**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

# 2015 Edward Byrne Memorial Justice Assistance Grant (JAG):

***New Request for Proposal (RFP)***

**Electronic Submission Deadline:**

**October 23, 2015, 6:00 p.m., Mountain Standard Time**

# Contents

Program Overview 1

- Availability of Funds

Deadline 1

Contact and Application Information 1

Eligibility 2

Awarding Funds 3

- Review Process
- Start Date
- Trust Fund

Program Areas and Priorities 3

- JAG Program Areas
- 2015 JAG Priority Areas

Program-Specific Information 5

- Supplanting
- Leveraging of Grant Funds
- Prohibited and Controlled Uses
- Evidence-Based Programs or Practices
- Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs
- Costs Associated with Language Assistance

Other JAG Requirements 7

- Body Armor Certification
- Interoperable Communications
- DNA Testing of Evidentiary Materials and Upload of DNA Profiles to a Database
- Federal Performance Measures
- Task Force Training

Reporting Requirements 9

Required Application Components 10

- Program Narrative (must include):
  - Statement of the Problem
  - Project Design and Implementation
  - Financial Administration and Disclosure of Pending Applications
  - Projects Containing Grant Funded Research Components or Project Evaluations
  - Equipment Only Projects

- Goals, Objectives, and Performance Measures
- Budget and Budget Worksheet
- Confidential Funds
- Indirect Funds
- Tribal Authorizing Resolution (if applicable)
- Memorandum of Understanding
- Non-profit Organization Requirement
- Assurances and Certifications

Additional Requirements 14

- Office of Justice Programs – Legal Requirements

Application Checklist 15

Appendix 1 16

- 2015 Byrne Justice Assistance Grant (JAG) Evaluation Questions

**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 2015 projects is $488,607. Of that, $286,984 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, October 23, 2015, no later than 6:00 p.m., Mountain Standard Time (MST).**

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 the Request for Proposal (RFP) 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 RFP.

# Eligibility

To apply for 2015 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 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. 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 that the information presented is reasonable, understandable, allowable, measurable, achievable, and consistent with the RFP.

**Start Date:** Projects are funded on a 12-month cycle and will have a start date no earlier than January 1, 2016 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.**

**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.)

# 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)

**2015 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 2015, 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. SAAs 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 Office of Justice Program's (OJP) Diagnostic Center report, Police Officer Body-Worn Cameras: Assessing the Evidence and the 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 should, as a best practice, have policies and procedures in place related to equipment usage, data storage, privacy, victims, access, disclosure, training, etc. Officers, prosecutors, defenders, victims and privacy advocates, and community groups should be consulted early in the BWC policy development process to guide and inform policy and procurement decisions. BJA released a BWC Toolkit website that shares model BWC policies, resources, and best practices to assist departments in implementing BWC programs.

- **Recidivism Reduction, Pretrial Reform, and Justice System Realignment:** In this time of fiscal austerity and smaller state and local budgets, reducing unnecessary incarceration in a manner that promotes public safety is a paramount goal. Effective community supervision of non-violent offenders coupled with evidence-based program interventions can result in significant reductions in recidivism. A priority funding area is the implementation of effective pre-trial services programs and innovative programs and approaches in probation and parole supervision that improve services to offenders and increase collaborative efforts among community supervision agencies with law enforcement and the courts. The use of validated risk assessment tools to inform pre-trial release decisions is critical. For a variety of resources, or to request BJA supported technical assistance from the Pretrial Justice Initiative, see www.pretrial.org. Currently, 17

states and 17 local governments are working to control spiraling incarceration costs through the Justice Reinvestment Initiative (JRI) and reinvesting in evidence-based criminal justice programs and strategies. Strategic investment of JAG funds to implement JRI legislation and policy changes in those states and localities can augment federal funds and achieve greater cost saving and reinvestments in programs to promote public safety. (See the Urban Institute's Justice Reinvestment Initiative State Assessment Report.)

- **Indigent Defense:** Another key priority area is support for indigent defense. BJA continues to encourage states and SAAs to use JAG funds to support the vital needs of the indigent defense community, as indigent defense reform continues to be a concern that needs to be addressed across the nation. In 2002, the American Bar Association (ABA) published Ten Principles of a Public Defense Delivery System which represent fundamental building blocks for implementing quality legal representation for indigent defendants. (See ABA Ten Principles).

- **Improving Mental Health Services:** Disproportionate numbers of people with mental illness are involved in the criminal justice system often as a result of untreated or undertreated mental illness. 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 the following: identifying and treating people with severe mental illness before they reach crisis point; training law enforcement and correctional officers on mental health related crisis-intervention; increasing justice system diversion strategies to divert offenders with mental illness from unnecessary arrest and incarceration to more appropriate and cost-effective community-based treatment and supervision; mental health courts, allowing inmates to continue psychotropic medication in jails; and improving oversight of mental health care in jails, increasing post-jail housing options, and enhancing community mental health services. (See Adults with Behavioral Health Needs under Correctional Supervision.) BJA provides technical assistance to states with increasing access to health care benefits. Information can be found at www.bjatraining.org.

# 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.

**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:** JAG funds may not 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 purchase items listed at https://www.bja.gov/Funding/JAGControlledPurchaseList.pdf.**

This JAG controlled purchase list represents a combination of BJA controlled items and those controlled under Executive Order 13688, "Federal Support for Local Law Enforcement Equipment Acquisition" that was signed on January 16, 2015. Pursuant to Executive Order 13688, a federal interagency working group has been charged with, among other things, "developing a consistent Government-wide list of controlled equipment allowable for acquisition by LEAs, as well as a list of those items that can only be transferred with special authorization and use limitations." The working group's recommendations, which were due to be delivered to the President in mid-May, may alter the BJA controlled items list. Applicants are reminded that they must follow the most current version of the controlled items list in order to purchase the equipment.

No items on this list can be purchased without first submitting a detailed justification that supports the need for this equipment. Applicants must show both extraordinary and exigent circumstances that require the purchase of such equipment. Upon approval from the BJA Director (via PGR), this equipment may be purchased with JAG funds. Applicants must submit this justification with their applications.

Note: The Controlled Equipment List also includes items that are strictly prohibited under JAG.

Additional information on JAG controlled and prohibited items, along with the process for requesting a waiver to obtain BJA certification for any controlled item (via GMS), can be found within the JAG FAQs: www.bja.gov/Funding/JAGFAQ.pdf.

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.

**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; and
- 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.

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 applicable):** 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.

# Other JAG Requirements

**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 FY 2015 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 FY 2015 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 2015 SAFECOM Guidance for Emergency Communication Grants* (including provisions on technical standards that ensure and enhance interoperable communications.)

- Adherence to the technical standards set forth in the FCC Waiver Order, or any succeeding FCC orders, rules, or regulations pertaining to broadband operations in the 700 MHz public safety band.

- 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.

**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.

**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 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/. 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 on 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 RFP 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 CrimeSoluitons.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. **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.

4. **Projects Containing Grant Funded Research Components or Project Evaluations**
   - Describe the purpose of the research and how will it 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 (http://ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirements.htm). Applicants whose proposals may involve a research or statistical component also should review the "Data Privacy and Confidentiality Requirements" section on that web page.

5. **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/community?
   - Identify the agencies/organizations/communities.
   - Address procedures in place regarding using, sharing, and maintaining the equipment? If not, state if procedures will be developed.

**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 and Budget Worksheet:** The budget must reflect as closely as possible the costs associated with the proposed project. The required Expense/Match Budget Detail Worksheet includes sections for calculations and narratives, **and must be attached to the application as an Excel document**. The worksheet must contain a breakdown of requested costs, explanations of how the costs were derived, and why the costs are necessary for the proposed project. If funded, adjustments must be **pre-approved by PGR**. If you have any questions regarding allowable costs, please contact PGR for clarification.

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 Funds:** Indirect 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.

- Exception: Units of local government who have not been assigned a cognizant Federal agency by the Office of Management and Budget, are not required to submit their indirect cost proposal, unless required by the awarding agency. They are required to prepare and retain the proposal on file for review.

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 minimums 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 choses 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. 19 BJA-2015-4165

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, *BJA* will make use of and access to funds contingent on receipt of the fully-executed legal documentation.

G. **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 partner agencies.

H. **Non-profit Organization Requirement:** Non-profit organizations applying for funds managed by PGR 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.

I. **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.

> **Note:** A sample application is available on the PGR website. The example addresses RFP 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 FICTIONAL and not based on any JAG or STOP project funded in the past.** ****

# 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.

- 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

**IMPORTANT NOTICE: GMS <u>WILL</u> allow applicants to submit an application <u>WITHOUT</u> all required components. An application may be considered non-responsive if all identified RFP 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
- _____ Financial Administration and Disclosure of Pending Applications
- _____ Projects Containing Grant Funded Research Components or Project Evaluations (if applicable)
- _____ Equipment Only Projects (if applicable)

**Goal, Objectives, and Performance Indicators**

- _____ Goal, Objectives, and Performance Indicators

**Budget and Budget Worksheet (Attach)**

- _____ Expense/Match Budget Detail Worksheet

**Additional Attachments (if applicable)**

- _____ Confidential Fund Certification
- _____ Approved Indirect Cost Rate Agreement
- _____ Tribal Authorizing Resolution Certification Documentation
- _____ Signed MOU(s)
- _____ 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

# 2015 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?