

**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**

**2018 Edward Byrne Memorial  
Justice Assistance Grant (JAG):  
*New Solicitation***

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**Electronic Submission Deadline:**

**December 20, 2019, 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 states and units of local government. 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.

**Statutory Authority:** The JAG Program statute is Subpart I of Part E of Title I of the Omnibus Crime Control and Safe Streets Act of 1968. Title I of Public Law No. 90-351 (generally codified at 34 U.S.C. 10151 – 10158), including subpart 1 of part E (codified at 34 U.S.C. 10151 – 10158); see also 28 U.S.C. 530C(a).

**Availability of Funds:** Estimated total funding availability for new FY 2018 projects is \$997,165. Of that, \$498,203 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, December 20, 2019, 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, they are the Authorized Representative, or have been delegated or designated formally by the chief executive officer of the applicant agency in order to submit an application.

**Note:** “Authorized Representative” must be an individual who has the authority to apply for and accept grant awards on behalf of the organization or jurisdiction.

## 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](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 under the [Resources](#) tab.

**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 funding under this solicitation, 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 <https://www.sam.gov/SAM/>.

## 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. (See Appendix A for FY 2018 Byrne Justice Assistance Evaluation Questions for scoring.)

**Start Date:** Projects are funded on a 12-month cycle and will have a start date no earlier than April 1, 2020, 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 Emphasis**

**JAG Program Areas:** In general, funds awarded under this FY 2018 JAG solicitation, may be used to provide additional personnel, equipment, supplies, contractual support, training, technical assistance, and information systems for **criminal justice**, including for any one or more of the following:

- ◆ 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).
- ◆ Mental health programs and related law enforcement and corrections programs including behavioral programs and crisis intervention teams.

Additionally, JAG funds awarded under this solicitation may be used for any purpose indicated in Appendix B.

In connection with all the above purposes (including those indicated in the appendix), it should be noted that the statute defines “criminal justice” as “activities pertaining to crime prevention, control, or reduction, or the enforcement of the criminal law, including, but not limited to police efforts to prevent, control, or reduce crime or to apprehend criminals, including juveniles, activities of courts having criminal jurisdiction, and related agencies (including but not limited to prosecutorial and defender services, juvenile delinquency agencies and pretrial service or release agencies), activities of corrections, probation, or parole authorities and related agencies assisting in the rehabilitation, supervision, and care of criminal offenders, and programs relating to the prevention, control, or reduction of narcotic addiction and juvenile delinquency.”

Under the JAG program, funds may be used for broadband deployment and adoption activities as they relate to criminal justice activities.

**FY 2018 JAG Areas of Emphasis:** The Bureau of Justice Assistance (BJA) recognizes that many state and local criminal justice systems currently face challenging fiscal environments and that an important, cost-effective way to relieve those pressures is to share or leverage resources through cooperation among federal, state, and local law enforcement. In light of this, it is important to make applicants aware of several areas of emphasis described below, and encourages to join federal law enforcement agencies across the board in addressing these challenges.

- ◆ **Reducing Gun Violence:** Recognizing that crime problems, including felonious possession and use of firearm and/or gang violence, illegal drug sales and distribution, human trafficking, and other related violent crime, vary from community to community, BJA

encourages applicants to tailor their programs to the local crime issues, and to be data-informed in their work. Applicants should consider investing JAG funds in programs to combat firearms violence, and to improve the process for ensuring that persons prohibited from purchasing firearms (see, e.g., 18 U.S.C. § 922 (g)) are prevented from doing so, by utilizing technology such as e Trace and NIBIN to analyze evidence, as well as by enhancing complete, accurate, and timely reporting to the FBI's NICS. Applicants are also encouraged to coordinate with the United States Attorney's Office and Project Safe Neighborhood (PSN) grantees in order to leverage funding for violence reduction projects, and to coordinate their law enforcement activities with those of federal law enforcement agencies such as the FBI, the Bureau of Alcohol, Tobacco, Firearms, and Explosives, the Drug Enforcement Administration, and the Department of Homeland Security.

- ◆ **Officer Safety and Wellness:** The issue of law enforcement safety and wellness is an important priority for BJA and DOJ. According to the *Preliminary 2018 End-of-Year Law Enforcement Officer Fatalities Report*, released by the National Law Enforcement Officers Memorial Fund (NLEOMF), 2018 saw 144 law enforcement line-of-duty deaths nationwide. This is a 12 percent increase over 2017. Among those deaths, 14 occurred during an attempt to arrest a suspect, 8 while conducting an investigative activity, 6 while responding to a domestic or public disturbance, and 5 as a result of being ambushed. Additionally, there were 50 traffic-related deaths. Forty-two officers died due to circumstance other than firearms or traffic, the majority being job-related illnesses.

Base on the latest reports (2017) from the FBI's [Law Enforcement Officers Killed and Assaulted \(LEOKA\)](#) data, there appeared to be a continuing increase in assaults against law enforcement officers between 2016 and 2017. In 2017 there were 60,211 assaults versus 57,180 assaults in 2016. Of those assaulted, 17,476 were injured compared to 16,535 injured in 2016. The 2017 LEOKA data show that 21 officers died as a result of investigative or enforcement duties – 6 during pursuits, and 5 were ambushed.

BJA sees a vital need to focus not only on tactical officer safety concerns but also on health and wellness, as they affect officer performance and safety. It is important for law enforcement to have the necessary tactical skills, and also to be physically and mentally well, to perform, survive, and be resilient in the face of the demanding duties of the profession. BJA encourages applicants to use JAG funds to address these needs by providing training, and paying for tuition and travel expenses related to attending trainings such as those available through the [BJA VALOR Initiative](#), and soon to be available through the National Officer Safety Initiatives Program, and funding for health and wellness programs for law enforcement officers. JAG funding may also be used for attendance to officer safety and wellness conferences to enhance law enforcement education and awareness with the goal of preventing officer injury and/or death.

- ◆ **Border Security:** Securing U.S. borders (and internationally accessible waterways and airports) is critically important to the reduction and prevention of transnational drug-trafficking networks and combating all forms of human trafficking within the United States (including sex and labor trafficking of foreign nationals and U.S. citizens of all sexes and ages). Smuggling and trafficking operations to, from, and within the United States contribute to a significant increase in violent crime and U.S. deaths. BJA encourages applicants to enhance border, waterway, and port security by using JAG funds to support law enforcement hiring, training, and technology enhancement, as well as cooperation and coordination among federal, state, local, and tribal law enforcement agencies.



- ◆ **Collaborative Prosecution and Law Enforcement:** BJA supports strong partnerships between prosecutors and law enforcement, at all levels of government, in order to help take violent offenders off the street. BJA strongly encourages state and local law enforcement agencies to foster strong partnerships with federal law enforcement agencies, and with their own prosecutors, as well as federal prosecutors, to adopt new, cost-effective, collaborative strategies to reduce crime, particularly violent crime. (BJA's Innovative Prosecution Solutions Program is a related effort to promote partnerships between prosecutors and researchers to develop and deliver effective, data-driven, evidence-based strategies to solve chronic problems and fight crime.)

## 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.

All applicants must submit (on agency letterhead), a letter, signed by the Authorized Representative, certifying that federal funds will not be used to supplant state or local funds should a grant award be made. Please see Appendix C for a sample letter.

**Trust Fund:** Subgrantees in good standing may draw down their entire award amount in advance, but to do so, an **interest-bearing trust fund** account **must be** established in which to deposit funds.

**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 are 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.

**Financial Management and System of Internal Controls:** Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities<sup>1</sup>) must, as described in the Part 200 Uniform Requirements<sup>2</sup> as set out at 2 C.F.R. 200.303:

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<sup>1</sup> For purposes of this solicitation, the phrase "pass-through entity" includes any recipient or subrecipient that provides a subaward ("subgrant") to carry out part of the funded award or program.

<sup>2</sup> The "Part 200 Uniform Requirements" refers to the DOJ regulation at 2 C.F.R Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

- (a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that [the recipient (and any subrecipient)] is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework:”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- (b) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.
- (c) Evaluate and monitor [the recipient’s (and any subrecipient’s)] compliance with statutes, regulations, and the terms and conditions of federal awards.
- (d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or [the recipient (or any subrecipient)] considers sensitive consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

**All applicants must** download, complete, and submit the OJP Financial Management and System of Internal Controls Questionnaire located at (<https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf>) as part of their application.

**Financial Accounting Practices:** Applicants **must** also prepare a response to the list of questions found on Appendix D regarding their organization’s accounting practices. Please provide complete responses that address **all** numbered questions. Responses will assist PGR in identifying areas of need for training and technical assistance. This section should be no more than two pages and should be a separate attachment to the online application in **GMS**.

**No Commingling:** Awarded applicants of JAG funds are prohibited from commingling funds on a program-by-program or project-by-project basis.

**Prohibited and Controlled Uses:** Jag funds may not be used (whether directly or indirectly) for any purposes prohibited by federal statute or regulation, including those purposes specifically prohibited by the JAG Program statute as set out at 34 U.S.C. § 10152.

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 pay for any of the following items 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\*
- ◆ Luxury items
- ◆ Real estate
- ◆ Construction projects (other than penal or correctional institutions)
- ◆ Any similar items

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

For more information about requesting a waiver to obtain BJA certification for a listed prohibited item, or for examples of allowable vehicles that do not require BJA certification, refer to 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 BJA's [Matrix Demonstration Project](#). BJA offers a number of program models designed to effectively implement evidence-based strategies through the BJA Innovation Suite of programs including Innovations in Policing, Prosecution, Supervision, Reentry, and others (see <https://www.bja.gov/Programs/CRPPE/innovationssuite.html>). BJA encourages states to use JAG funds to support these crime innovation strategies, including effective partnerships with universities and research partners and with non-traditional criminal justice partners.

**Information Regarding Potential Evaluation of Programs and Activities:** DOJ has prioritized the use of evidence-based programing and deems it critical to continue to build and expand the evidence informing criminal and juvenile justice programs and crime victim services to reach the highest level of rigor possible. Therefore, applicants should note that OJP and/or PGR may conduct or support an evaluation of the programs and activities funded under this solicitation. Subgrantees will be expected to cooperate with program-related assessments or evaluation efforts, including through the collection and provision of information or data requested by OJP and/or PGR (or their designee) for the assessment or evaluation of any activities and/or outcomes of those activities funded under this solicitation. The information or data requested may be in addition to any other financial or performance data already required under this program.

**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 <https://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.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 "Explore/Legal Overview FY 2018" 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 the Department of Justice (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. **To satisfy this requirement, each unit of local government or a "public" institution of higher education will be, required (by award condition) to obtain a properly-executed certification regarding compliance with 8 U.S.C. § 1373 and 1644.** Samples of these forms are attached as Appendices E and F and will need to be downloaded at <https://ojp.gov/funding/Explore/SampleCertifications-8USC1373.htm>.

All applicants should understand that OJP awards, including certifications provided in connection with such awards, are subject to review by PGR and/or DOJ, including by OJP and by the DOJ Office of the Inspector General. Applicants also should understand that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in a certification submitted to PGR in support of an application may be the subject of criminal prosecution, and also may result in civil penalties and administrative remedies for false claims or otherwise. Administrative remedies that may be available to PGR with respect to JAG awards include suspension or termination of the award, placement on the PGR and/or DOJ high risk grantee list, disallowance of costs, and suspension and/or debarment of the recipient.

**Body-Worn Camera (BWC) Purchases:** An applicant that proposes to use JAG funds to purchase BWC equipment, or to implement or enhance BWC programs, **must** have policies and procedures in place related to BWC equipment usage, data, storage and access, privacy considerations, and training. The certification form related to BWC policies and procedures can be found at <https://www.bja.gov/Funding/BodyWornCameraCert.pdf>.

An applicant that proposes to use JAG funds for BWC-related expenses **may not** expend any awarded funds until a certification is submitted to PGR. If the applicant proposes to change project activities to utilize JAG funds for BWC-related expenses after the award is accepted, the subgrantee **must** submit the signed certification to PGR at that time.

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

Apart from the JAG Program, BJA provides funds under the Body-Worn Camera Policy and Implementation (BWC) Program. The BWC Program allows jurisdictions to develop and implement policies and practices required for effective program adoption, and to address program factors

including the purchase, deployment, and maintenance of camera systems and equipment; data storage and access; and privacy considerations. Interested applicants may wish to refer to the [BWC Program web page](#) for more information. Applicants should note, however, that JAG funds may not be used as any part of the 50 percent match required by the BWC Program.

**Body Armor Certification:** Body armor purchased with JAG funds may be purchased at any threat level designation, make, or model from any distributor or manufacturer, as long as the body armor has been tested and found to comply with the latest applicable [National Institute of Justice \(NIJ\) ballistic or stab standards](#). Further, body armor or armor vests purchased with FY 2018 JAG funds must also be “uniquely fitted vests” as this term is used in the context of the Bulletproof Vest Partnership (BVP) Program (see 34 U.S.C. § 10202 (c)(1)(A)) requiring that subgrantees using JAG funds to purchase armor vests or body armor comply with requirements established for BVP grants. For these purposes, “uniquely fitted vests” means protective (ballistic or stab-resistant) armor vests that conform to the individual wearer to provide the best possible fit and coverage, through a combination of: (1) correctly sized panels and carrier, determined through appropriate measurement, and (2) properly adjusted straps, harnesses, fasteners, flaps, or other adjustable features. The requirement that body armor be “uniquely fitted” does **not** require body armor that is individually manufactured based on the measurements of an individual wearer. In support of OJP’s efforts to improve officer safety, the American Society for Testing and Materials (ASTM) International has made available the Standard Practice for Body Armor Wearer Measurement and Fitting of Armor ([Active Standard ASTM E3033](#)) available at no cost. The [Personal Armor Fit Assessment checklist](#) is excerpted from ASTM E3033.

An applicant that proposes to use JAG funds to purchase body armor **must** provide PGR with a certification that they have a “mandatory wear” policy in effect. See 34 U.S.C. § 10202 (c). The certification form related to mandatory wear can be found at [www.bja.gov/Funding/BodyArmorMandatoryWearCert.pdf](http://www.bja.gov/Funding/BodyArmorMandatoryWearCert.pdf).

A subgrantee that proposes to use JAG funds to purchase body armor will have funds withheld until the required certification is submitted and approved by PGR. If a subgrantee proposes to change project activities to utilize JAG funds to purchase body armor after the award is accepted, 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 at the BVP Customer Support Center, at [vests@usdoj.gov](mailto:vests@usdoj.gov) or toll free at 1-877-758-3787. Additional information and FAQs related to the mandatory wear policy and certifications can be found at [www.bja.gov/Funding/JAGFAQ.pdf](http://www.bja.gov/Funding/JAGFAQ.pdf).

Apart from the JAG Program, BJA provides funds under the Bulletproof Vest Partnership (BVP) Program. The BVP Program is designed to provide a critical resource to state and local law enforcement agencies for the purchase of ballistic-resistant and stab-resistant body armor. For more information on the BVP Program, including eligibility and application, refer to the [BVP web page](#). Applicants should note, however, that JAG funds may not be used as any part of the 50 percent match required by the BVP Program.

**Interoperable Communications:** Applicants that use JAG 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) should review [FY 2018 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. Additionally, emergency communications projects funded with JAG funds should 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 states and territories. Contact [OEC@hq.dhs.gov](mailto:OEC@hq.dhs.gov) for more information. All communications equipment purchased with FY 2018 JAG Program funding should be identified during quarterly performance metrics reporting. Further, information-sharing projects funded with JAG funds must comply with DOJ's [Global Justice Information Sharing Initiative](#) guidelines, as applicable, in order to promote information sharing and enable interoperability among disparate systems across the justice and public safety community. Subgrantees must conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at: [https://www.it.ojp.gov/gsp\\_grantcondition](https://www.it.ojp.gov/gsp_grantcondition). Subgrantees will be required to document planned approaches to information sharing and describe compliance with GSP and an appropriate privacy policy that protects shared information, or provide detailed justification for why an alternative approach is recommended.

For JAG applicants considering implementing communications technology projects, it is worthwhile to consider the First Responder network Authority (FirstNet) Program. The Middle Class Tax Relief and Job Creation Act of 2012 (47 U.S.C. §§ 1401 *et seq.*) established the First Responder Network Authority (FirstNet) as an independent authority within the National Telecommunications and Information Administration (NTIA). FirstNet's statutory mission is to take all actions necessary to ensure the establishment of a nationwide public safety broadband network (NPSBN). The NPSBN will use the 700 MHz D block spectrum to provide Long-Term Evolution (LTE)-based broadband services and applications to public safety entities. The network is based on a single, national network architecture that will evolve with technological advances and initially consist of a core network and radio access network. While mission critical voice communications will continue to occur on land mobile radio (LMR), in time, FirstNet is expected to provide public safety entities with mission critical broadband data capabilities and services including, but not limited to: messaging; image sharing; video streaming; group text; voice; data storage; applications; location-based services; and quality of service, priority and preemption. This reliable, highly secure, interoperable, and innovative public safety communication platform will bring 21<sup>st</sup> century tools to public safety agencies and first responders, allowing them to get more information quickly and helping them to make faster and better decision. For more information on FirstNet services, the unique value of the FirstNet network to public safety, and how to subscribe for the FirstNet service should your state or territory opt in, please visit [www.FirstNet.gov](http://www.FirstNet.gov). To learn about FirstNet's programs and activities, including its consultation and outreach with public safety, the state plans process, FirstNet's history and promise, and how it plans to ensure that the FirstNet network meets the needs of public safety, please visit [www.FirstNet.gov](http://www.FirstNet.gov) or contact [info@firsnet.gov](mailto:info@firsnet.gov).

**DNA Testing of Evidentiary Materials and Upload of DNA Profiles to a Database:** If JAG Program funds are 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.

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.

**Entry of Records into Sate Repositories:** As appropriate and to the extent consistent with law, a condition may be imposed that would require the following: with respect to any “program or activity” that receives federal financial assistance under this solicitation that is likely to generate or upgrade court dispositions or other records that are relevant to National Instant Background Check System (NCIS) determinations (which includes any dispositions or records whatsoever that involve any; “alien [who] is illegally or unlawfully in the United States” (18 U.S.C. § 922 (g)(5)(A) (generally prohibiting any such alien to possess any firearm or ammunition)), a system must be in place to ensure that all such NICS-relevant dispositions or records that are generated or upgraded are made available in timely fashion to state repositories/databases that are accessed by NICS.

**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://bjapmt.ojp.gov/>. Additional instructions and guidance regarding your specific performance measures will be assigned after you’ve been 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 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

### 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](#)
    - [Idaho Victim Services Data Dashboard](#)
    - [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](http://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 (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are 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”. Each applicant should provide sufficient information for PGR to determine whether the particular project it proposes would either intentionally or unintentionally collect



and/or use information in such a way that it meets the DOJ regulatory definition of research that appears at 28 C.F.R. § 46 (“Protection of Human Subjects”).

Research, for the purposes of human subjects protection 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).

For additional information on determining whether a proposed activity would constitute research for purposes of human subjects protection, applicants should consult the decision tree in the “Research and the Protection of Human Subjects” section of the “Requirements related to Research” web page of the “Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements – FY 2018 Awards” available through the OJP [Funding Resource Center](#). Every prospective applicant whose application may propose 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. Single Audit:**

- ◆ 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.

#### **6. Disclosure of Pending Applications:**

- ◆ Address any pending applications for federal, state, or local funds that (1) include requests for funding to support the same project being proposed and (2) would cover identical cost items outlined in the budget submitted to PGR as part of the application under this solicitation.

PGR seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Each applicant that has one or more pending applications as described above is to provide the following information about pending applications submitted within the last 12 months:

- The federal, state, or local funding agency
- The solicitation name/project name

- The point of contact information at the applicable federal, state, or local funding agency
- ◆ If there are no pending applications as described above, provide a statement to this effect: “[Applicant Name] does not have (and is not proposed as a subrecipient under) any pending applications submitted within the last 12 months for federally -, state-, or locally-funded grants or cooperative agreements (or for subawards under such grants) that request funding to support the same project being proposed in this application to PGR and that would cover identical cost items outlined in the budget submitted as part of this application.”

**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.
- ◆ If applicable, described the organization's procurement process under the corresponding narrative section.

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

- D. Proposed Procurement Contracts (with specific justification for proposed noncompetitive contracts over \$150,000):** A recipient of an OJP award general does not need specific prior federal authorization to enter into an agreement that – for purposes of federal grants administrative requirements – is considered a procurement contract, **provided that** (1) the recipient uses its own documented procurement procedures and (2) those procedures conform to applicable federal law, including the Procurement Standards of the (DO) Part 200 Uniform Requirements (as set out at [2 C.F.R. 200.317 – 200.326](#)). The Budget Detail Worksheet and narrative should identify proposed procurement contracts.

The Procurement Standards in the Part 200 Uniform Requirements, however, reflect a general expectation that agreements that (for purposes of federal grants administrative requirements) constitute procurement “contracts” under awards will be entered into on the basis of full and open competition. All noncompetitive (sole source) procurement contracts must meet the OJP requirements outlined at <https://ojp.gov/training/subawards-procurement.htm>. If a proposed procurement contract would exceed the simplified acquisition threshold of \$150,000 for FY 2018 JAG awarded funds – a recipient of an OJP award may not proceed without competition unless and until the recipient receives specific advance authorization from OJP to use a non-competitive approach for the procurement. An applicant that (at the time of its application) intends – without competition – to enter into a procurement contract that would exceed \$150,000 should include a detailed justification that explains to PGR why, in the particular circumstances, it is appropriate to proceed without competition.

If the applicant receives an award, sole source procurements that do not exceed the Simplified Acquisition Threshold of \$150,000 must have written justification for the noncompetitive procurement action maintained in the procurement file. If a procurement file does not have the documentation that meets the criteria outlined in 2 C.F.R. 200, the procurement expenditures may not be allowable. Sole source procurement over the \$150,000 Simplified Acquisition Threshold must have prior approval from OJP. Written documentation justifying the noncompetitive procurement must be submitted with the request and maintained in the procurement file.

- E. 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.
- F. 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. For the “de minimis” rate requirements (including additional information on eligibility to elect to use the rate, see Part 200 Uniform Requirements, at [2 C.F.R. 200.414\(f\)](#).

Eligible applicants that wish to use the “de minimis” rate **must** attach written documentation to the application that advises PGR of both – (1) the applicant’s eligibility to use the “de minimis” rate, and (2) their election to do so.

**Note:** 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.

## G. Financial Administration

- ◆ Download and complete the OJP Financial Management and System of Internal Controls Questionnaire at (<https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf>) and submit as a separate attachment to your application.
- ◆ Provide complete responses to questions that address organization’s financial accounting practices. (See Appendix D).

**Note:** Both the Questionnaire and the list of questions addressing financial accounting practices are required and should only be completed by financial staff most familiar with the applicant's systems, policies, and procedures in order to ensure that the correct responses are submitted to PGR. Both will directly impact the pre-award risk assessment and should accurately reflect the applicant's financial accounting practices, management and internal control system at the time of the application. The pre-award risk assessment is only one of multiple factors and criteria used in determining funding.

Among other things, the form requires each applicant to disclose whether they 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 awarding 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, as set out by the federal awarding agency.

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. Disclosure of Lobbying Activities:** All applicants must complete and submit a [Disclosure of Lobbying Activities form \(SF-LLL\)](#). Applicants that expend any funds for lobbying activities are to provide all of the information requested on the form. Applicants that do not expend any funds for lobbying activities are to enter "N/A" in the text boxes for item 10 ("a. Name and Address of Lobbying Registrant" and "b. Individuals Performing Services").

**I. Certifications by the Chief Legal Officer of the Applicant Local Government or "Public" Institution of Higher Education:** The chief legal officer of an applicant unit of local government or a "public" institution of higher education is to carefully review the appropriate certification. If the chief legal officer determines that he or she may execute the certification, the unit of local government or "public" institution of higher education is to submit the respective certification as part of their application. (Note: this requirement does not apply to Indian tribal governments.) Samples of these forms are attached as Appendices E and F (respectfully) and will need to be downloaded at <https://ojp.gov/funding/Explore/SampleCertifications-8USC1373.htm>.

**Note:** PGR will not deny an application for an FY 2018 JAG award for failure to submit the "Certification and Assurance by the Chief Legal Officer of the Applicant" by the application deadline, but, if awarded, the subgrantee will not be able to access award funds (and its award will include a special condition that withholds funds) until they submit the certification and assurance, properly executed by chief legal officer of the unit of local government or "public" institution of higher education.

**J. Information Regarding Communication With the Department of Homeland Security (DHS) and/or Immigration and Customs Enforcement (ICE):** Applicants who are a local government or public institutions of higher education, must provide responses to the following questions as an attachment to the application:

- (1) Does your jurisdiction have any laws, policies, or practices related to whether, when, or how employees may communicate with DHS or ICE?
- (2) Is your jurisdiction subject to any laws from a superior political entity (e.g., a state law that binds a city) that meet the description in question 1?
- (3) If yes to either:

- Please provide a copy of each law or policy.
- Please describe each practice.
- Please explain how the law, policy, or practice complies with section 1373.

See Appendix G for a template that applicants may use to prepare this attachment. Responses to these questions are not required from applicants that are either a tribal government/organization, a nonprofit organization, or a private institution of higher education.

**Note:** PGR will not deny an application for an FY 2018 JAG award for failure to submit these required responses by the application deadline, but if awarded, funds will be withheld as a special condition of the award until responses are submitted.

**K. 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.

**L. 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.

**M. 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.

**N. 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

In addition to implementing the funded project consistent with the PGR-approved application, recipients must comply with award conditions, as well as all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed at the time of award acceptance). PGR strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award Conditions prior to submitting an application. Applicants should consult the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreement - FY 2018 Awards](#)" available in the [OJP Funding Resource Center](#).

- ◆ 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 (DOJ) 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

In addition, applicants should examine the following two legal documents, as each successful applicant must execute both documents before it may receive any award funds. (An applicant is not required to submit these documents as part of an application.)

- ◆ [Certification Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)
- ◆ [Certified Standard Assurances](#)

## 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 the [Resources](#) tab.

- ◆ [BJA Funding Webinars](#)
- ◆ [The Grantsmanship Center](#) (grant information and grantsmanship training)
- ◆ [Ohio Literacy Resource Center](#) (what to do before you write a grant proposal)
- ◆ [Crime in Idaho Data Tables](#)
- ◆ [Crime in Idaho Report](#)
- ◆ [CrimeSolutions.gov](#)
- ◆ [Federal Travel Policy](#)
- ◆ [Idaho State Travel Policy](#)
- ◆ [Federal Per Diem Rates](#)

**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

## Application Required Components

### Program Narrative

- \_\_\_\_\_ Statement of the Problem
- \_\_\_\_\_ Project Design and Implementation
- \_\_\_\_\_ Projects Containing Grant Funded Research Components or Project Evaluations (if applicable)
- \_\_\_\_\_ Single Audit
- \_\_\_\_\_ Disclosure of Pending Applications

### Goal, Objectives, and Performance Measures

- \_\_\_\_\_ Goal, Objectives, and Performance Measures

### Budget Section and Budget Worksheet

- \_\_\_\_\_ Complete Budget Section in GMS
- \_\_\_\_\_ Expense/Match Budget Detail Worksheet (attach to application)

## Application Required Attachments

- \_\_\_\_\_ OJP Financial Management and System of Internal Controls Questionnaire
- \_\_\_\_\_ Financial Accounting Practices
- \_\_\_\_\_ Disclosure of Lobbying Activities
- \_\_\_\_\_ Certification by the Chief Legal Officer of the Applicant Local Government or “Public” Institution of Higher Education
- \_\_\_\_\_ Information Regarding Communication with DHS and/or ICE

### Additional Attachments (if applicable)

- \_\_\_\_\_ Proposed Procurement Contracts
- \_\_\_\_\_ Confidential Fund Certification
- \_\_\_\_\_ Approved Indirect Cost Rate Agreement
- \_\_\_\_\_ Memorandum of Understanding - Signed
- \_\_\_\_\_ Non-profit Organization Requirement Documentation
- \_\_\_\_\_ Tribal Authorizing Resolution Certification Documentation

### Assurances and Certifications (electronic acceptance in GMS)

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

## **2018 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?

**Additional purposes for which JAG funds awarded to a state under this FY 2018 solicitation may be used:**

- (a) To enforce state and local laws that establish offenses similar to offenses established in 21 U.S.C. § 801 et seq., to improve the functioning of the **criminal justice** system, with emphasis on violent crime and serious offenders, by means including providing additional personnel, equipment, training, technical assistance, and information systems for the more widespread apprehension, prosecution, adjudication, detention, and rehabilitation of persons who violate these laws, and to assist the victims of such crimes (other than compensation), including—
- (1) demand-reduction education programs in which law enforcement officers participate;
  - (2) multi-jurisdictional task-force programs that integrate federal, state, and local drug-law-enforcement agencies and prosecutors for the purpose of enhancing inter-agency co-ordination and intelligence, and facilitating multi-jurisdictional investigations;
  - (3) programs designed to target the domestic sources of controlled and illegal substances, such as precursor chemicals, diverted pharmaceuticals, clandestine laboratories, and cannabis cultivations;
  - (4) providing community and neighborhood programs that assist citizens in preventing and controlling crime, including special programs that address the problems of crimes committed against the elderly and special programs for rural jurisdictions;
  - (5) disrupting illicit commerce in stolen goods and property;
  - (6) improving the investigation and prosecution of white-collar crime, organized crime, public-corruption crimes, and fraud against the government, with priority attention to cases involving drug-related official corruption;
  - (7)(A) improving the operational effectiveness of law enforcement through the use of crime-analysis techniques, street-sales enforcement, schoolyard-violator programs, and gang-related and low-income-housing drug-control programs; and
    - (B) developing and implementing anti-terrorism plans for deep-draft ports, international airports, and other important facilities;
  - (8) career-criminal prosecution programs, including the development of proposed model drug-control legislation;
  - (9) financial investigative programs that target the identification of money-laundering operations and assets obtained through illegal drug trafficking, including the development of proposed model legislation, financial investigative training, and financial information-sharing systems;
  - (10) improving the operational effectiveness of the court process, by expanding prosecutorial, defender, and judicial resources, and implementing court-delay-reduction programs;'
  - (11) programs designed to provide additional public correctional resources and improve the corrections system, including treatment in prisons and

- jails, intensive-supervision programs, and long-range corrections and sentencing strategies;
- (12) providing prison-industry projects designed to place inmates in a realistic working and training environment that will enable them to acquire marketable skills and to make financial payments for restitution to their victims, for support of their own families, and for support of themselves in the institution;
- (13) providing programs that identify and meet the treatment needs of adult and juvenile drug-dependent and alcohol-dependent offenders;
- (14) developing and implementing programs that provide assistance to jurors and witnesses, and assistance (other than compensation) to victims of crimes;
- (15)(A) developing programs to improve drug-control technology, such as pretrial drug-testing programs, programs that provide for the identification, assessment, referral to treatment, case-management and monitoring of drug-dependent offenders, and enhancement of state and local forensic laboratories; and
  - (B) developing programs to improve **criminal justice** information systems (including automated fingerprint identification systems) to assist law enforcement, prosecution, courts, and corrections organizations;
- (16) innovative programs that demonstrate new and different approaches to enforcement, prosecution, and adjudication of drug offenses and other serious crimes;
- (17) addressing the problems of drug trafficking and the illegal manufacture of controlled substances in public housing;
- (18) improving the criminal and juvenile justice system's response to domestic and family violence, including spouse abuse, child abuse, and abuse of the elderly;
- (19) drug-control evaluation programs that the state and units of local government may utilize to evaluate programs and projects directed at state drug-control activities;
- (20) providing alternatives to prevent detention, jail, and prison for persons who pose no danger to the community;
- (21) programs of which the primary goal is to strengthen urban enforcement and prosecution efforts targeted at street drug sales;
- (22) programs for the prosecution of driving while intoxicated charges and the enforcement of other laws relating to alcohol use and the operation of motor vehicles;
- (23) programs that address the need for effective bindover systems for the prosecution of violent 16- and 17-year-old juveniles, in courts with jurisdiction over adults, for the crimes of—
  - (A) murder in the first degree;
  - (B) murder in the second degree;
  - (C) attempted murder;
  - (D) armed robbery when armed with a firearm;
  - (E) aggravated battery or assault when armed with a firearm;
  - (F) criminal sexual penetration when armed with a firearm; and
  - (G) drive-by shootings as described 18 U.S.C. § 36;
- (24) law-enforcement and prevention programs relating to gangs or to youth who are involved or at risk of involvement in gangs;

- (25) developing or improving, in a forensic laboratory, a capability to analyze DNA for identification purposes; and
- (26) developing and implementing anti-terrorism training programs and procuring equipment for use by local law-enforcement authorities; and

**(b)** To reduce crime and improve public safety, including but not limited to, the following:

- (1)(A) hiring, training, and employing on a continuing basis new, additional law enforcement officers and necessary support personnel;
- (B) paying overtime to presently-employed law enforcement officers and necessary support personnel for the purpose of increasing the number of hours worked by such personnel; and
- (C) procuring equipment, technology, and other material directly related to basic law-enforcement functions;
- (2) enhancing security measures—
  - (A) in and around schools; and
  - (B) in and around any other facility or location that is considered by the unit of local government to have a special risk for incidents of crime;
- (3) establishing crime-prevention programs that may, though not exclusively, involve law-enforcement officials and that are intended to discourage, disrupt, or interfere with the commission of criminal activity, including neighborhood-watch and citizen-patrol programs, sexual-assault and domestic-violence programs, and programs intended to prevent juvenile crime;
- (4) establishing or supporting drug courts;
- (5) establishing early-intervention and -prevention programs for juveniles, in order to reduce or eliminate crime;
- (6) enhancing the adjudication process of cases involving violent offenders, including violent juvenile offenders;
- (7) enhancing programs under **(a)**, above;
- (8) establishing co-operative task forces between adjoining units of local government to work co-operatively to prevent and combat criminal activity, particularly criminal activity that is exacerbated by drug- or gang-related involvement; and
- (9) establishing a multi-jurisdictional task force, particularly in rural areas, composed of law-enforcement officials representing units of local government, that works with Federal law-enforcement officials to prevent and control crime.

# *Non-supplanting Sample Letter*

[Applicant Letterhead]

[Date]

Idaho State Police  
Planning, Grants, and Research  
700 S. Stratford Drive  
Meridian, ID 83642

[Name of applicant] certifies that any funds awarded through the Edward Byrne Memorial Justice Assistance Grant will be used to supplement, not supplant, existing non-federal funds that otherwise would be available for activities under the award. The [name of applicant] understands that supplanting violations can result in a range of penalties including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Sincerely,

[Applicant Authorizing Official]

## Financial Accounting Practices

1. Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding? Please provide a brief description of applicant's policies and procedures that ensure funds will be tracked appropriately.
2. Does the applicant have written accounting policies and procedures? How often are these policies and procedures updated? Please provide a brief list of the topics covered in the applicant's policies and procedures. PGR may request a copy for review during the application/award process or as part of the grant monitoring.
3. Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant? Please provide a brief summary of the organization's process for tracking expenditures, including tracking budgeted versus actual amounts.
4. Does the applicant have effective internal controls in place to adequately safeguard grant assets and to ensure that they are used solely for authorized purposes? Please provide a brief description of the applicant organization's internal controls that will provide reasonable assurance that the award funds will be managed properly.
5. Does the applicant have a documented records retention policy? If so, briefly describe the policy and confirm that the policy complies with federal regulations. Information on Record Retention and Access can be found at 2 C.F.R. 200.333-337.
6. Does the applicant or any of its employees have any potential personal or organizational conflicts of interest related to the possible receipt of DOJ award funds? Applicants are required to disclose in writing any potential conflicts of interest to PGR. See 2 C.F.R. 200.112 of the Uniform Guidance and Chapter 3.20, Grant, Fraud, Waste and Abuse, of the DOJ Financial Guide for additional information.
7. Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200)? Please provide a short list of the individual's qualifications/experience.
8. Does the applicant organization have policies and procedures in place to manage subawards and monitor activities of subrecipients as necessary to ensure that subawards are used for authorized purposes, in compliance with laws, regulations, and terms and conditions of the award; and that established subaward performance goals are achieved (2 C.F.R. 200.330-332)?

Please provide a brief description of the organization's policies and procedures on subrecipient management and monitoring.

9. Does the applicant organization currently require employees to maintain time distribution records that accurately reflect the work performed on specific activities or cost objectives in order to support the distribution of employees' salaries among Federal awards or other activities (2 C.F.R. 200.430)? Budget estimates do not qualify as support for charges to Federal awards. Please provide a brief description of the organization's established timekeeping policies and procedures.



**U.S. Department of Justice  
Office of Justice Programs**

**FY 2018 Edward Byrne Memorial Justice Assistance Grant Program**

**Certification of Compliance with 8 U.S.C. § 1373 & 1644 by Prospective Subrecipient:  
Recipient State **subaward to a** Local Government**

Visit: <https://ojp.gov/funding/Explore/SampleCertifications-8USC1373.htm> to download the most up-to-date version.

**Note:** By law, for purposes of the JAG Program, the term “unit of local government” includes a town, township, village, parish, city, county, borough, or other general purpose political subdivision of a state; or, it may be a federally recognized Indian tribal government that performs law enforcement functions (as determined by the Secretary of the Interior). A unit of local government may be any law enforcement district or judicial enforcement district established under applicable state law with authority to independently establish a budget and impose taxes; for example, in Louisiana, a unit of local government means a district attorney or parish sheriff.

The chief legal officer of an applicant unit of local government is the individual who is the chief legal advisor to the local government as a whole, and not someone who is the chief legal advisor for the chief executive of the local government, or chief legal advisor for a particular branch or component of the local government.

**U.S. Department of Justice  
Office of Justice Programs**

**FY 2018 Edward Byrne Memorial Justice Assistance Grant Program**

**Certification of Compliance with 8 U.S.C. § 1373 & 1644 by Prospective Subrecipient:  
Recipient State subaward to a “Public” Institution of Higher Education**

Visit: <https://ojp.gov/funding/Explore/SampleCertifications-8USC1373.htm> to download the most up-to-date version.

**Note:** A “public” institution of higher education is defined as an institution of higher education that is owned, controlled, or directly funded (in whole or in substantial part) by a State or local government. An “institution of higher education” has the meaning set forth in 20 U.S.C. § 1001. As a general matter, an “institution of higher education” is likely to be a college, university, or other post-secondary education setting, and local elementary or high schools are not likely to fall within the definition of “institution of higher education.”

**Information regarding Communication with the Department of Homeland Security (DHS) and/or Immigration and Customs Enforcement (ICE)**

Each applicant must provide responses to the following questions as an attachment to the application:

- (1) Does your jurisdiction have any laws, policies, or practices related to whether, when, or how employees may communicate with DHS or ICE?
- (2) Is your jurisdiction subject to any laws from a superior political entity (e.g., a state law that binds a city) that meet the description in question 1?
- (3) If yes to either:
  - Please provide a copy of each law or policy;
  - Please describe each practice; and
  - Please explain how the law, policy, or practice complies with section 1373.

**Note:** Responses to these questions must be provided by the applicant to PGR as part of the JAG application. Further, the requirement to provide this information applies to all tiers of JAG funding, for all subawards made to state or local government entities, including public institutions of higher education. All subrecipient responses must be collected and maintained by the direct recipient of JAG funding and must be made available to DOJ upon request. Responses to these questions are not required from subrecipients that are either a tribal government/organization, a nonprofit organization, or a private institution of higher education.