

<b>APPLICATION FOR FEDERAL ASSISTANCE</b>		2. DATE SUBMITTED	Applicant Identifier
1. TYPE OF SUBMISSION		3. DATE RECEIVED BY STATE	State Application Identifier
Application Non-Construction		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
<b>5. APPLICANT INFORMATION</b>			
Legal Name		Organizational Unit	
Idaho State Police		Planning Grants and Research	
Address		Name and telephone number of the person to be contacted on matters involving this application	
700 S Stratford Drive Meridian, Idaho 83642-6202		Brotzman, Julie (208) 884-7040	
6. EMPLOYER IDENTIFICATION NUMBER (EIN)		7. TYPE OF APPLICANT	
82-6000952		State	
8. TYPE OF APPLICATION		9. NAME OF FEDERAL AGENCY	
New		Bureau of Justice Assistance	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT	
NUMBER: 16.738 CFDA EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE TITLE: GRANT PROGRAM		Idaho FY2011 Edward Byrne Memorial Justice Assistance Grant	
12. AREAS AFFECTED BY PROJECT			
Statewide			
13. PROPOSED PROJECT		14. CONGRESSIONAL DISTRICTS OF	
Start Date: October 01, 2010		a. Applicant	
End Date: September 30, 2014		b. Project ID01 ID02	
15. ESTIMATED FUNDING		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
Federal	\$1,525,078	Program has not been selected by state for review	
Applicant	\$0		
State	\$0		
Local	\$0		
Other	\$0		
Program Income	\$0	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
TOTAL	\$1,525,078	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

## **Program Narrative**

As Idaho's State Administrating Agency (SAA), the Idaho State Police's Planning, Grants, and Research (PG&) department will follow the same awarding and monitoring process as they have with prior awarded Edward Byrne Memorial Justice Assistance Grant (JAG) funds. Idaho's 2011 JAG funds will be used to support all state and local components of the criminal justice system, from multijurisdictional drug and gang task forces to crime prevention, domestic violence programs, courts, corrections, treatment, and justice information sharing initiatives.

With continual federal funding cuts from 1999 to present has forced a drastic reduction in projects supported with JAG funds. These funding cuts have caused projects to either end prematurely or completely after their three (3) year funding cycle. In either case, jobs were lost and spending was decreased; however the 2009 Recovery Act JAG award, along with the slight increases in the 2009 and 2010 Annual JAG awards did revive and add new life to Idaho's criminal justice system. Unfortunately, this may be short lived due to the 17% cut to Idaho's 2011 award and the pending 20% cut in 2012.

PGR with the help of the Idaho Statistical Analysis Center (SAC) conducted a Needs Assessment Survey in May 2011 and will complete its analysis in the next coming months determining 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.). Once specific areas are identified, the Idaho Criminal Justice Grant Review Board can set aside JAG funds to address those needs. In the meantime, preparations and plans are being made and put into motion to allow previously funded continuation projects to

start as soon as October 1, 2011, unfortunately however, due to the dollar amount of these projects and the decrease in Idaho's 2011 funding, new projects may not be awarded this year.

As the SAA, we have 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. A component was also added to these systems to capture all requirements set-forth by Congress regarding 2009 Recovery Act funds.

Along with the above procedures and systems, site visits; desk audits; financial audits; reviews and comparisons of subgrantee's required quarterly financial, progress, and federal Performance Measurement Tools reports; approved project adjustments; and technical assistance, we are and will be able to ensure that all 2011 and prior Byrne JAG requirements established by Congress and BJA will be met.



# Budget Detail Worksheet

**Purpose:** The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

**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.

Name/Position	Computation	Cost
		<b>SUB-TOTAL</b> _____

**B. Fringe Benefits** - Fringe benefits should be based on actual known costs or an established formula. 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.

Name/Position	Computation	Cost
		<b>SUB-TOTAL</b> _____
		<b>Total Personnel &amp; Fringe Benefits</b> _____

**C. Travel** - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). 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. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
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**TOTAL** \_\_\_\_\_

**D. Equipment** - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Expendable items should be included either in the "supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical 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. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
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**TOTAL** \_\_\_\_\_

**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. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
		<b>TOTAL</b> _____

**F. Construction** - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Check with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost
		<b>TOTAL</b> _____

**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 require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation	Cost
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*Subtotal*\_\_\_\_\_

**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.)

Item	Location	Computation	Cost
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*Subtotal*\_\_\_\_\_

**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.

Item	Cost
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*Subtotal*\_\_\_\_\_

**TOTAL**\_\_\_\_\_

**H. Other Costs** - List items (e.g., rent, 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.

Description	Computation	Cost
		<b>TOTAL</b> _____

**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.

Description	Computation	Cost
		<b>TOTAL</b> _____

**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 requested and the amount of non-Federal funds that will support the project.

<b>Budget Category</b>	<b>Amount</b>
<b>A. Personnel</b>	_____
<b>B. Fringe Benefits</b>	_____
<b>C. Travel</b>	_____
<b>D. Equipment</b>	_____
<b>E. Supplies</b>	_____
<b>F. Construction</b>	_____
<b>G. Consultants/Contracts</b>	_____
<b>H. Other</b>	_____
<b>Total Direct Costs</b>	_____
<b>I. Indirect Costs</b>	
<b>TOTAL PROJECT COSTS</b>	_____
<b>Federal Request</b>	_____
<b>Non-Federal Amount</b>	_____

## **Abstract**

The Idaho State Police is the SAA for all Byrne Justice Assistance Grants (JAG), including the 2011 Annual JAG, which will be administered by the 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 all JAG requirements and fall within the scope of JAG's purpose areas and Idaho's priorities.

With current funding challenges, Idaho realizes the importance of innovation and coordination to improving responses to criminal justice issues and has forced the criminal justice community to look at new ways of doing business. In order to support this need, the Idaho Criminal Justice Grant Review Board\* will continue to encourage and implement collaboration and coordination, including comprehensive community 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 Idaho's projects are small in number, 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 Idaho's strategies, coordination plans, and goals can be found in the attached 2011 Byrne Justice Assistance Grant Strategy (Attachment 6).

### **Top Five Project Identifiers for 2011**

Community Based Programs

Evaluation/Program Evaluation

Hiring of Personnel

System Improvements

Task Forces

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