

STATE OF ALASKA  
DEPARTMENT OF PUBLIC SAFETY  
DIVISION OF ADMINISTRATIVE SERVICES  
GRANTS OFFICE



**FFY 2023 EDWARD BYRNE MEMORIAL  
JUSTICE ASSISTANCE GRANT (JAG) PROGRAM**

**REQUEST FOR GRANT PROPOSALS**

James E. Cockrell  
Commissioner

Colonel Maurice Hughes  
AST Director

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**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, and Bureau of Justice Assistance. In each state, the governor appoints a State Administering Agency (SAA) to handle the sub-granting of these funds to local and state criminal justice operations. In Alaska, the SAA for the JAG program is the Department of Public Safety (DPS), Division of Administrative Services, Grants Administration Office.

The JAG program allows states and local governments to support a broad range of activities to prevent and control crime and 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;
- Planning, evaluation, and technology improvement programs;
- Crime victim and witness programs (other than compensation); and,
- Mental health programs and related law enforcement and corrections, including behavioral programs and crisis intervention teams.

Additional information regarding the JAG program is located on the Bureau of Justice Assistance's website at <https://bja.ojp.gov/program/jag/overview>.

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 the Bureau of Justice Statistics (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 Law Enforcement Programs as the JAG purpose area with priority funding for enforcement 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 multi-jurisdictional task force programs to concentrate on the enforcement of illegal drug and alcohol crimes, particularly drug and alcohol trafficking.

A multi-jurisdictional task force program is a cooperative law enforcement 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 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 or law enforcement units within a state agency. Individual police departments are not eligible; the application must be submitted by the unit of local government. Priority for funding will be given to entities that currently participate in a JAG-funded 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.
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 DPS review criteria.

### Deadline for Submission

To be considered for funding, applications must be received by the DPS Grants Office on or **before 4:30 p.m. on July 31<sup>st</sup>, 2024.**

**Complete application packets are to be submitted electronically via email to:**  
**[dps.grants@alaska.gov](mailto:dps.grants@alaska.gov) and cc [becca.wilson@alaska.gov](mailto:becca.wilson@alaska.gov), or mailed to:**

Department of Public Safety  
Division of Administrative Services  
Attn: Rebecca Wilson  
Grant Administrator 3  
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

### Period of Performance

The period of performance may not exceed 12 months from the start date of the award. Project period is anticipated to be October 1<sup>st</sup>, 2024 through September 30<sup>th</sup>, 2025.

### Prohibited Uses of Funds

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 per JAG statute ([34 U.S.C. 10152\(d\)](#)):

- Vehicles (excluding police cruisers), vessels (excluding police boats), or aircraft (excluding police helicopters);
- Luxury items;
- Real estate;
- Construction projects (other than penal or correctional institutions);
- Any similar matters

In addition, JAG funded projects must follow [Executive Order 14074](#), Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety (May 25, 2022).

### 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, (which 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:

<https://ecfr.federalregister.gov/current/title-2/part-200/subpart-F>

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 multi-jurisdictional drug task force program 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.

### 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 regular basis:

- Quarterly Performance Measures - This report is used to describe the performance of activities and the accomplishments of objectives as set forth in the approved application.
- Quarterly Reimbursement Request - This report contains the actual expenditures and unliquidated obligations as incurred for the reporting period and, cumulative, for the award.
- Monthly statistical reports submitted through HIDTA to document enforcement efforts.
- Utilization of Alaska Criminal Intelligence Center (AKCIC) for sharing drug intelligence and case deconfliction.
- Coordination and collaboration with Regional Drug Task Force Commanders and/or High Intensity Drug Trafficking Areas (HIDTA) Initiative Commanders.

### 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 DPS review form, staff will ensure that the documents meet the criteria and applicable federal statutes, regulations, and guidelines. Staff will conduct a ranked scoring 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,  
Grant Administration Office  
5700 East Tudor Road  
Anchorage, Alaska 99507-1225



# APPLICATION CHECKLIST

The following is a checklist to use in putting together your application documents. Unless noted, all items listed must be included in the application packet in order to be considered a full application.

- 1. Subaward Application Form**
- 2. Applicant Agency Federal Single Audit Report** (see page 5)
- 3. Project Abstract**
- 4. Project Narrative**
  - a. Project Overview
  - b. Statement of Need
  - c. Project Activities
  - d. Performance Measures/Evaluation
- 5. Project Review**
- 6. Budget** (mandatory template attached to online RFP)
  - a. Itemized Budget Detail and Summary
- 7. Applicant Agency Description**
  - a. Organizational Chart
  - b. Project Personnel
- 8. Assurances, Certifications, Disclosures** (Documents attached to online RFP)
  - a. DOJ-OJP Certified Standard Assurances
  - b. DOJ Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
  - c. Communications with DHS and/or ICE
  - d. Disclosure of Pending Applications

# APPLICATION INSTRUCTIONS

## **Grant Application Contact Page**

Provide applicant agency information. The applicant agency should be the unit of local government, *not* the police department.

## **Project Abstract**

Provide applicant name, amount requested, and a brief summary of the project

## **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.
- **Statement of 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 regarding 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.

## **Project Review**

Provide an overview of your accomplishments if your agency was awarded an FFY22-year JAG grant from the Department of Public Safety.

## **APPLICATION INSTRUCTIONS**

### **Budget Instructions**

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 not to 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's cost.

**Overtime will not be allowed on JAG grants if the applicant agency is otherwise eligible for HIDTA overtime funding.**

### **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 1: STAFF REVIEW FORM

Applicant Name:			
Applicant Type:	Unit of Local Government	Unit of State Government	
Reviewer:		Date:	

<b>Grant Office Input</b> <b>REQUIRED. If missing or incomplete, application may not be considered.</b> 1 point each, 2 points possible.	
<b>1. Minimum Responsiveness Criteria</b>	<b>Points Awarded</b>
a. Applicant meets the definition of an eligible applicant.	
b. Proposal was received on or before the deadline, at the address specified.	
Comments:	

<b>Grant Office Input</b> <b>REQUIRED. If missing or incomplete, application may not be considered.</b> 1 point each, 2 points possible.	
<b>2. Other Technical Requirements</b>	<b>Points Awarded</b>
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.	
Comments:	

Grant Office Input	
Only applicable to previous awardees. Not required. 1 point each, 4 points possible.	
<b>3. History of Compliance with Grant Requirements</b>	Points Awarded
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.	
Comments:	

Review Panel Input	
2 points each. Total points possible: 8	
<b>4. Project Narrative</b>	Points Awarded
a. Provides clear and convincing evidence of the need.	
b. Clearly describes needs assessment process including how stated need was determined.	
c. Well thought out plan on how needs will be met.	
d. Strongly connects the needs and goals of the proposed project.	
Comments:	

Review Panel Input	
2 points each. Total points possible: 8	
<b>5. Project Description</b>	Points awarded
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. The proposal directly relates to the need and is clearly defined and well written.	
Comments:	

Review Panel Input	
2 points each. Total points possible: 6	
<b>6. Budget</b>	Points awarded
a. Proposed budget reflects costs that are allowable and reasonable for proper performance and administration of the project.	
b. Clearly specifies how the dollars will be used for the project.	
c. Clear evidence of sustainability	
Comments:	

<b>TOTAL POINTS POSSIBLE IN ALL AREAS IS 30:</b>	
<b>Priority consideration for task force involvement: add 1 point.</b>	

Level 1	(1-10 pts)	Level 2	(11-20 pts)	Level 3	(21-31 pts)
Scores will be ranked in order from highest to lowest. Should additional funding become available the DPS Grants Office will reach out to those applicants who did not receive funding to initiate a grant award.					