

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, Julia (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 TITLE: Edward Byrne Memorial Justice Assistance Grant Program		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT 2016 Edward Byrne Memorial Justice Assistance Grant (JAG) Program	
12. AREAS AFFECTED BY PROJECT Statewide			
13. PROPOSED PROJECT Start Date: October 01, 2015 End Date: September 30, 2019		14. CONGRESSIONAL DISTRICTS OF a. Applicant b. Project ID02 ID01	
15. ESTIMATED FUNDING		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? Program has not been selected by state for review	
Federal	\$1,093,812		
Applicant	\$0		
State	\$0		
Local	\$0		
Other	\$0		
Program Income	\$0	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
TOTAL	\$1,093,812	N	
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 ASSURANCES IF THE ASSISTANCE IS REQUIRED.			

Close Window

2016 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 which 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 2016 Byrne Justice Assistance Grant Strategy.

Top Ten Project Identifiers for 2016	
Alternative Education	Hiring of Personnel
Correction Alternatives	Human Trafficking
Data Sharing Linkage/Fusion Centers	State Justice Statistics/ Research, Eval, or Stat Service
Electronic Monitoring/Screening & Assessment	Task Forces
Evidence-Based	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.

2016 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 2016 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, training in school violence and human trafficking, 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 (ICJC), 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 from 17 to 20 and changing the dynamics of the Council. Thirteen (13) members of the Council are also members of the ICJC, 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 ICJC consists of 24 members from all branches of government and two (2) citizens at large. Members of both the ICJC and Council are listed in the Executive Order, and is attached as a separate document under this application.

The ICJC's Three-Year Strategic Plan (attached to the 2016 JAG Strategy) has been approved 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; 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.). Since then, JAG awards have worked towards filling those gaps and needs by funding several juvenile prevention and education programs; classroom and online trainings in computer crimes, investigating and preventing school violence, and educating multidisciplinary professionals to better serve the needs of Idaho crime victims of domestic violence and sexual assault; treatment options for mental health and drug/alcohol abuse; task forces; fusion centers; and officer safety equipment. The Idaho Criminal Justice Needs Assessment publication is located on-line at http://www.isp.idaho.gov/pgr/Research/documents/NeedsAssessmentFinal_000.pdf

As outlined in the above funding process, preparations and plans for awarding continuation and new projects by January 1, 2017 are in the beginning stages. Unfortunately, due to the Prison Rape Elimination Act (PREA) and the Sex Offender Registration Notification Act (SORNA) penalty cuts in Idaho's JAG funding, along with federal cuts this year, and after awarding eligible continuation grants, we are anticipating only a small funding amount, if any, will be available for new projects from the 2016 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, conducts subgrantee site visits and desk audits, approves all grant reports and requests, submits all required federal reports, grant applications, grant adjustments, and attends grant related trainings/conferences to ensure all 2016 and prior JAG requirements established by Congress, DOJ, and the Bureau of Justice Assistance (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 [2 CFR Part 200.333](#) , 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	\$51,792.00	Year	85.50	1	\$44,282
Destinie Roberts	Grants Operations Analyst	\$38,646.00	Year	7.00	1	\$2,705
Kara Thompson	Grants/Contracts Management Supervisor	\$62,192.00	Year	10.00	1	\$6,219
Bev Mushala	Financial Specialist	\$50,357.00	Year	8.00	1	\$4,029
FEDERAL TOTAL						\$57,235

PERSONNEL NARRATIVE (FEDERAL)

The three (3) Grants 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 all 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. Julia also manages the Sexual Assault Services Program (SASP) and provides assistance with the Residential Substance Abuse Treatment (RSAT) and STOP grants.

Destinie Roberts is a Grants Operations Analyst, who manages the Residential Substances Abuse Treatment (RSAT) grant and provides assistance to the JAG program when needed. Destinie's duties include updating the annual JAG Strategy, participating in the JAG subgrantee awarding process, providing technical assistance to subgrantees, and updating and maintaining the PGR website.

Kara Thompson is the Grants/Contracts Management Supervisor who oversees PGR and provides assistance to subgrantees, PGR and financial services personnel, assists in the reconciliation and submittal of the federal financial reports, participates in the JAG subgrantee awarding process, manages the STOP grant, and is the main contact for the Idaho Grant Review Council.

Bev Mushala is a Financial Specialist for ISP and the financial officer for the JAG award. She processes subgrantee draw requests through the state accounting system, provides financial technical assistance to ISP JAG subgrantees when needed, and completes and submits the federal financial reports

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	\$57,235
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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	\$44,282.00	0.4586	\$20,308
Destine Roberts	\$2,705.00	0.5345	\$1,446
Kara Thompson	\$6,219.00	0.4212	\$2,619
Bev Mushala	\$4,029.00	0.4648	\$1,873
FEDERAL TOTAL			\$26,246

FRINGE BENEFITS NARRATIVE (FEDERAL)

The fringe benefit rate for full-time ISP employees is 23.58%. 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 - 0.15%
 Life Insurance - 0.68%
 Retirement - 11.32%
 Sick Leave - 0.65%
 Personnel Comm-Classified - 0.31%
 Worker's Comp - 2.82%
 Health Insurance: \$11,540 a year or \$5.55 an hour (incorporated into Rate)

Base	Portion of Insurance	Benefits	Total Benefit	Rate
\$44,282	\$ 9,867	\$10,441	\$20,308	45.86%
\$ 2,705	\$ 808	\$ 638	\$ 1,446	53.45%
\$ 6,219	\$ 1,154	\$ 1,465	\$ 2,619	42.12%
\$ 4,029	\$ 923	\$ 950	\$ 1,873	46.48%

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	\$26,246
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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	\$89.00	Night	5	1	1	\$445.00		
		Meals	\$45.00	Day	6	1	1	\$270.00		
		Mileage		Mile				\$0.00		
		Transportation:								
		Airfare	\$250.00	Round-trip		1	1	\$250.00		
		Local Travel						\$0.00		
		Other								
		Fuel	\$300.00		1	1	1	\$300.00		
		Subtotal						\$1,265.00		\$1,265

TRAVEL (FEDERAL)

Purpose of Travel	Location	Computation							Cost	
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	Cost		
Training/ Conferences	Location to be determined	Lodging	\$89.00	Night	3	1	3	\$801.00		
		Meals	\$51.00	Day	4	1	3	\$612.00		
		Mileage		Mile				\$0.00		
		Transportation:								
		Airfare	\$425.00	Round-trip		1	3	\$1,275.00		
		Local Travel						\$0.00		
		Other								
		Ground Transportation and Airport Prking	\$115.00		1	1	3	\$345.00		
		Subtotal						\$3,033.00		\$3,033
		FEDERAL TOTAL								\$4,298

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. Travel is throughout the state of Idaho and consists of overnight and/or day travel.

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.

Lodging, meals, and airfare are only estimates and once location is determined, all federal per diem rates and policies will be followed.

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	\$4,298
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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	
Replacement Laptop Computer - Allocated Costs	1	\$1,877.00	\$1,877
Replacement All-In-One printer/scanner/fax - Allocated Costs	1	\$175.00	\$175
FEDERAL TOTAL			\$2,052

EQUIPMENT NARRATIVE (FEDERAL)

Equipment expenses are to replace out dated laptop and all-in-one printer/scanner/fax and will be cost allocated with other Planning, Grants, and Research's federal funding sources.

EQUIPMENT (NON-FEDERAL)

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

EQUIPMENT NARRATIVE (NON-FEDERAL)

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TOTAL EQUIPMENT	\$2,052
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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	
General Office Supplies	12	\$20.00	\$240
Printer Supplies	4	\$150.00	\$600
Computer Software	1	\$1,000.00	\$1,000
			\$0
FEDERAL TOTAL			\$1,840

SUPPLIES NARRATIVE (FEDERAL)

Supplies include, but not limited to various office goods such as paper, pencils, pens, printer cartridges, updated software, etc. These supplies will be cost allocated between Planning, Grants, and Research's federal funding sources. General office supplies is based on a 12 month calculation, printer supplies is based on a quarterly calculation, and computer software is based on a yearly calculation.

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	\$1,840
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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 \$650 per day or \$81.25 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 \$150,000. A sole source contract may not be awarded to a commercial organization that is ineligible to receive a direct award. Note: This budget category may include subawards.

CONTRACTS (FEDERAL)

Item	Cost
Subgrantee Awards	\$984,431
FEDERAL TOTAL	\$984,431

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	\$984,431
TOTAL CONSULTANTS/CONTRACTS	\$984,431

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	Average Monthly Estimate	\$20	12	\$240
General and Professional Services and Governmental Overhead (carpet cleaning, inspections, auditing, accounting, etc.)	1	Average Monthly Estimate	\$65	12	\$780
Utilities (electrical, gas, trash, garbage, water, and sewer)	1	Monthly - Based on square footage	\$85	12	\$1,020
Repair and Maintenance Services (building and janitorial)	1	Monthly - Based on square footage	\$40	12	\$480
Vehicle Maintenance (oil change, tires, etc.)	1	Yearly	\$450	1	\$450
Employee Development (Registration Fees and On-line Training)	4	Yearly	\$450	1	\$1,800
FEDERAL TOTAL					\$4,770

OTHER COSTS NARRATIVE (FEDERAL)

Other costs include but not limited to expenses associated with utilities, telephone, repair and maintenance services, building inspections, auditing services, vehicle upkeep, and employee development fees. All costs are allocated between Planning, Grants, and Research's federal funding sources when applicable.

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	\$4,770
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I. Indirect Costs – Indirect costs are allowed 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](#) , or the applicant may elect to charge a de minimis rate of 10% of modified total direct costs as indicated in [2 CFR Part 200.414f](#) . If the applicant's accounting system permits, costs may be allocated in the direct cost categories. (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	\$83,481.00	15.5	\$12,940
FEDERAL TOTAL			\$12,940

INDIRECT COSTS NARRATIVE (FEDERAL)

The Idaho State Police (ISP) federally approved Indirect Cost Rate is based on personnel and fringe benefit expenses. At the time of the application due date, ISP has not yet received its approved Indirect Cost Rate for FY17, however the approved FY16 rate is still current and is attached to the application. The approved FY16 Indirect Cost Rate for ISP is 30.13%, but due to a reduction in JAG funding, we are only requesting an Indirect Cost Rate of 15.5%.

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	\$12,940
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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	\$57,235	\$0	\$57,235
B. Fringe Benefits	\$26,246	\$0	\$26,246
C. Travel	\$4,298	\$0	\$4,298
D. Equipment	\$2,052	\$0	\$2,052
E. Supplies	\$1,840	\$0	\$1,840
F. Construction	\$0	\$0	\$0
G. Consultants/Contracts	\$984,431	\$0	\$984,431
H. Other	\$4,770	\$0	\$4,770
Total Direct Costs	\$1,080,872	\$0	\$1,080,872
I. Indirect Costs	\$12,940	\$0	\$12,940
TOTAL PROJECT COSTS	\$1,093,812	\$0	\$1,093,812

Federal Request	\$1,093,812
Non-Federal Amount	\$0
Total Project Cost	\$1,093,812

Public Reporting Burden

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2016 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 grants or subgrants (including cooperative agreements) 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 his solicitation.



*Executive Department
State of Idaho*

C.L. "BUTCH" OTTER
GOVERNOR

*State Capitol
Boise*

**EXECUTIVE DEPARTMENT
STATE OF IDAHO
BOISE**

EXECUTIVE ORDER NO. 2011-11

CONTINUING THE IDAHO CRIMINAL JUSTICE COMMISSION

WHEREAS, it is in the best interest of the citizens of the State of Idaho that government promote efficiency and effectiveness of the criminal justice system and, where possible, encourage dialogue among the respective branches of government to achieve this effectiveness and efficiency; and

WHEREAS, combating crime and protecting citizens from criminal deprivations is of vital concern to government; and

WHEREAS, communication and cooperation among the various facets of the community of criminal justice professionals is of utmost importance in promoting efficiency and effectiveness; and

WHEREAS, providing policy makers and criminal justice decision makers with accurate information results in better decisions, which improves public safety and results in the efficient use of public resources; and

WHEREAS, under the provisions of the Omnibus Crime Control and Safe Streets Act of 1968 and the Crime Control Act of 2005, each state is encouraged to develop and implement a competitive mechanism for awarding certain federal grant funds; and

WHEREAS, Idaho's current criminal justice efforts and initiatives require clear strategic planning and continued coordination;

NOW, THEREFORE, I, C.L. "BUTCH" OTTER, Governor of the State of Idaho, by the authority vested in me by the Constitution and the laws of the State of Idaho, do hereby establish the Idaho Criminal Justice Commission.

- 1. The Idaho Criminal Justice Commission ("Commission") shall consist of 26 members. The Commission members representing the judiciary will serve in a non-voting, advisory capacity. The Commission's membership shall be as follows:
 - a. A representative from the Governor's Office;*
 - b. The Attorney General or his designee;*
 - c. Two members from the Idaho Senate as designated by the President Pro Tempore;*
 - d. Two members from the Idaho House of Representatives as designated by the Speaker;*
 - e. The Director of the Idaho Department of Correction;*
 - f. The Director of the Idaho State Police;*
 - g. The Director of the Idaho Department of Juvenile Corrections;*
 - h. The Administrator of the Office of Drug Policy;*
 - i. A representative from the Idaho Department of Education;*
 - j. The Executive Director of the Idaho Commission of Pardons and Parole;*
 - k. The Director of the Idaho Department of Health and Welfare;*
 - l. The Administrative Director of the Courts;*
 - m. Three (3) representatives from the judiciary as designated by the Chief Justice;*
 - n. One (1) representative from the Idaho Prosecuting Attorney's Association;*
 - o. One (1) representative from the Office of the Idaho State Appellate Public Defender;*
 - p. One (1) representative from the Idaho Commission on Hispanic Affairs;*
 - q. One (1) representative from the Idaho Sheriffs' Association;*
 - r. One (1) representative from the Idaho Chiefs of Police Association;*
 - s. The Executive Director of the Idaho Association of Counties; and*
 - t. Two (2) citizens at large who with special consideration given to individuals within disciplines related to the purpose of the Commission.**
- 2. The purpose of the Commission shall be to provide policy-level direction and to promote efficient and effective use of resources, based on best practices or evidenced-based practices, for matters related to the State's criminal justice system. To that end it shall:
 - a. Identify critical challenges facing the criminal justice system and recommend strategies to resolve them by;**

- i. *Developing and adopting a three-year strategic plan to be reviewed annually;*
 - ii. *Analyzing the long-range needs of the criminal justice system;*
 - iii. *Assessing the cost-effectiveness, return on investment, and performance measures of the use of state and local funds in the criminal justice system;*
 - b. *Advise and develop recommendations for the Governor and the Legislature, when appropriate, on public policy and strategies to improve the State's criminal justice system.*
 - c. *Review and evaluate criminal justice policies and proposed legislation to determine the impact on the State's adult and juvenile justice systems.*
 - d. *Promote communication among criminal justice professionals and the respective branches of State government to improve professionalism, create partnerships, and improve cooperation and coordination at all levels of the criminal justice system.*
 - e. *Research and evaluate best practices, and evidenced-based practices, and use findings to influence decisions on policy.*
3. *Unless stated otherwise, Commission members shall be appointed by the Governor. All Commission members appointed by the Governor serve at the pleasure of the Governor.*
 4. *The Governor may, at any time, increase the number of voting and non-voting members of the Commission.*
 5. *The Commission members shall serve a term of four (4) years.*
 6. *The Chair of the Commission shall be appointed annually by the Governor. A Vice-Chair shall be selected annually by the members of the Commission. The term of office of the Chair and Vice-Chair shall be one (1) year. The Chair and the Vice-Chair may succeed themselves as approved by the Governor.*
 7. *The Commission shall receive administrative staff support from the State agencies represented on the Commission.*
 8. *The Commission will meet no less than four times annually.*
 9. *The Commission may appoint sub-committees consistent with the needs of the Commission to address pertinent issues that merit more in-depth consideration.*
 10. *Commission members will serve without compensation or reimbursement for expenses, including related travel and per diem to attend Commission meetings.*
 11. *The Grant Review Council ("Council") shall be established under the Commission and is charged with the responsibility to disburse grant funding appropriated under provisions of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, of the Violence Against Women Act of 1994, and other such federal grant programs as may come within the purview of Planning, Grants, and Research of the Idaho State Police with the overall mission of enhancing the efficiency and effectiveness of the criminal justice system in Idaho.*
 - a. *The Council shall consist of thirteen (13) members of the Idaho Criminal Justice Commission for the purpose of assisting the Idaho State Police in its distribution of grant funds. The Council membership shall be as follows:*
 - i. *The Attorney General or his or her designee;*
 - ii. *The Administrative Director of the Courts;*
 - iii. *The Director of the Idaho Department of Correction;*
 - iv. *The Director of the Idaho State Police;*
 - v. *The Director of the Idaho Department of Juvenile Corrections;*
 - vi. *The Administrator of the Office of Drug Policy;*
 - vii. *One (1) representative from the Office of the Idaho State Appellate Public Defender;*
 - viii. *One (1) representative from the Idaho Prosecuting Attorneys Association;*
 - ix. *The Executive Director of the Idaho Association of Counties;*
 - x. *Two (2) citizens at large;*
 - xi. *One (1) representative from the Idaho Sheriffs' Association;*
 - xii. *One (1) representative from the Idaho Chiefs of Police Association;*
 - b. *In addition, the Council shall consist of the following seven (7) members appointed by the Chair of the Commission upon recommendation by the Commission:*
 - i. *One (1) representative from the Idaho Council on Domestic Violence;*
 - ii. *One (1) representative from a statewide advocacy agency;*
 - iii. *One (1) prosecuting attorney;*

- iv. *One (1) representative from the juvenile justice system;*
 - v. *One (1) representative from the misdemeanor probation system;*
 - vi. *One (1) Chief of Police;*
 - vii. *One (1) Sheriff;*
- c. *The Chair of the Council shall be a representative of a local agency and appointed by vote of the members of the Council and shall serve a term of four (4) years. The Chair will report to the Commission not less than annually on the activities, actions, and decisions of the Council regarding the distribution of grant funds.*
 - d. *Each member of the Council shall be entitled to one vote in the matters before them.*
 - e. *No member may participate in a vote for a direct award of funds in which the member receives personal pecuniary benefits, as defined by Idaho Code. Unless prohibited by Federal grant restriction, when a member has authority over an entity or agency which has applied for a direct award of funds, the member shall disclose the relationship to the Council. Upon disclosure of such relationship, the member may vote upon the award unless the member requests to be excused.*
 - f. *Participation by Council members (or their designees) in the scoring and evaluation of the individual grant applications is required. Members not participating in the scoring and evaluation process will not be entitled to vote on the awarding of the application.*
 - g. *Meetings of the Council shall be convened as determined necessary by the Chair of the Council, Chair of the Commission, or Planning, Grants, and Research.*
 - h. *The principal staff functions of the Council shall be located with the Idaho State Police, Planning, Grants, and Research.*
 - i. *Members of the Council will receive travel reimbursement in accordance with Planning, Grants, and Research and the Idaho State Police policy and procedures.*
 - j. *The Council will establish by-laws in accordance with guidance provided by the Bureau of Justice Assistance and the Idaho State Police, Planning, Grants, and Research, and consistent with the Commission's long-term strategies.*
 - k. *Members of the Council will receive training provided by Planning, Grants, and Research and in conjunction with the Commission.*
 - l. *Members of the Council will meet at least once a year to assist in strategic planning efforts with members of the Commission and Planning, Grants, and Research. The Council shall develop a strategic funding plan consistent with the statewide strategic planning efforts of the Commission.*



IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Idaho at the Capitol in Boise on this 19th day of July in the year of our Lord two thousand and eleven and of the Independence of the United States of America the two hundred thirty-fifth and of the Statehood of Idaho the one hundred twenty-first.

C.L. "BUTCH" OTTER
GOVERNOR

BEN YURSA
SECRETARY OF STATE