

**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**

**CY 2023 Edward Byrne Memorial  
Justice Assistance Grant (JAG):**

***New One-Year Grant Solicitation***

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**Electronic Submission Deadline:**

**January 31, 2023, 11:00 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 – 10726), 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 JAG one-year projects for calendar year (CY) 2023 is \$1,366,252. Of that, \$695,275 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 Tuesday, January 31, 2023, no later than 11:00 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) 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 to apply.

**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, Julie Brotzman, can also be contacted at (208) 884-7041 or at [julie.brotzman@isp.idaho.gov](mailto:julie.brotzman@isp.idaho.gov). Instructions for completing the application online and other related information can be found on PGR's website at <http://www.isp.idaho.gov/pgr>,

**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.

## System for Award Management (SAM) and Unique Entity Identifier

All applicants are required to (1) be registered in SAM before submitting their application; (2) provide a valid Unique Entity Identifier (UEI) in their application; and (3) continue to maintain an active SAM registration with current information at all times during which the subgrantee has an active federal award or an application under consideration by PGR. In addition, PGR may not make an award until the subgrantee has complied with all applicable UEI and SAM requirements.

The Unique Entity ID is a 12-character alpha-numeric value and once issued, will not change. Subgrantees that are currently registered in [SAM.gov](https://sam.gov) already have a Unique Entity ID which can be viewed in [SAM.gov](https://sam.gov). SAM centralizes information about grant recipients and provides a central location for grant recipients to change organizational information. Additional information can be found at [U.S. General Services Administration \(GSA\)](https://www.gsa.gov) or at the [Office of Justice Programs \(OJP\) website](https://www.ojp.gov).

## Awarding of Funds

**Review Process:** The [Idaho Grant Review Council](#) (Council), formed by an Executive Order of the Governor, is designated as the decision-making body for the distribution of Idaho State Police's pass-through grant funds. Members of the Council represent various facets of the criminal justice community and public. Both PGR and the Council are committed to ensuring a fair and open process for awarding grants. Applications are reviewed to make sure the information presented is reasonable, understandable, allowable, measurable, achievable, and consistent with the solicitation. (See Appendix A for JAG Evaluation Questions for Council scoring purposes.)

**Start Date:** Projects under this solicitation are for a **12-month project cycle** and will have a start date no earlier than April 1, 2023. 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.

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 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.

**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.

- ◆ **Officer Safety and Wellness:** The law enforcement safety and wellness issue is an important priority for BJA and the Department of Justice (DOJ). According to the *2019 Mid-Year Preliminary Law Enforcement Officers Fatality Report*, released by the National Law Enforcement Officers Memorial Fund (NLEOMF), as of the end of June 2019, 66 law enforcement officers had died in the line of duty. While this is a 35 percent decrease

compared to the same time period in 2018, officers continue to be injured and killed at an alarming rate. Firearms-related deaths continued to be the leading cause of law enforcement deaths (27), followed by traffic-related incidents (21). Among the firearms-related deaths, four were while responding to a robbery call, four were ambushed, and three were responding to domestic disturbance calls. Of the traffic-related deaths, 11 were struck while outside of their vehicles; five were crashes involving another vehicle or fixed object; and four were the result of single-vehicle crashes. Based on the current [FBI's Law Enforcement Officers Killed and Assaulted \(LEOKA\)](#) data, there were 48 Officers feloniously killed in the line of duty during 209, which is a decrease from the 56 feloniously killed in 2018.

BJA encourages states and local jurisdictions to use JAG funds to focus on tactical officer safety concerns and on the health and wellness of law enforcement officers by providing trainings, paying for tuition and travel expenses related to attending trainings such as those available through the [BJA VALOR Initiative](#) and the National Officer Safety Initiatives Program, and funding health and wellness programs for law enforcement officers. JAG funding may also be used to attend officer safety and wellness conferences that enhance law enforcement education and awareness with the goal of preventing officer injury and/or death.

- ◆ **Sustaining COVID-19 Criminal Justice Innovations:** As a result of the COVID-19 pandemic, state, local, tribal, and territorial (SLTT) criminal justice agencies made strides to create innovative ways to administer justice while balancing the need to mitigate the coronavirus and maintain social distancing. While many of these innovations had an upfront cost, they will prove to be cost saving and efficient over time. For example, correctional facilities have enabled virtual programming, education, medical appointments, and family visits, as well as increased and enhanced the use of electronic monitoring. Police departments have hosted virtual community engagement events and opportunities, and courts and community corrections have increased the use of virtual staffing, status hearings, client visits, and access to treatment and support services. In addition, resources have supported the purchase of technology like headsets and hotspots to ensure confidentiality of defense counsel with clients, as well as partnerships with community partners to host outdoor events like drug court graduations. It is important for SLTT agencies to sustain these cost-saving efficiencies that resulted from the COVID-19 pandemic. As such, BJA encourages SLTT agencies to utilize JAG funds for these sustainment activities.
- ◆ **Fentanyl Detection:** Fentanyl continues to be a major public health concern, and exposure in the field poses significant concerns to first responders. The increased prevalence of fentanyl and other synthetic opioids in the illicit drug market means that first responders need to understand how to protect themselves from exposure in the field. BJA encourages state and local jurisdictions to use JAG funds to keep officers safe by minimizing their exposure to fentanyl and for fentanyl detection equipment, training, and naloxone distribution. Fentanyl is approximately 100 times more potent than morphine, 50 times more potent than heroin. Breathing can stop after ingesting just two milligrams of fentanyl. The Fentanyl Safety Recommendations for First Responders and the companion training video *Fentanyl: The Real Deal* provide unified, scientific, evidence-based recommendations to first responders so they can protect themselves when the presence of fentanyl is



suspected during the course of their daily activities such as responding to overdose calls and conduction traffic stops, arrests, and searches.

- ◆ **Combating Hate Crime:** Hate crimes (sometimes called bias-motivated crimes) are criminal offenses motivated by some form of bias toward victims on the basis of their perceived or actual race, color, religion, national origin, sexual orientation, gender, gender identity, or disability. As noted in the [June 29, 2021, BJA Acting Director Mahoney Letter to SAA Directors](#) and the [January 26, 2022, DOJ Associate Attorney General Gupta Letter to SAA Directors](#), JAG funds may be used to prevent and respond to hate crimes and bias-motivated attacks. BJA encourages JAG recipients to utilize funding to prioritize efforts to identify, investigate, report, and prevent hate crimes and hate incidents; increase public awareness and expand/enhance the reporting of hate crimes; enhance the capacity of law enforcement and prosecutors to crime cases; increase collaboration between federal, state, local, tribal, and territorial (SLTT) law enforcement and prosecution agencies in their investigation and prosecution of hate crimes; assist SLTT law enforcement with training in identifying and classifying hate crimes and update these crimes in their entries in the National Incident-Based Reporting System (NIBRS); create state-run hate crime reporting hotlines that direct individuals to law enforcement, if appropriate; and fund victim support services. More information on BJA's hate crimes portfolio, including the [Emmett Till Cold Case Investigations and Prosecution Program](#) and [Matthew Shepard and James Byrd, Jr. Hate Crimes Program](#), can be found at [Hate Crime|Bureau of Justice Assistance](#).
- ◆ **Additional Uses of JAG Funds:** JAG funds awarded under this solicitation may also be used for any purpose indicated here: [Purposes for Which Funds Awarded the Edward Byrne Memorial Justice Assistance Grants \(JAG\) Program May Be Used](#).

## Program-Specific Information

**Supplanting:** Although supplanting is prohibited under JAG, the leveraging of federal funding is encouraged. JAG Program 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.

**Cost Sharing or Matching Requirement:** JAG does not require match. Please **do not** include match in the budget section or on the Expense/Match Budget Detail Worksheet.

**Matching Funds:** Absent specific federal statutory authority to do so, JAG award funds may not be used as match for other federal awards.

**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.

**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, comply with standards for financial and program management. **All applicants must** download, complete, and submit the OJP Financial Management and System of Internal Controls Questionnaire located at (<https://www.ojp.gov/funding/apply/forms>) as part of their application.

**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 DOJ 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 purposes of JAG, a vehicle is considered a “police cruiser” only if it is used in the ordinary course for routine police patrol within the United States. Vehicles (including motorcycles, SUVs, and ATVs) used as “police cruisers” are not prohibited under JAG, and therefore may be acquired with JAG funds in the ordinary course, to the extent otherwise allowable under the award. For more information, please see the “prohibited expenditure list” at: [JAG Prohibited and Controlled Expenditures Guidance](#).

For details on how to request a waiver from BJA to utilize JAG funds for prohibited items(s), please refer to the [JAG FAQs](#) or contact PGR.

**Note:** The use of BJA grant funds for unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV), and/or any accompanying accessories to support UAS or UAV devices/systems, is unallowable.

**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. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

1 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.

2 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.

**Information Regarding Potential Evaluation of Programs and Activities:** OJP 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. For additional information, please see the [OJP Grant Application Resource Guide](#) section entitled “Information Regarding Potential Evaluation of Programs and Activities”.

**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 [“Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements – FY 2022 Awards”](#) in the [OJP Funding Resource Center](#) under Opportunities and Awards.

## JAG Federal Requirements

**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://bja.ojp.gov/doc/jag-body-worn-camera-policy-cert.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 Program](#) (BWCPIP). BWCPIP 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, make, or model from any distributor or manufacturer, as long as the following requirements are met: The body armor must have been tested and found to comply with the latest applicable National Institute of Justice (NIJ) ballistic or stab standards. In addition, body armor purchased must be made in the United States. Finally, body armor purchased with JAG funds must be “uniquely fitted vests”, which 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. Note that the requirement that body armor be “uniquely fitted” does not necessarily 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 [Justice Assistance Grant \(JAG\) Program – Body Armor Mandatory Wear Policy Certification \(ojp.gov\)](#).

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.

Apart from the JAG Program, BJA provides funds under the Patrick Leahy 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 webpage](#). Applicants should note, however, that JAG funds may not be used as any part of the 50 percent match required by the BVP Program.

\* A mandatory wear concept and issues paper and a model policy are available at the Bulletproof Vest Partnership (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 in the [JAG FAQs](#).

**Interoperable Communications:** Subgrantees that use JAG funds for emergency communications activities should comply with the [SAFECOM Guidance for Emergency Communication Grants](#) (SAFECOM Guidance), including provisions on technical standards that ensure and enhance interoperable communications. The *SAFECOM Guidance* is an essential resource for entities applying for federal

financial assistance for emergency communications projects. It provides general information on eligible activities, technical standards, and other terms and conditions that are common to most federal emergency communications programs. Specifically, the *SAFECOM Guidance* provides guidance to applicants on:

- ◆ Recommendations for planning, coordinating, and implementing projects
- ◆ Emergency communications activities that can be funded through federal grants
- ◆ Best practices, policies, and technical standards that help to improve interoperability
- ◆ Resources to help grant recipients comply with technical standards and grant requirements

*SAFECOM Guidance* is recognized as the primary guidance on emergency communications grants by the Administration, Office of Management and Budget, and federal grant program offices. The Cybersecurity and Infrastructure Security Agency (CISA) updates the documents the document every year in close coordination with federal, state, local, tribal, and territorial stakeholders, and partners. *SAFECOM Guidance* is applicable to all federal grants funding emergency communications. The most recent version of the SAFECOM Guidance is available at: <https://www.cisa.gov/safecom/funding>.

Additionally, emergency communications projects funded with JAG Program 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. CISA maintains a list of SWICs for each state and territory. Contact [ecd@cisa.dhs.gov](mailto:ecd@cisa.dhs.gov) for more information. All communications equipment purchased with JAG funding should be identified during quarterly performance metrics reporting.

Further, information-sharing projects funded with JAG Program 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 communities. 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.

**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 written approval from BJA (exceptions include forensic genealogy). For more information about DNA testing as it pertains to JAG, please refer to the [JAG FAQs](#).

**Entry of Records into Sate Repositories:** As appropriate and to the extent consistent with law, a special condition will be imposed that would require the following: Any program or activity that receives federal financial assistance under JAG that is likely to generate court dispositions or other records that are relevant to National Instant Background Check System (NCIS) determinations,



including any dispositions or records that involve any noncitizen or migrant who is undocumented in the United States (18 U.S.C. § 922 (g)(5)(A), must have a system in place to ensure that all such NICS-relevant dispositions or records are made in timely fashion.

**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 through the federal Performance Measurement Tools (PMT) website at: <https://bjapmt.ojp.gov/>. Performance measures specific to JAG have been developed by BJA and can be found at: <https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/jag-pmt-accountability-measures.pdf>. 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.
- ◆ Provide a detailed description of the project, including goals, objectives, activities, and how performance measure data will be collected.
- ◆ 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.
- ◆ If applicable, identify any other funding sources that support the proposed project.

## 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 must follow the guidance under “Note on Project Evaluation” in the [OJP Grant Application Resource Guide](#).

## 4. Equipment Only Projects:

- ◆ 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. 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

**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 to accomplish the goal.
- ◆ Be clear and concise.
- ◆ Use terms such as increase, decrease, enhance, engage, identify, etc.

### Performance Measures

- ◆ Measures the success of the project.
- ◆ What data will 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 project. 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** under the application's Attachments section.

### **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 [DOJ Grants Financial Guide](#).

**D. Proposed Procurement Contracts (with specific justification for proposed noncompetitive contracts over \$250,000):** 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. Please see the [DOJ Financial Guide](#),

[OJP's Subawards and Procurement Contracts](#) under OJP Awards and the [OJP Grant Application Resource Guide](#) for more information.

- 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**

- ◆ **OJP Financial Management and System of Internal Controls Questionnaire:** Download and complete the 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.
- ◆ **Financial Accounting Practices:** Applicants **must** also prepare responses to the list of questions found on Appendix D regarding their organization’s accounting practices. Please include all questions and 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](#).

- ◆ **PGR Risk Assessment:** Only the first tab titled “Applicant” of [PGR’s Risk Assessment](#) needs to be completed, however the **entire workbook must be attached to the application under the attachment section in GMS as an [Excel file](#).**

**Note:** These documents are required and should only be completed by financial staff most familiar with the applicant’s systems, policies, and procedures to ensure the correct responses are submitted to PGR. Each 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.

Applicants must also disclose whether they are currently designated high risk by another federal grant making agency. 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 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”). (Please see Appendix E for example on how to fill out the SF-LLL.)

**I. Memorandum of Understanding:** Letters of support **will not** be accepted; however, applicants must provide a signed memorandum of understanding (MOU) if applicable. MOUs demonstrate the applicant’s coordinated efforts with other partnering agencies.

**J. 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.

**K. 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.

**L. 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 [Legal Overview for Awards](#) available in the [OJP Funding Resource Center](#) under Opportunities and Awards.

- ◆ 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

- \_\_\_\_\_ SAM Registration
- \_\_\_\_\_ Unique Entity Identifier (UEI)

## Application Required Components

### Program Narrative

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

### 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

- \_\_\_\_\_ Non-Supplanting Statement
- \_\_\_\_\_ OJP Financial Management and System of Internal Controls Questionnaire
- \_\_\_\_\_ Financial Accounting Practices
- \_\_\_\_\_ PGR's Risk Assessment
- \_\_\_\_\_ Disclosure of Lobbying Activities (SF-LLL)

### 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

## **Edward Byrne Memorial 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) measurable?
- ◆ 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.

**DISCLOSURE OF LOBBYING ACTIVITIES**

Approved by OMB  
0348-0046

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input checked="" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input checked="" type="checkbox"/> Subawardee Tier _____, if known: Applicant Organization's Name _____ Applicant Organization's Address _____ Applicant Organization's City, State, and Zip Code _____ Congressional District, if known: _____	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b> Idaho State Police 700 S. Stratford Drive Meridian, ID 83642 Congressional District, if known: _____	
<b>6. Federal Department/Agency:</b> U.S. Department of Justice Bureau of Justice Assistance	<b>7. Federal Program Name/Description:</b> Edward Bryne Memorial Justice Assistance Grant Program CFDA Number, if applicable: <u>16.738</u>	
<b>8. Federal Action Number, if known:</b> N/A	<b>9. Award Amount, if known:</b> \$ _____	
<b>10. a. Name and Address of Lobbying Registrant</b> (if individual, last name, first name, MI): N/A	<b>b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI): N/A	
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: <u>Certifying Official Signature</u> Print Name: <u>Certifying Official Signature</u> Title: _____ Telephone No.: _____ Date: _____	
<b>Federal Use Only:</b>	Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)	

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.