

U.S. Department of Justice

Office of Justice Programs

Bureau of Justice Assistance



Idaho State Police & the Idaho Grant Review Council



Justice Assistance Grant Program

2016 Edward Byrne Memorial Justice Assistance Grant (JAG): *New Solicitation*

Electronic Submission Deadline:

November 4, 2016, 6:00 p.m., Mountain Standard Time

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Edward Byrne Memorial Justice Assistance Grant (JAG) Program (CFDA #16.738)

Program Overview

The Edward Byrne Memorial Justice Assistance Grant (JAG) Program (42 U.S.C. 3751(a)) is the primary provider of federal criminal justice funding to state and local jurisdictions. JAG funds support all components of the criminal justice system from multi-jurisdictional drug and gang task forces to crime prevention and domestic violence programs, courts, corrections, treatment, and justice information sharing initiatives. JAG funded projects may address crime through the provision of services directly to individuals and/or communities and by improving the effectiveness and efficiency of criminal justice systems, processes, and procedures.

Availability of Funds: Estimated total funding availability for new 2016 projects is \$405,322. Of that, \$266,463 is the minimum required to pass-through to local governments (city and county). There is no minimum or maximum application amount; rather applicants should request adequate funding to implement the proposed project.

Deadline

Applications are due by Friday, November 4, 2016, no later than 6:00 p.m., Mountain Daylight Time (MDT).

Applicants must have an account on the Idaho State Police (ISP) Planning, Grants, and Research (PGR) Grants Management System (GMS) in order to complete an application. Electronic submission via GMS is required.

Each applicant must be able to certify, via an electronic acceptance, that they are the signing authority, or have been delegated or designated formally by the chief executive officer of the applicant agency in order to submit an application

Contact and Application Information

For questions or comments regarding this solicitation or application process, please contact PGR at (208) 884-7040 or email pgr@isp.idaho.gov. The program manager can also be contacted at (208) 884-7041.

Instructions for completing the application online can be found on PGR's website at <http://www.isp.idaho.gov/pgr>, located in the Resources section.

Note: These are general instructions and apply to **all** new applications awarded through PGR; therefore some sections may not be applicable. All required components will be outlined in this solicitation.

Eligibility

To apply for 2016 Edward Byrne Memorial Justice Assistance Grant funding, you must be either a state agency, a unit of local government (city or county), a faith based organization, an Indian Tribal Government, or a non-profit organization.

All applicants must obtain a Data Universal Number System (DUNS) number from Dun and Bradstreet and register in the System for Award Management (SAM) prior to submitting the JAG application.

The Office of Management and Budget (OMB) requires that all applicants (other than individuals) for Federal funds include a DUNS number in their application for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. Obtaining a DUNS number is a free, one-time activity. Apply on-line for a DUNS number at <http://fedgov.dnb.com/webform>. A DUNS number is usually received within 1 – 2 business days.

Applicants must register with SAM (formerly known as CCR), a repository for standard information about federal financial assistance applicants, recipients, and subrecipients. The Office of Justice Programs (OJP) requires all applicants (other than individuals) for federal assistance maintain current registrations in the SAM database. Applicants must update or renew their SAM registration annually to maintain an active status. Information about SAM registration procedures can be accessed at www.sam.gov.

Awarding of Funds

Review Process: The Idaho Grant Review Council (Council), formed by an Executive Order of the Governor, is designated as the decision making body for the distribution of Idaho State Police's pass-through grant funds. Members of the Council represent various facets of the criminal justice community and public. Both PGR and the Council are committed to ensuring a fair and open process for awarding grants. Applications are reviewed to make sure the information presented is reasonable, understandable, allowable, measurable, achievable, and consistent with the solicitation.

Start Date: Projects are funded on a 12-month cycle and will have a start date no earlier than January 1, 2017, unless otherwise approved by PGR. If projects are not operational within 90-days of their award date, subgrantees must contact PGR or funds may be withdrawn and/or re-awarded. Projects are eligible for up to three (3) years of funding or five (5) years for task force programs.

Once you receive funding for a multiple year project, you will need to apply every year via GMS. Continuation funding is not guaranteed and is contingent upon availability of funding and project status.

Extensions beyond the requested grant period may be made on a case-by-case basis at the discretion of PGR and must be requested via GMS **no less than 30 days prior to the project cycle end date.**

Program Areas and Priorities

JAG Program Areas: Funds may be used for state and local initiatives, technical assistance, training, personnel, equipment, forensic laboratories, supplies, contractual support, and information systems for criminal justice, as well as research and evaluation (including forensics), strategic planning, and data collection that will improve or enhance:

- ◆ Law enforcement programs
- ◆ Prosecution and court programs, including indigent defense
- ◆ Prevention and education programs
- ◆ Corrections and community corrections programs
- ◆ Drug treatment and enforcement programs
- ◆ Planning, evaluation, and technology improvement programs
- ◆ Crime victim and witness programs (other than compensation)

2016 JAG Priority Areas: The Bureau of Justice Assistance (BJA) recognizes there are significant pressures on state and local criminal-justice systems. In these challenging times, shared priorities and leveraged resources can make a significant impact. In light of this, it is important to make applicants aware of several areas of priority that may be of help in maximizing the effectiveness of JAG funding. The following priorities represent key areas where BJA will be focusing nationally.

- ◆ **Reducing Gun Violence:** Gun violence has touched nearly every state, county, city, town, and tribal government in America. In an effort to address this continuing need, BJA encourages states and localities to invest valuable JAG funds in programs to: combat gun violence, enforce existing firearms laws, improve the process used to ensure that those prohibited from purchasing or owning guns are prevented from doing so, enhance reporting to the Federal Bureau of Investigation's (FBI) [National Instant Criminal Background Check System \(NICS\)](#), and provide active shooter response training to law enforcement officers and first responders.

While our nation has made great strides in reducing violent crime over the last decade, some municipalities and regions continue to experience unacceptable levels of violent crime at rates far in excess of the national average. In 2014, as part of BJA's longstanding commitment to support effective strategies to reduce violent crimes, BJA launched the Violence Reduction Network (VRN). By the end of FY 2016, 10 VRN sites, working with a broad network of federal, state, and local partners will be implementing data-driven evidence-based strategies to reduce deeply entrenched violent crime in those communities. States and localities with VRN sites are strongly encouraged to join the VRN network and help address funding gaps in violence reduction efforts in those communities. For information on VRN, see www.bja.gov/Programs/VRN.html.

- ◆ **Body-Worn Cameras, Storage, and Policies:** Over the past several years, law enforcement agencies across the country have begun equipping their officers with body-worn cameras (BWCs). The important benefits of BWCs, and the challenges in implementing BWC programs, are highlighted in several recent publications: see the OJP's Diagnostic Center report, [Police Officer Body-Worn Cameras: Assessing the Evidence](#) and the Community Oriented Policing Services (COPS) Office and Police Executive Research Forum paper, [Implementing a Body-Worn Camera Program: Recommendations and Lessons Learned](#).

JAG funding is an important potential source of funding for law enforcement agencies implementing new BWC programs or enhancing existing programs. JAG funds may be used to

purchase BWCs and costs associated with the BWC program, such as storage and policy development.

Agencies using JAG funds to purchase BWC equipment or to implement or enhance BWC programs must certify that they or the law enforcement agency receiving the BWC funding have policies and procedures in place related to equipment usage, data storage, privacy, victims, access, disclosure, training, etc. A copy of the required BWCC certification can be found at <https://www.bja.gov/Funding/BodyWornCameraCert.pdf>.

The BJA [BWC Toolkit](#) provides model BWC policies, resources, and best practices to assist departments in implementing BWC programs.

- ◆ **National Incident-Based Reporting System (NIBRS):** The FBI has formally announced its intentions to establish NIBRS as the law enforcement crime data reporting standard for the nation. The transition to NIBRS will provide a more complete and accurate picture of crime at the national, state, and local level. Once this transition is complete, the FBI will no longer collect summary data and will only accept data in the NIBR format and JAG awards will be based on submitted NIBRS data. Transitioning all law enforcement agencies to NIBRS is the first step in gathering more comprehensive crime data. State and local JAG subgrantees are encouraged to use JAG funds to expedite the transition to NIBRS in their jurisdictions.
- ◆ **Justice System Reform and Reentry:** There is growing bipartisan support for Justice Systems Reform and Reentry. A promising approach to justice systems reform is the [Justice Reinvestment Initiative \(JRI\)](#), a public-private partnership between BJA and PEW Public Safety Performance Project. Currently, 30 states have used the justice reinvestment process to control spiraling incarceration costs and reinvest in evidence-based criminal justice programs and strategies. Strategic investments of JAG funds to implement JRI legislation and policy changes in JRI states can augment federal funds and achieve greater cost savings and reinvestments in programs to promote public safety. For state-by-state information on JRI, please visit the [JRI Sites web page](#).

Over the past seven years, the Department of Justice (DOJ) has partnered with state, local, and tribal agencies and national organizations to support hundreds of reentry programs across the country to provide job training, healthcare, housing, treatment, and other services to individuals returning to our communities from prisons and jails. The demand for effective reentry services remains high. More than 600,000 men and women leave our prisons every year and more than 11 million people cycle through our jails. Investments of JAG funds to support reentry efforts at the state and local level will pay dividends for returning citizens and for public safety in America. A summary of research-based reentry strategies is available on the [National Reentry Resource Center's What Works in Reentry Clearinghouse](#) along with a map identifying federally funded Second Chance Act Reentry programs at the state and local level. (See <https://csgjusticecenter.org/nrrc/>).

- ◆ **Public Defense:** Another key priority area is support for improving public defense deliver systems. To support this priority in November 2015, BJA established the Right to Counsel National Consortium (www.rtcnationalcampaign.org) to spearhead a national conversation on how to ensure the Sixth Amendment Right to Counsel for every individual. BJA continues to encourage states and State Administering Agencies (SAAs) to use JAG funds to ensure that no person faces the loss of liberty without first having the aid of a lawyer with the time, ability, and resources to present an effective defense. Currently, across the nation public defense

reform is being supported by governors, state legislators, chief judges, and local communities. Research shows that early appointment of counsel can decrease jail and prison stays and produce better outcomes for defendants and communities. Many of these successes are guided by the American Bar Association's Ten Principles of a Public Defense Delivery System, which are recommendations for government officials and other parties who are charged with improving public defense delivery systems (http://www.americanbar.org/content/dam/aba/administrative/legal_aid_indigent_defendants/ls_sclaid_def_tenprinciplesbooklet.authcheckdam.pdf).

- ◆ **Improving Mental Health Services:** Many people with mental illness enter the criminal justice system without a diagnosis or with untreated mental illness. Screening and assessment is critical to identify and provide appropriate referrals to treatment. This is an issue that impacts numerous facets of the criminal justice system. BJA encourages states to utilize JAG funding in support of programs and policy changes aimed at identifying and treating people with severe mental illness to divert when appropriate, treat during incarceration, and engage in appropriate pre-release planning for the provision of community treatment (see [Justice and Mental Health Collaboration Program \(JMHC\) Resources](#)). BJA provides training and technical assistance (TTA) to grantees and non-grantees (states, jurisdictions) to increase enrollment in health care plans (increase linkages to health care providers) that can increase access to treatment for improved mental health outcomes. Information can be found at www.bjatrain.org.
- ◆ **DOJ Universal Accreditation w/Forensic Service Providers:** In 2015, the National Commission on Forensic Science (NCFS) announced recommendations on strengthening the field of forensic science. There are a number of key principles, which include promoting universal accreditation and finding ways to improve upon medical-legal investigative processes. For additional information on these recommendations, please review the [New Accreditation Policies to Advance Forensic Science](#). The JAG program provides broad-based support to states and local jurisdictions across the nation in order to strengthen our criminal justice system, including the forensic sciences. As such, BJA encourages investments of JAG funds for programs and activities related to forensic work, including accreditation of forensic labs.

Program-Specific Information

Supplanting: Supplanting is prohibited under JAG. Funds must be used to **supplement** existing state and local funds for program activities and must **not replace** or supplant non-federal funds that have been appropriated for the same purpose. See the JAG Frequently Asked Questions (FAQs) on BJA's [JAG web page](#) for more information regarding supplanting, including examples.

Trust Fund: Subgrantees in good standing may draw down their entire award amount in advance, but to do so, a trust fund **must be** established in which to deposit funds. This may or may not be an interest* bearing account.

- * **Note:** All interest earned must be used on allowable JAG expenses to further project objectives. Project income is subject to federal regulations and must be accounted for separately with the same controls as other grant funds. Interest must be reported quarterly on an Income Report through GMS. (For further details regarding Income, please see PGR's most current Administrative Guide under "Resources" in GMS.)

Cost Sharing or Matching Requirement: This solicitation does not require a match. Please **do not** include match in the budget section or on the Expense/Match Budget Detail Worksheet.

Pre-Agreement Costs (also known as Pre-award Costs): If awarded, costs incurred by the subgrantee prior to the start date of the period of performance of the grant award is unallowable.

Leveraging of Grant Funds: Although supplanting is prohibited, the leveraging of federal funding is encouraged. For example, a city may utilize JAG and Homeland Security Grant Program (HSGP) money to fund different portions of a fusion center project. In instances where leveraging occurs, all federal grant funds must be tracked and reported on separately and may not be used to fund the same line items. Additionally, federal funds cannot be used as match for other federal awards.

Prohibited and Controlled Uses: The [JAG Prohibited and Controlled Expenditures Guidance](#) represents a combination of BJA-controlled items and those controlled under the [Executive Order on Federal Support for Local Law Enforcement Equipment Acquisition](#) that was signed on January 16, 2015. The guidance contains:

1. Table of all prohibited expenditures (strictly unallowable expenditures under JAG).
2. Table of all controlled expenditures (expenditures which require prior written approval from BJA under JAG; including UAV guidance checklist).
3. Controlled Expenditures Justification Template (must be completed and submitted for any JAG controlled expenditures request to be considered for approval by BJA).
4. Overall Controlled Expenditure/Equipment Guidance (should be reviewed in conjunction with the template prior to controlled expenditures request(s) being submitted to BJA).
5. Standards for State, Local, and Tribal Law Enforcement Agencies for the Acquisition of Controlled Equipment with Federal Resources.

Additional information on JAG controlled and prohibited expenditures, along with the process for requesting prior approval from BJA to expend funds on controlled items, can be found within the [JAG FAQs](#).

Evidence-Based Programs or Practices: OJP places a strong emphasis on the use of data and evidence in policymaking and program development in criminal justice, juvenile justice, and crime victim services. OJP is committed to:

- ◆ Improving the quantity and quality of evidence OJP generates.
- ◆ Integrating evidence into program, practice, and policy decisions within OJP and the field.
- ◆ Improving the translation of evidence into practice.

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. The OJP's [CrimeSolutions.gov](#) web site is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

A useful matrix of evidence-based policing programs and strategies is available through the Center for Evidence-Based Policy at George Mason University. In the reentry field, a summary of research-based reentry strategies is available on the National Reentry Resource Center's [What Works in Reentry Clearinghouse](#). BJA offers a number of program models designed to effectively implement evidence-based strategies including Smart Policing, Smart Supervision, Smart Pretrial, Smart Defense, and Smart Prosecution. BJA encourages states to use JAG funds to support these "smart on crime" strategies, including effective partnerships with universities and research partners and with non-traditional criminal justice partners.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs: OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully – before submitting an application – the OJP policy and guidance on conference approval, planning, and reporting available at www.ojp.gov/financialguide/PostawardRequirements/chapter15page1.htm. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (via PGR), which may affect project timeline, of some such costs for subgrantees; and (3) set cost limits, including a general prohibition of all food and beverage costs.

Costs Associated with Language Assistance: If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits by individuals with limited English proficiency may be allowable costs. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section under "Solicitation Requirements" in the [OJP Funding Resource Center](#).

JAG Federal Requirements

Compliance with Applicable Federal Laws: Applicants for this solicitation are required to certify compliance with all applicable federal laws at the time of application. In that regard, Members of Congress have asked DOJ to examine whether jurisdictions with "sanctuary policies" (i.e., policies that either prevent law enforcement from releasing persons without lawful immigration status into federal custody for deportation, or that prevent state or local law enforcement from sharing certain information with Department of Homeland Security [DHS] officials), are in violation of 8 U.S.C. section 1373.

All applicants should understand that if OJP receives information that indicates that an applicant may be in violation of any applicable federal law, that applicant may be referred to the DOJ Office of Inspector General (OIG) for investigation; if the applicant is found to be in violation of an applicable federal law by the OIG, the applicant may be subject to criminal and civil penalties, in addition to relevant OJP programmatic penalties, including suspension or termination of funds, inclusion on the high risk list, repayment of funds, or suspension and debarment.

Law Enforcement Agency Training Information: Any law enforcement agency receiving 2016 JAG funding must submit quarterly accountability metrics data related to training on use of force, racial and ethnic bias, de-escalation of conflict, and constructive engagement with the public that officers have received. Accountability metrics reports must be submitted through BJA's Performance Measurement Tool (PMT). The accountability measures can be found at: <http://www.bjaperformancetools.org/help/jagdocs.html>.

Body-Worn Camera (BWC) Purchases: Subgrantees that wish to use JAG funds for BWC-related expenses **must** have BWC policies and procedures in place and **may not** expend any awarded funds until a certification is submitted to PGR and approved by BJA. A copy of the required BWCC certification can be found at <https://www.bja.gov/Funding/BodyWornCameraCert.pdf>.

Body Armor Certification: Ballistic-resistant and stab-resistant body armor can be funded through two BJA-administered programs; the JAG Program and the Bulletproof Vest Partnership (BVP) Program.

- ◆ The BVP is a program designed to provide a critical resource to state and local law enforcement through the purchase of ballistic-resistant and stab-resistant body armor. A jurisdiction is able to request up to 50 percent of the cost of a vest with BVP funds. For more information on the BVP Program, including eligibility and application, refer to the [BVP web page](#).
- ◆ JAG funds may also be used to purchase vests for an agency, but they may not be used to pay for that portion of the ballistic-resistant vest (50 percent) that is not covered by BVP funds. Unlike BVP, JAG funds used to purchase vests do not require a 50 percent match.
- ◆ Vests purchased with JAG funds may be purchased at any threat level, make, or model from any distributor or manufacturer, as long as the vests have been tested and found to comply with applicable National Institute of Justice (NIJ) ballistic or stab standards. In addition, vests purchased must be American-made. Information on the latest NIJ standards can be found at: www.nij.gov/topics/technology/body-armor/safety-initiative.htm.
- ◆ As is the case in BVP, law enforcement agencies that wish to purchase vests with JAG funds **must certify** that they have a written "mandatory wear" policy in effect. FAQs related to the mandatory wear policy and certifications can be found at www.bja.gov/Funding/JAGFAQ.pdf. This policy must be in place for at least all uniformed officers before any JAG funding can be used by the agency for vests. There are no requirements regarding the nature of the policy other than it being a mandatory wear policy for all uniformed officers while on duty. The certification **must** be signed by the Authorized Representative and **must** be attached to the application. If the subgrantee proposes to change project activities to utilize JAG funds to purchase bulletproof vests after the application period (during the project period), the subgrantee must submit the signed certification to PGR at that time. A *mandatory wear concept and issues paper* and a *model policy* are available by contacting the BVP Customer Support Center at vests@usdoj.gov or toll free at 1-877-758-3787.
- ◆ A copy of the certification related to the mandatory wear can be found at: www.bja.gov/Funding/BodyArmorMandatoryWearCert.pdf.

Interoperable Communications: Applicants using JAG program funds to support emergency communications activities (including the purchase of interoperable communications equipment and technologies such as voice-over-internet protocol bridging or gateway devices, or equipment to support the build out of wireless broadband networks in the 700 MHz public safety band under the Federal Communications Commission (FCC) Waiver Order) must ensure:

- ◆ Compliance with the [FY 2016 SAFECOM Guidance](#). The SAFECOM Guidance is updated annually to provide current information on emergency communications policies, eligible costs, best practices, and technical standards for state, local, tribal, and territorial grantees investing federal funds in emergency communications projects.

- ◆ Projects support the Statewide Communication Interoperability Plan (SCIP) and are fully coordinated with the full-time Statewide Interoperability Coordinator (SWIC) in the state of the project. As the central coordination point for their state's interoperability effort, the SWIC plays a critical role, and can serve as a valuable resource. SWIC's are responsible for the implementation of the SCIP through coordination and collaboration with the emergency response community. The U.S. Department of Homeland Security Office of Emergency Communications maintains a list of SWIC's for each of the 56 states and territories. Contact OEC@hq.dhs.gov.
- ◆ All communications equipment purchased with grant award funding (plus the quantity purchased of each item) is identified during quarterly performance metrics reporting.
- ◆ Conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at https://www.it.ojp.gov/gsp_grantcondition. Subgrantees must document planned approaches to information sharing and describe compliance to the GSP and appropriate privacy policy that protects shared information, or provide detailed justification for why an alternative approach is recommended.

DNA Testing of Evidentiary Materials and Upload of DNA Profiles to a Database: If JAG program funds will be used for DNA testing of evidentiary materials, any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System (CODIS, the national DNA database operated by the FBI), by a government DNA lab with access to CODIS. No profiles generated with JAG funding may be entered into any other non-governmental DNA database without prior express written approval from BJA. For more information, refer to the NIJ DNA Backlog Reduction Program, available at <http://www.nij.gov/topics/forensics/lab-operations/evidence-backlogs/Pages/backlog-reduction-program.aspx>.

In addition, funds may not be used for purchase of DNA equipment and supplies when the resulting DNA profiles from such technology are not accepted for entry into CODIS.

Federal Performance Measures: To fulfill BJA's and DOJ's responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, applicants receiving funding under this solicitation must provide data that measure the results of their work.

Performance measures specific to JAG have been developed by BJA and can be found on the federal Performance Measure Tools (PMT) website at: <https://www.bjaperformancetools.org/>. Additional instructions and guidance regarding your specific performance measures will be assigned after you've been awarded.

Task Force Training: Task force programs must complete an online task force training within 120 days of being awarded. This is provided free of charge through BJA's Center for Task Force Leadership and Integrity (CTFLI) and **must** be completed by the task force commander, agency executive, task force officers, and other task force members of equivalent rank. This training will address task force effectiveness as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability. Additional information is provided by BJA regarding the required training and access methods via BJA's CTFLI website at www.ctfli.org. Additional instruction will be given by PGR once awarded.

Reporting Requirements

Subgrantees are required to submit quarterly progress and financial reports as well as the required federal performance measures. Progress and financial reports are submitted through PGR's GMS, while the performance measures are submitted through BJA's PMT website (a link has been provided in GMS from the progress report). **The due date for this information is no later than the 15th of the month following the end of each quarter.**

Quarterly Reporting Periods	Due Dates
October – December	January 15
January – March	April 15
April – June	July 15
July – September	October 15

Required Application Components

A. Program Narrative (limited to 16,000 characters, including spaces)

The program narrative should respond to the solicitation and present a detailed description of the purpose, scopes, goals, and objectives of the proposed project.

When completing the Program Narrative be sure to:

- ◆ Clearly identify each numbered Program Narrative section.
- ◆ Spell out all acronyms at least once.
- ◆ Site data sources.
- ◆ Address **all** sections below. If a section is not applicable to the JAG funded project, simply state N/A.

The Program Narrative **must** include:

1. Statement of the Problem

- ◆ Describe in detail the problem(s), gap(s), and need(s): substantiating with current relevant data **specific** to the area, agency and/or project. Include crime rates (where applicable), geographic location served, and local demographics.
 - Some data source examples include:
 - [Applicant/Implementing Agency](#)
 - [Crime in Idaho Report](#)
 - [Crime in Idaho Database](#)
 - [United States Census Bureau](#)
 - [Idaho Statistical Analysis Center Publications](#)
- ◆ Describe how the proposed project will solve the problem.

2. Project Design and Implementation

- ◆ State amount of federal funds being requested.
- ◆ State if proposed project is for one year or for multiple years.
- ◆ Provide a detailed description of the project, including goals, objectives, activities, and how performance measure data will be collected.
- ◆ If applicable, identify any other funding sources that support the proposed project.
- ◆ Identify each JAG Program Area addressed by the proposed project and describe how the project fits into those areas.
- ◆ Explain how the proposed project addresses collaboration. List each organization, partner, and consultant who will collaborate on the project, along with a short description of the nature of their effort or contribution.
- ◆ Identify if the proposed project is evidence-based, a best practice model, or if any objective research or evidence shows that the proposed project will be successful. Go to CrimeSolutions.gov to find information on evidence-based programs in criminal justice, juvenile justice, and crime victim services.
- ◆ Provide information as to the sustainability of the proposed project. If applicable, state how project personnel and/or annual maintenance and license fees will be funded after the life of the grant.

3. Projects Containing Grant Funded Research Components or Project Evaluations

- ◆ Describe the purpose of the research and how it will be conducted and reviewed.
- ◆ Address why the research is important and how the answer/outcome will be useful.

Note on Project Evaluations

Applicants proposing to use JAG funds to conduct project evaluations should be aware that certain project evaluations may constitute research for purposes of applicable DOJ human subjects protection regulations. Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge” 28 C.F.R. § 46.102(d). Project evaluations intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements likely do not constitute “research.”

Applicants must provide sufficient information for PGR to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research. For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the [“Research](#)

and the Protection of Human Subjects” section of the OJP Funding Resource Center web page. Applicants whose proposals may involve a research or statistical component also should review the “Data Privacy and Confidentiality Requirements” section on that web page.

4. Equipment Only Projects

- ◆ Equipment only projects benefiting a single agency/organization will not be considered for funding.
- ◆ Describe how the equipment will benefit other agencies/organizations/communities.
- ◆ Identify the agencies/organizations/communities.
- ◆ Address procedures in place regarding using, sharing, and maintaining the equipment. If none, state if procedures will be developed.

5. Financial Administration and Disclosure of Pending Applications

- ◆ Address how grant funds will be tracked separately from other funds in the applicant’s financial management system.
- ◆ Statement as to whether the applicant agency has expended \$750,000 or more in federal funds in the organization’s past fiscal year and if a Single Audit was conducted. If so, state any findings related to federal grant funds.
- ◆ Address any pending applications for federal, state, or local funds supporting the same project proposed in this application. Identify the funding agency and grant title for pending applications submitted in the last 12 months.

TIP: PGR highly recommends saving the Program Narrative in Word and pasting it into GMS, as not all web browsers have spell check and there is no character count in GMS.

B. Goals, Objectives, and Performance Measures: JAG subgrantees are required to submit no more than one (1) goal with objectives and performance measures containing the following information:

Goals

- ◆ Broad statement(s) of what is intended to be accomplished.
- ◆ The desired outcome, which directs the ultimate purpose of the project.
- ◆ Clear, realistic, and achievable.
- ◆ Within the budget and authority.

Objectives

- ◆ Measurable.
- ◆ Achievable.
- ◆ State in terms of results; clearly define what will be done in order to accomplish the goal.
- ◆ Clear and concise.
- ◆ Use terms such as increase, decrease, enhance, engage, identify, etc.

Performance Measures

- ◆ Measures the success of the project.
- ◆ What data will actually be tracked.
- ◆ Relates directly to objectives.
- ◆ Quantitative or qualitative.
- ◆ Quantitative examples: Number of arrests, percent increase/decrease to show degree of change.
- ◆ Qualitative examples: Surveys, direct observations, publications.

C. Budget Section and Budget Worksheet: Applicants must submit a budget detail worksheet and budget narrative outlining how JAG funds will be used to support and implement the projects. The budget must reflect as closely as possible all costs associated with the proposed project. Once the budget is completed, totals for each expense category must be entered on the application Budget section in GMS. If funded, **all** adjustments must be **pre-approved by PGR**. If you have any questions regarding allowable costs, please contact PGR for clarification.

Budget Detail Worksheet

- ◆ The required **Expense/Match Budget Detail Worksheet** includes sections for calculations and narratives, **and must be attached to the application as an Excel document**.

Budget Narratives

- ◆ Needs to thoroughly and clearly describe every expense listed under that category. PGR expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).
- ◆ Must include a full description of all costs and how funds will be allocated (if applicable) with other funding sources.
- ◆ Should include how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.
- ◆ Must be mathematically sound and correspond with the information and figures provided in the Description and Calculation sections of each category.
- ◆ Must explain how the applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project.

For questions pertaining to budget and examples of allowable and unallowable costs, see the [DOJ Grants Financial Guide](#).

D. Confidential Funds: If Confidential Funds are requested, the [Edward Byrne Memorial Justice Assistance Grant Confidential Fund Guide](#) must be reviewed and a current signed Subgrantee Confidential Fund Certification form attached to the application under the Attachments section. This form certifies the project director and unit supervisor have read, understand and agree to abide by the provisions within.

E. Indirect Cost Rate Agreement (if applicable): According to the [DOJ Grants Financial Guide](#), "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.

Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administration salaries.” Applicants with a current approved indirect cost rate must attach a copy of the indirect cost rate agreement to the application, if they are requesting reimbursement for indirect.

Applicants that have never received a negotiated indirect cost rate, except for those agencies described in [Appendix VII to Part 200 \(d\)\(1\)\(B\)](#), may charge a de minimis rate of 10% of modified total direct costs (MTDC) or negotiate a rate with their cognizant Federal agency. The MTDC direct cost base includes all direct salaries and applicable fringe benefits, materials and supplies, services, and travel. The base excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, and participant support costs. When using the MTDC method, costs must be consistently charged as either indirect or direct and must not be double charged or inconsistently charged as both. If this method is chosen, it must be used consistently for all Federal awards until the applicant chooses to negotiate an indirect cost rate, which can be done at any time.

Indirect costs must be included in the “Other” budget category and the calculation on the Budget Detail Worksheet must include the indirect cost rate and the total direct costs used to determine indirect costs.

F. Tribal Authorizing Resolution (if applicable): Tribes, tribal organizations, or third parties proposing to provide direct services or assistance to residents on tribal lands should include in their applications a resolution, a letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for a grant on behalf of a tribe or multiple specific tribes, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or assistance under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

Applicants unable to submit an application that includes a fully-executed (i.e., signed) copy of appropriate legal documentation, as described above, consistent with the applicable tribe’s governance structure, should, at a minimum, submit an unsigned, draft version of such legal documentation as part of its application (except for cases in which, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, PGR will make use of and access to funds contingent on receipt of the fully-executed legal documentation.

G. Applicant Disclosure of High Risk Status: Applicants that are currently designated high risk by another federal grant making agency must disclose that status. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, the applicant must include the following at the time of application submission:

- ◆ The federal agency that currently designated the applicant as the high risk.
- ◆ Date the applicant was designated high risk.

- ◆ The high risk point of contact name, phone number, and email address, from that federal agency.
- ◆ Reasons for the high risk status.

PGR seeks this information to ensure appropriate federal oversight of any grant award. Disclosing this high risk information does not disqualify any organization from receiving an OJP award. However, if awarded, additional grant oversight may be included, if necessary, in the award documentation.

H. Memorandum of Understanding: Letters of support **will not** be accepted; however, applicants must provide a signed memorandum of understanding (MOU) if applicable. MOU's demonstrate the applicant's coordinated efforts with other partnering agencies.

I. Non-profit Organization Requirement: Non-profit organizations applying for funds under this solicitation must demonstrate their non-profit status by attaching one (1) of the following documents to their grant application.

- ◆ Proof that the Internal Revenue Service recognizes the organization as being tax exempt under 501(c)(3) of the Internal Revenue Code.
- ◆ A statement from a state taxing body or state secretary of state certifying that the organization is a non-profit organization and that no part of the organization's net earnings may benefit any private shareholder or individual.
- ◆ A certified copy of a certificate of incorporation or similar document establishing non-profit status.
- ◆ Any of the above, if it applies to a state or national parent organization, with a statement by the state or national parent organization that the applicant is a local non-profit affiliate.

J. Assurances and Certifications: These must be "signed" via an electronic acceptance by the highest official or designee representing the applicant agency. Each agency may designate a person to complete the application; however, this person must certify that they have the authority to sign on behalf of the highest official.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at <http://ojp.gov/funding/Explore/SolicitationRequirements/index.htm>.

- ◆ Civil Rights Compliance
- ◆ Faith-Based and Other Community Organizations
- ◆ Anti-Lobbying Act
- ◆ Financial and Government Audit Requirements
- ◆ National Environmental Policy Act (NEPA) (if applicable)
- ◆ DOJ Information Technology Standards (if applicable)

- ◆ Non-supplanting of State and Local Funds
- ◆ Criminal Penalty for False Statements
- ◆ Compliance with Department of Justice Grants Financial Guide
- ◆ Suspension or Termination of Funding
- ◆ Nonprofit Organizations
- ◆ For-Profit Organizations
- ◆ Government Performance and Results Act (GPRA)
- ◆ Rights in Intellectual Property
- ◆ Federal Funding Accountability and Transparency Act (FFATA) of 2006

Grant Resources and Information

Applicants can always contact PGR for additional information and/or help with this solicitation at any time during the application process as well as visiting the [PGR website](#) for information, publications, and grant writing under "[Resources](#)".

- ◆ [BJA Grant Writing Academy](#)
- ◆ [The Catalog of Federal Domestic Assistance](#) (developing and writing grant proposals)
- ◆ [The Grantsmanship Center](#) (grant information and grantsmanship training)
- ◆ [Ohio Literacy Resource Center](#) (what to do before you write a grant proposal)
- ◆ [Crime in Idaho Database](#)
- ◆ [Crime in Idaho Report](#)
- ◆ [CrimeSolutions.gov](#)
- ◆ [Federal Travel Policy](#)
- ◆ [Idaho State Travel Policy](#)
- ◆ [Federal Per Diem Rates](#)

A sample application is also available on the [PGR website](#). The example addresses the solicitation requirements for both JAG and STOP, so it can be used as a tool for all applicants.

****** The project, data, and budget information in the sample application are FICTITIONAL and not based on any JAG or STOP project funded in the past. ******

IMPORTANT NOTICE: GMS WILL allow applicants to submit an application WITHOUT all required components. An application may be considered non-responsive if all identified solicitation elements are not addressed or attached.

Application Checklist

Prior to Application

- _____ DUNS Number
- _____ SAM Registration

Program Narrative

- _____ Statement of the Problem
- _____ Project Design and Implementation
- _____ Projects Containing Grant Funded Research Components or Project Evaluations (if applicable)
- _____ Equipment Only Projects (if applicable)
- _____ Financial Administration and Disclosure of Pending Applications

Goal, Objectives, and Performance Measures

- _____ Goal, Objectives, and Performance Measures

Budget Section and Budget Worksheet (attach to application)

- _____ Expense/Match Budget Detail Worksheet

Additional Attachments (if applicable)

- _____ Confidential Fund Certification
- _____ Approved Indirect Cost Rate Agreement
- _____ Tribal Authorizing Resolution Certification Documentation
- _____ Applicant Disclosure of High Risk Status
- _____ Memorandum of Understanding - Signed
- _____ Non-profit Organization Requirement Documentation

Assurances and Certifications (electronic acceptance in GMS)

- _____ Standard Assurances
- _____ Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and drug-free Workplace Requirements

2016 Byrne Justice Assistance Grant (JAG) Evaluation Questions

1. Statement of the Problem – Weight 30

- ◆ Were the problem(s) and proposed solution(s) clearly identified?
- ◆ Is there a demonstration of need supported by data?
- ◆ Did the applicant provide agency and project specific local data?

2. Project Design and Implementation – Weight 50

- ◆ Is the project description clear?
- ◆ Are the JAG Program Area(s) identified and how the project fits into the program areas addressed?
- ◆ Is the project collaborative and are the collaborative efforts adequately addressed?
- ◆ Is the project evidence-based or best practice?
- ◆ Does the project address sustainability?
- ◆ Is data collection for the performance measures described?
- ◆ Are the performance measures (located in the Goals section) measureable?
- ◆ For projects containing grant funded research components or are equipment only:
 - Are the required elements regarding research or equipment projects addressed?

3. Budget – Weight 20

- ◆ Are all costs broken down on the required Expense/Match Budget Detail Worksheet?
- ◆ Do the budget narratives provide sufficient back-up for the required costs?
- ◆ Are costs reasonable and necessary?
- ◆ Are expenses clearly tied to the problem and solution?