EXAMPLE APPLICATION

Project Information

Project Title :
Example Application for 2013 JAG or STOP
Project Start Date :
01/01/2014
Project Duration :
1 year(s)
Applying For :
Goals Test (RSAT 2010, 25% match)
Application Status :
unsubmitted

The information, proposed project, and statistics in this example application are FICTION. While the agencies are real, the data is NOT. The purpose of this application is to provide an example of how to identify the different elements in the Program Narrative and how to complete the Expense/Match Budget Detail Worksheet (calculations; budget narratives; and match, if required).

Agency Information

Applicant Agency :
Idaho State Police
Applicant Agency Region :
Statewide
Implementing Agency :
Idaho State Police
Agency EIN :
123456789
Agency Zip Code :
83642-6202
Agency Congressional District :
1
Agency DUNS Number :
987654321
Agency Registered with Central Contractor Registry :
Yes

Roles

Project Director / Phone / E-mail / Agency Affiliation :
Kara Director (888) 888-8888 kara@director
Applicant Agency
Financial Officer / Phone / E-mail / Agency Affiliation :
Officer Financial (208) 111-1111 financial@none
Applicant Agency
Applicant Author :
Kara Director

Program Narrative

1. Statement of the Problem
In 2012, there were 200 fatalities on Idaho roadways representing a 19.8% increase over the 167 fatalities reporting in 2011 (WebCARS - Idaho Transportation Department crash database). Fatalities also increased between 2010 (160 fatalities) and 2011, but by a much smaller percentage, 4.4%. The Idaho State Police (ISP) is requesting Byrne Justice Assistance Grant (JAG) funding to enhance patrols in high crash locations around the state in an effort to decrease fatalities. ISP Captains will determine the two (2) areas with the highest

fatalities in their district and schedule 12 emphasis patrols in each area annually. Two (2) troopers, working 10 hour overtime shifts, will be assigned to each high crash location to saturate the area during the emphasis patrols. This equates to 48 extra patrol shifts per district and 288 additional shifts statewide. Press releases detailing the purpose of the emphasis patrols in combination with the additional ISP presence in high crash locations should increase the traveling public's awareness of the problem, in turn, decreasing the number of fatalities. According to statistics from ISP's Computer Aided Dispatch (CAD) system, ISP investigated 120 fatalities in 2012; 60% of all fatalities in Idaho. In addition to the fatalities, ISP investigated 600 injury crashes and 1,423 property damage crashes. In 2011, ISP investigated 135 fatalities, 546 injury crashes, and 1,792 property damage crashes. Both fatalities and injury crashes increased between 2011 and 2012, while property damage crashes decreased. ISP will track the emphasis location (interstate, state highway, city, or county road); number of crashes investigated (fatalities, injury, or property damage); number and type of citation(s) issued for the crash; number of seat belt, aggressive driving, and distracted driving citations issues; and the number of impaired driving arrests to determine the impact of the additional emphasis patrols on the number of fatalities statewide.

2. Project Design and Implementation

• Amount of federal funds requested: $87,926
• Proposed project period: January 1, 2014 – December 31, 2014
• JAG Purpose Areas: This project fits under the law enforcement programs JAG Purpose Area, as funding is requested for overtime shifts for ISP Troopers to conduct emphasis patrols in high crash locations.
• Collaboration: ISP will partner with city and county law enforcement agencies in the high crash locations to coordinate the emphasis patrols when local law enforcement agencies can also provide officers dedicated to decreasing fatalities in the high crash locations. ISP will also coordinate overtime shifts with the Office of Highway Safety (OHS) to ensure our efforts coincide with the OHS mobilizations. ISP will provide data to OHS during the mobilizations regarding our efforts.
• Evidence-based or best practice: Increased officer presence in high crash locations has proven to decrease the fatalities in those areas. A recent study conducted by the Idaho Statistical Analysis Center (ISAC) compared crash statistics in a construction zone on Interstate 84 near Boise to determine the impact of additional patrol shifts. During the first half of the construction, no additional ISP shifts were scheduled in the area. During the second half of the construction, two (2) additional overtime shifts were scheduled each day; a day shift and a night shift. Once the construction was completed, ISAC compared the data on crashes and determined that the increased patrol shifts resulted in a 29% decrease in fatalities from 17 during the first half to 12 during the second half of construction. Injury and property damage crashes also decreased.
• Sustainability: In order to sustain this project after grant funding has expired, ISP will request an increase in overtime funding from the Idaho Legislature. In the event this request is denied, ISP will seek other grant funding to continue the project. Decreasing fatalities is a priority for ISP. ISP command staff recognize the importance of continued funding for this project and have assured they will investigate all available funding sources, state and federal.

3. Data Collection and Project Administration

• Data Collection: The data identified in the Performance Measures will be collected on a data sheet specifically designed for this project to collect relevant data. Data sheets will be collected at the District level and forwarded to the project director at ISP Headquarters on a quarterly basis to complete the quarterly progress report. In addition to the data mentioned in the first section of the Program Narrative, other data collected will include: ISP District, date, mileage at the beginning and end of each overtime shift (for match), number of contacts, and the number of warnings issued for aggressive and distracted driving.
• Project Administration: Grant funds are tracked separately in ISP's financial management system by the unique subgrant number assigned to each individual grant award. All grant charges, including match, must include the subgrant number. The troopers working the overtime emphasis patrols will be required to enter the subgrant number and hours worked on their bi-weekly timesheets.

4. Disclosure of Pending Applications
In January 2013, ISP applied for an OHS grant for trooper overtime in high crash locations. OHS awards have not been released as of the date of this JAG application.
• Funding Agency: Office of Highway Safety
• Grant Title: Idaho State Police Statewide Overtime

5. For Projects Containing Grant Funded Research Components
N/A

Goals

Goal: Reduce Fatalities on Idaho Roadways

Starts: 01/01/2014
Reduce the number of fatalities on Idaho roadways investigated by ISP.

Objective: Reduce Fatalities by 10%

Starts: 01/01/2014
Decrease fatalities in high crash locations by 10%.

Performance Measure: Fatalities

Starts: 01/01/2014
Number of fatalities per quarter. Compare 2012 and 2013 data.

Performance Measure: Injury and Property Damage Crashes

Starts: 01/01/2014
Number of injury and property damage crashes per quarter. Compare data from 2012 and 2013.

Performance Measure: Citations Issued

Starts: 01/01/2014
Number of Aggressive Driving, Seat Belt, and Distracted Driving Citations issued. Compare data from 2012 and 2013.

Performance Measure: Impaired Driving Arrests

Starts: 01/01/2014
Number of Impaired Driving Arrests. Compare data from 2012 and 2013.

Budget

	Expense Budget	Match Budget
Personnel	$ 87,926	$ 18,953
Operating/Consultant	$ 0	$ 11,988
Travel	$ 0	$ 0
Equipment	$ 0	$ 0
Other Funds	$ 0	$ 0
Total	$ 87,926	$ 30,941

Attachments

Expense/Match Budget Detail Worksheet - 8-22-13

Expense/Match Budget Detail Worksheet

The Expense/Match Budget Detail Worksheet is an editable form, so the applicant can expand fields as necessary. **If additional rows are needed, please contact PGR (208-884-7040) and we will add the needed rows, ensuring the formulas are correct, and e-mail the adjusted worksheet to the applicant.**

Note: The Total columns are formatted to round to the nearest dollar.

Match: The Request for Proposal will indicate if match is required. Match needs to be identified by clicking the checkbox under the Match heading and explained in the budget narrative.

Formulas for Automatically Calculating Total Match and Expense

**The worksheet is set up to automatically calculate Match and Budget items separately and will add expenses to the corresponding total at the bottom of each budget category. Clicking the Match checkbox identifies this as a match item and will calculate as such.

What to Do When the Expense/Match Budget Detail Worksheet is Complete

**Transfer the expense category totals to the Expense Budget section of the application in the PGR Grants Management System (GMS) and the match category totals to the Match Budget section. The Match Budget section in GMS only appears on applications if match is required.

**Expand fields as necessary to show all information.

**Attach the Excel worksheet to the application in GMS under the Attachments section.

Personnel and Fringe Benefits

**Each position should be listed separately identifying the name of the employee (if available) and their title. The calculation should include their annual salary or hourly pay rate, fringe benefits, and percentage of time or number of hours dedicated to grant activities. Salaries and fringe benefits need be calculated and explained separately.

Match	Name/Position	Calculation	Total
☐	ISP Trooper	$22.50 an hr x 10 hours x 288 shifts	$64,800
☐	ISP Trooper Fringe Benefits	($22.50 an hr x 25%) x 10 hrs x 288 shifts	$16,214
☐	ISP Trooper Health Insurance	($5,000 a yr/2080 hrs) x 10 hrs x 288 shifts	$6,912
☑	Project Director	$30 an hr x 475 hrs a year	$14,250
☑	Project Director Fringe Benefits	($30 an hr x 25%) x 475 hrs a year	$3,563
☑	Project Director Health Insurance	($5,000 a hr/2080 hrs) x 475 hrs a year	$1,140
		Personnel Expense Total	**$87,926**
		Personnel Match Total	**$18,953**

Personnel and Fringe Benefits Budget Narrative

The average hourly overtime rate for ISP Troopers is $22.50. Overtime shifts are 10 hours. There will be four (4) shifts worked each month in each district: 4 shifts x 12 months x 6 districts = 288 total shifts. The fringe benefit rate of 25% includes, but is not limited to, FICA, retirement, sick leave, etc. The annual cost for health insurance is $5,000 a year or $2.40 an hour. Troopers will work overtime shifts in the high crash locations identified by the District Captain to decrease the number of fatalities in Idaho. Match: The project director is a full-time state funded employee who will collect data sheets, analyze data, complete quarterly programmatic reports, and complete a final comprehensive report.

Operating/Consultants/Contracts

This budget category includes expendable items (supplies), general operating expenses, consultants, and contracts.

Match	Item (supplies/general operating)	Calculation	Total
☑	Mileage for overtime shifts	288 shifts x 75 miles per shift x 0.555	$11,988
☐			
☐			
☐			
☐			
☐			
☐			
☐			

Consultants: Consultant fees exceeding $450 per 8-hour day or $56.25 per hour require additional justification and approval from the Bureau of Justice Assistance (BJA) or Office on Violence Against Women (OVW). Information on the service provided by the consultant must be included in the budget narrative. Consultant expenses including travel (list location if available), per diem, etc. must also be included in the calculation and explained in the budget narrative.

Contracts: Contract descriptions must be provided in the budget narrative. Additional justification and BJA/OVW approval is required for sole source contracts exceeding $100,000.

The applicant must indicate in the budget narrative which formal written procurement policy they are following: their organization's or the state's.

Match	Consultant/Contract	Calculation	Total
☐			
☐			
☐			
☐			
☐			

Operating Expense Total	**$0**
Operating Match Total	**$11,988**

Operating/Consultants/Contracts Budget Narrative

Mileage is based on the number of overtime shifts, the estimated number of miles per shift, and the current state mileage rate.

Travel

Travel expenses need to be identified by location, if known, and item (airfare, lodging, per diem, etc.). The purpose of the travel must be detailed in the budget narrative.

Match	Location	Item	Calculation	Total
☐				
☐				
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☐				
☐				
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☐				

Travel Expense Total	**$0**
Travel Match Total	**$0**

Travel Budget Narrative

No travel requested

Equipment

Equipment is defined in the 2011 Office of Justice Programs Financial Guide as "tangible, nonexpendable personal property having a useful life of more than 1 year and an acquisition cost of $5,000 or more per unit. A recipient/subrecipient may use its own definition of equipment provided that such definition would at least include all equipment defined above." If an item does not meet this definition, it should be included in the Operating category. The benefit/purpose of the equipment must be described in the budget narrative.

Match	Item	Calculation	Total
☐			
☐			
☐			
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Equipment Expense Total	**$0**
Equipment Match Total	**$0**

Equipment Budget Narrative

No equipment requested

Other

The ONLY costs permitted in this category are confidential expenditures (buy money and confidential informant funds) and indirect costs. If confidential funds are requested, the applicant must review the Confidential Fund Guide and attach a signed copy of the Subgrantee Confidential Fund Certification. If indirect costs are requested, the current, approved indirect cost plan must be attached. Documents are attached under the Attachments section of the application in GMS.

Match	Description	Calculation	Total
☐			
☐			
☐			

Other Expense Total	**$0**
Other Match Total	**$0**

Other Budget Narrative

No other funds requested