



# FY 2023 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROGRAM APPLICATION FOR GRANT INSTRUCTIONS



## NEW GRANT INSTRUCTIONS AND REQUIREMENTS, EFFECTIVE JANUARY 2025

### APPLICATION DEADLINE: FEBRUARY 21, 2025, at 12:00 P.M.

- A complete application must be emailed to [CPJAgreements@hawaii.gov](mailto:CPJAgreements@hawaii.gov) by the deadline.
- The date and time an application is received will be determined by CPJAD's computer system/email.
- An applicant submitting more than one application must email each application separately.

The Department of Attorney General, Crime Prevention and Justice Assistance Division (CPJAD), Grants and Planning Branch is soliciting applications for the Edward Byrne Memorial Justice Assistance Grant (JAG). The amount available is approximately \$1,296,241.

The JAG program, the primary provider of federal criminal justice funding to State and local jurisdictions, supports a range of program areas. Projects must fall within one of the JAG Federal Program Areas (see below) and address at least one of the State Priority Areas/Goals, as detailed in Hawaii's 2024-2028 JAG Strategic Plan. A copy of the Strategic Plan is available at [www.ag.hawaii.gov/cpja/gp/byrnejag/](http://www.ag.hawaii.gov/cpja/gp/byrnejag/).

**Eligibility:** Applicants are limited to State and County government agencies. Government agencies can partner with non-government agencies if both determine that such partnership is mutually beneficial. However, the applying agency (i.e., the agency responsible for fiscal oversight and program implementation) must be a State or county government agency.

**Ineligible Applications:** The following applications will be deemed ineligible upon receipt and will not be reviewed or considered for funding:

- Applications for projects (except the Statewide Multi-Jurisdictional Drug Task Force projects) that received a cumulative total of 48 months of funding from the FY 2012 to FY 2022 JAG awards.
- Applications submitted by agencies that do not have an active registration in SAM.gov at the time of application.
- Applications for projects that do not fall within one of the JAG Federal Program Areas and/or applications that do not mark a JAG Federal Program Area on the application's Title Page.
- Applications that are incomplete (e.g., not certified by the agency head as reviewed).
- Applications not submitted by the application deadline.

<b>Award Range:</b>	\$40,000 to \$175,000
<b>Availability of Funds:</b>	Funds are anticipated to be available starting July 1, 2025.
<b>Length of Support:</b>	Applicants may apply for a maximum of 12 months of funding.
<b>Project Implementation:</b>	Awardees must 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.
<b>JAG Federal Program Areas:</b>	<p>Applications must fall within one of the following areas:</p> <ul style="list-style-type: none"> <li>▪ Law enforcement programs;</li> <li>▪ Prosecution and court programs;</li> <li>▪ Prevention and education programs;</li> <li>▪ Corrections and community corrections programs;</li> <li>▪ Drug treatment and enforcement programs;</li> <li>▪ Planning, evaluation, and technology improvement programs;</li> <li>▪ Mental health programs and related law enforcement and corrections programs, including behavioral programs and crisis intervention teams; and/or</li> <li>▪ Implementation of state crisis intervention court proceedings and related programs or initiatives, including but not limited to: (i) Mental health courts; (ii) Drug courts; (iii) Veterans courts; (iv) Extreme risk protection order programs</li> </ul> <p>Applications must indicate the JAG Federal Program Area that the project falls within on the application’s Title Page. Failure to mark a Federal Program Area on the application Title Page will render the application ineligible and the application will not be reviewed.</p>
<b>State Priority Areas/Goals:</b>	<p>Projects should address at least one of the State Priority Areas/Goals identified in Hawaii’s 2024-2028 JAG Strategic Plan, which is available at <a href="http://www.ag.hawaii.gov/cpja/gp/byrnejag/">www.ag.hawaii.gov/cpja/gp/byrnejag/</a>.</p> <p>Applications for projects that do not address one of the State Priority Areas/Goals may be submitted. However, projects that fall within the State Priority Areas/Goals will be prioritized above projects that do not address one of the State Priority Areas/Goals.</p> <p>Descriptions of the urgent/emergent criminal justice issues are included in this solicitation at Appendix C.</p>

<b>Supplanting Prohibited:</b>	<p>JAG funds cannot replace or supplant nonfederal funds that have been appropriated for the same purpose.</p> <p>JAG funds must be used to supplement existing programs and/or pilot new initiatives related to improving the criminal justice system response to crime.</p>
<b>Templates/Forms:</b>	<p>Applications must use the Application for Grant templates. The templates are available online at <a href="http://ag.hawaii.gov/cpja/gp/">http://ag.hawaii.gov/cpja/gp/</a>.</p>
<b>SAM.gov/Unique Entity Identifier (UEI):</b>	<p>Applicants must have an active registration in SAM.gov and must submit documentation confirming their active registration. Applications that do not include documentation of an active SAM.gov registration will be deemed ineligible and will not be reviewed.</p>
<b>VPT Information:</b>	<p>The JAG program has a variable pass through (VPT) requirement requiring Hawaii to pass through 49.3% of JAG FY 2023 funds to benefit County agencies.</p> <p>A project administered by a State agency may be considered to be 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.</p>
<b>Application Components:</b>	<p>A complete application must be emailed to <a href="mailto:CPJAGrants@hawaii.gov">CPJAGrants@hawaii.gov</a> by the deadline. For an application to be considered complete, the email must contain <u>all</u> of the following documents in the required formats:</p> <ul style="list-style-type: none"> <li>▪ Abstract with Agency Head Acknowledgement; Part I. Title Page; and Part II. Description of Project and attachments (All in one document; PDF format)</li> <li>▪ Budget Detail, Budget Narrative, and Budget Summary (Excel format); and</li> <li>▪ Documentation of the Applicant’s active registration in SAM.gov (PDF format)</li> </ul> <p><b>Incomplete applications:</b> Incomplete applications will be deemed ineligible and will not be reviewed. Incomplete applications will not be considered for funding.</p>
<b>Minimum Score:</b>	<p>CPJAD’s minimum score to recommend funding is 70.</p> <p>When GCOC makes its funding recommendation to the Attorney General, CPJAD will inform the GCOC whether an application has met the minimum score.</p>

**Review of Applications:**

Complete applications will undergo the following review:

- Tier 1: Panel of criminal justice professionals (based on the submitted written application and, if applicable, the status of continuing projects); and
- Tier 2: CPJAD’s Grants and Planning Branch. (based on the submitted written application and related issues); and
- Tier 3: The Governor’s Committee on Crime (GCOC) will make the final funding recommendation to the Attorney General. GCOC will have access to copies of the applications. Also, Applicants recommended for funding by CPJAD will be required to present their project to GCOC in person. Applicants receiving an unfavorable CPJAD recommendation may request to present their project to GCOC in person and ask for their project to be reconsidered for funding. Applicants are responsible for all costs, including travel costs, incurred to make an in-person presentation to the GCOC.

**Contact Information:**

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**FY 2023 JAG APPLICATION FOR GRANT  
Department of the Attorney General**

- A complete and timely application must be emailed to [CPJAgants@hawaii.gov](mailto:CPJAgants@hawaii.gov) by February 21, 2025 at 12:00 p.m.
- The date and time an application is received will be determined by CPJAD’s computer system/email.
- An applicant submitting more than one application must email each application separately.
- For an application to be considered complete, the emailed application must contain all of the following documents in the required formats:
  - Abstract with Agency Head Acknowledgement; Part I. Title Page; and Part II. Description of Project and attachments (All in one document; PDF format)
  - Budget Detail, Budget Narrative, and Budget Summary (Excel format); and
  - Documentation of the Applicant’s active registration in SAM.gov (PDF format)
- Application Format Requirements:
  - Font Type and Size: Times New Roman, 12-Point
  - Margins: 1-inch
  - Spacing: Single

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## **ABSTRACT**

Applicants shall include a project abstract. The abstract has a 500-word limit.

Applicants must use the template AG/CPJAD #1 for the project abstract. Templates are available online at <https://ag.hawaii.gov/cpja/gp/>.

All applications must be approved for submittal by its agency or department head. The agency or department head must sign the top of the Abstract template.

The abstract must include and/or briefly address the following:

- Name of the project (Project Title) and geographic area to be served
- What problem will this project address? (Problem)
- What are the project's goals?
- What are the project's objectives?
- What major activities will this project conduct to ensure that the project will meet its objectives?
- Summarize the proposed budgeted costs by budget category

## **PART I. TITLE PAGE**

The Application for Grant shall include Part I. Title Page. Applicants must use the Part I. Title Page (AG/CPJAD #1) template. Application for Grant templates are available online at <https://ag.hawaii.gov/cpja/gp/>.

### **A. PROJECT TITLE.**

Enter a brief descriptive title that has 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:** Unique Entity Identifier (UEI) is 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. For more information on SAM UEI, go to <http://www.sam.gov>.

Additionally, an application must include documentation of the applicant agency’s active SAM registration and an active UEI (e.g., printouts of the applicable webpages).

**D. ADDRESS.**

Enter the mailing address of applicant agency.

**E. 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.

**F. PROJECT PERIOD.**

Select the expected start and end date of the project. Duration of the project is not to exceed 12 months of funding beginning July 1, 2025.

## **G. FEDERAL PROGRAM AREA.**

Select the Federal Program area 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
- Implementation of state crisis intervention court proceedings and related programs or initiatives, including but not limited to: (i) Mental health courts; (ii) Drug courts; (iii) Veterans courts; (iv) Extreme risk protection order programs

## **H. STATE PRIORITY AREAS.**

State Priority Areas and Strategic Plan Goals are synonymous. Select the State Priority Area and Objective that the application will be addressing:

- Goal 1, Objective 1:  
Decrease the impact of drug crime in Hawaii
- Goal 1, Objective 2:  
Decrease the impact of drug crime in Hawaii, Statewide Multi-Jurisdictional Drug Task Force
- Goal 2, Objective 1:  
Decrease the barriers to community integration in Hawaii
- Goal 3, Objective 3:  
Support capacity building and coordination efforts in Hawaii's criminal justice system
- Goal 4, Objective 1:  
Support the State's and/or county's ability to address urgent or emergent criminal justice issues:
  - Crisis Intervention and Support
  - Information Sharing Technology
  - Justice Reform Strategies
  - Violent Crime Reduction
- N/A – Does Not Address a JAG State Priority Area

Appendix C contains a description of the FY 2023 JAG State Priorities/Goals. It also contains descriptions of the urgent/emergent criminal justice issues for this solicitation.



**I. TYPE OF APPLICATION.**

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

**J. 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.

**K. 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.

**L. 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.

**M. 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 Application shall include Part II. Description of Project. Applicants must use the Part II. Description of Project (AG/CPJAD #1(a)) template. All templates are available online at <https://ag.hawaii.gov/cpja/gp/>.

The information requested for each section must be described in detail. Part II. Description of Project follows the Project Effectiveness Model.<sup>1</sup>

### **A. PROBLEM STATEMENT**

This section must describe the problem/issue/need that the project will address. The problem statement must demonstrate Applicant's thorough understanding of the problem to be addressed by the project. The problem statement must include data and/or empirically-based evidence.

Do not describe the project design (goals, objectives, activities, performance measures, etc.) in this section.

The problem statement must detail:

1. The nature and/or context of the problem (i.e. historical context or evolution of the problem) to be addressed.
2. The severity/scope of the problem through the use of credible quantitative and/or qualitative data.
  - To demonstrate the credibility of the data/evidence, the source of the data must be cited in the problem statement.
  - The data and information in this section must be pertinent to the problem being addressed by the project.
  - Examples of data: average wait time, specific safety issues, number of arrests, number of agency referrals, caseloads, clearance rates, recidivism rates, etc.).
  - At a minimum, the problem statement must quantify or estimate the number of people affected by the problem.

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<sup>1</sup> 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. A description of the population (or segment of the criminal justice system) affected by the problem.
  - If the application addresses a subset of a population, the problem statement must identify and describe the distinguishing characteristics of that population subset.
4. The geographic scope of the problem(s), i.e., specific counties/locations versus statewide.
5. Current and prior efforts by the Applicant and/or criminal justice agencies to address the problem, including descriptions of –
  - The limitations of those prior efforts to address the problem; and
  - How the proposed project differs from the current and prior efforts.
6. A projection of how the problem will change if the Applicant’s project is not implemented now.
7. Projects seeking continued JAG funding must –
  - Describe the accomplishments resulting from the prior JAG award;
  - Explain the need for continued JAG funding/support;
  - Provide data to support its accomplishments and continued need for funding; and
  - Describe the Applicant’s efforts to sustain the project without grant funding.

## **B. GOALS AND OBJECTIVES**

This section must provide precise statements of the project goal(s) and objective(s) that the project will achieve by the end of the project period.

The following may serve as a guide regarding definition of terms.

1. **Goal:** A goal is a one-sentence, general statement of overall purpose of the project.
  - Do not use multiple sentences or a paragraph to describe the project goal.
  - Begins with “To” to show that an action will occur as a result of the project.
  - 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:** An objective is a specific statement of measurable results to be achieved within a stated period of time.
- Objectives are measurable actions that demonstrate the Applicant will advance toward a goal.
  - Objectives detail 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 AND TIMELINE**

This section must provide detailed descriptions of the proposed project activities.

Applicants also must complete the “Project Activities and Timeline” Chart in the template for Part II. Description of Project. (*See Appendix D for an example.*)

The following may serve as a guide regarding definition of terms:

1. **Activity:** An activity is a specific action/step that the project needs to complete to accomplish an objective described in the previous section.
  - Each objective should have at least one activity to describe how and when it will be addressed during the project.

- Activities should be grouped into stages/phases and broken down into tasks.
  - Depending on the project design, the project’s activities may demonstrate –
    - The project’s strategy or methodology to achieve the objective;
    - The resources (e.g., equipment, supplies) the Applicant needs to obtain to execute the activities; and/or
    - The Applicant’s training/technical assistance needs (and how the training/technical assistance will be used) to achieve the objectives.
    - If an activity is the purchase of resources or training/technical assistance, this section must justify the purchase and explain how the resource or training/technical assistance will be used to achieve the project’s objectives.
2. **Timeline:** A timeline is a project’s schedule, from start-to-finish, that shows how activities and objectives are interconnected by detailing:
- The phases/key milestones (e.g., purchasing/procurement phase, training phase, execution phase, data collection phase, etc.) to achieve each project objective;
  - The activities that must be completed to complete a phase or achieve each key milestone;
  - The deadline for each activity; and
  - The smaller/actionable tasks that must be executed to complete an activity.

**D. PROJECT ORGANIZATION AND MANAGEMENT**

This section must –

- Identify the Project Director and Financial Officer and describe the duties and responsibilities of the Project Director and Financial Officer;
- Identify to whom the Project Director and Financial Officer reports; and
- Describe how project accountability will be maintained.

## **E. PERSONNEL**

This section must –

- Identify the full- or part-time personnel/positions (including overtime) that will be supported with grant funding;
- Describe the duties/responsibilities of each position and/or attach the position description of each position;
- If a grant-funded position is filled: identify the name(s) of the staff for each grant-funded position, if known, and provide a resume or biography of each person; and
- If a grant-funded position is vacant, indicate that the resume will be submitted upon hire.

## **F. PARTICIPATING AGENCIES**

This section must –

- List all collaborating agencies or organizations for this project; and
- Describe the responsibilities of each collaborating agency or organization;
- If applicable: Attach a copy of a Memorandum of Understanding (MOU), Memorandum of Agreement (MOA), or a Letter of Intent (LOI) securing the collaboration/cooperation of the agencies.

## **G. PERFORMANCE INDICATORS AND REPORTING**

This section must describe the performance indicators that the project will use to measure the effectiveness of the project and determine whether each project objective was met.

Applicants must also complete the chart entitled “Logic Model – Performance Indicators” Chart. (*See Appendix E for an example.*)

The following may serve as a guide regarding definition of terms:

1. **Performance Indicator:** A performance indicator describes the data that will either quantify a project’s expected performance (output measure) or measure the expected benefits of a project (outcome measure).
  - Performance indicators detail how project accomplishments will be documented and how the project’s overall performance will be measured, assessed, and evaluated.

- Each objective must have at least one performance indicator.
  - Performance indicators describe the data to be collected without providing a concrete numerical value or target that the project wants to obtain.
  - Every performance indicator must identify individual(s) responsible for the data collection and describe how they will be gathering and reporting data.
2. **Output Measures:** Output measures show the project’s progress toward reaching or accomplishing its objectives.
- Output measures quantify the project’s expected performance (i.e., identifies and measures the results of tasks and activities).
  - Examples:
    - Output Measure: Number of participants accepted to a substance abuse treatment program.
      - From where the data will be collected: Intake packet paperwork.
      - Person responsible for data collection: Intake Supervisor
    - Output Measure: Number of participants that are arrested
      - From where the data will be collected: Internal Re-arrest System
      - Person responsible for data collection: Project Director
    - Output Measure: Number of treatment staff receiving training
      - From where the data will be collected: Training sign-in sheets.
      - Person responsible for data collection: Treatment Supervisor
    - Output Measure: Type of training received/dates/location/trainer
      - From where the data will be collected: Training agenda programs and a training binder will be developed.
      - Person responsible for data collection: Project Director
    - Output Measure: Number of participants completing treatment services.
      - From where the data will be collected: Treatment logs.
      - Person responsible for data collection: Clinical Supervisor
3. **Outcome Measures:** Outcome measures measure the benefits associated with the project’s activities.
- The relationship between the outcome measure and the problem identified in the problem statement (or the progress made toward reaching the project’s goal) must be clear. The progress may be minimal or slight.

- Examples
  - Outcome Measure: Percent change of project participants who self-report a reduction in their criminal thinking.
    - Problem/benefit: High recidivism rates in the target population
    - From where the data will be collected: the quarterly Agency Quality Assurance Department Customer Satisfaction Survey provided to participants every other month; data results are entered on an Excel workbook.
    - Person responsible for data collection: Clinical Supervisor
  - Outcome Measure: Percent change of project participants that score lower on their criminogenic need assessment in each section.
    - Problem: High recidivism rates in the target population
    - From where the data will be collected: Criminogenic Needs Assessment completed every other month and data is entered on the participant's treatment plan.
    - Person responsible for data collection: Treatment Director
  - Outcome Measure: Percent of participants re-arrested who completed treatment services as compared to those who did not complete treatment services.
    - Problem: High recidivism rates in the target population
    - From where the data will be collected: re-arrest data on participants with comparison of treatment logs
    - Person responsible for data collection: Project Director

### **Post-Award Reporting Requirement**

In addition to the project's performance indicators, awarded projects must comply with Bureau of Justice Assistance (BJA) and Department of the Attorney General, Crime Prevention and Justice Assistance Division (CPJAD) reporting requirements:

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

This reporting is required by the JAG federal funding agency, the Bureau of Justice Assistance, United States Department of Justice. The OJP PMT questions differ based on the type of organization.

The JAG Accountability Measures (effective January 2025) may be reviewed at <https://bja.ojp.gov/funding/performance-measures/jag-accountability-measures.pdf>.

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

The purpose of these reports is to provide CPJAD with a status of the project's accomplishments. The template for the semi-annual and final reports are on the CPJAD website.



## **H. PROBABILITY TO IMPROVE THE CRIMINAL JUSTICE SYSTEM**

This section must explain how the project anticipates improving the criminal justice system and/or benefits to the community (i.e., gains, benefits, increased efficiencies, changes, or other planned impact on the existing problem area/system).

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.

## **I. SUSTAINABILITY PLAN**

This section must describe:

- The estimated yearly costs to continue the project after the end of the project period;
- The likelihood that the project will be able to continue after JAG funding ends;
- The likelihood that the project will be included in the Applicant's permanent operating budget.
- If the project will not be included in the permanent or operating budget, describe –
  - The other sources of potential funding that may be used to continue the project after JAG funding ends; and
  - The steps the Applicant will take to access the other sources of funding.

Example:

The estimated yearly cost to continue this project is \$40,000. It is likely that the project will be able to continue after the end of the project period. Although it is not likely that the project's costs will be included in the agency's permanent operating budget, we will likely use other funding sources, such as \$30,000 from County discretionary funds and \$10,000 from a formula grant. Applicant is committed to continuing this effort through our annual strategic planning approach.

## PART III. BUDGET SUMMARY; BUDGET DETAIL; BUDGET NARRATIVE

The Application shall include Part III. Budget Summary, Detail, and Narrative. Applicants must use Part III. Budget Summary, Detail, and Narrative (AG/CPJAD #1(b) (Rev. 01/2025)) template. All templates are available online at <https://ag.hawaii.gov/cpja/gp/>.

*Note: Additional guidance to complete the budget is included in the template.*

**Allowable and Unallowable Costs:** For details on allowable and unallowable use of JAG funds, refer to the current edition of JAG Frequently Asked Questions and the JAG Prohibited and Controlled Equipment Guidance for Awards Made During or After (federal) Fiscal Year 2023 in Appendix F.

There are three sections of the template. Each of the three sections has an Excel worksheet:

1. **Budget Summary:** This Excel tab will auto-calculate the Total Project Costs based on entries in the Budget Detail tab (see below).
2. **Budget Detail:** This Excel tab must contain and show how the costs were calculated by entering numbers in all relevant columns.
  - All proposed budget items must fit in one of the twelve budget categories.
  - Costs must be allowable and reasonable.
  - 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.
3. **Budget Narrative:** This Excel tab must explain how the costs of the budgeted items are reasonable and necessary for the execution and completion of the project.
  - 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 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).

- To avoid inconsistent information, the budget narrative should not restate the information on the budget detail (i.e., 2 items @ \$300/item).
- An applicant may include documentation to support a cost or line item.
- Examples:
  - 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.

The following are instructions on how to complete Part III. Budget Summary, Detail, and Narrative (AG/CPJAD #1(b) (Rev. 1/2025)) template:

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

**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 regarding unallowable or prohibited equipment: See Appendix F.

## **E. SUPPLIES**

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

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. The 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:**
  - Consultant Rates (see below footnote)<sup>2</sup>
  - 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 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.

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<sup>2</sup> 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 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.

- **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](mailto:ask.ocfo@usdoj.gov).

- **Budget Detail:** Specify whether the indirect cost is based on a current, federally-approved indirect cost rate or the 15% 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 15% 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 15% De Minimis Indirect Cost Rate, Applicants must:
    - Submit a signed Certification (post award) of 15% 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 \$50,000 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 \$50,000. Applicants should complete the Indirect Cost Worksheet located on the Department’s website at <https://ag.hawaii.gov/cpja/gp/> 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.

## Appendix A

### FY 2023 JAG CHECKLIST FOR APPLICATION FOR GRANT

APPLICATION SECTION OR QUESTION	YES	NO
1. Applicant is an eligible applicant.	___	___
2. Application is being emailed to <a href="mailto:CPJAggrants@hawaii.gov">CPJAggrants@hawaii.gov</a> by the deadline.	___	___
3. The Application email contains the following attachments in the correct format: <ul style="list-style-type: none"> <li>▪ Abstract with Agency Head Acknowledgement; Part I. Title Page; and Part II. Description of Project and attachments (All in one document; PDF format)</li> <li>▪ Budget Detail, Budget Narrative, and Budget Summary (Excel format); and</li> <li>▪ Documentation of the Applicant’s active registration in SAM.gov (PDF format)</li> </ul>	___	___
4. Proposed project falls within one of the JAG Federal Program Areas.	___	___
5. Proposed Project addresses one of the State Priority Areas/Goals for this solicitation year.	___	___
6. <b>Abstract:</b> The Abstract addresses all of the following questions: <ul style="list-style-type: none"> <li>▪ Name of the project (Project Title) and geographic area to be served</li> <li>▪ What problem will this project address? (Problem)</li> <li>▪ How will this project address the problem? (Goals)</li> <li>▪ How will this project demonstrate that it is making progress toward the goal? (Objectives)</li> <li>▪ What key milestones will this project meet to ensure that the project will meet its objectives? (Activities and Timeline)</li> <li>▪ Summarize the proposed budgeted costs by budget category</li> </ul>	___	___
7. <b>Part I. Title Page:</b> All the items are complete.	___	___
8. <b>Part II. Description of Project:</b> The description of project describes all of the elements detailed in the instructions: <ul style="list-style-type: none"> <li>▪ <b>Problem Statement:</b> The problem statement demonstrates a thorough understanding of the problem and includes supporting data.</li> <li>▪ <b>Goals:</b> Each goal is a one-sentence general statement to explain how the project will address the problem detailed in the Problem Statement.</li> <li>▪ <b>Objectives:</b> Each objective describes a measurable target (i.e., specific, measurable, achievable, realistic, and time-sensitive) that the project will meet to demonstrate that it is advancing toward the previously described goal(s).</li> <li>▪ <b>Timeline:</b> The timeline is a complete schedule of key milestones that must be completed to meet the project objectives. <ul style="list-style-type: none"> <li>▪ The “Project Activities &amp; Timeline” chart is included.</li> </ul> </li> <li>▪ <b>Activities:</b> The activities demonstrate how and when the key milestones will be completed by the project.</li> </ul>	___	___

APPLICATION SECTION OR QUESTION	YES	NO
<ul style="list-style-type: none"> <li>▪ <b>Project Organization and Management:</b> The application identifies the Project Director (PD) and Financial Officer (FO), describes the PD and FO responsibilities, and describes how project accountability will be maintained.</li> </ul>	___	___
<ul style="list-style-type: none"> <li>▪ <b>Personnel:</b> The application identifies all positions support with grant funding, describes the responsibilities of each position, and provides the name/resume of the grant-funded staff.</li> </ul>	___	___
<ul style="list-style-type: none"> <li>▪ <b>Participating Agencies:</b> The application identifies all collaborating agencies/organizations and the responsibilities of each agency/organization. A Memorandum of Understanding/Memorandum of Agreement/Letter of Intent (if needed) is included.</li> </ul>	___	___
<ul style="list-style-type: none"> <li>▪ <b>Performance Indicators – Output Measures:</b> The application describes the data that quantifies a project’s expected performance. The method of data collection/location of data is described. The person responsible for data collection is identified. <ul style="list-style-type: none"> <li>▪ The “Logic Model – Performance Indicators” chart is included.</li> </ul> </li> </ul>	___	___
<ul style="list-style-type: none"> <li>▪ <b>Performance Indicators – Outcome Measures:</b> The application describes the data that will measure the expected benefits of the project. The outcome measure is related to the problem, goal, and objectives described in the application. The method of data collection/location of data is described. The person responsible for data collection is identified.</li> </ul>	___	___
<ul style="list-style-type: none"> <li>▪ <b>Probability to Improve the Criminal Justice System:</b> The application describes how this project will improve the criminal justice system.</li> </ul>	___	___
<ul style="list-style-type: none"> <li>▪ <b>Sustainability:</b> The application describes how this project will continue after JAG funding ends.</li> </ul>	___	___
<p>9. <b>Part III. Budget Summary; Budget Detail; Budget Narrative:</b></p> <ul style="list-style-type: none"> <li>▪ Budget Summary: The Budget Summary is included and complete.</li> </ul>	___	___
<ul style="list-style-type: none"> <li>▪ Budget Detail: For each cost item, the budget detail shows how the project costs were calculated (i.e., providing a break down of each line item, such as unit cost x number of units, instead of a lump sum). Costs are allowable and reasonable.</li> </ul>	___	___
<ul style="list-style-type: none"> <li>▪ Budget Narrative: For each cost item, the budget narrative explains: <ul style="list-style-type: none"> <li>- The purpose of each expense;</li> <li>- How the estimated costs were generated; and</li> <li>- The policies/procedures that will be followed to purchase/procure the item.</li> </ul> </li> </ul>	___	___
<ul style="list-style-type: none"> <li>▪ If applicable: <ul style="list-style-type: none"> <li>- Fringe benefit listing</li> <li>- Indirect Cost worksheet</li> <li>- Federally Approved Indirect Cost Rate Agreement</li> </ul> </li> </ul>	___	___

## Appendix B

### FY 2023 JAG APPLICATION FOR GRANT SCORING

APPLICATION SECTION	POSSIBLE POINTS
Abstract	2
Part I. Title Page	N/A
Part II. Description of Project	
- Problem Statement	15
- Goals	10
- Objectives	10
- Timeline (including the “Project Activities & Timeline” chart)	4
- Activities	4
- Project Organization and Management	3
- Personnel	3
- Participating Agencies	4
- Performance Indicators – Output Measures (including the ““Logic Model – Performance Indicators” chart)	11
- Performance Indicators – Outcome Measures	7
- Probability to the Improve Criminal Justice System	4
- Sustainability	3
Part III. Budget Summary; Budget Detail; Budget Narrative	
- Budget Summary	1
- Budget Detail	8
- Budget Narrative	11
<b>TOTAL POINTS*</b>	<b>100</b>

\* CPJAD’s minimum score to recommend funding is 70. When GCOC makes its funding recommendation to the Attorney General, CPJAD will inform the GCOC whether an application has met the minimum score.

## Appendix C

# FY 2023 JAG STATE PRIORITIES/GOALS & URGENT/EMERGENT CRIMINAL JUSTICE ISSUES

### GOAL 1: Decrease the impact of drug crime in Hawaii

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#### Drug Crime

##### Objective 1:

Award at least two project(s) per fiscal year that focuses on one or more of the following areas that decrease the impact of drug crime:

- (A) Drug prevention and education;
- (B) Diversion (e.g., law enforcement- or prosecution-led diversion), which may include treatment services, if appropriate;
- (C) Drug enforcement or prosecution;
- (D) Law enforcement;
- (E) Judiciary/courts, including specialty courts;
- (F) Corrections or community corrections;
- (G) Pretrial, in-custody, community corrections, and/or reentry support services, including drug, behavioral health, or mental health treatment and rehabilitation or culturally responsive treatment and rehabilitation; and/or
- (H) Technological innovation to address drug crime.

##### Objective 2:

Award the Statewide Multi-Jurisdictional Drug Task Force (that conducts drug intelligence sharing, drug investigation, drug interdiction, and drug enforcement efforts) with up to thirty percent of the JAG program funds per fiscal year for the purpose of reducing:

- (A) The manufacture or production of illegal drugs by individuals, criminal groups, or drug trafficking organizations in Hawaii;
- (B) The sale of illegal drugs by individuals, criminal groups, or drug trafficking organizations in Hawaii;
- (C) The transport of illegal drugs by criminal groups or drug trafficking organizations within Hawaii, to destinations outside of Hawaii, and from destinations outside of Hawaii;
- (D) Violence, illicit finance, illegal firearms use or possession, and other criminal activity associated with the illegal drug trade in Hawaii;
- (E) The number of mid- to high-level drug trafficking organizations operating in Hawaii by disrupting or dismantling the drug trafficking organization; and/or
- (F) The number of criminal groups that distribute one or more drugs at the retail level and mid-level in Hawaii by disrupting or dismantling the criminal group.

##### Definitions for Goal 1, Objective 2:

- A “criminal group” is a loosely knit, small- to moderately-sized group of individuals without a highly defined command-and-control structure, that produces, transports, and/or distributes one or more drugs at the retail level or mid-level.
- “Disrupt” means to drastically alter the structure or operation of.
- “Dismantle” means to take apart to render inoperable.
- A “drug trafficking organization” is a complex organization with highly defined command-and-control structures that produce, transport, and/or distribute large quantities of one or more illicit drugs.

**GOAL 2: Decrease the barriers to community integration in Hawaii**

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**Barriers to  
Community  
Integration**

Objective 1:

Award one or more project(s) per fiscal year that will assist at least one hundred justice-involved individuals or other community individuals experiencing barriers to community integration, collectively, to access one or more of the following:

- (A) Legal documents;
- (B) Transportation;
- (C) Communication;
- (D) Housing/Transitional Housing;
- (E) Health care (medical and behavioral/mental health) and/or health care insurance coverage;
- (F) Education or Vocational Training;
- (G) Support Services; and/or
- (H) Reentry planning.

**GOAL 3: Support capacity building and coordination efforts in Hawaii’s criminal justice system**

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**Capacity  
Building and  
Coordination**

Objective 1:

Develop an on-demand, free grant writing and/or grant management training, with the aim of developing organizations’ ability to compete for and manage U.S. Department of Justice grant funds by the end of the Strategic Plan period.

Objective 2:

Facilitate at least eight in-person meetings (two in each county) by the end of the Strategic Plan period to develop –

- (A) Cross-agency efforts between organizations;
- (B) A county Sequential Intercept Model; and/or
- (C) A process to divert certain justice-involved individuals away from the criminal justice system.

Objective 3:

Award one or more project(s) per fiscal year that will support capacity-building and coordination with the purpose of leveraging limited resources and strengthening public/private partnerships.

**GOAL 4: Support the State’s and/or county’s ability to address urgent or emergent criminal justice issues**

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**Urgent or  
Emergent  
Criminal  
Justice Issues**

Objective 1\*:

Award one or more project(s) per fiscal year that addresses an issue that is –

- (A) Identified as an area of emphasis in the yearly federal JAG solicitation (“Federal Areas of Emphasis”); and/or
- (B) Determined by the Governor’s Committee on Crime to be an urgent or emergent criminal justice issue or an otherwise important criminal justice issue.

\* See next page for a list/description of the issues considered to be urgent/emergent issues under this solicitation.

## **FY 2023 JAG URGENT/EMERGENT CRIMINAL JUSTICE ISSUES**

The following issues are prioritized as urgent/emergent criminal justice issues for purposes of evaluating Applications for Grant under this solicitation:

- **Crisis Intervention and Support**

Law enforcement often serves as first-responders for situations involving individuals in mental health distress or suffering from a substance use disorder. Many nonviolent individuals are swept into the criminal justice system even though crisis intervention may be a more appropriate response to those individuals.

Applications submitted under this issue must support crisis intervention and support for those individuals in mental health distress or suffering from a substance use disorder involved in nonviolent incidents. The proposed project's intervention may occur at any stage of a person's interaction with the criminal justice system (e.g., pre-arrest, pre-trial, etc.).

Applications submitted under this issue do not need a nexus to drug crime. Individuals in mental health distress or suffering from a substance use disorder may interact with law enforcement as a result of situations having no connection to drug crime (e.g., theft, trespassing, etc.).

Applications may include proposals for enhanced crisis intervention training, co-response models involving structured partnerships between law enforcement and mental health practitioners, the funding of assessors to evaluate those nonviolent individuals for appropriate services.

Applications must focus on how the project will improve outcomes for individuals in mental health distress or suffering from a substance use disorder. Applications that focus only on the functioning of the criminal justice system and do not describe outcomes/benefits to the individuals in mental health distress or suffering from a substance use disorder will not fall within the Crisis Intervention and Support urgent/emergent issue.

- **Information Sharing Technology**

Information sharing between criminal justice agencies is seen as vital to ensuring public safety and the provision of criminal justice services. The technology systems that store data in the various criminal justice entities are often siloed, resulting in less information sharing between decision/policy makers, which impact offenders, victims, and the community .

This lack of information sharing may be due to administrative challenges, privacy protections, and/or concerns about data breaches. Further, because technology changes frequently and



organizations adopt technological advances with varying speed, even agencies that endeavor to share information can be challenged.

Applications submitted under this issue must address how the proposed project plans to invest in technology and intelligence/information sharing systems to increase collaboration between systems. Applications should also be mindful of privacy and administrative concerns and must describe how those concerns will be addressed or alleviated.

Applications that request funding to purchase equipment, supplies, and training without demonstrating how those purchases will facilitate the flow of information between two or more agencies will not fall within the Information Sharing Technology urgent/emergent issue.

- **Justice Reform Strategies (including Strategies to Address Equity Issues)**

Criminal justice systems must be fair and equitable in order to be effective. To that end, criminal justice organizations and agencies must ensure that sanctions are proportional to the offenses, minimize the probability that bias will intrude on the administration of justice, and promote restorative/rehabilitative practices.

Applications submitted under this issue must promote trust between the community and one or more components of the criminal justice system (e.g., law enforcement, courts, corrections), improve criminal justice transparency and accountability, and/or remediate processes that have resulted in disparate or inequitable results.

Applications submitted under this issue must specifically identify the criminal justice area in need of reform and how the proposed project will target that concern. Generalized statements regarding the need for criminal justice reform will not fall within the Justice Reform Strategies urgent/emergent issue.

- **Violent Crime Reduction (including Hate Crimes and Youth Violent Crime)**

Violent crime reduction is considered an urgent criminal justice issue due to the severity of emotional and physical injury that results from violent crime (which also includes hate crimes and youth violent crime). Projects that fall under this issue may include enforcement and prosecution efforts; planning projects to identify key people and places driving violent crime; planning and implementing a multi-disciplinary response to violent crime; implementing community-violence intervention initiatives; and youth violent crime prevention programs.

For the purposes of this solicitation, violent crime includes violent crime motivated by bias against a person's race, religion, disability, ethnicity, national origin, gender identity or expression, and sexual orientation.

**Appendix D**  
**EXAMPLE: PROJECT ACTIVITIES AND TMELINE CHART**

**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 E**  
**EXAMPLE: LOGIC MODEL – PERFORMANCE INDICATORS CHART**

**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	Individuals 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

## **Appendix F**

### **GRANT APPLICATION RESOURCES**

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

#### **Crime Prevention and Justice Assistance Division**

- CPJAD Website, <http://ag.hawaii.gov/cpja/gp/>
- JAG 2024-2028 JAG Strategic Plan, <https://ag.hawaii.gov/cpja/files/2024/09/FINAL-JAG-Strategic-Plan-2024-2028.pdf>
- JAG Grant Manual, [https://ag.hawaii.gov/cpja/files/2017/06/2015-JAG-Grant-Manual-05\\_2017.pdf](https://ag.hawaii.gov/cpja/files/2017/06/2015-JAG-Grant-Manual-05_2017.pdf).  
The Grant Manual provides background information, award procedures, and administrative and fiscal requirements (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 they can be purchased.
- CPJAD Grant Writing Training, <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.

#### **Department of Justice/Bureau of Justice Assistance**

- FY 2023 Edward Byrne Memorial Justice Assistance Grant Program – State Solicitation, <https://bja.ojp.gov/funding/O-BJA-2023-171793.pdf>
- JAG Prohibited and Controlled Equipment Guidance for Awards Made During or After (federal) Fiscal Year 2023, <https://bja.ojp.gov/doc/jag-controlled-purchase-list.pdf>
- JAG Frequently Asked Questions, <https://bja.ojp.gov/doc/jag-faqs.pdf>
- DOJ Financial Guide, <https://www.ojp.gov/funding/financialguidedoj/overview>

The following are common unallowable costs but is not an exhaustive list.

- 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 G**

### **FY 2023 JAG POST-AWARD INFORMATION**

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:

- ACCEPTANCE OF CONDITIONS (AG/CPJAD #14)
- ACCEPTANCE OF JAG SPECIAL CONDITIONS (AG/CPJAD #26)
- CERTIFICATION OF NON-SUPPLANTING (AG/CPJAD #3)
- CERTIFICATION OF NON-DISCRIMINATION (AG/CPJAD #15)
- CERTIFICATION (EQUAL EMPLOYMENT OPPORTUNITY PROGRAM) (OMB Control No. 1121-0340 expiration date 12/31/2015)
- CERTIFICATION REGARDING DEBARMENT, SUSPENSION INELIGIBILITY, AND VOLUNTARY EXCLUSION (OJP Form 4061/1)
- CERTIFICATION OF NON-DISCRIMINATION COMPLAINT PROCEDURES (AG/CPJAD #30) (For all agencies except Judiciary)

For grant recipients (as applicable):

- CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENT (AG/CPJAD #16) (Required only for State agencies.)
- CONFIDENTIAL FUNDS CERTIFICATION (AG/CPJAD #18) (Required only for law enforcement projects with budgeted confidential funds.)
- CERTIFICATION REGARDING LOBBYING (AG/CPJAD #22) (Required only for awards of \$100,000 or more.)
- DISCLOSURE OF LOBBYING ACTIVITIES (SF-LLL) (Required only for awards at \$100,000 or more.)
- CERTIFICATION OF 15% DE MINIMIS INDIRECT COST RATE (AG/CPJAD #37) (Required only for projects that utilize the 15% de minimis indirect cost rate in budget.)