
STATE OF ALASKA
DEPARTMENT OF PUBLIC SAFETY
DIVISION OF ALASKA STATE TROOPERS



**EDWARD BYRNE MEMORIAL
JUSTICE ASSISTANCE GRANT PROGRAM**

REQUEST FOR GRANT PROPOSALS

STATE FISCAL YEAR 2016 (SFY16)

Gary Folger
Commissioner

Colonel James Cockrell
Director

TABLE OF CONTENTS

Byrne Justice Assistance Grant Program

Overview	1
Funding Priorities.....	2

Application Requirements & Information

Eligibility (Who May Apply).....	3
Minimum Responsiveness	3
Deadline for Submission.....	3
Award Period	4
Prohibited Uses	4
Supplanting	4
Audit Requirements	4

Other Specific Information

Coordination with Related Agencies	5
Clandestine Methamphetamine Laboratory Operations	5
Uniform Crime Reporting.....	5
Project Reporting Requirements	5
Reimbursement of Funds	6
Property of the State Administering Agency	6
Proposal Review	6
Final Decision Authority.....	6
Notification of Grant Award.....	7
Appeals	7

Application Instructions

Application Summary	8
Project Narrative Instructions	9
Budget Instructions	10
Applicant Agency Description.....	10

Appendix A

Staff Review Form

**EDWARD BYRNE MEMORIAL
JUSTICE ASSISTANCE GRANT (JAG) PROGRAM
CFDA # 16.738**

OVERVIEW

The Edward Byrne Memorial Justice Assistance Grant (JAG) program (42 U.S.C.3751(a)) is the primary provider of federal criminal justice funding to state and local jurisdictions. The program is administered by the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance. In each state, the governor appoints a State Administering Agency (SAA) to handle the subgranting of these funds to local and state criminal justice operations. In Alaska, the SAA for the JAG program is the Department of Public Safety, Division of Alaska State Troopers.

The JAG program allows states and local governments to support a broad range of activities to prevent and control crime and to improve the criminal justice system, and provides agencies with the flexibility to prioritize and place justice funds where they are needed most. JAG program funds can be used for any one or more of the following purpose areas:

- law enforcement programs;
- prosecution and court programs;
- prevention and education programs;
- corrections and community corrections programs;
- drug treatment programs; and
- planning, evaluation, and technology improvement programs.

Additional information regarding the JAG program is located on the Bureau of Justice Assistance's web site at https://www.bja.gov/ProgramDetails.aspx?Program_ID=59

JAG requires that states pass through a predetermined percentage (variable pass through) of funds to units of local government, such as a city, county, township, or town. Calculated by BJS, this percentage is established by assessing the total criminal justice expenditures by the state and units of local governments.

All JAG awards will be subject to the availability of appropriated funds.

FUNDING PRIORITIES

The Department of Public Safety has identified the priority for JAG program funding for enforcement and prosecution programs that continue to increase efforts toward the interdiction and trafficking of illegal alcohol and drugs.

Recognizing the correlation between illegal substance abuse and incidents of violent crime, Alaska's JAG program will provide funding to those entities that participate in street level drug enforcement and multi-jurisdictional task force programs to concentrate on the enforcement and prosecution of illegal drug and alcohol crimes, particularly drug and alcohol trafficking.

A multi-jurisdictional task force program is a cooperative law enforcement and prosecution effort involving several criminal justice agencies with jurisdiction over different areas of the State, sharing the common goal of addressing drug control and violent crime problems in Alaska. The program enables law enforcement and prosecution agencies in different jurisdictions to work together as a single entity with the ability to improve communication, share intelligence, and coordinate activities. This allows for more efficient use of resources and targeting of offenders whose activities cross over jurisdictional boundaries.

APPLICATION REQUIREMENTS

Eligibility (Who May Apply)

This solicitation is open to units of local government that will participate in a street level drug enforcement or multi-jurisdictional drug task force program. Priority for funding will be given to entities that currently participate in a JAG-funded street level drug enforcement or multi-jurisdictional drug task force program.

Minimum Responsiveness

To be considered responsive to this solicitation, all proposals will be reviewed to determine if they meet the following minimum responsiveness requirements:

1. Applicants must meet the eligibility requirement stated above. (Local units of government are the applicant agency – not the Police Department)
2. Proposals must be received by the DPS Grants Office in electronic format on or before the deadline stated below.

If a proposal meets the above minimum criteria, it will be considered responsive for purposes of evaluation. If the proposal fails to meet any one of the criteria, it will be rejected. Once determined to be responsive, the proposal will then be evaluated according to the criteria set forth in Appendix A of this application packet.

Deadline for Submission

To be considered for funding, applications must be received by the DPS Grants Office on or before 4:30 p.m. **Friday, July 24, 2015**

Complete application packets are to be submitted electronically via email to:
toni.bloemer@alaska.gov **and cc:** april.carlson@alaska.gov **or mailed to:**

Toni Bloemer, Grants Administrator
Department of Public Safety
Division of Administrative Services
Grants Administration Office
5700 East Tudor Road
Anchorage, Alaska 99507-1225

Include a link to access your agency's most current federal single audit, if available online, or mail a hard copy to the address above.

AWARD INFORMATION

Award Period

The subgrant award is based on the current state fiscal year beginning July 1 through June 30 of each year.

Prohibited Uses

No funds provided under this grant program may be used, directly or indirectly, to provide security enhancements or equipment to any non-governmental entity that is not engaged in criminal justice or public safety, or for any of the following matters:

- Vehicles, vessels, or aircraft;
- Luxury items;
- Real estate;
- Construction projects (other than penal or correctional institutions);
- Canine “Drug Dog” programs; and/or
- Any similar matters.

Non-Supplanting of State and Local Funds

Grantees must use federal funds to supplement existing funds for program activities and may not replace (supplant) nonfederal funds that they have appropriated for the same purpose. Potential supplanting will be the subject of monitoring and an audit. Violations can result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Audit Requirements

The applicant agency must provide a copy of their most current federal single audit report for the agency. The applicant agency must also certify that any problems identified in the report have been addressed and resolved with the auditors.

In accordance with the provisions of the Uniform Grant Guidance 2 CFR Part 200, (replaces OMB Circular A-133) a non-Federal entity that expends \$750,000 or more during the non-Federal entity’s fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with Subpart F.

For additional information on Audit Requirements:

http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

The applicant agency must also comply with audit requirements of the Alaska Administrative Code set forth in 2AAC 45.010 – Audit Requirements. A copy of the most recent 2AAC 45.010 adopted regulations is available at the State Single Audit website:

<http://doa.alaska.gov/dof/ssa/index.html>

OTHER SPECIFIC INFORMATION

Coordination with Related Agencies

The applicant agency must demonstrate the efforts made to coordinate with other agencies in planning the project. For example, applicants applying for funds for a street-level drug enforcement project should discuss the proposed project with the District Attorney serving the project's jurisdiction, as well as the Regional Office of the Alaska State Troopers, Statewide Drug Enforcement Unit serving the project area.

Clandestine Methamphetamine Laboratory Operations

Applicants proposing to conduct clandestine methamphetamine laboratory operations as a part of their project, including the identification, seizure, or closure of clandestine methamphetamine laboratories, must comply with a special condition pertaining to the mitigation of health, safety, and environmental risks.

All recipients of federal funding for methamphetamine-related activities must abide by the 2003 Environmental Assessment and certify that they have received and reviewed a copy of the Environmental Assessment, which can be accessed online through the COPS web site at: <http://www.cops.usdoj.gov/default.asp?Item=882>

Uniform Crime Reporting (UCR)

Units of local government are required to submit data on reported crimes within their jurisdiction to the State's Uniform Crime Reporting (UCR) program on a monthly basis.

Project Reporting Requirements

Projects funded through this grant program will be required to submit the following reports on a quarterly basis:

- Performance Measures - This report is used to describe the performance of activities and the accomplishments of objectives as set forth in the approved application.

-
- Reimbursement Request - This report contains the actual expenditures and unliquidated obligations as incurred for the reporting period and, cumulative, for the award.
 - Employee Program Certification /Activity Report – This form is to be completed for each position supported in total or in part with federal funds.

Reimbursement of Funds

Reimbursement for allowable project expenditures will be provided upon receipt of a completed Reimbursement Request form provided by the department.

Property of the State Administering Agency (SAA)

Upon submission, all applications and supportive documents become the property of the Department of Public Safety.

Proposal Review

Following the deadline for receipt of applications, department staff will verify that all submission requirements have been met. No amendments or corrections will be accepted after the deadline unless they are in response to the department's request. Proposals will be reviewed as follows:

- Department staff will evaluate each grant proposal for minimum responsiveness and other technical requirements, and eliminate non-responsive proposals from consideration.
- Using the criteria set out in Appendix A and applicable federal statutes, regulations, and guidelines, staff will conduct a written evaluation of each responsive proposal based on the contents of the proposal as well as relevant documentation and information regarding the applicant that is available to the department.

Recommendations for funding will include consideration of histories of compliance with grant requirements, prior year audits, supplementary funding sources for the project such as direct JAG awards or state grants, and the appropriate allocation of resources.

Final Decision Authority

The Department of Public Safety will make the final decision on grant awards, taking into consideration, statewide priorities, the requirements of applicable statutes and regulations, the distribution of services, and the availability of funds.

Notification of Grant Award

Grant applicants will be notified by the Department of Public Safety within 30 days of award determinations.

Appeals

An applicant who wishes to appeal a final grant award decision, or a decision eliminating an applicant from consideration, must submit, within 15 days after receipt of notification of the decision, a written request for appeal to the department. The request must contain the reasons for the appeal.

The department will review the request for appeal and, within 15 days after receipt of the request, will advise the appellant of acceptance or rejection of the appeal and, if the appeal is rejected, inform the applicant of the reason for the rejection.

Mail appeals to:

Department of Public Safety
Division of Administrative Services
Grants Administration Office
5700 East Tudor Road
Anchorage, Alaska 99507-1225

APPLICATION SUMMARY

1. Grant Application Form
2. Assurances and Certifications Packet
 - a. Standard Assurances
 - b. Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements Form
 - c. EEOP Certification
 - d. Special Condition for Methamphetamine-Related Projects: Mitigation of Health, Safety, and Environmental Risks Form, if applicable
3. Project Narrative
 - a. Project Overview
 - b. Need
 - c. Project Activities
 - d. Performance Measures/Evaluation
4. Budget
 - a. Itemized Budget Detail and Summary
5. Applicant Agency Description
 - a. Organizational Chart
 - b. Project Personnel
6. Applicant Agency Federal Single Audit Report

PROJECT NARRATIVE INSTRUCTIONS

Project Narrative

Define the agency's plans and justification for the project. Support statements with current statistical data, community assessments, and evidence from the applicant agency's experience. Referring the reader to a quarterly project report that has previously been submitted for this information is considered non-responsive.

- **Project Overview** - Provide a brief overview of the proposed project for the next year, describing the problem that will be addressed, the goals and objectives of the proposed project, the project activities which will be implemented, and the outcomes that are expected.
- **Need** - In detail, provide justification for the need for the project. The justification should indicate the nature of the problem that needs to be addressed. For continuation projects, the justification should provide a description of the current or continuing problem in comparison to the problem identified in the previous year's application. Describe the change in the problem that has taken place, if any, and the contributions that your currently funded JAG project has made.
- **Project Activities** - In detail, identify the goals and objectives for the project being proposed. For continuation projects, if they are different goals and objectives from those of your currently funded JAG project, provide an explanation of the reason(s) for the change. If they are the same goals and objectives as those of your currently funded JAG project, explain the extent to which they have been met.
- **Evaluation and Performance Measures** - In detail, identify the performance measures that will be used to evaluate the effectiveness of the project being proposed over the next year. For continuation projects, if they are the same performance measures as those of your currently funded project, provide explanations of each performance measure and its outcomes with regard to determining project success or the need for project changes. If the performance measures are different from those of your currently funded project, provide an explanation of the reason(s) for the change.

BUDGET INSTRUCTIONS

Budget

The applicant is required to provide an itemized budget of projected costs for implementing the project. Budget projections should be for the period of the project and may not exceed 12 months. All cost projections must be within reason of the project.

Applicants are required to use the budget detail worksheet as provided in this solicitation. The itemized budget provides specific cost estimates for the project by cost categories (personnel, travel, contractual, supplies, and equipment.) For each cost category; provide a description for each item within that category and the computation used to determine each item cost.

Applicant Agency Description

Provide an organizational chart that shows the lines of authority for the project as part of the organization. Identify the individuals to be assigned to this project and the estimated amount of time they will dedicate to the project activities. Provide a brief paragraph describing the qualifications of key project personnel.

APPENDIX A

STAFF REVIEW FORM

Applicant Agency:		
Applicant Type:	<input type="checkbox"/> Unit of Local Government	<input type="checkbox"/> Unit of State Government

1. Minimum Responsiveness Criteria	Requirement Met?
a. Applicant meets the definition of an eligible applicant.	
b. Proposal was received on or before the deadline, at the address specified.	
Comments:	

2. Other Technical Requirements	Requirement Met?
a. Grant application is complete and is signed and dated by a person authorized to enter into legal agreements on behalf of the applicant.	
b. Assurances and Certification forms are signed and dated by a person authorized to enter into legal agreements on behalf of the applicant.	
c. Operational Agreement submitted, if applicable.	
Comments:	

APPENDIX A

STAFF REVIEW FORM

3. History of Compliance with Grant Requirements	Requirement Met?
a. Prior year(s) reporting is complete, accurate, and timely (this includes progress reports, Reimbursement Requests, and any applicable execute RSA processing).	
b. Prior year(s) activities met proposed objectives and have demonstrated effectiveness.	
c. All previous grants have been satisfactorily reconciled and the applicant owes no funds to the department.	
d. All required audits have been provided with no unresolved findings.	
e. Data on reported crimes within the applicant's jurisdiction has been submitted to the State's Uniform Crime Reporting (UCR) program on a monthly basis (units of local government only).	
Comments:	

4. Project Description	Requirement Met?	Page Number
a. The proposal demonstrates a thorough understanding of the State's priorities as identified in the grant program solicitation.		
b. Proposed goals and anticipated outcomes are achievable and support the program's intent to concentrate on the enforcement and prosecution of illegal drug and alcohol crimes.		
c. The proposal contains a clear and systematic plan for measuring the achievement of goals and outcomes.		
d. Proposed budget reflects costs that are allowable and reasonable for proper performance and administration of the project.		
Comments:		