



BJA FY 14 Edward Byrne Memorial Justice Assistance Grant (JAG)
Program: State 2014-H3440-ID-DJ

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APPLICATION FOR FEDERAL ASSISTANCE	2. DATE SUBMITTED	Applicant Identifier	
	1. TYPE OF SUBMISSION Application Non-Construction	3. DATE RECEIVED BY STATE	State Application Identifier
		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
5. APPLICANT INFORMATION			
Legal Name Idaho State Police		Organizational Unit Planning, Grants, and Research	
Address 700 S. Stratford Drive Meridian, Idaho 83642-6202		Name and telephone number of the person to be contacted on matters involving this application Brotzman, Julie (208) 884-7040	
6. EMPLOYER IDENTIFICATION NUMBER (EIN) 82-6000952		7. TYPE OF APPLICANT State	
8. TYPE OF APPLICATION New		9. NAME OF FEDERAL AGENCY Bureau of Justice Assistance	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 16.738 CFDA EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE TITLE: GRANT PROGRAM		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT Idaho FY 2014 Edward Byrne Memorial Justice Assistance Grant	
12. AREAS AFFECTED BY PROJECT Statewide			
13. PROPOSED PROJECT Start Date: October 01, 2013 End Date: September 30, 2017		14. CONGRESSIONAL DISTRICTS OF a. Applicant b. Project ID01 ID02	
15. ESTIMATED FUNDING		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? Program is not covered by E.O. 12372	
Federal	\$1,144,026		
Applicant	\$0		
State	\$0		
Local	\$0		
Other	\$0		
Program Income	\$0	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? N	
TOTAL	\$1,144,026		
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED			

Continue

2014 Byrne Justice Assistance Grant (JAG)

Abstract

The Idaho State Police is the State Administering Agency (SAA) for the Edward Byrne Memorial Justice Assistance Grant (JAG), which is administered by the Idaho State Police (ISP) Planning, Grants, and Research (PGR) department. As such, we are the pass through agency and will be funding various state and local projects that meet JAG requirements and fall within the scope of the JAG purpose areas and Idaho priorities.

With current funding challenges, Idaho realizes the importance of innovation and coordination to improving responses to criminal justice issues and has encouraged the criminal justice community to look at new ways of doing business. In order to support this need, the Idaho Grant Review Council* will continue to encourage and implement collaboration and coordination, including comprehensive community and coalition projects. These projects can encompass a wide variety of organizations including law enforcement, treatment, courts and prosecution, schools, non-profits, and faith-based.

Even though the number of projects in Idaho is small, their results have exceeded expectations and have made great strides in the criminal justice community. This is due largely to the continuing efforts of agency personnel erasing jurisdictional boundaries that have historically dictated criminal justice operations. They are embracing multidisciplinary approaches in order to meet funding reductions, hold offenders accountable for violent and drug related crimes, and focus on early intervention and prevention programs by using best practices with outcome based performance measures.

A more detailed and comprehensive look at the Idaho strategies, coordination plans, and goals can be found in the attached FY 2014 Byrne Justice Assistance Grant Strategy.

Top Ten Project Identifiers for 2014

Alternative Education	Fusion Centers
Community/Coalition Based Programs	Hiring of Personnel
Crime Prevention	System Improvements
Drug/DUI Courts	Task Forces
Evaluation/Program Evaluation	Violence – Against Women, Domestic, Family, School

* The Idaho Grant Review Council (Council) members are appointed by the Governor or the Idaho Criminal Justice Commission chair with a primary charge of reviewing grant applications for JAG and STOP Violence Against Women funding. The Council consists of multidisciplinary state, local, non-profit and citizen representatives for both large and small jurisdictions.

2014 Byrne Justice Assistance Grant (JAG) **Program Narrative**

As the Idaho State Administering Agency (SAA), the Idaho State Police Planning, Grants, and Research (PGR) department will follow the same awarding and monitoring process as they have with prior awarded Edward Byrne Memorial Justice Assistance Grant (JAG) funds. A state solicitation is released by PGR and made available to all state, local, tribal, faith-based, and non-profit organizations. After applications are reviewed by PGR and the Idaho Grant Review Council (Council), a funding meeting is held, where all eligible applications are discussed and final funding decisions are made by the Council. Idaho's 2014 JAG funds will be used to support all state and local components of the criminal justice system, from multi-jurisdictional drug and gang task forces to crime prevention, domestic violence programs, courts, corrections, treatment, fusion centers, and justice information sharing initiatives.

In July 2011, Executive Order No. 2011-11 was signed by Idaho's Governor, establishing a new Grant Review Council under the Idaho Criminal Justice Commission (Commission), replacing the Idaho Criminal Justice Grant Review Board (Board). With this new directive, some members of the Board were replaced and new organization members were added, bringing the total to 20 and changing the dynamics of the Council. Thirteen (13) members of the Council are also members of the Commission, whose purpose is to provide policy-level direction and to promote efficient and effective use of resources, based on best or evidenced-based practices, for matters related to Idaho's criminal justice system. The Commission consists of 24 members from all branches of government and two (2) citizens at large. Members of both the Commission and Council are listed in the Executive Order, which is attached to the FY 2014 JAG Strategy.

The Commission's Three-Year Strategic Plan (also attached to the JAG Strategy) was approved in June 2012 and identifies and establishes priorities for Idaho. This plan includes objectives that meet the Department Of Justice's (DOJ) requirements for states to engage in strategic planning when making allocation decisions about JAG funds.

The Idaho Statistical Analysis Center (ISAC), a component of PGR, conducted a Needs Assessment Survey which was completed and published in March 2012; analyzing gaps in

criminal justice services, as well as the needs of the criminal justice community. The survey was sent to criminal justice organizations (police and sheriff departments, adult and juvenile probation and parole, corrections, juvenile corrections, etc.) and community leaders (mayors, county commissioners, etc.). JAG applicants are asked to address any reoccurring themes from the Needs Assessment in the program narrative portion of their application. The Idaho Criminal Justice Needs Assessment publication is located on-line at www.isp.idaho.gov/pgr/Research/sac_currentpublications.html.

As outlined in the above funding process, preparations and plans for awarding continuation and new projects by January 1, 2015 are in the beginning stages. Unfortunately, due to PREA cuts in JAG funding this year, it is unknown at this time how much will be available for new projects from the 2014 Idaho JAG award.

As the SAA, PGR has long established procedures and financial and reporting systems to separately track, at the state and subgrantee level, all federal and state funds and their activities; such as draw downs, grant expenditures, goals, objectives, and performance measures.

PGR also provides technical assistance and completes subgrantee site visits; desk audits; financial audits; and quarterly reviews which include the approval of financial, progress, and federal Performance Measurement Tool reports to ensure all 2014 and prior JAG requirements established by Congress and BJA are met.



[General Instructions & Resources](#)

[View Budget Summary](#)

OMB APPROVAL NO.: 1121-0329
EXPIRES 7/31/2016

Budget Detail Worksheet

- (1) **Purpose:** The Budget Detail Worksheet is provided for your use in the preparation of the budget and budget narrative. All required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be left blank. Indicate any **non-federal** (**match**) amount in the appropriate category, if applicable.
- (2) For each budget category, you can see a sample by clicking **(To View an Example, Click Here)** at the end of each description.
- (3) There are various hot links listed in red in the budget categories that will provide additional information via documents on the internet.
- (4) **Record Retention:** In accordance with the requirements set forth in [28 CFR Parts 66](#) and [70](#), all financial records, supporting documents, statistical records, and all other records pertinent to the award shall be retained by each organization for at least three years following the closure of the audit report covering the grant period.
- (5) The information disclosed in this form is subject to the Freedom of Information Act under 5 U.S.C. 55.2.

A. Personnel – List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives. (Note: Use whole numbers as the percentage of time, an example is 75.50% should be shown as 75.50) [To View an Example, Click Here](#)

PERSONNEL (FEDERAL)

Name	Position	Computation				Cost
		Salary	Basis	Percentage of Time	Length of Time	
Julia Brotzman	Grants/Contracts Officer	\$45,386.00	Year	50.00	1	\$22,693
Misty Kifer	Grants/Contracts Officer	\$49,400.00	Year	28.00	1	\$13,832
Bev Mushala	Financial Specialist	\$46,280.00	Year	13.00	1	\$6,016
Kara Thompson	Grants/Contracts Management Supervisor	\$57,824.00	Year	21.00	1	\$12,143
FEDERAL TOTAL						\$54,684

PERSONNEL NARRATIVE (FEDERAL)

The three (3) Grants/Contracts employees work in the Planning, Grants, and Research (PGR) department of the Idaho State Police (ISP). ISP is the Governor appointed State Administering Agency for the Edward Byrne Memorial Justice Assistance Grant (JAG) for the State of Idaho. The Financial Specialist works in ISP Financial Services.

Julia Brotzman is a Grants/Contracts Officer who manages JAG at the State level and most of the JAG subgrantees. Her responsibilities include, but are not limited to, monitoring and auditing subgrantees through site visits and desk audits; reviewing and approving required subgrantee financial and programmatic reports, adjustments, and draw requests; providing technical assistance to subgrantees and federal agencies; completing and submitting required federal reports, JAG applications, adjustments, and closeout packages; and administering Idaho's pass-through JAG solicitation and subawarding process.

Misty Kifer is a Grants/Contracts Officer, who transferred into this position in early May 2014 from a Senior Research Analyst position (also in PGR). Misty's duties include managing a portion of the JAG subgrantees, participating in the JAG subgrantee awarding process, providing technical assistance to subgrantees, and assisting with the annual federal JAG application by updating the JAG Strategy.

Bev Mushala is a Financial Specialist for ISP and the financial officer for the JAG award. She provides financial technical assistance to ISP JAG subgrantees when needed and completes and submits the federal financial reports.

Kara Thompson is the Grants/Contracts Management Supervisor who oversees PGR and provides assistance to subgrantees and the above personnel; participates in the JAG subgrantee awarding process; and is the main contact for the Idaho Grant Review Council.

PERSONNEL (NON-FEDERAL)

Name	Position	Computation				Cost
		Salary	Basis	Percentage of Time	Length of Time	
			Year			\$0
NON-FEDERAL TOTAL						\$0

PERSONNEL NARRATIVE (NON-FEDERAL)

TOTAL PERSONNEL	\$54,684
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B. Fringe Benefits – Fringe benefits should be based on actual known costs or an [approved negotiated rate](#) by a Federal agency. If not based on an approved negotiated rate, list the composition of the fringe benefit package. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman’s Compensation and Unemployment Compensation. (Note: Use decimal numbers for the fringe benefit rates, an example is 7.65% should be shown as .0765) [To View an Example, Click Here](#)

FRINGE BENEFITS (FEDERAL)

Description	Computation		Cost
	Base	Rate	
Julia Brotzman	\$22,693.00	0.4664	\$10,584
Misty Kifer	\$13,832.00	0.4474	\$6,188
Bev Mushala	\$6,016.00	0.4616	\$2,777
Kara Thompson	\$12,143.00	0.4166	\$5,059
FEDERAL TOTAL			\$24,608

FRINGE BENEFITS NARRATIVE (FEDERAL)

The fringe benefit rate for full-time ISP employees is 23.41%. In addition, fringe is calculated to include the portion of health insurance based on the number of hours attributed to JAG. Therefore, the rate calculation above reflects the portion of fringe, plus the portion of health insurance for each employee.

FICA - 7.65%
 Unemployment Insurance - 0.30%
 Life Insurance - 0.68%
 Retirement - 11.32%
 Sick Leave - 0.65%
 Personnel Comm-Classified - 0.31%
 Worker's Comp - 2.51%
 Health Insurance: \$10,550 a year or \$5.07 an hour (incorporated into Rate)

Base	Portion of Insurance	Benefits	Total Benefit	Rate
\$22,693	\$5,273	\$5,312	\$10,585	46.64%
\$13,832	\$2,951	\$3,238	\$6,189	44.74%
\$6,016	\$1,369	\$1,408	\$2,777	46.16%
\$12,143	\$2,216	\$2,843	\$5,059	41.66%

FRINGE BENEFITS (NON-FEDERAL)

Description	Computation		Cost
	Base	Rate	
			\$0
NON-FEDERAL TOTAL			\$0

FRINGE BENEFITS NARRATIVE (NON-FEDERAL)

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TOTAL FRINGE BENEFITS	\$24,608
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C. Travel – Itemize travel expenses of staff personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Describe the purpose of each travel expenditure in reference to the project objectives. Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known; or if unknown, indicate “location to be determined.” Indicate source of Travel Policies applied Applicant or Federal Travel Regulations. Note: Travel expenses for consultants should be included in the “Contractual/Consultant” category. **To View an Example, Click Here**

TRAVEL (FEDERAL)

Purpose of Travel	Location	Computation							Cost	
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	Cost		
Subgrantee Site Visits	State of Idaho	Lodging	\$77.00	Night	7	1	1	\$539.00		
		Meals	\$30.00	Day	7	1	1	\$210.00		
		Mileage		Mile				\$0.00		
		Transportation:								
		Airfare	\$200.00	Round-trip		1	1	\$200.00		
		Local Travel						\$0.00		
		Other								
		Airport Parking	\$40.00		1	1	1	\$40.00		
		Subtotal						\$989.00		\$989

TRAVEL (FEDERAL)

Purpose of Travel	Location	Computation						Cost	
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips		
Training/ Conferences	Location to be determined	Lodging	\$77.00	Night	3	1	3	\$693.00	
		Meals	\$46.00	Day	3	1	3	\$414.00	
		Mileage		Mile				\$0.00	
		Transportation:							
		Airfare	\$350.00	Round-trip		1	3	\$1,050.00	
		Local Travel						\$0.00	
		Other							
		Ground Transportation and Airport Parking	\$118.00		1	1	3	\$354.00	
		Subtotal						\$2,511.00	\$2,511
		FEDERAL TOTAL							

TRAVEL NARRATIVE (FEDERAL)

Travel expenses include conducting subgrantee site visits to ensure projects and subgrantees are in compliance with federal and state rules, regulations, and procedures; projects are on track programmatically and fiscally; and to provide technical assistance to subgrantees if needed.

Other travel expenses are for grant personnel to attend various JAG related conferences and trainings to assist them in their efforts to improve the effectiveness and efficiency of criminal justice systems, processes, and procedures.

TRAVEL (NON-FEDERAL)

Purpose of Travel	Location	Computation						Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	
		Lodging		Night				\$0.00
		Meals		Day				\$0.00
		Mileage		Mile				\$0.00
		Transportation:		Round-trip				\$0.00
		Local Travel						\$0.00
		Other						\$0.00
		Subtotal						\$0.00
NON-FEDERAL TOTAL								\$0

TRAVEL NARRATIVE (NON-FEDERAL)

TOTAL TRAVEL	\$3,500
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D. Equipment – List non-expendable items that are purchased (Note: Organization’s own capitalization policy for classification of equipment should be used). Expendable items should be included in the “Supplies” category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technological advances. Rented or leased equipment costs should be listed in the “Contractual” category. Explain how the equipment is necessary for the success of the project, and describe the procurement method to be used. [To View an Example, Click Here](#)

EQUIPMENT (FEDERAL)

Item	Computation		Cost
	Quantity	Cost	
			\$0
			\$0
FEDERAL TOTAL			\$0

EQUIPMENT NARRATIVE (FEDERAL)

EQUIPMENT (NON-FEDERAL)

Item	Computation		Cost
	Quantity	Cost	
			\$0
NON-FEDERAL TOTAL			\$0

EQUIPMENT NARRATIVE (NON-FEDERAL)

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TOTAL EQUIPMENT	\$0
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E. Supplies – List items by type (office supplies, postage, training materials, copying paper, and [expendable](#) equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

[To View an Example, Click Here](#)

SUPPLIES (FEDERAL)

Supply Items	Computation		Cost
	Quantity/Duration	Cost	
Administrative Supplies	12	\$44.50	\$534
Computer Supplies	12	\$9.50	\$114
Repair and Maintenance Supplies	12	\$10.50	\$126
Specific Use Supplies	1	\$15.00	\$15
FEDERAL TOTAL			\$789

SUPPLIES NARRATIVE (FEDERAL)

Supplies include various office goods (paper, pencils, printer cartridges, updated software, etc.), which are allocated between Planning, Grants, and Research's federal funding sources.

SUPPLIES (NON-FEDERAL)

Supply Items	Computation		Cost
	Quantity/Duration	Cost	
			\$0
NON-FEDERAL TOTAL			\$0

SUPPLIES NARRATIVE (NON-FEDERAL)

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TOTAL SUPPLIES	\$789
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F. Construction – Provide a description of the construction project and an estimate of the costs. As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Minor repairs and renovations should be classified in the "other" category. Consult with the program office before budgeting funds in this category. [To View an Example, Click Here](#)

CONSTRUCTION (FEDERAL)

Purpose	Description of Work	Cost
FEDERAL TOTAL		\$0

CONSTRUCTION NARRATIVE (FEDERAL)

CONSTRUCTION (NON-FEDERAL)

Purpose	Description of Work	Cost
NON-FEDERAL TOTAL		\$0

CONSTRUCTION NARRATIVE (NON-FEDERAL)

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TOTAL CONSTRUCTION	\$0
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G. Consultants/Contracts – Indicate whether applicant’s formal, written Procurement Policy or the [Federal Acquisition Regulations](#) are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day or \$56.25 per hour require additional justification and prior approval from OJP. [To View an Example, Click Here](#)

CONSULTANT FEES (FEDERAL)

Name of Consultant	Service Provided	Computation			Cost
		Fee	Basis	Quantity	
			8 Hour Day		\$0
SUBTOTAL					\$0

CONSULTANT FEES NARRATIVE (FEDERAL)

CONSULTANT FEES (NON-FEDERAL)

Name of Consultant	Service Provided	Computation			Cost
		Fee	Basis	Quantity	
			8 Hour Day		\$0
SUBTOTAL					\$0

CONSULTANT FEES NARRATIVE (NON-FEDERAL)

Consultant Expenses: List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.). This includes travel expenses for anyone who is not an employee of the applicant such as participants, volunteers, partners, etc.

CONSULTANT EXPENSES (FEDERAL)

Purpose of Travel	Location	Computation							Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	Cost	
		Lodging		Night				\$0.00	
		Meals		Day				\$0.00	
		Mileage		Mile				\$0.00	
		Transportation:		Round-trip				\$0.00	
		Local Travel						\$0.00	
		Other						\$0.00	
		Subtotal						\$0.00	\$0
SUBTOTAL									\$0
FEDERAL TOTAL									\$0

CONSULTANT EXPENSES NARRATIVE (FEDERAL)

CONSULTANT EXPENSES (NON-FEDERAL)

Purpose of Travel	Location	Computation						Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	
		Lodging		Night				\$0.00
		Meals		Day				\$0.00
		Mileage		Mile				\$0.00
		Transportation:		Round-trip				\$0.00
								\$0.00
		Local Travel						\$0.00
		Other						\$0.00
								\$0.00
		Subtotal						\$0.00
								\$0
SUBTOTAL								\$0
NON-FEDERAL TOTAL								\$0

CONSULTANT EXPENSES NARRATIVE (NON-FEDERAL)

TOTAL CONSULTANTS	\$0
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Contracts: Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000. A sole source contract may not be awarded to a commercial organization that is ineligible to receive a direct award.

CONTRACTS (FEDERAL)

Item	Cost
Subgrantee Awards	\$1,029,623
FEDERAL TOTAL	\$1,029,623

CONTRACTS NARRATIVE (FEDERAL)

Contract expenses are for JAG awarded subgrantees.

CONTRACTS (NON-FEDERAL)

Item	Cost
NON-FEDERAL TOTAL	\$0

CONTRACTS NARRATIVE (NON-FEDERAL)

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TOTAL CONTRACTS	\$1,029,623
TOTAL CONSULTANTS/CONTRACTS	\$1,029,623

H. Other Costs – List items (e.g., rent ([arms-length transaction only](#)), reproduction, telephone, janitorial or security services, and investigative or [confidential](#) funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent or provide a monthly rental cost and how many months to rent. The basis field is a text field to describe the quantity such as square footage, months, etc. [To View an Example, Click Here](#)

OTHER COSTS (FEDERAL)

Description	Computation				Cost
	Quantity	Basis	Cost	Length of Time	
Communication (postal and telephone)	1	monthly	\$4.17	12	\$50
Fuel	1	as needed	\$300	1	\$300
General and Professional Services and Governmental Overhead (laundry; testing, grading, and inspection; and auditing)	1	monthly	\$250	12	\$3,000
Utilities (electrical, gas, trash, water, and sewer)	1	monthly based on square footage	\$102	12	\$1,224
Repair and Maintenance Services (building, janitorial, equipment, vehicles, and computer hardware and software)	1	monthly based on square footage	\$236	12	\$2,832
Administrative and Computer Services (printing and software development) and Employee Development	1	yearly	\$1000	1	\$1,000
FEDERAL TOTAL					\$8,406

OTHER COSTS NARRATIVE (FEDERAL)

Other costs are for expenses associated with utilities, fuel for travel expenses, telephone, computer system development, and repair and maintenance services; which are allocated between Planning, Grants, and Research's federal funding sources.

OTHER COSTS (NON-FEDERAL)

Description	Computation				Cost
	Quantity	Basis	Cost	Length of Time	
					\$0
NON-FEDERAL TOTAL					\$0

OTHER COSTS NARRATIVE (NON-FEDERAL)

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TOTAL OTHER COSTS	\$8,406
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I. Indirect Costs – Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a [fully executed, negotiated agreement](#)), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant’s [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 costs categories. (Note: Use whole numbers as the indirect rate, an example is an indirect rate of 15.73% should be shown as 15.73) [To View an Example, Click Here](#)

INDIRECT COSTS (FEDERAL)

Description	Computation		Cost
	Base	Rate	
Indirect costs based on personnel and fringe benefits	\$79,292.00	28.27	\$22,416
FEDERAL TOTAL			\$22,416

INDIRECT COSTS NARRATIVE (FEDERAL)

The Idaho State Police federally approved Indirect Cost Rate is based on personnel and fringe benefit expenses. A copy of the approved FY15 Indirect Cost Rate is attached to the application.

INDIRECT COSTS (NON-FEDERAL)

Description	Computation		Cost
	Base	Rate	
			\$0
NON-FEDERAL TOTAL			\$0

INDIRECT COSTS NARRATIVE (NON-FEDERAL)

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TOTAL INDIRECT COSTS	\$22,416
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Budget Summary – When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal funds requested and the amount of non-Federal funds that will support the project.

Budget Category	Federal Request	Non-Federal Amounts	Total
A. Personnel	\$54,684	\$0	\$54,684
B. Fringe Benefits	\$24,608	\$0	\$24,608
C. Travel	\$3,500	\$0	\$3,500
D. Equipment	\$0	\$0	\$0
E. Supplies	\$789	\$0	\$789
F. Construction	\$0	\$0	\$0
G. Consultants/Contracts	\$1,029,623	\$0	\$1,029,623
H. Other	\$8,406	\$0	\$8,406
Total Direct Costs	\$1,121,610	\$0	\$1,121,610
I. Indirect Costs	\$22,416	\$0	\$22,416
TOTAL PROJECT COSTS	\$1,144,026	\$0	\$1,144,026

Federal Request	\$1,144,026
Non-Federal Amount	\$0
Total Project Cost	\$1,144,026

Public Reporting Burden

Paperwork Reduction Act Notice: Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a current valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this application is four (4) hours per application. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write the Office of Justice Programs, Office of the Chief Financial Officer, 810 Seventh Street, NW, Washington, DC 20531; and to the Public Use Reports Project, 1121-0188, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

2014 Byrne Justice Assistance Grant (JAG)

Budget Narrative

Personnel & Fringe:

The Idaho State Police (ISP) Planning, Grants, and Research (PGR) department is the State Administering Agency (SAA) for the Edward Byrne Memorial Justice Assistance Grant (JAG). Each person listed below contributes in various responsibilities in administering the JAG grant.

Julia Brotzman is a Grants and Contracts Officer in PGR and manages a majority of JAG grants as well as other federal grants at the State and subgrantee level. Her responsibilities include, but are not limited to: monitoring and auditing subgrantees through site visits and desk audits; reviewing and approving subgrantee's financial & programmatic required reports, adjustments, and draw requests; providing technical assistances to subgrantees and federal agencies; completing and submitting required federal reports; completing and submitting federal JAG applications, adjustments, and closeout packages; and administering Idaho's pass-through JAG solicitation and awarding process.

Misty Kifer is also a Grants and Contracts Officer in PGR and was recently appointed to that position and will also manage several JAG and STOP subgrantees. Her responsibilities will be the same as above and include but are not limited to: monitoring and auditing subgrantees through site visits and desk audits; reviewing and approving subgrantee's financial & programmatic required reports, adjustments, and draw requests; providing technical assistances to subgrantees and federal agencies; completing and submitting required federal reports; completing and submitting federal applications, adjustments, and closeout packages.

Bev Mushala is a Financial Specialist for ISP and is the financial officer for federal awards, including JAG. She provides financial technical assistance to ISP JAG subgrantees when needed; and completes and submits the federal financial report.

Kara Thompson is a Grants and Contracts Officer/Supervisor who oversees PGR and provides assistance to subgrantees and the above personnel; participates in the JAG awarding process of local subawards; and is the main contact for the Idaho Grant Review Council.

Travel:

Travel expenses include conducting subgrantee site visits to ensure projects and subgrantees are in compliance with federal and state rules, regulations, and procedures; projects are on track programmatically and fiscally; and to provide technical assistance to the subgrantees if needed.

Other travel expenses are for grant personnel to attend various JAG related conferences and trainings to assist them in their efforts to improve the effectiveness and efficiency of criminal justice systems, processes, and procedures.

Equipment:

No equipment purchases are requested at this time.

Supplies:

Supply purchases for various office goods such as paper, pencils, printer cartridges, updated software, etc., which are allocated between PGR's funding sources.

Consultants/Contracts:

Contract expenses are for JAG awarded subgrantees.

Other Costs:

Other costs are for expenses associated with utilities, fuel for travel expenses, postage, computer system development, and repair and maintenance services, which are allocated between PGR's funding sources.

Indirect Costs:

Indirect Costs are based on personnel and fringe and has been federally approved. A copy of the rate approval has been included.



Idaho State Police

Service since 1939



Colonel Ralph Powell
Director

C. L. "Butch" Otter
Governor

MEMORANDUM

Monday, June 2, 2014

TO: Bureau of Justice Assistance

FROM: Julia L. Brotzman
Planning, Grants, and Research

RE: 2014 Edward Byrne Memorial Justice Assistance Grant Application and Idaho's 2014 Strategy Review Narrative

This memorandum certifies that Idaho's FY 2014 Edward Byrne Memorial Justice Assistance Grant application and 2014 JAG Strategy was made available on June 2, 2014 for public review and comment on the Idaho State Police Planning, Grants, and Research's (PGR) (Idaho's State Administering Agency) website along with notification through PGR's list server. Also as of this date, an email was sent to the Idaho Grant Review Council for their review and comments.

Copies of all three (3) announcements are attached to our 2014 Edward Byrne Memorial Justice Assistance Grant application.

Sincerely,

Julia L. Brotzman
Idaho State Police/Planning, Grants, and Research
700 S. Stratford Drive
Meridian, ID 83642
(208) 884-7041

2014 Byrne Justice Assistance Grant (JAG)
Applicant Disclosure of Pending Applications Statement

The Idaho State Police does not have pending applications submitted within the last 12 months for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.