for the FY 2021 Edward Byrne Memorial Justice Assistance Grant (JAG) Program to submit a program narrative that identifies the state's strategy/funding priorities and provide descriptions of the sub-grant process, the programs to be funded, the state's strategic planning process, any additional coordination efforts, and to identify how performance measure data will be collected and reported.

The JAG Program is the primary provider of federal criminal justice funding to state and local jurisdictions. JAG funds support all components of the criminal justice system from multijurisdictional drug task forces to courts, corrections, treatment, and justice information sharing initiatives. JAG funded projects may address crime through the provision of services to individuals and/or communities and by improving the effectiveness and efficiency of criminal justice systems, processes, and procedures. The JAG Program allows states and local jurisdictions to support a broad range of activities to prevent and control crime based on their own local needs and conditions and it provides agencies with the flexibility to prioritize and place justice funds where they are most needed.

The multi-year strategic plan covering Calendar Year (CY) 2019 – 2023 is attached. (See Attachment 1).

II. INTRODUCTION

STATE ADMINISTERING AGENCY (SAA)

The Governor of the State of Hawaii has designated the Department of the Attorney General as the state administering agency (SAA) to apply for and administer the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. Specifically, the SAA is responsible for the following:

- Coordination of JAG funds among state and local justice initiatives and ensuring that the pass-through requirement is met;
- Preparation and submission of the state JAG application;
- Administration of JAG funds including establishing funding priorities, distributing funds, monitoring subrecipients' compliance with all JAG special conditions and provisions, and providing ongoing assistance to subrecipients;
- Ensuring an inclusive planning process, including consultation with other criminal justice stakeholders;
- Submitting financial reports, programmatic reports, performance measure data, and subgrant information; and
- Ensuring any court disposition or other records generated by JAG funded programs are made available to state repositories if they are relevant to NICS determinations.

The Attorney General is the chief legal officer and chief law enforcement officer of the State of Hawaii. The Attorney General, appointed by the Governor, employs numerous attorneys and professional and support personnel to help carry out the responsibilities of the department. These include the following:

- Representing the state in civil and criminal cases when the state is a party;
- Investigating violations of state laws and initiating civil and criminal actions to enforce the laws or prosecute persons who violate them;
- Preparing legal opinions for the Governor, the Legislature, and the heads of state departments;
- Advising state officials on legal matters; and
- Defending and representing state officials and employees when they are sued for actions they have taken in connection with their state positions.

Within the department, primary responsibility for overseeing and administering federal crime grants falls with the Crime Prevention and Justice Assistance Division (CPJAD), Grants and Planning Branch. This division serves as the primary unit providing the Attorney General with critical information and resources needed to address crime and crime prevention within the state.

The Grants and Planning Branch identifies, applies for, and administers a number of Federal grants (the Edward Byrne Memorial Justice Assistance Grant, Violence Against Women Act Grants, the Victims of Crime Act Victim Assistance grant, Paul Coverdell, Residential Substance Abuse Treatment Grant, and others). The branch also administers the grant for the master contract for statewide sex assault services.

The mission of the branch includes the following:

- To coordinate statewide criminal justice planning efforts and programs;
- To serve as a clearinghouse for information on financial and other resources that assist in improving the criminal justice system; and
- To seek and administer federal and state grants.

The Governor's Committee on Crime (GCOC) is the advisory committee to the Attorney General for the JAG Program. The GCOC advises the Attorney General on crime related issues including identifying/selecting priority areas for JAG funds and setting administrative rules. The Committee is composed of key members from various state and local criminal justice agencies throughout Hawaii. Membership consists of: the Attorney General, two of four Prosecuting Attorneys, two of four Chiefs of Police, the State Public Defender, the Director of Public Safety, the Director of the Department of Health, the Department of Education's Superintendent, the Administrative Director of the Courts (the Judiciary), a Circuit Court Judge, the Hawaii Paroling Authority Chairperson, and the U.S. Attorney for the District of Hawaii (Ex-Officio).

III. NARRATIVE

A. DESCRIPTION OF THE ISSUE

State's Strategy/Funding Priorities

The Grants and Planning Branch develops and utilizes a multi-year strategy to identify funding priorities and dictates the types of programs and projects that the State intends to support with JAG funds. The Plan also provides an overview of the

various community and stakeholder engagement strategies used in its development; provides data and resource analyses to identify gaps and needs relating to criminal justice issues within identified State Priority Areas; and describes the sub-award process used to support projects focused on preventing and controlling crime and improving the criminal justice system. The funding priorities identified in the Plan includes both Federal Purpose Areas and State Priority Areas and are as follows:

Federal Purpose Areas:

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

The State Priority Areas:

- Violent Crimes
- Recidivism/Reentry
- Forensic Science

- Behavior Health
- Drugs , specifically projects focused on:
 1. Drug enforcement:
 - *Continuing support for the Statewide Multi-Jurisdictional Drug Task Force projects. Hawaii’s strategy includes a provision, which allows for up to 30% of the overall JAG funding to support SMDTFs’ efforts to disrupt the flow of drugs and apprehend mid to high level distributors importing and distributing illegal narcotics within the State.*
 - *Initiatives aimed at enhancing the justice system’s capacity to respond to drug threats and drug-related crime through hiring of dedicated personnel designed to improve system response and/or through the purchase of necessary equipment to enhance operations.*
 2. Prevention and Education:
 - *Increasing prevention and education efforts in the community to reduce the demand for methamphetamine and other illicit drugs*
 3. Training:
 - *Multi-agency cross training initiatives aimed at improving system response to drug threats and drug-related crimes.*

Additionally, the Plan also emphasizes support for projects that utilize an evidence-based program, incorporates multi-agency collaboration, and/or addresses the intersection between the criminal justice system and homelessness.

Sub Award Process and Timeline

Hawaii JAG funds are sub-awarded out to eligible criminal justice agencies through a competitive solicitation process. The Grants and Planning Branch has a well-developed process to administer, solicit, award, and disburse JAG funds to sub-recipients. This sub award process is detailed below:

Application for Grant: After the federal award is received, the Grants and Planning Branch announces the availability of JAG funds and invites eligible state and local agencies to apply for funds through an open competitive process. An application deadline is established, and an application kit with instructions is made available to interested parties. The Department of the Attorney General requires applicant agencies to provide information regarding other local or federal funding that is being sought to finance the project. This information allows the SAA to better coordinate use of the JAG grant. The SAA continues to initiate efforts to foster and encourage greater coordination among all of the subgrantees receiving federal funding assistance.

Review Process: Once applications are received, the applications undergo a two (2) tier selection/review process that evaluates and scores each application.

The review process includes:

1) A Peer Review (multi-agency review panel)

- Applications are reviewed and scored individually by peer reviewers. Reviewers are selected because of their specific subject knowledge of the criminal justice field, their willingness to review and score each application, and collectively, reflect a group of reviewers that are representative of agencies that make up the criminal justice system.
- The review panel reviews, evaluates, and scores respective applications. A group score is derived by calculating the average score across all reviewers.

2) Branch Review

- The Grants and Planning Branch conducts an internal review of all applications, considering the scoring and issues raised by the review panel. The Grants and Planning Branch also considers other information that is relevant to the application and the amount of funding that is available.
- Following the Branch review, a recommendation for applications to fund is made to the Attorney General.

Awards and Project Implementation: After the final decision from the Attorney General, awards are made to grant recipients and project implementation may commence.

Timeline

Task	Due Date
1. Receipt of Federal Award	September/October 2021
2. Application for Grant Announcement sent to eligible State and Units of Local Government Agencies	January 2023
3. Application Deadline	February 2023
4. Distribute Applications to Peer Reviewers	March 2023
5. Peer Panels Review of Grant Applications	March 2023
6. Branch Review – Review panel score and applications, make recommendations	April 2023
7. Funding Recommendations sent to the Attorney General for Review	April 2023
8. Award Letters Mailed to Grant Recipients	April 2023
9. Project Start Date	July 1, 2023

Description of Programs to be Funded Over the 4-Year Grant Period

The projects to be funded will need to fall within at least one of the Federal Program Areas and at least one of the State Priority Areas previously described. In general, grant funds are expected to be used for, but are not limited to support: personnel salaries, equipment and supplies purchases, training and educational

development initiatives, contractual support, and drug enforcement taskforce initiatives.

In the past, JAG funds have supported a multitude of projects that prevented and/or reduced crime and violence throughout the State of Hawaii. These projects included:

- Law enforcement initiatives to reduce property crime;
- Support for the statewide multi-jurisdictional drug task forces;
- Enhancements to a local law enforcement cybercrime unit;
- Improvements to crime labs and forensic science services; and
- Dedicated personnel to improve local prosecution of computer crimes and sexual assault cases.

B. PROJECT DESIGN AND IMPLEMENTATION

Strategic Planning Process

There were multiple strategic planning efforts used to develop our strategic plan and to solicit stakeholder engagement statewide. These efforts included a stakeholder survey, focus groups, engagement with the GCOC, and gathering data and resources. The stakeholder survey, focus groups, and GCOC engagement strategies were used to survey criminal justice professionals and others, discuss Federal Program and State Priority Areas, detect gaps and needs in relation to criminal justice, identify challenging issues faced by criminal justice agencies, and discuss evidence-based programs/best practices.

The Grants and Planning Branch worked in conjunction with the National Criminal Justice Association (NCJA) on developing the new strategic plan to cover CY 2019 – 2023. The strategic planning process included the following engagements:

- March 2018 CPJAD began working with NCJA to develop a stakeholder engagement strategy. As a part of this engagement strategy, CPJAD created an online community survey to gather input from both traditional and non-traditional partners across the state on identifying the most challenging issues within the JAG Federal Purpose Areas and State Priority Areas, prioritizing JAG funding, and identifying technology and information sharing needs. The Community Stakeholder Survey was open from April 27 – May 18, 2018. There were 29 questions and 231 responses from across all elements of the justice system, including: Law enforcement; Prosecution; Parole/probation/community corrections; Victims services/assistance; Corrections; Education/youth programs; Social services; Courts; Substance Abuse; Juvenile Justice; Forensic Science; Defense; Mental Health; and more.
- Six Focus Groups were conducted Statewide from June 12 – 20, 2018 which included two groups on Oahu (one state representation and one county representation), two groups on Hawaii (Hilo and Kona), and one group on Maui and Kauai respectively. Focus group attendees were asked to define the desired outcome of when the criminal justice system is working effectively; identify the resources necessary to have a positive impact on the justice system; provide perceptions and feedback about the current State

Priority Areas; and discuss criminal justice gaps/needs and ways to improve these areas.

- GCOC online survey was open from August 28 – September 4, 2018 with 8 questions. The goal of this survey was to gather information related to Federal Program and State Priority Areas, effective use of JAG funding, current JAG funding decision process, and target areas to maximize impact.
- GCOC engagement was vital throughout the strategic planning process. Meetings were held on April 20, 2018, September 11, 2108, November 14, 2018, and June 25, 2019. During these meetings, CPJAD Grants and Planning staff updated members on the strategic plan progress, discussed results from the survey and focus group sessions, presented an analysis of JAG funding, and gathered insight and input from the members to assist with the development of a funding strategy.
 - During the April 20, 2018 meeting, CPJAD staff discussed BJA’s new plan requirements, available technical assistance from NCJA, and the goal of the new strategic plan.
 - During the September 11, 2018 meeting, CPJAD presented the results of the 2018 community survey, planning efforts to date, community focus group results and GCOC online survey results.
 - The GCOC Meeting on November 14, 2018 was used to present the stakeholder engagement findings from the community stakeholder survey, statewide focus groups, and GCOC online survey, and to gather more information from the GCOC members

on the funding strategy. Discussion included: identifying challenging criminal justice issues facing the State of Hawaii; targeting criminal justice areas of need to invest in to maximize State impact; Statewide Multi-Jurisdictional Drug Task Force projects; and the use of evidence-based practices and multi-agency collaboration.

- During the GCOC meeting on June 25, 2019, members discussed and voted on a funding strategy for the CY 2019 – 2023 Strategic Plan.
- A conference call on September 27, 2019 with GCOC members and their representatives was held to discuss and identify initiatives within the State Priority Area of Drugs where an impact can be made over the next five years.
- A variety of sources were used to collect data and resources in identifying gaps and needs within the community to address in this plan as a part of the funding strategy. This includes the Uniform Crime Report (UCR), reports and data from state and county agencies, past JAG funding analysis, survey of criminal justice needs, criminal justice strategic plans, participation in multi-agency criminal justice and drug interdiction meetings, and information from national and local trainings. The integration of data into strategic planning efforts is not only important in identifying the most significant criminal justice needs, but also for advancing data-driven decision making. In developing this plan, data and

resources were used to help outline and define the five State Priority Areas and the three funding incentive areas.

The strategic planning efforts described above aided in the development of a funding strategy for the use of JAG funds over the next five years. This included the identification of five State Priority Areas, funding incentives, and targeted initiatives under the State Priority Area of Drugs. The goal of this new plan is to maximize JAG funding and drive funding that is focused, stakeholder driven, goal-oriented, measurable, and can show an impact in the use of funds. It is the intention of the CPJAD Grants and Planning Branch to review this plan annually and update State Priority Areas to target the most pressing and current criminal justice needs that can realistically be addressed with JAG funding. CPJAD also intends to continue its efforts to develop measurable goals, objectives, and expected outcomes across all State Priority Areas.

C. CAPABILITIES AND COMPETENCIES

A key mission of the Grants and Planning Branch is to coordinate statewide criminal justice planning efforts and programs. A primary focus has been administering federal grants to improve the criminal justice system. Hawaii's Statistical Analysis Center (SAC) and the SAA for JAG funds are housed in the same division in the Department of the Attorney General and are therefore able to share information and discuss common issues. The Branch is also a major resource for criminal justice and non-profit victim service agencies and helps to facilitate, support, and coordinate multi-disciplinary and multi-jurisdictional planning efforts. In some cases, agencies have requested Branch staff

to lead or participate in these planning and coordination efforts; in other cases, the Branch has been a catalyst to initiate these efforts.

Presented below are relevant Branch planning and coordination efforts. A notation is made if other U.S. Department of Justice grants, besides JAG, impact these efforts.

- **Interagency Council on Intermediate Sanctions (ICIS).** Branch staff participates in the ICIS effort by providing assistance as requested. The ICIS effort is an evidence-based effort of the courts, prisons, and parole agencies. The CPJAD involvement is to collect and analyze data to assess recidivism outcomes. In the past a Byrne/JAG grant supported the effort.
- **Correctional Program Checklist (CPC).** In an effort to improve the service and treatment response to reduce offender recidivism, ICIS has adopted the CPC to measure program integrity and quality. Branch staff members facilitate the CPC Coordinating Committee. The committee is responsible for developing the processes for coordinating/assigning review teams, scheduling assessments, reviewing reports and responses, providing technical assistance to programs, and developing policies and procedures for program assessment. CPC members include representatives from the Departments of Public Safety, Health, and Human Services, the Judiciary, and the Hawaii Paroling Authority. The CPC is being used to assess adult substance abuse, domestic violence, and sex offender treatment programs to ensure that evidence based practices are used and that a sound agency organization exists.
- **Statewide Forensic Sciences Laboratory Services.** The Branch facilitates semi-annual statewide forensic science meetings for Hawaii forensic science personnel.

The meetings serve as a forum to exchange information, discuss efforts to share limited resources, update strategic planning, and to encourage improved communication, coordination, and collaboration amongst agencies. The four police departments, the Honolulu Medical Examiner's Office, the Department of Public Safety's (PSD) Narcotics Enforcement Division, and the Criminal Justice and Investigations Divisions (AG) participate in the meetings; in addition to local Universities, the FBI and military forensic science units.

- **Sex Assault.** The Branch is involved in numerous sex assault efforts. Since 2006, the Legislature placed funding for sex assault victims in the Department of the Attorney General. The Branch administers the master contract for sex assault services with the Sex Abuse Treatment Center (SATC), which contracts with the sex assault crisis centers throughout the state. The Sex Abuse Treatment Center (SATC) coordinates sex assault services statewide and strives to ensure that a sexual assault victim will receive a complete package of quality services regardless of the county in which the victimization occurred.
- **Victim Witness Coordinators (VWC).** Branch staff convenes the quarterly VWC meetings. The meetings enable federal, state, and county criminal justice personnel to network and discuss victim services and issues. Participating agencies include the four county VW programs, the Crime Victim Compensation Commission (CVCC), the U.S. Attorney's Office, and the Federal Bureau of Investigation. The networking and sharing fostered at the meeting leads to improved coordination and collaboration among victim assistance agencies as well as the CVCC.

- **Automated Victim Notification System (aka VINE, SAVIN).** The Branch was involved in a multi-jurisdictional effort to establish an automated system that would notify victims of the change in status (e.g., release from prison, parole hearing) of their offender. Notification is a method to increase safety for crime victims. The system is operational under the Department of Public Safety (PSD). The Administrator of the Grants and Planning Branch currently serves on the SAVIN Governance Committee.
- **Hawaii Coalition Against Human Trafficking (HCAHT).** Branch staff participates in the HCAHT meetings and supports the Department of the Attorney General in its role as lead agency for the HCAHT. The purpose of HCAHT is to work collaboratively to identify, investigate, and prosecute trafficking cases; provide services to victims of trafficking; and increase public awareness of human trafficking. Members share updates regarding the status of human trafficking investigations as well as resources available to victims.
- **State Opioid Task Force.** In July 2017, Hawaii’s Governor launched a Statewide Opioid Action Initiative; a comprehensive statewide strategy to prevent and address the abuse and misuse of opioids and other drugs in Hawaii. The initiative is collaborative effort led by the Department of Health (DOH). Participating agencies include: the Department of the Attorney General, Department of Human Services Med-QUEST Division, Department of Public Safety Narcotics Enforcement Division, the county police departments, and numerous other community groups. Currently, the strategy identifies six main areas of focus, which includes: Treatment Access; Prescriber Education; Data Informed Decision Making; Prevention and Public

Education; Pharmacy-Based Interventions; and Support Law Enforcement and First Responders. Operational working groups were established where members are responsible for providing feedback and developing action items under their respective focus area. Branch staff actively participates on the “support law enforcement and first responders” working group.

- **State Victim Assistance Academy (SVAA).** The Branch received a three year grant from the Office of Victims of Crime (OVC) to develop and implement the Hawaii State Victim Assistance Academy (HSVAA) by October 2021. The HSVAA will provide victim service advocates with the core training and support necessary to deliver high-quality victim services that meet the unique needs of victims of crime in Hawaii. The Branch convened the Hawaii State Training Committee (HSTC) to plan for and implement the HSVAA. The HSTC is comprised of representatives from the police, prosecutors, and nonprofit victim service agencies across the State. In its first year, the branch staff facilitates monthly meetings with the HSTC to develop the curriculum and structure of the HSVAA.

D. PLAN FOR COLLECTING DATA

The BJA Justice Assistance Grant Program Performance Measures will be applied to projects as appropriate for the activities being conducted. In concert with the JAG’s identified performance measures, the SAA will use JAG Project Effectiveness Model (PEM) with its subgrantees. The PEM was developed with the assistance of BJA, and it ensures that grant applications have a logical link between problem statement, goals, objectives, project activities, budget, and performance measures. In this manner, projects

can report whether, or to what extent, objectives were accomplished and performance measures were achieved. The subgrantee project directors submit progress reports every six months. Collection of this data, in conjunction with other monitoring efforts including site visits, will enable the SAA to report on the applicable performance measures as well as obtain and report information on other accomplishments.

The SAA will also submit quarterly reports to BJA through its online Performance Measurement Tool (PMT). Once sub-award contracts are executed, the SAA, through the PMT, will assign each subgrantee a unique user login and password. The SAA, on behalf of the subgrantee, will pre-populate requested information and pre-select the appropriate performance indicators. The subgrantees' project director or designated staff will then be responsible to log onto the PMT database and submit reports on a quarterly basis. The subgrantees deadline to submit reports to the SAA are as follows:

<u>Quarter Ending:</u>	<u>Reports Due:</u>
September 30	October 15
December 31	January 15
March 31	April 15
June 30	July 15

A semi-annual report from the subgrantees is due on January 15 and July 15. The semi-annual report includes the following questions:

1. What were your major accomplishments during this reporting period?
2. What goals and objectives were accomplished during this reporting period, as they relate to your grant application?

3. Describe the project activities, as stated in your application that occurred during the reporting period.
4. Please report on all performance indicators, as state din your application.
5. What problems/barriers did you encounter, if any, within the reporting period that prevented you from reaching your goals or milestones?
6. Is there any assistance that CPJAD can provide to address any problems/barriers identified?
7. Are you on track to fiscally and programmatically complete your program as outlined in your grant application?
8. What major activities are planned for the next 6 months?
9. Based on your knowledge of the criminal justice field, are there any innovative programs/accomplishments that you would like to share with CPJAD?
10. Based on your knowledge, are there any gaps/needs you see in the criminal justice system that should be addressed?

Once reports are submitted, the SAA will review the data and submit a report to BJA.

Additionally, the SAA will ensure that any law enforcement agency receiving sub awarded JAG funding will submit quarterly accountability metrics data related to training on use of force, racial and ethnic bias, de-escalation of conflict, and constructive engagement with the public that officers have received. All current members of a law enforcement task force funded with JAG are required to complete BJA's Center for Task

Force Integrity and Leadership trainings online every four years. The certificate of completion is kept on file at the Department of the Attorney General.