

APPLICATION FOR FEDERAL ASSISTANCE	2. DATE SUBMITTED	Applicant Identifier
1. TYPE OF SUBMISSION Application Non-Construction	3. DATE RECEIVED BY STATE	State Application Identifier
	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
5. APPLICANT INFORMATION		
Legal Name Idaho State Police	Organizational Unit Planning, Grants, & Research	
Address 700 S. Stratford Drive Meridian, Idaho 83642-6202	Name and telephone number of the person to be contacted on matters involving this application Brotzman, Julie (208) 884-7040	
6. EMPLOYER IDENTIFICATION NUMBER (EIN) 82-6000952	7. TYPE OF APPLICANT State	
8. TYPE OF APPLICATION New	9. NAME OF FEDERAL AGENCY Bureau of Justice Assistance	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 16.738 CFDA EDWARD BYRNE MEMORIAL JUSTICE TITLE: ASSISTANCE GRANT PROGRAM	11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT Idaho FY2013 Edward Byrne Memorial Justice Assistance Grant	
12. AREAS AFFECTED BY PROJECT Statewide		
13. PROPOSED PROJECT Start Date: October 01, 2012 End Date: September 30, 2016	14. CONGRESSIONAL DISTRICTS OF a. Applicant b. Project ID02 ID01	
15. ESTIMATED FUNDING	16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? Program has not been selected by state for review	
Federal	\$1,131,706	
Applicant	\$0	
State	\$0	
Local	\$0	

Other	\$0	
Program Income	\$0	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?
TOTAL	\$1,131,706	N
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.		

Close Window

2013 Byrne Justice Assistance Grant (JAG)

Abstract

The Idaho State Police is the State Administering Agency (SAA) for the Edward Byrne Memorial Justice Assistance Grant (JAG), which is administered by the Idaho State Police (ISP) Planning, Grants, and Research (PGR) department. As such, we are the pass through agency and will be funding various state and local projects that meet JAG requirements and fall within the scope of the JAG purpose areas and Idaho priorities.

With current funding challenges, Idaho realizes the importance of innovation and coordination to improving responses to criminal justice issues and has encouraged the criminal justice community to look at new ways of doing business. In order to support this need, the Idaho Grant Review Council* will continue to encourage and implement collaboration and coordination, including comprehensive community and coalition projects. These projects can encompass a wide variety of organizations including law enforcement, treatment, courts and prosecution, schools, non-profits, and faith-based.

Even though the number of projects in Idaho is small, their results have exceeded expectations and have made great strides in the criminal justice community. This is due largely to the continuing efforts of agency personnel erasing jurisdictional boundaries that have historically dictated criminal justice operations. They are embracing multidisciplinary approaches in order to meet funding reductions, hold offenders accountable for violent and drug related crimes, and focus on early intervention and prevention programs by using best practices with outcome based performance measures.

A more detailed and comprehensive look at the Idaho strategies, coordination plans, and goals can be found in the attached FY 2013 Byrne Justice Assistance Grant Strategy.

Top Ten Project Identifiers for 2013

Alternative Education	Fusion Centers
Crime Prevention	Hiring of Personnel
Community/Coalition Based Programs	System Improvements
Drug/DUI Courts	Task Forces
Evaluation/Program Evaluation	Violence – Against Women, Domestic, and Family

* The Idaho Grant Review Council (Council) members are appointed by the Governor or the Idaho Criminal Justice Commission chair with a primary charge of reviewing grant applications for JAG and STOP Violence Against Women funding. The Council consists of multidisciplinary state, local, non-profit and citizen representatives for both large and small jurisdictions.

2013 Byrne Justice Assistance Grant (JAG) **Program Narrative**

As the Idaho State Administering Agency (SAA), the Idaho State Police Planning, Grants, and Research (PGR) department will follow the same awarding and monitoring process as they have with prior awarded Edward Byrne Memorial Justice Assistance Grant (JAG) funds. A state solicitation is released by PGR and made available to all state, local, tribal, faith-based, and non-profit organizations. After applications are reviewed by PGR and the Idaho Grant Review Council (Council), a funding meeting is held, where all eligible applications are discussed and final funding decisions are made by the Council. Idaho's 2013 JAG funds will be used to support all state and local components of the criminal justice system, from multi-jurisdictional drug and gang task forces to crime prevention, domestic violence programs, courts, corrections, treatment, fusion centers, and justice information sharing initiatives.

In July 2011, Executive Order No. 2011-11 was signed by Idaho's Governor, establishing a new Grant Review Council under the Idaho Criminal Justice Commission (Commission), replacing the Idaho Criminal Justice Grant Review Board (Board). With this new directive, some members of the Board were replaced and new organization members were added, bringing the total to 20 and changing the dynamics of the Council. Thirteen (13) members of the Council are also members of the Commission, whose purpose is to provide policy-level direction and to promote efficient and effective use of resources, based on best or evidenced-based practices, for matters related to Idaho's criminal justice system. The Commission consists of 24 members from all branches of government and two (2) citizens at large. Members of both the Commission and Council are listed in the Executive Order, which is attached to the FY 2013 JAG Strategy.

The Commission's Three-Year Strategic Plan (also attached to the JAG Strategy) was approved in June 2012 and identifies and establishes priorities for Idaho. This plan includes objectives that meet the Department Of Justice's (DOJ) requirements for states to engage in strategic planning when making allocation decisions about JAG funds.

The Idaho Statistical Analysis Center (ISAC), a component of PGR, conducted a Needs Assessment Survey which was completed and published in March 2012; analyzing gaps in

criminal justice services, as well as the needs of the criminal justice community. The survey was sent to criminal justice organizations (police and sheriff departments, adult and juvenile probation and parole, corrections, juvenile corrections, etc.) and community leaders (mayors, county commissioners, etc.). JAG applicants are asked to address any reoccurring themes from the Needs Assessment in the program narrative portion of their application. The Idaho Criminal Justice Needs Assessment publication is located on-line at www.isp.idaho.gov/pgr/Research/sac_currentpublications.html.

As outlined in the above funding process, preparations and plans for awarding continuation and new projects by January 1, 2014 are in the beginning stages. Unfortunately, due to cuts in JAG funding, only \$311,727 is estimated to be available for new projects from the 2013 Idaho JAG award.

As the SAA, PGR has long established procedures and financial and reporting systems to separately track, at the state and subgrantee level, all federal and state funds and their activities; such as draw downs, grant expenditures, goals, objectives, and performance measures.

PGR also provides technical assistance and completes subgrantee site visits; desk audits; financial audits; and quarterly reviews which include the approval of financial, progress, and federal Performance Measurement Tool reports to ensure all 2013 and prior JAG requirements established by Congress and BJA are met.



Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
		SUB-TOTAL _____

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Name/Position	Computation	Cost
		SUB-TOTAL _____
		Total Personnel & Fringe Benefits _____

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
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TOTAL _____

D. Equipment - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Expendable items should be included either in the "supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
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TOTAL _____

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
		TOTAL _____

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Check with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost
		TOTAL _____

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation	Cost
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*Subtotal*_____

Consultant Expenses: List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Computation	Cost
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*Subtotal*_____

Contracts: Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item	Cost
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*Subtotal*_____

TOTAL_____

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
		TOTAL _____

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description	Computation	Cost
		TOTAL _____

Budget Summary- When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

Budget Category	Amount
A. Personnel	_____
B. Fringe Benefits	_____
C. Travel	_____
D. Equipment	_____
E. Supplies	_____
F. Construction	_____
G. Consultants/Contracts	_____
H. Other	_____
Total Direct Costs	_____
I. Indirect Costs	
TOTAL PROJECT COSTS	_____
Federal Request	_____
Non-Federal Amount	_____

2013 Byrne Justice Assistance Grant (JAG) Budget Narrative

Personnel & Fringe:

The Idaho State Police (ISP) Planning, Grants, and Research (PGR) department is the State Administering Agency (SAA) for the Edward Byrne Memorial Justice Assistance Grant (JAG). Each person listed below contributes in various responsibilities in administering the JAG grant.

Julia Brotzman is a Grants and Contracts Operation Analyst in PGR and manages all JAG grants at the State and subgrantee level. Her responsibilities include, but are not limited to: monitoring and auditing subgrantees through site visits and desk audits; reviewing and approving subgrantee's financial & programmatic required reports, adjustments, and draw requests; providing technical assistances to subgrantees and federal agencies; completing and submitting required federal reports; completing and submitting federal JAG applications, adjustments, and closeout packages; and administering Idaho's pass-through JAG solicitation and awarding process.

Jill Eden is also a Grants and Contracts Operation Analyst in PGR and participates in the JAG awarding process of local subawards and provides technical assistance to subgrantees when needed.

Bev Mushala is a Financial Specialist for ISP and is the financial officer for the JAG award. She provides financial technical assistance to JAG subgrantees when needed; and completes and submits the federal financial report.

Kara Thompson is a Grants and Contract Officer/Supervisor who oversees PGR and provides assistance to subgrantees and the above personnel; participates in the JAG awarding process of local subawards; and is the main contact for the Idaho Grant Review Council.

Travel:

Travel expenses include conducting subgrantee site visits to ensure projects and subgrantees are in compliance with federal and state rules, regulations, and procedures; projects are on track programmatically and fiscally; and to provide technical assistance to the subgrantees if needed.

Other travel expenses are for grant personnel to attend various JAG related conferences and trainings to assist them in their efforts to improve the effectiveness and efficiency of criminal justice systems, processes, and procedures.

Equipment:

Equipment expenses are to replace out dated laptop and printer.

Supplies:

Supply purchases for various office goods such as paper, pencils, printer cartridges, updated software, etc., which are allocated between Planning, Grants, and Research's funding sources.

Consultants/Contracts:

Contract expenses are for JAG awarded subgrantees.

Other Costs:

Other costs are for expenses associated with utilities, fuel for travel expenses, postage, computer system development, and repair and maintenance services, which are allocated between Planning, Grants, and Research's funding sources.

Indirect Costs:

Indirect Costs are based on personnel and fringe and has been federally approved. A copy of the rate approval has been included.



Idaho State Police

Service since 1939



Colonel G. Jerry Russell

Director

C. L. "Butch" Otter

Governor

MEMORANDUM

Thursday, June 6, 2013

TO: Bureau of Justice Assistance

FROM: Julia L. Brotzman
Planning, Grants, and Research

RE: 2013 Edward Byrne Memorial Justice Assistance Grant Application and Idaho's 2013 Strategy Review Narrative

This memorandum certifies that Idaho's FY 2013 Edward Byrne Memorial Justice Assistance Grant application and 2013 JAG Strategy was made available on June 6, 2013 for public review and comment on the Idaho State Police Planning, Grants, and Research's (PGR) (Idaho's State Administering Agency) website along with notification through PGR's list server. Also as of this date, an email was sent to the Idaho Grant Review Board for their review and comments.

Copies of all three (3) announcements are attached to our 2013 Edward Byrne Memorial Justice Assistance Grant application.

Sincerely,

Julia L. Brotzman
Idaho State Police/Planning, Grants, and Research
700 S. Stratford Drive
Meridian, ID 83642
(208) 884-7041

2013 Byrne Justice Assistance Grant (JAG)
Applicant Disclosure of Pending Applications Statement

The Idaho State Police does not have pending applications submitted within the last 12 months for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.