



EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) FY 2022 APPLICATION FOR GRANT INSTRUCTIONS

APPLICATION DEADLINE: **February 23, 2024 - 4:00 p.m.**

Applications must be received (not postmarked) by the above date. Applications submitted by fax or email will not be accepted.

The Department of Attorney General, Crime Prevention and Justice Assistance Division (CPJAD), Grants and Planning Branch is soliciting for applications from State and County government agencies for the Edward Byrne Memorial Justice Assistance Grant (JAG). The amount available is approximately \$1,189,652.

The 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 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; crime victim and witness programs (other than compensation); and mental health programs and related law enforcement and corrections programs.

The JAG program requires that the State passes through a pre-determined percentage of funds (known as the "variable pass-through" or "VPT") to benefit County agencies (see the *VPT Information* section below). Hawaii's variable pass-through rate is 47%.

This solicitation is based on Hawaii's Strategic Plan, "*Creating a Safer Community, Edward Byrne Memorial Justice Assistance Grant, Strategic Plan, CY 2019-2023.*" A copy of the plan is available at www.ag.hawaii.gov/cpja/gp/byrnejag/.

Eligibility:

Applicants are limited to State and County government agencies.

Projects that have received a total of 48 months of JAG funding from FY 2011 to FY 2021 awards are not eligible. The Statewide Multi-Jurisdictional Drug Task Force (SMDTF) is exempt from the 48-month cap.

Government agencies can partner with non-governmental agencies. However, the applying agency (i.e., the agency responsible for fiscal oversight and program implementation) must be a government agency.

Match Requirement:

There is no match requirement for these funds.

Awards:

Awards shall range from \$40,000 to \$175,000.

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

Availability of Funds: Funds are anticipated to be available starting July 1, 2024.

Project Implementation: Awardees should begin implementing the project within 30 days after the agreement execution date. Failure to implement the project and document project activities may result in a reduction of award funds.

Use of JAG Funds: JAG funds cannot replace or supplant nonfederal funds that have been appropriated for the same purpose.

JAG funds must be used to supplement existing programs and/or pilot new initiatives related to improving the criminal justice system response to crime.

Applications must fall under one of the **JAG Federal Program 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, including behavioral programs and crisis intervention teams

Applications must also fall under one of the **JAG State Priority Areas:**

- Violent Crimes
- Recidivism/Reentry
- Forensic Science
- Behavioral Health
- Drugs, specifically: (1) Drug Enforcement; (2) Prevention and Education; and/or (3) Training

Scoring Incentives: Applications may be eligible for extra points during the evaluation and scoring process if the project demonstrates that:

- It is an Evidence-Based Program;
- It incorporates multi-agency collaboration; and/or

- It addresses the intersection between the criminal justice system and homelessness.

To receive extra points, an application must demonstrate that it has met all of the criteria listed in the [JAG Scoring Incentive Areas Instructions and Guidance \(Appendix B\)](#).

VPT Information:

Hawaii's variable pass-through (VPT) rate to benefit County agencies is 47%. A project administered by a State agency may be counted as a VPT project if (a) the project will directly benefit a unit(s) of local government and (b) if each local jurisdiction to benefit voluntarily signs a waiver to certify that it (1) recognizes that the funds in question are set aside for local government use; (2) believes that the proposed project will provide a direct local benefit; and (3) agrees that funding the project at the State level is in the best interests of the unit of local government.

Templates and Forms:

Applicants shall use the templates for the Application for Grant, which are available online <http://ag.hawaii.gov/cpja/gp/>.

Submission Requirements: Applicants shall submit the following as part of its application:

- One (1) original application (printed);
- Four (4) copies of the application (printed); and
- An electronic version of the application saved on a thumb drive or CD.

The original application and copies should include all parts of the application. The electronic version of the application should include Microsoft Word versions of Part I and Part II; the Microsoft Excel version of Part III and all required charts.

Failure to submit an application that contains all of the specified elements may negatively affect the review of the application.

<https://forms.office.com/g/7X4Fr3M74S>

Submit Applications to:

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

Application Deadline:

February 23, 2024 - 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.

Contact Information:

Marissa Ing, Criminal Justice Planning Specialist

Phone: (808) 586-1157; Email: Marissa.M.Ing@hawaii.gov

APPLICATION INSTRUCTIONS

REQUIRED FORMAT:

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

ABSTRACT (250-Word Limit)

The applicant shall include a project Abstract (no more than 250 words) summarizing the proposed project. The abstract shall include:

- The project title;
- The overall goal(s) and objective(s);
- Brief description of project activities; and
- Summary of proposed budgeted costs.

A Microsoft Word template is available at <http://ag.hawaii.gov/cpja/gp/>.

PART I. TITLE PAGE

The following instructions are for the Application for Grant, Part I. Title Page. Applicants must use the Title Page (AG/CPJAD #1) template, which is available at <http://ag.hawaii.gov/cpja/gp/>.

A. PROJECT TITLE.

Enter a brief descriptive title of ***no more than four words***. An application for a second or subsequent year of funding must retain the same title as the initial application.

B. APPLICANT AGENCY.

Enter the official name of the State or County agency requesting the grant.

C. SYSTEM FOR AWARD MANAGEMENT (SAM) AND UNIQUE ENTITY IDENTIFIER (UEI).

Registration with the System for Award Management (SAM) and having a UEI are requirements of the 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.

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.

UEI: On April 4, 2022, the federal government stopped using the Dun & Bradstreet Data Universal Number System (DUNS Number) and moved to the new Unique Entity Identifier (UEI) as the primary means of identifying an entity for federal awards government-wide in SAM. The UEI is a 12-character alpha-numeric value. Once issued, the SAM UEI will not change. All DUNS Numbers are being removed from SAM.gov. SAM registration will continue to require annual renewal. For more information on SAM UEI, go to <http://www.sam.gov>.

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** (i.e., 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 12 months of funding beginning July 1, 2024.

H. AUTHORIZED FEDERAL PROGRAM AREA.

Select one of the appropriate Federal Program areas that the application will be addressing:

- 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.

I. STATE PRIORITY AREA.

Select one of the appropriate State Priority areas that the application will be addressing:

- Violent Crimes
- Recidivism/Reentry
- Forensic Science
- Behavioral Health
- Drugs - Projects under the priority area of Drugs, must also select a subcategory:
 1. Drug Enforcement (Project is a Multi-Jurisdictional Drug Task Force; or project enhances the justice system's capacity to respond to drug threats and drug-related crime through hiring of specialized personnel designed to improve system response and/or through the purchase of necessary equipment to enhance operations.)
 2. Prevention and Education (Project increases prevention and education efforts in the community to reduce the demand for methamphetamine and other illicit drugs.)
 3. Training (Project provides multi-agency cross training aimed at improving system response to drug threats and drug-related crimes.)

J. SCORING INCENTIVE AREA(S).

Select only if the application includes in its narrative how the project 1) is an evidence-based program, 2) incorporates multi-agency collaboration with details of what the collaboration will include, and/or 3) addresses the intersection between the criminal justice system and homelessness. Select all areas that apply.

ATTENTION: To be considered for extra points, applicant must complete this section and meet the definitions and criteria/requirements for each applicable incentive area. [See Appendix B – JAG Scoring Incentive Areas](#) for instruction and guidance.

K. TYPE OF APPLICATION.

Indicate whether this is a new or continuation application with the Department of the Attorney General.

L. TOTAL PROJECT AMOUNT.

Enter the total grant amount that the applicant is applying for, rounded to the nearest dollar. Application requests shall be between a minimum of \$40,000 to a maximum of \$175,000.

M. 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.

N. 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.

O. 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

The following instructions are for the Application for Grant, Part II. Description of Project. The information requested in Sections A. to H. below must be described in detail. Applicants must use Part II. Description of Project (AG/CPJAD #1(a)) template, which is available at <http://ag.hawaii.gov/cpja/gp/>.

OVERVIEW AND TIPS FOR WRITING THIS SECTION:

This section is the most important part of the application because it describes what will be done, who will do it, and justifies the need for the project. Part II. Description of Project follows the Project Effectiveness Model.¹

Scoring incentives have been added for projects that propose to: utilize an evidence-based program approach, incorporate multi-agency collaboration in their project, and/or address the intersection between the criminal justice system and homelessness. To be considered for the additional points, the application must fulfill the criteria, as detailed in these instructions and [Appendix B](#).

A. PROBLEM STATEMENT

This section details the problem that is driving the need for the project. The problem statement should demonstrate a thorough understanding of the need or issue and include data and/or empirically-based evidence. This section should **NOT** be used to describe the project design (goals, objectives, activities, performance measures, etc.).

The problem statement describes the issue(s) or need(s) addressed by the proposed project by detailing:

1. The nature and/or context of the problem(s) to be addressed.
2. The scope of the problem(s), including the number of people affected by the problem(s), demonstrated by quantitative and/or qualitative data.

The problem statement should include all available pertinent data (i.e., average wait time, specific safety issues, number of arrests, number of agency referrals, caseloads, clearance rates, recidivism rates, etc.) and other indicators that define the problem or need.

¹ 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. For more information on the Project Effectiveness Model and Effective Grant Writing go to <http://ag.hawaii.gov/cpja/gp/effective-grant-writing-training/>.

3. Current and prior efforts by the applicant and/or other criminal justice agencies to address the problem(s), the limitations of those efforts, and how the proposed project differs from the current and prior efforts.
4. A description of the population affected by the problem(s) and/or the segments of the criminal justice system affected by the problem(s).
5. The geographic scope of the problem(s), i.e., specific counties/locations versus statewide.
6. A rationale for the importance of addressing the problem(s) now, including a projection of what might happen if the project's proposed intervention is not implemented.
7. Projects seeking continued JAG funding must provide the following:
 - A description of accomplishments resulting from the prior JAG award;
 - An explanation of the need for continued support;
 - Data to support the project's accomplishments; and
 - Data to support the need for continued JAG funding.

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 regarding definition of terms.

1. **Goal(s):** 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.*
- *To improve the delivery of substance abuse treatment services to criminal justice clients.*

2. **Objective(s):** An objective is a specific statement of measurable results to be achieved within a stated period of time. Objectives are reflections of the goal statement and tells the application reviewer what the project intends to accomplish.

An objective has the following characteristics:

- Specific (identifies the result to be achieved)
- Measurable (quantifies how the result will be measured)

- Achievable (demonstrates/implies that the results are possible)
- Realistic (demonstrates/implies that the results are possible under the constraints faced by the applicant or within the project period)
- Time-Sensitive (specifies deadline to reach the result)

Every goal must have at least one objective.

Examples:

- *To increase the number of prescription forgeries detected during the project period by 20% compared to the previous year.*
- *Eighty percent of the project participants who receive substance abuse treatment will not be rearrested during the project period.*

C. **PROJECT ACTIVITIES**

Applicants shall provide a clear detailed description of the proposed project activities. Project activities are descriptions of specific actions/steps that the project needs to complete to produce results and to accomplish its stated goal(s) and objective(s).

Activities should be broken down into phases or tasks.

Each objective should have at least one activity to describe how and when it will be addressed during the project.

Depending on the project design, this section should include:

- A detailed description of the **strategy** or method(s) to be implemented to achieve the project's goal(s) and objective(s).
- A description of proposed or existing **resources** necessary to implement proposed project activities.
- If applicable, a description of any **training or technical assistance** which will be required to complete the work, including the manner in which this training/technical assistance is to be utilized.
- If applicable, a description of **equipment and/or supplies** to be purchased, including a justification of the need for equipment/supplies and an explanation of its proposed use.

Project Activities and Timeline

Applicants must complete the “**Project Activities and Timeline**” Chart, which is available at <http://ag.hawaii.gov/cpja/gp/>. The completed chart shall be attached to application.

The Project Activities and Timeline is a tool for applicants to demonstrate how and when proposed activities will be accomplished. The Project Activities and Timeline should:

- Describe major phases and/or milestones to occur during the project period;
- Provide a listing of project activities needed to reach each milestone;
- Identify the individual(s) responsible for implementing the activity; and
- Identify the anticipated quarter(s) the activity is expected to be completed.

A sample timeline is provided as Appendix F.

D. PROJECT ORGANIZATION AND MANAGEMENT

Applicants shall describe the proposed duties and responsibilities of the Project Director and Financial Officer. Indicate to whom the Project Director and Financial Officer reports to and describe how project accountability will be maintained.

E. PERSONNEL

If the proposed project supports full- or part-time personnel (including overtime), applicants shall list all position(s) and shall describe the duties or responsibilities of each proposed position or attach the position description(s).

Additionally, applicants shall also provide:

- The name(s) of staff for each grant funded position to be filled, if already known, and
- Include a brief resume or biography for each person. If the position is vacant, applicants shall indicate that the resume will be submitted upon hire.

F. PARTICIPATING AGENCIES

List all collaborating agencies or organizations and describe the responsibilities of each entity.

Applicants seeking additional points for multi-agency collaboration scoring incentive must include a signed Memorandum of Understanding (MOU), Memorandum of Agreement (MOA), or a Letter of Intent (LOI). [See Appendix B – JAG Scoring Incentive Areas](#) for requirements.

G. PERFORMANCE INDICATORS AND REPORTING

The applicant shall describe the performance indicators that the project will use. Additionally, applicants must complete the chart entitled “**Logic Model – Performance Indicators**”, which is available at <http://ag.hawaii.gov/cpja/gp/>. The completed chart shall be attached to application.

A sample chart is provided as Appendix G.

Performance indicators are explicit measures of an output or an outcome measure that is 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.

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

Examples:

Output Measure is data showing your accomplishments towards objectives:

- *Number of participants accepted to the substance abuse treatment program.*
 - *Collected through 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 Measure is part of the evaluation or outcome of your efforts:

- *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 need 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 treatment logs.*

Note: Post Award Reporting Requirements:

In addition to the performance indicators/outcome measures described above, if an application is selected for funding, the awarded Recipient/Applicant will be required to comply with Bureau of Justice Assistance (BJA) and Department of the Attorney General, Crime Prevention and Justice Assistance Division (CPJAD) reporting requirements. Reporting requirements include, but are not limited to:

1. Office of Justice Programs Performance Measurements Platform (OJP PMT)

If awarded, applicants must comply with the quarterly reporting requirements of the Bureau of Justice Assistance, United States Department of Justice. The OJP PMT questions differ based on the type of organization. The current list of PMT questions may be accessed at <https://bjapmt.ojp.gov/help/JAGDocs.html>.

2. Crime Prevention and Justice Assistance Division (CPJAD) Semi-Annual Progress Reports and Final Report.

If awarded, applicants must comply with the CPJAD's reporting requirements. The purpose of these reports is to provide CPJAD with a status of the project's accomplishments.

H. PROBABILITY TO IMPROVE THE CRIMINAL JUSTICE SYSTEM AND SUSTAINABILITY PLAN

1) Probability to Improve the Criminal Justice System:

The purpose of this section is to describe the specific gains, benefits, improvements, increased efficiencies, changes, or other planned **impact** on the existing problem area/system that are expected to occur as a result of the project. The applicant must 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 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 improve overall quality of life of the County and safer surrounding communities.

2) Sustainability Plan:

A sustainability plan identifies how the project will continue after grant funding is exhausted. The applicant must describe its plan to continue the project once JAG funding can no longer be used.

Example: It will cost an estimated \$40,000 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 formula grant.

PART III. BUDGET DETAIL AND NARRATIVE

The following instructions are for the Application for Grant, Part III. Budget Detail and Part III. Budget Narrative. The budget detail and narrative should be submitted using the Excel spreadsheet template (AG/CPJAD #1(b) (Rev. 01/2023)), which is available at <http://ag.hawaii.gov/cpja/gp/>.

All requested information must be included in the budget detail and budget narrative worksheets. All proposed budget items must fit in one of the twelve budget categories. There are tabs on the Excel worksheets labeled “Budget Detail,” “Budget Narrative,” and “Budget Summary.”

In general, funds under this solicitation may be used to support overtime costs, provide additional personnel, equipment, supplies, contractual support, training, technical assistance, conferences*, and travel expenses for criminal justice agencies.

The Budget Detail shall include computations to clearly show how the costs were derived. The Budget Narrative shall explain how the cost of the budgeted items are reasonable and necessary for the execution and completion of the project. An applicant may include documentation to support the cost or line item.

* 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. If budget includes conference costs, then the various components to host a conference should be allocated across applicable budget categories (i.e., cost for trainer should be budgeted under ‘Subawards/Procurement Contracts’, facility and audio visual fees under ‘Other’ costs, etc.)

For details on allowable and unallowable usage of JAG funds, refer to the most current edition of the [JAG Frequently Asked Questions \(FAQs\)](#) and the [JAG Prohibited Expenditure List and Controlled Expenditure](#).

A. SALARIES AND WAGES

The purpose of this section is to identify the position(s) or employee(s) to be supported with grant funds. Overtime and standby costs should also be listed in this section.

Budget Detail: List the title of the position(s), name of employee (if available), salary, salary rate (i.e., hourly, monthly, or yearly), the time worked (i.e., number of hours, number of months, or year), and the percentage of time to be devoted to the project.

Budget Narrative: Describe the project-related duties of each position/employee and why the position/employee is necessary for the execution and completion of the project.

Restrictions and Notes:

- 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.
- Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

B. FRINGE BENEFITS

The purpose of this section is to detail the fringe benefit cost per position(s) to be supported with grant funds.

Budget Detail: List the title of the position(s), name of employee, if available, salary base, and fringe benefit rate.

Budget Narrative: List the composition of the fringe benefit package in the budget narrative or include as an attachment.

Restrictions and Notes:

- 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.
- Vacation payout is not an allowable fringe benefit.

C. **TRAVEL**

The purpose of this section is to detail travel costs to be supported with grant funds.

Budget Detail: Describe the purpose of each travel expenditure, identify the location of travel, if known; or if unknown, indicate “location to be determined”, and show the basis of computation separately (i.e., transportation, per diem, mileage, local travel, other). Applicants should use the lowest cost for transportation. Travel costs are calculated by estimating unit cost multiplied by quantity (i.e., units, days of per diem), number of staff traveling, and number of trips.

Budget Narrative: Explain how the costs were estimated and why the travel is necessary for the execution and completion of the project. Proposed travel costs must be reasonable and in accordance with the applying Agency’s established written travel policy. Your agency’s travel policy should be described in the budget narrative. If no policy exists, then the Federal Travel Regulations are to be followed.

Restrictions and Notes:

- Prior approval by the Department of the Attorney General is required for all out-of-state travel.
- Travel expenses associated with subawards, procurement contracts, and/or consultants should be included in the “Consultant Travel” section of the “Subawards (Subgrants)” or Procurement Contracts” cost category, as applicable.
- 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 vehicle rental for mainland travel is included, justify the need and cost comparison in the budget narrative. Identify the location of travel, if known; or if unknown, indicate “location to be determined.”

D. **EQUIPMENT**

The purpose of this section is to itemize the equipment (i.e., non-expendable items) to be purchased with grant funds.

Equipment is tangible property having a useful life of more than two years, such as computers, desks, and technology systems. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high-cost items and those subject to rapid technological advances.

Budget Detail: Itemize the equipment, quantity to be purchased, and estimated unit cost.

Budget Narrative: Explain how the costs were estimated for each equipment item and why the equipment is necessary for the execution and completion of the project.

Restrictions and Notes:

- Rented or leased equipment costs should be listed in the “Contracts” cost category.
- **JAG-specific guidance:**
Refer to the detailed [Prohibited Expenditure List and Controlled Expenditure List](#) and the [JAG Frequently Asked Questions \(FAQs\)](#) for items that may fall under this category.

E. SUPPLIES

The purpose of this section is to itemize the supplies (i.e., expendable items) to be purchased with grant finds.

Supplies are items that are consumed (i.e., are expended or cannot be reused) during the course of the project, such as office supplies, postage, printing, or copy paper.

Budget Detail: Itemize the supply, quantity and estimated unit cost.

Budget Narrative: Explain how the costs were estimated for each supply and why the supply is necessary for the execution and completion of the project.

F. SUBAWARDS (Subgrants)

The purpose of this section is to describe subawards/subgrants to be supported with grant funds. See “subaward” definition at 2 CFR 200.92.

Consultants may be characterized as either subawards or procurement contracts. Please refer to the definition of subaward or procurement contract to determine the appropriate placement of consultants within your budget.

Applicants are encouraged to promote free and open competition in awarding subawards. Applicants must follow their Agency’s procurement/purchasing policies and procedures.

Budget Detail: Identify the subaward recipient’s name (if known), describe the purpose of the subgrant, identify the activities to be carried out by any subrecipient, indicate whether the subaward recipient is a consultant, and provide the estimated cost.² The

² **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, CPJAD. 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

estimated cost should be listed per subrecipient, to the extent known prior to the application submission. Expenses related to consultant travel must be listed separately (see Restrictions and Notes below).

Budget Narrative: Explain the purpose of the subawards, how the estimated costs were generated, and why the subaward is necessary for the execution and completion of the project. The budget narrative shall also include the name and brief biography of the subaward recipient, the subaward recipient's duties and responsibilities, the length of the subaward, and a breakdown of the daily/hourly fees and rates.

If a training/conference/service will be provided as part of the subaward, the narrative should identify the topic and provide relevant details.

If available, the applicant should attach the quote from the subaward recipient.

Restrictions and Notes:

- For restrictions on consultant rates, see footnote 2.
- **Consultant Travel:** Expenses related to travel must be listed separately. Itemize the travel costs on the budget detail. Explain the travel purpose, identify the travel destination, and show the basis of computation separately (i.e., transportation, per diem, mileage, local travel, other).

G. PROCUREMENT CONTRACTS

The purpose of this section is to describe procurement contracts to be supported with grant funds. See "contract" definition at 2 CFR 200.22.

Consultants may be characterized as either subawards or procurement contracts. Please refer to the definition of subaward or procurement contract to determine the appropriate placement of consultants within your budget.

Applicants are encouraged to promote free and open competition in awarding contracts. Applicants must follow their Agency's procurement/purchasing policies and procedures.

Budget Detail: Identify the contractor's name (if known), describe the purpose of the procurement contract, identify the activities to be carried out by any contractor, indicate whether the contract recipient is a consultant, and provide the estimated cost. (See footnote 2 regarding consultant rates). The estimated cost should be listed per contractor, to the extent known prior to the application submission. Expenses related to consultant travel must be listed separately (see Restrictions and Notes below).

Budget Narrative: Explain the purpose of the procurement contract, how the estimated costs were generated, and why the procurement contract is necessary for the execution

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.

and completion of the project. The budget narrative shall also include the name and brief biography of the procurement contract recipient, the procurement contract recipient's duties and responsibilities, the length of the procurement contract, and a breakdown of the daily/hourly fees and rates.

If a training/conference/service will be provided as part of the procurement contract, the narrative should identify the topic and provide relevant details.

If available, the applicant should attach the quote from the contractor.

Restrictions and Notes:

- For restrictions on consultant rates, see footnote 2.
- **Consultant Travel:** Expenses related to travel must be listed separately. Itemize the travel costs on the budget detail. Explain the travel purpose, identify the travel destination, and show the basis of computation separately (i.e., transportation, per diem, mileage, local travel, other).

H. INSURANCE

The purpose of this section is to itemize and describe insurance costs to be supported with grant funds.

Budget Detail: Describe the insurance policy and/or vendor and specify the quantity of insurance policies (by policy type or vendor), basis of the cost or rate (i.e., per square foot, per FTE allocated to the program, hourly, daily, monthly, yearly), cost and length of time of grant support.

Budget Narrative: Describe the methodology used to allocate insurance costs to the project (i.e., square footage or full-time equivalents), the basis of the computation, and why the cost is necessary for the execution and completion of the project.

I. LEASE/RENTAL OF SPACE

The purpose of this section is to itemize and describe the lease/rental of space to be supported with grant funds.

Budget Detail: Describe the property/space to be leased or rented and specify the number/quantity of spaces to be leased or rented, the basis of the cost or rate (i.e., per square foot, per FTE allocated to the program, hourly, daily, monthly, yearly), cost, and length of time of grant support.

Budget Narrative: Describe the methodology used to allocate lease/rental costs to the project (i.e., square footage or full-time equivalents), the basis of the computation, and why the cost is necessary for the execution and completion of the project.

J. UTILITIES/TELECOMMUNICATIONS

The purpose of this section is to itemize and describe utilities/telecommunication expenses to be supported with grant funds.

Budget Detail: Describe the utility or telecommunication item to be purchased or rented and specify the quantity of utilities/telecommunications units to be purchased or rented, the basis of the cost or rate (i.e., per square foot, per FTE allocated to the program, hourly, daily, monthly, yearly), cost, and length of time of grant support.

Budget Narrative: Describe the methodology used to allocate the costs to the project (i.e., square footage or full-time equivalents), the basis of the computation, and why the cost is necessary for the execution and completion of the project.

K. INDIRECT COSTS

The purpose of this section is to describe the indirect costs to be supported with grant funds.

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.

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.

Budget Detail: Specify whether the indirect cost is based on a current, federally-approved indirect cost rate or the 10% de minimis indirect cost rate (see Restrictions and Notes below), the cost base, and applicant's indirect cost rate.

Budget Narrative: Reiterate the circumstance under which the applicant falls that will allow it to use an indirect cost rate (see Restrictions and Notes below) and detail the computation of the cost base.

Restrictions and Notes:

The use of indirect costs is allowed. However, the costs must be consistently charged as either indirect or direct costs. It may not be double charged or inconsistently charged as both.

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 10% 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 10% De Minimis Indirect Cost Rate, Applicants *must*:
 - Submit a signed Certification (post award) of 10% De Minimis Indirect Cost Rate (AG/CPJAD #37).
 - 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.

Note: 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 should complete the Indirect Cost Worksheet located on the Department’s website at:

https://ag.hawaii.gov/cpja/files/2023/05/AG_CPJAD-40-Indirect-Cost-Worksheet-04_2023.xls to help determine chargeable costs.

L. OTHER COSTS

The purpose of this section is to itemize and describe costs not covered by any other budget detail category (i.e., confidential funds or conference registration costs) to be supported with grant funds.

Budget Detail: Describe the cost item, quantity to be purchased, basis for the cost or rate (i.e., each/unit, per square foot), cost, and length of time of grant support.

Budget Narrative: Describe the methodology used to allocate the costs to the project, the basis of the computation, and why the cost item is necessary for the execution and completion of the project.

M. BUDGET NARRATIVE

Each cost item listed in the budget detail must have an associated entry in the budget narrative to explain why the cost item is necessary for the execution and completion of the project.

The budget narrative should not restate the information on the budget detail (i.e., 2 items @ \$300/item). Instead, the purpose of the budget narrative is to explain/identify:

- The purpose of each expense (i.e., why the expense is necessary for the execution and completion of the activities listed in Part II. Description of the Project);
- How the estimated costs in the budget detail were generated; and
- The policies/procedures that will be followed to purchase/procure the line item expense (if applicable).

Examples of Budget Narrative Entries:

- Salaries and Wages:
 - John Smith, Counselor, will provide individualized substance abuse counseling, group therapy and support group sessions, and treatment services to program participants. Services include focusing on strengthening protective factors, relapse prevention strategies and management, vocational skills, improving coping strategies and stress management, etc. The percentage of time devoted to this grant for the project period is 100%. The annual salary reflects the current starting rate of a Substance Abuse Counselor position, SR 21, Step C.
 - Vacant, Office Assistant III, will provide clerical support to the program. The percentage of time devoted to this grant for the project period is 50%. The annual salary reflects the current starting rate of an Office Assistant III position, SR 10, Step C.
- Fringe Benefits:

The fringe rate being used is the current state rate at 50.65% (see attached for breakdown of covered items).
- Equipment:

The digital recorder and DVD player will be used to document behavioral and

attitude changes in participant's 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.

N. BUDGET SUMMARY

The Budget Summary will auto-calculate based on the entries on the Budget Detail. The Budget Summary provides the Total Project Costs.

Appendix A
FY 2022 JAG
CHECKLIST FOR APPLICATION FOR GRANT
Department of the Attorney General

Check that the following have been completed.

1. **Abstract** _____
2. **Part I. Title Page** (Form AG/CPJAD #1)
 - a) Items A to O are completed. _____
3. **Part II. Description of Project** (Form AG/CPJAD #1(a))
 - 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.
 - *“Project Activity & Timeline” Chart is attached.* _____
 - f) Defines the agency(s) and personnel that will manage and work on the project. _____
 - g) If applicable, a list of collaborating agencies is provided and includes a description of responsibilities of each entity. _____
 - h) Performance indicators are linked to the goals/objectives.
 - *“Logic Model – Performance Indicators” Chart is attached.* _____
 - i) There is probability that the project can improve the criminal justice system. _____
 - j) Sustainability plan is included. _____
4. **Part III. Budget Detail, Budget Narrative, and Budget Summary** (Form AG/CPJAD #1(b))
 - a) Budget Detail Items A through L total the amount of the grant application. _____
 - b) Budget Narrative completed and attached. _____
 - c) Budget clearly supports the project’s objectives and activities. _____
 - d) Budget Summary is attached _____
5. The **Application** for Grant (Abstract, Part I. Title Page, II. Description of the Project, and III. Budget Detail, Narrative and Budget Summary) **must be saved as a Microsoft Word or Excel (as applicable) and submitted electronically on a thumb drive or CD.** In addition to the electronic version, submit **one (1) original and four (4) copies of the Application.** _____

6. If applicable, copies of your agency’s current, federally approved indirect cost rate agreement OR the [Indirect Cost Computation Worksheet](#) must be submitted with the Application for Grant.

7. **Scoring Incentives (If Applicable):** Applicable only to applications seeking to qualify for one or more of the identified scoring incentive areas.

a) **Evidence-Based Program**

- Identifies how the program is evidence-based.
- Explains why the program was chosen and appropriateness for target population.
- Describes implementation and the intended benefits.
- Provides evidence of proven effectiveness.

b) **Multi-Agency Collaboration**

- Identifies all partner agencies and provides a clear description of the roles, responsibilities, and expectations of each partner.
- Describes how activities are coordinated.
- Signed MOU/MOA/LOI attached.

c) **Intersection between the Criminal Justice System and Homelessness**

- Identifies target population in the Problem Statement.
- Describes the intersect or system response between the criminal justice system and homelessness.
- Describes improvements made to the criminal justice system.
- Describes the anticipated outcomes.

Appendix B
FY 2022 JAG
SCORING INCENTIVE AREAS
INSTRUCTIONS AND GUIDANCE
Department of the Attorney General

Applicants are encouraged to submit projects that utilize an evidence-based program, incorporates multi-agency collaboration, and/or address the intersection between the criminal justice system and homelessness. Applicants will receive extra points for projects that meet the requirements in one or more of the scoring incentive areas.

To qualify for extra points, an applicant must:

1. Identify on the title page which funding incentive area(s) the project is seeking,
2. Meet the definition as described below, and
3. Meet the requirements/criteria as described below.

Note: An application may qualify for more than one incentive area.

- **Incentive Area #1: Utilizing an Evidence-Based Program**

Definition: A program and practices is evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. The outcome evaluation is a formal study, completed by a critical expert reviewers that have examined the evaluations methods and agree about the programs effects. An Evidence-Based Program is based off of substantial evidence demonstrating that the program/activities/methods/process have been used by another entity and are shown through data to be effective.

A resource guide for identifying effective programs and evidence-based practices is available ([see Appendix F – Resources for Identifying Evidence-Based Programs and Best Practices](#)). This resource may be a helpful reference for identifying programs that have been proven to be effective or used for projects seeking information to make informed decisions on the type of intervention to replicate or adapt.

Criteria: Extra points will be awarded to projects that provide information on the evidence-based program that will be implemented. To demonstrate this, an application must:

- (1) Clearly identify the evidence-based program that will be utilized by the project. Applicants should also explain why it was chosen and its appropriateness for the target population;
- (2) Describe how the program will be implemented. To be eligible for extra points, the applicant must do more than merely cite the evidence-based program being used;

rather, the applicant must describe throughout the application how the approach will be implemented as it was designed to ensure fidelity. The applicant must demonstrate that it has the capacity and expertise to deliver services, and list the intended benefits or anticipated outcomes to be achieved; and

- (3) Demonstrate that the approach has been recognized as an evidence-based program. To be eligible for extra points, the applicant must provide evidence from an independent third party, demonstrating the program/practice as being proven effective (i.e., a formal study, evaluation, literature review, etc.). The research (report title, author) citing its effectiveness must be referenced.

Applicants who do not demonstrate that they meet all of the requirements listed above will not receive any points for this section.

- **Incentive Area #2: Incorporates Multi-Agency Collaboration**

Multi-disciplinary coordination and collaborative approaches can be effective in leveraging and maximizing limited resources. When implemented effectively, partnerships can improve capacity, operations, and systems response; bridge gaps; reduce duplication of effort/services; facilitate information sharing; and provide a seamless continuum of care or response across varying sectors.

Collaboration is a critical component to implementing change within the criminal justice system. A collaborative process is intended to move away from the traditional way of working in silos, towards a way that allows for shared resources to address complex issues. Engaging system stakeholders in change efforts helps to eliminate barriers, increases opportunities for success, informs stakeholders about what other agencies are doing, and creates a shared vision that supports a systemic goal. Working collaboratively with all stakeholders in the planning and implementation of a project can result in a seamless continuum of care.

Definition: CPJAD defines multi-agency collaboration as two or more agencies strategically working together towards a common or shared goal, solution, and outcome to impact the community.

Criteria: Extra points will be awarded to projects that successfully demonstrate the use of multi-agency collaboration to implement project activities. To demonstrate this, an application must:

- (1) Describe how multi-agency collaboration will be coordinated to carry out the project. To be eligible for extra points, the applicant must do more than merely cite that it works with other agencies; rather, the applicant must describe throughout the application how coordination between agencies will occur. Applicant must identify all partner agencies, define and describe major roles, responsibilities, and expectations of all parties involved with the project, and show how activities will be coordinated.

- (2) Demonstrate multi-agency collaboration by attaching a signed MOU, MOA, or a LOI to the Application for Grant. The signed agreement must:
- Identify all agencies involved;
 - Identify the roles, responsibilities, and expectations of each agency; and
 - Be signed by all agencies.

Examples of a MOA and a MOU can be found at the following links:

- *MOA Example:*
<https://bjatta.bja.ojp.gov/system/files/naloxone/First%20Responder%20MOA%20Template.pdf>
- *MOU Example:*
https://www.ovcttac.gov/ovcttac_media/TaskForceGuide-eguide-media/5.7/bjasamplecomprehensivehtf_mou_.pdf

Applicants who do not demonstrate that they meet all of the requirements listed above will not receive any points for this section.

- **Incentive Area #3: Addresses the Intersection Between the Criminal Justice System and Homelessness**

Hawaii has one of the highest rates of homelessness per capita in the nation. Individuals experiencing homelessness and their involvement or contact with the criminal justice system is a top concern among justice leaders and stakeholders across the state. Research shows that homeless individuals are disproportionately more involved in the criminal justice system as both victims and alleged perpetrators. Many also frequently cycle in and out of the system for low level offenses, which can burden the system and not address the underlying issue of homelessness. Additionally, due to Hawaii's high cost of living and lack of affordable housing options, incarcerated individuals who are reentering into the community face significant challenges with accessing resources, including securing safe and stable housing.

The issue of people who are homeless and in contact with the justice system is complex, challenging, cuts across various agencies/systems, and continues to grow. Criminal justice agencies and stakeholders can play a pivotal role in providing linkages to supportive services and also reduce the risk of homelessness and recidivism for criminal justice involved individuals.

Definition: For the purpose of this solicitation, the term “addressing the intersection between the criminal justice system and homelessness” means a criminal justice led effort or strategy that:

- Seeks to improve outcomes for individuals who are experiencing homelessness and come into contact with a component of the criminal justice system (i.e., law enforcement, courts, prosecution, probation, parole); or
- Addresses the needs of justice involved individuals who are at risk of becoming homeless. This can include prevention and intervention projects.

Applicants could include projects designed to: reduce incarceration or jail-time of homeless individuals involved with low-level crimes or minor offenses; improve reentry efforts to justice involved individuals at-risk of becoming homeless when reentering back into the community and ensuring access to safe and stable housing; divert low-level offenses committed by homeless individuals away from the criminal justice system and linking individuals to appropriate resources and community-based support services; and expand access to comprehensive support services and/or strengthening coordination efforts with social services and homeless and other community support service providers.

Criteria: Extra points will be awarded to projects that successfully address the intersection between the criminal justice system and homelessness as defined above. To demonstrate this, an application must:

- (1) Clearly identify its target population in [Part II- Project Description, section A – Problem Statement](#);
- (2) Clearly describe the intersection or system response between the criminal justice system and homelessness;
- (3) Describe what will be improved within the criminal justice system in relation to homelessness; and
- (4) Describe the anticipated outcomes at the end of the project in relation to the criminal justice response to homelessness.

Applicants who do not demonstrate that they meet all of the requirements listed above will not receive any points for this section.

Appendix C

FY 2022 JAG APPLICATION EVALUATION & SCORING Department of the Attorney General

Applications will be scored according to the following:

Evaluation Category	Possible Points
Abstract	1 point
Problem Statement	10 points
Strategy	36 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 and Reporting	18 points
Probability to Improve the Criminal Justice System and Sustainability Plan	5 points
Budget Detail, Narrative, and Summary.....	20 points
Project Activities & Timeline Chart	5 points
Logic Model – Performance Indicator Chart	5 points
SCORING INCENTIVES (If applicable) :	
Evidence-Based Programs	7 points

Multi-Agency Collaboration	
.....	7 points
Intersection Between the Criminal Justice System and Homelessness	
.....	7 points
Total Possible Points	121 points

Appendix D

FY 2022 JAG POST AWARD INFORMATION Department of the Attorney General

The following certifications are not required at this time. In the event the application is selected to receive an award, then the following certifications will need to be completed. These certifications will be included as part of the agreement.

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)
For all agencies except Judiciary.

For grant recipients (as applicable):

- 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. DISCLOSURE OF LOBBYING ACTIVITIES (SF-LLL)
Required only for awards at \$100,000 or more.
- E. CERTIFICATION OF 10% DE MINIMIS INDIRECT COST RATE (AG/CPJAD #37)
Required only for projects that utilize the 10% de minimis indirect cost rate in budget.

Appendix E

FY 2022 JAG RESOURCES

Department of the Attorney General

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

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.

The Grant Manual provides background information, award procedures, and administrative and fiscal requirements (i.e., 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 **Grantee Resources**. This training outlines the basics to grant writing and project planning for solicitations released by CPJAD, Grants & Planning Branch.

DOJ Grants Financial Guide at <https://www.ojp.gov/funding/financialguidedojo/overview> for information on allowable/unallowable cost.

JAG Frequently Asked Questions (updated December 2022) found at:
<https://www.bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/jag-faqs.pdf>

Federal Edward Byrne Memorial Justice Assistance Grant Program FY 2022 State Solicitation found at: <https://bjaojp.gov/funding/o-bja-2022-171368.pdf>

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

- BJA's prohibited and controlled expenditures list
(<https://www.bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/jagcontrolledpurchaselist.pdf>)
- Costs incurred outside the project period
- DNA equipment and supplies
- Firearms
- Fundraising
- Land acquisition and construction
- Lobbying
- Military arsenal, vehicles, vessels, and aircraft
- Payment for unused accrued vacation
- Purchase of any food and/or beverage for any meeting, conference, training, or other event prizes, lei, trinkets
- Replacing loss, damage, theft of equipment
- Standard police uniforms and gear
- Tips on food or taxi

Appendix F

FY 2022 JAG

EXAMPLE -- PROJECT ACTIVITIES AND TIMELINE

Adjust this template to account for the number of project objectives and activities.

To add more activities, add rows to the applicable table.

To add more objectives, copy and paste the entire table.

OBJECTIVE #:1.1

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

Activity Number	Description of Activity	Responsible Individual(s)	Anticipated Completion (X)			
			Jul – Sept Q1	Oct – Dec Q2	Jan – Mar Q3	Apr – Jun Q4
1	Identify and obtain contact information for pharmacies in defined geographic area	Project Director	X			
2	Establish secure method to transmit prescription information	IT/Tech Contractor & Program Manager		X		
3	Conduct calls with referring pharmacist for explanation (ongoing monthly)	Program Manager		X	X	X
4	Conduct calls with pharmacist consultants to examine referred prescriptions (ongoing monthly)	Program Manager		X	X	X
5	Record number of referred, actionable, and declined prescriptions (ongoing monthly)	Program Manager		X	X	X

APPENDIX G

EXAMPLE -- LOGIC MODEL – PERFORMANCE INDICATORS

Adjust this template to account for the number of project objectives and performance measures

To add more performance indicators/data to be collected, add rows to the applicable table.

To add more objectives, copy and paste the entire table.

OBJECTIVE #1.1

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

Description of Performance Indicator/ Data to be Collected	Select One (X)		Baseline	Source of Data/Where Data Will be Collected From	Individual(s) Responsible for Data Collection
	Output	Outcome			
Total number and percentage of participating pharmacies within the geographic area	X		Total Number = 5 Percentage = 10 %	Agreements to participate	Project Director
Total number and percentage of prescriptions referred as suspected fraudulent prescriptions	X		Total Number = 30 Percentage = 2%	Database of referrals	Data collection clerk
Total number and percentage of prescriptions identified as fraudulent	X		Total Number = 2 Percentage = 7%	Investigation case management system	Data collection clerk
Total volume of controlled substances withheld as a result of prescriptions identified as fraudulent (quantitative)		X	Volume: 1000 mg Oxycodone 500 mg Ambien	Investigation case management system	Data collection clerk
Reduction in amount of illegal controlled substances circulating within the county and safety of the community (qualitative)		X	Baseline to be determined within 3 months of initiation of project	Stakeholder survey	Program Manager