

# U.S. Department of Justice

Office of Justice Programs

Bureau of Justice Assistance



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*Idaho State Police & the Idaho Grant Review Council*



**Justice Assistance Grant Program**

## **2013 Edward Byrne Memorial Justice Assistance Grant (JAG): *Continuation Request for Proposal (RFP)***

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**Electronic Submission Deadline:**

**October 4, 2013, 6:00 p.m., Mountain Standard Time**

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

## **Deadline**

**Applications are due by Friday, October 4, 2013, no later than 6:00 p.m., Mountain Standard Time (MST).**

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.

## **Contact Information**

For questions or comments regarding the Request for Proposal (RFP) or application process, please contact Planning, Grants, and Research (PGR) at (208) 884-7040 or email [pgr@isp.idaho.gov](mailto: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 on the left-hand side under the GMS Sign-in icon.

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

## **Eligibility**

To apply for the 2013 Continuation Byrne Justice Assistance (JAG) Grant, you must be a current JAG subgrantee and in good standing with all Idaho Grant Review Council policies and procedures. Please remember, you may continue to apply for funding for three (3) consecutive years or five (5) years for task forces.

**All applicants must obtain a Data Universal Number System (DUNS) number from Dun and Bradstreet and must be have a current Central Contractor Registration no later than the due date of your first quarterly report.**

The Office of Management and Budget requires that all businesses (this includes government agencies) and non-profit applicants for Federal funds have a DUNS number for new awards or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of 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 sub-recipients. Obtaining a DUNS number is a free, one-time activity.

The Office of Justice Programs (OJP) requires that all applicants for federal financial assistance have current CCR accounts. On July 25, 2012, the CCR system was migrated to the [System for Award Management \(SAM\)](#), and is part of the first phase to combine eight federal procurement systems and the Catalog of Federal Domestic Assistance (CFDA) into one new system. If you have previously registered with CCR, all data was automatically moved to SAM. When it is time to renew your current CCR registration, you will need to register with SAM and create a user name and password. Once you are logged in to SAM, begin the “migrate legacy system account” process to establish your CCR account in SAM. You will need the email address, and, potentially, the user name for your CCR account. If your CCR email address is not unique, meaning that more than one of your CCR accounts has the same email address, you must provide the user name for your CCR account. For more information please see the new SAM website.

## 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 that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the RFP.

**Availability of Funds:** Funding levels may not exceed current award level, however in some cases, for projects that demonstrate a hardship, additional funding may be requested. Funding levels are also contingent upon availability of the federal award.

**Start Date:** Projects are funded on a 12-month cycle; continuation projects start the day following the close of the current project cycle (unless otherwise approved). Please indicate the estimated start date on your application.

**Trust Fund:** Subgrantees who are 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 program 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” on GMS.)

# Guidelines

**Supplanting:** Funds must also be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. See OJP's [Financial Guide](#) (page 23) or the JAG Frequently Asked Questions on BJA's [JAG web page](#) for more information regarding supplanting.

**Note:** Supplanting is unallowable under JAG.

**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 Uses:** No JAG funds may be expended outside of JAG program areas. Even within the program areas, however, JAG funds may not be used directly or indirectly for security enhancements or equipment for nongovernmental entities not engaged in criminal justice or public safety. Additionally, **JAG funds may not be used directly or indirectly to provide for any of the following matters unless the BJA Director certifies that extraordinary and exigent circumstances exist;** making them essential to the maintenance of public safety and good order:

- ◆ \*Vehicles, vessels, or aircraft
- ◆ \*\*Unmanned aerial vehicles/unmanned aircraft, aircraft system, or aerial vehicles (UA/UAS/UAV)
- ◆ Luxury items
- ◆ Real estate
- ◆ Construction projects (other than penal or correctional institutions – however, this is subject to BJA approval)
- ◆ Any similar matters

**\*Police cruisers, police boats, and police helicopters are allowable vehicles under JAG and do not require BJA certification.**

**\*\*Unmanned Aircraft, Aircraft System, or Aerial Vehicles (UA/UAS/UAV):** No JAG funds may be expended on these items unless the BJA Director certifies that extraordinary and exigent circumstances exist, making them essential to the maintenance of public safety and good order. Also, any grant award using funds for this purpose may be subject to additional reporting criteria, which will be spelled out in a customized special condition attached to the grant award.

Misuse of grant funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under a grant, and civil and/or criminal penalties.

# Federal Requirements

**Performance Measures:** To fulfill the Bureau of Justice Assistance (BJA) and the U.S. Department of Justice’s responsibilities under the Government Performance and Results Act of 1993, Public Law 103-62, applicants receiving funding under this continuation RFP 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/>, however 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 to 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](http://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 on GMS from the progress report). **The due date for this information is no later than the 15<sup>th</sup> 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

**Program Narrative (limited to 16,000 characters, including spaces):** Provide an overview of the project and include:

- ◆ Progress made from prior project cycles.
- ◆ Performance measures met or not met and why.
- ◆ Identify successes/accomplishments during your current funding year.

- ◆ Identify expected accomplishments during the 2013 project cycle.
- ◆ Provide supporting data to show the impact of the project.
- ◆ Address any modifications to the project, as well as obstacles encountered and solutions.

**Goals, Objectives, and Performance Measures:** Goals, Objectives, and Performance Measures are identified in a separate section of GMS, but the Narrative must address how the data will be collected. 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 of the success of the project; what data will actually be tracked.
- ◆ Indicators of results relating 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.

**Budget and Budget Worksheet:** The requested budget must reflect as closely as possible the costs associated with the proposed project. The required Expense/Match Budget Detail Worksheet, which includes calculations and narratives, must be completed and contain a breakdown of costs identified and explanations of how the costs were derived. If you have questions regarding allowable costs, please contact PGR for clarification.

**Confidential Funds:** When 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 that the project director and the unit supervisor has read, understands, and agrees to abide by the provisions within.

**Indirect Funds:** When Indirect Funds are requested, a current signed Indirect Cost Negotiated Agreement by the Office of the Chief Financial Officer must be attached under the Attachments section.

**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://www.ojp.gov/funding/other\\_requirements.htm](http://www.ojp.gov/funding/other_requirements.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 Office of Justice Programs 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

**GMS WILL allow applicants to submit an application WITHOUT all required components, so please make sure you have completed all requirements as your application may be considered non-responsive if identified program elements are not met.**