



BYRNE STATE CRISIS INTERVENTION PROGRAM (SCIP) GRANT APPLICATION FOR GRANT INSTRUCTIONS

APPLICATION DEADLINE: January 16, 2026, 4:00 p.m.

The Department of the 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 U.S. Department of Justice, Byrne State Crisis Intervention Program (SCIP). The SCIP grant is for Federal Fiscal Year (FY) awards* 2022, 2023, and 2024.

As authorized by the Bipartisan Safer Communities Act of 2022, the SCIP provides funds to assist state, local, and tribal efforts to prevent and mitigate gun violence. SCIP focuses on gun violence and the programs and initiatives that target the risk factors that are likely to lead to gun violence, such as funding for the creation and implementation of extreme risk protection orders (ERPO) programs, state crisis intervention court proceedings, and related gun violence reduction programs/initiatives.

A Firearm Crisis Intervention Advisory Board (FCIAB), a requirement of the SCIP, used the *Gun Violence and Prevention in Hawaii: Landscape & Findings (May 2024)* to guide discussion and decision-making on the use of the SCIP funds.

The *Landscape & Findings* report provides an overview of the complexity of gun violence and prevention in Hawaii. The report is available at the following link [Gun Violence and Prevention in Hawaii Report: Landscape and Findings \(May 2024\)](#)

The FCIAB has identified four areas to prevent and mitigate gun violence. Funding priority will be given to those applications that effectively describe how SCIP funding will be used improve and/or expand the implementation of the four areas: Behavioral Health Crisis Centers, Community Violence Intervention Programs, Extreme Risk Protection Order (ERPO), and Hawaii's Targeted Violence Prevention Strategy.

Eligibility: Applicants are limited to State and County government agencies. 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.

Total Funding Available*: \$2,013,000

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

Award Range: \$125,000 to \$750,000

Length of Support: Applicants shall apply for a minimum of 12 months of funding, up to a maximum of 24 months of funding.

Availability of Funds: Funds are anticipated to be available starting July 1, 2026.

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

SCIP funds are to be used to pilot or supplement programs that can prevent and mitigate gun violence in the four areas identified by the Firearm Crisis Intervention Advisory Board:

- Behavioral Health Crisis Centers,
- Community Violence Intervention Programs,
- ERPO, and
- Hawaii’s Targeted Violence Prevention Strategy.

Refer to the [Hawaii State Crisis Intervention Program \(SCIP\), Program and Budget Plan \(August 2025\)](#) for additional information about the requirements for each area.

Local Pass-through 40% Requirement: CPJAD is required to pass through a 40% portion of the SCIP funds to units of local government. (For the purpose of SCIP, a “unit of local government” is a city, county, township, or town.) This could include, but is not limited to, an organizational unit of local government such as a local prosecutor’s office and local law enforcement agency. This pass-through is mandatory and not eligible for a waiver. Organizational units of government that are state government entities consistent with state law are not eligible to receive local pass-through funds.

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

Application Components: Applicants shall submit the following:

- Abstract, Part I. Title Page, Part II. Description of Project and required charts and any applicable attachments as **one Adobe pdf file**.
- Part III Budget as **one MS Excel file**.

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

Multiple Applications: An applicant submitting more than one application must e-mail each application separately.

Informational Session: **December 4, 2025 at 1:30 p.m. to 2:30 p.m.**

CPJAD will conduct a virtual informational session via Microsoft TEAMS for interested SCIP applicants. Applicants are strongly encouraged to attend the informational session, but attendance is not mandatory.

Registration: To register for the SCIP Informational Session, click on the registration link provided below and complete the online “SCIP Application Informational Session” form. Please register by **4:30 p.m. on December 3, 2025.**

[Click Here to Register for the Informational Session](#)

Submit Applications via e-mail to: CPJAGrants@hawaii.gov

Application Deadline: **January 16, 2026, 4:00 p.m.**

Contact Information: Julie Ebato, Administrator
E-mail: julie.y.ebato@hawaii.gov

APPLICATION INSTRUCTIONS

REQUIRED FORMAT:

Font: Times New Roman
Font Size: 12-point
Margins: 1-inch
Spacing: Single

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.

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

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*.

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 SCIP 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:** The 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>.

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 24 months of funding beginning July 1, 2026.

G. PRIORITY AREA.

Select one of the appropriate areas:

- Behavioral Health Crisis Centers
- Community Violence Intervention Programs
- Extreme Risk Protection Order (ERPO)
- Targeted Violence Prevention Strategy

- Other

H. 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 \$125,000 to a maximum of \$750,000.

I. 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.

J. 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.

K. 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 G. 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/>.

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

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/>.

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 and other indicators that define the problem or need.

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.

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.

Examples:

- *To improve safety for officers and the public by enhancing communication, de-escalation skills, and knowledge of mental health conditions, substance use disorders, and community resources for people in crisis.*
- *To minimize the amount of time spent by law enforcement assisting and transporting those in crisis and increase the use of Behavioral Health Crisis Center (BHCC).*
- *To establish a cohort of trained navigators that will assist petitioners for an ERPO through the court process.*

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 is to 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)

(*) Objectives can be measured when there is a clear baseline. For example, of the 250 sworn officers in the local police department, 30 sworn officers have been trained in de-escalation training involving calls related to family violence, mental health or substance abuse crisis. The department's proposal is to train 70% (175) of the 250 sworn officers.

Every goal must have at least one objective.

Examples:

- *70% of the sworn police force will have completed the Hawaii Officer Institute², Advanced De-escalation Training by June 2027.*
- *With the assistance of the police and a contract provider, transportation assistance is provided to 200 eligible individuals that did not have the means to get to the Behavioral Health Crisis Center at the Iwilei Resource Center.*

² Nonexistent entity – For example purposes.

- *In Year 1, the majority of the petitioners for an ERPO are provided with a navigator to assist with the filing and court process.*

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.

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 Project Activities and Timeline Chart is provided in Appendix E.

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.

If applicable: Attach a copy of a signed 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

The applicant shall describe the data (performance indicators) that will be collected to measure the project's performance.

A sample Logic Model – Performance Indicators Chart is provided in Appendix F.

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 that describes what numerical data will need to be collected 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 police officers that completed the Advanced De-escalation Training by December 2026.*
- *Number of individuals transported to the Behavioral Health Crisis Center via the project.*
- *Number of petitioners for an ERPO that had a navigator; Number of petitioners for an ERPO did not have a navigator.*

Outcome Measure is part of the evaluation or outcome of your efforts:

- *Percentage of police officers that report feeling more competent to de-escalate and defuse situations involving persons who are armed with a weapon, and who may be experiencing a mental health, substance abuse, or other crisis.*
- *Percentage of participants that evaluated the transportation assistance provided as very important, important, or not important.*
- *Percentage of suicides prevented because of an ERPO issued by the court.*

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, applicant 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 [Byrne State Crisis Intervention Program Performance Measures Questionnaire](#)

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

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

PART III. BUDGET DETAIL, BUDGET NARRATIVE, AND BUDGET SUMMARY

The Application shall include Part III. Budget Detail, Budget Narrative, and Budget Summary. Applicants must use Part III. Budget Detail, Budget Narrative, and Budget Summary (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.

There are three tabs on the 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 Detail, Narrative, and Summary (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.

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. 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)³
- 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.

³ 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.

- **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 2022-23-24 BYRNE SCIP PROGRAM
CHECKLIST FOR APPLICATION FOR GRANT

Check that the following have been completed.

1. **Abstract**
 - a) Includes Agency or Department Head Acknowledgment
2. **Part I. Title Page** (Form AG/CPJAD #1)
 - a) Items A to K 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.*
4. **Part III. Budget Detail, Budget Narrative, and Budget Summary**
(Form AG/CPJAD #1(b))
 - a) Budget clearly supports the project’s objectives and activities.
 - b) Budget Detail Items A through L total the amount of the grant application.
 - c) Budget Narrative is completed and attached.
 - d) Budget Summary is attached.
5. The **Application** for Grant must be e-mailed to CPJAGrants@hawaii.gov in the following formats:
 - a) Abstract, Part I. Title Page, II. Description of Project and required charts are saved as one Adobe pdf file. If applicable, a copy of the agency’s current, federally approved indirect cost rate agreement OR the [Indirect Cost Computation Worksheet](#) is included in the Adobe pdf file.
 - b) Part III. Budget Detail, Narrative and Budget Summary is saved as one MS Excel file.

APPENDIX B
FY 2022-23-24 BYRNE SCIP PROGRAM
APPLICATION FOR GRANT SCORING

Application Section	Possible Points
Abstract	1
Part I. Title Page	n/a
Part II. Description of Project	
A. Problem Statement	15
B. Goals and Objectives	10
C. Project Activities	30
D. Project Organization and Management	6
E. Personnel	3
F. Participating Agencies	4
G. Performance Indicators and Reporting	11
Part III. Budget Detail, Budget Narrative, Budget Summary	
A. Budget Detail	8
B. Budget Narrative	11
C. Budget Summary	1
TOTAL POINTS	100

Scoring Process:

1. Applications will be reviewed and scored based on the completeness of each section listed above.
2. The Firearm Crisis Intervention Advisory Board will make funding decisions.
3. Applications for projects recommended for funding will be forwarded to the Bureau of Justice Assistance (BJA) for final approval.
4. The Department of the Attorney General will issue formal awards to subrecipients contingent on BJA's review and approval.

APPENDIX C
FY 2022-23-24 BYRNE SCIP PROGRAM
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 BYRNE SCIP 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 of \$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.

APPENDIX D

FY 2022-23-24 BYRNE SCIP PROGRAM RESOURCES

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

Crime Prevention and Justice Assistance Division

- **CPJAD Grants & Planning website:** <http://ag.hawaii.gov/cpja/gp/>
- Link to the [Gun Violence and Prevention in Hawaii Report: Landscape and Findings \(May 2024\)](#)
- Link to the [Hawaii State Crisis Intervention Program \(SCIP\), Program and Budget Plan \(August 2025\)](#)
- **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.

Department of Justice/Bureau of Justice Assistance

- **BYRNE SCIP Fact Sheet** found at: <https://bja.ojp.gov/doc/fs-byrne-scip.pdf>
- **BYRNE SCIP Frequently Asked Questions** (updated May 2024) found at: <https://bja.ojp.gov/doc/byrne-scip-faq.pdf>
- **DOJ Grants Financial Guide** at <https://www.ojp.gov/funding/financialguidedoj/overview> for information on allowable/unallowable cost.

APPENDIX E

FY 2022-23-24 BYRNE SCIP PROGRAM

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

70% of the sworn police force will have completed the Hawaii Officer Institute, Advanced De-escalation Training by June 2027.

Activity Number	Description of Activity	Responsible Individual(s)	Anticipated Completion (X)			
			Jul – Sept Q1	Oct – Dec Q2	Jan – Mar Q3	Apr – Jun Q4
1	Execute an agreement with the Hawaii Officer Institute (HOI) for the Advanced De-escalation Training (ADT).	Project Director	X			
2	Procure equipment, software, headsets, and related components for a mobile virtual augmented reality simulation that is compatible with HOI ADT.	IT/Tech Contractor & Project Director	X	X		
3	Establish and maintain an online: <ul style="list-style-type: none"> • training schedule • registration portal • confirmation/notification process • reschedule/cancellation process • post training evaluation 	IT/Tech Contractor & Project Director		X	X	X
4	Conduct Advanced De-escalation Training sessions, as scheduled.	HOI		X	X	X
5	Structured debriefing sessions following simulations.	Project Director		X	X	X
6	Measuring Outcomes and Effectiveness	Project Director		X	X	X

APPENDIX F

FY 2022-23-24 BYRNE SCIP PROGRAM

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

70% of the sworn police force will have completed the Hawaii Officer Institute, Advanced De-escalation Training by June 2027

Description of Performance Indicator/ Data to be Collected	Select One (X)		Baseline (as applicable)	Source of Data/Where Data Will be Collected From	Individual(s) Responsible for Data Collection
	Output	Outcome			
Number of police officers that completed the Advanced De-escalation Training with passing marks.	X		12% (30) of the officers are currently trained	Police Dept's Training Log	Lead training officer
Number of police officers that failed to register for the Advanced De-escalation Training	X			Police Dept's Training Log	Lead training officer
Number of police officers that rated the virtual augmented reality simulation preferable over traditional face-to-face training.	X			Police Dept's Training Survey	Lead training officer
Percentage of police officers that report feeling more competent to de-escalate and defuse situations involving persons who are armed with a weapon, and who may be experiencing a mental health, substance abuse, or other crisis.		X		Police Dept's Training Survey	Lead training officer