

Northern Border Prosecution Initiative Guidelines

Fiscal Year 2012

APPLICATION PROCESS

All Northern Border Prosecution Initiative (NBPI) applications must be submitted online at <http://www.ojp.usdoj.gov/nbpi>. Eligible county and state governments in Alaska, Idaho, Maine, Michigan, Minnesota, Montana, New Hampshire, New York, North Dakota, Ohio, Pennsylvania, Vermont, Washington, and Wisconsin may apply for funds, in accordance with established reporting periods and funding availability.

NON-COMPETITIVE APPROVAL PROCESS

Applications are reviewed and approved on the basis of their adherence to program guidelines, and funding availability. Applicants will receive up to 100 percent of eligible case costs, based on the availability of funds. Should application amounts exceed available funding, applicants will receive funds on a uniform, pro-rata basis.

ELIGIBLE JURISDICTIONS

A county or state government in Alaska, Idaho, Maine, Michigan, Minnesota, Montana, New Hampshire, New York, North Dakota, Ohio, Pennsylvania, Vermont, Washington, and Wisconsin may participate if it prosecuted and/or detained a defendant in a federally initiated and declined/referred criminal case that was disposed of during the applicable reporting period.

ELIGIBLE APPLICANTS

An applicant must be the Chief Executive Officer (CEO) or an authorized designee of any eligible jurisdiction in Alaska, Idaho, Maine, Michigan, Minnesota, Montana, New Hampshire, New York, North Dakota, Ohio, Pennsylvania, Vermont, Washington, and Wisconsin. CEOs are the highest ranking administrative or elected official of a unit of general government, such as the Governor, President of the County Commissioners, or County Executive. Only employees, such as a Sheriff or County Prosecutor, of the applicant jurisdiction can serve as an authorized designee for NBPI.

APPLICANT COST PROFILE

An applicant must submit the following information in its NBPI profile for each reporting period it is requesting reimbursement of NBPI funds:

- **Detention Per Diem Rate:** Publicized per diem rate of the jurisdiction jail facility. This figure is the per-day cost the jurisdiction would charge an outside jurisdiction to house inmates in its jails. If the per diem rate changed during the reporting period, please use the average per diem rate. For jurisdictions with multiple corrections facilities with varying per diem rates, please use the average of all corrections facilities in the jurisdiction during the reporting period. A copy of the publicized detention rate will be requested from jurisdictions during the application review. If a detention rate cannot be provided by the jurisdiction, detention costs will be unallowable.
- **Total Felony Cases:** The number of all felony cases prosecuted and resolved during the reporting period in the jurisdiction. This number should include federally declined as well as regular, resolved felony cases.
- **Total Misdemeanor Cases:** The number of all misdemeanor cases prosecuted and resolved during the reporting period in the jurisdiction. This number should include federally declined as well as regular, resolved misdemeanor cases.

APPLICANT SALARY PROFILE

An applicant must submit the following information in its NBPI profile for each reporting period it is requesting reimbursement of NBPI funds. If a jurisdiction is only entering felony cases, they must enter only personnel who work on felony cases. If a jurisdiction is only entering misdemeanor cases, they must

enter only personnel who work on misdemeanor cases. The number and salary costs for each personnel category should reflect the personnel who work on all felony or misdemeanor cases, not only federally initiated cases.

- Total Salary and Number of Prosecutors on Staff: This total must reflect the total salaries and wages paid to full- and part-time prosecutors who are assigned to prosecuting cases.
- Total Salary and Number of Judges on Staff: This total must reflect the total salaries and wages paid to full- and part-time judges who are assigned to hearing cases.
- Total Salary and Number of Public Defenders on Staff: This total must reflect the total salaries and wages paid to full- and part-time public defenders who are assigned to defending cases.
- Total Salary and Number of Clerical Staff: This total must reflect the total salaries and wages paid to full- and part-time clerical staff whose primary responsibility was to assist with the tracking, scheduling or processing of cases.
- Total Salary and Number of Paralegals on Staff: This total must reflect the total salaries and wages paid to full- and part-time paralegals whose primary responsibility was to assist with the prosecution of cases.
- Total Salary and Number of Indigent Screening Personnel: This total must reflect the total salaries and wages paid to full- and part-time personnel whose primary responsibility was to conduct indigent defendant screening for cases.
- The reported sum for each personnel category should total the jurisdiction's actual salary expenditures for the reporting period, not an estimate or average.
- All salary costs may include benefits and overtime required by negotiated contract, statute, or regulation such as union agreements, contractual obligations, and required post staffing minimums.

ELIGIBLE CASES

- Federally initiated criminal case. Jurisdictions must have supporting documentation that shows the submitted cases were federally initiated.
- Declined/referred to a county or state jurisdiction after October 1, 2005.
- Prosecuted by a state or county prosecutor.
- Disposed of during a designated reporting period.
- Each defendant represents a separate case; one case with multiple defendants should be claimed as separate cases.
- One defendant charged in multiple cases should be claimed as only one case to the extent the defendant's cases are being investigated and/or prosecuted during concurrent periods of time.

A case is eligible, regardless of:

- The level, type, or number of criminal offenses involved.
- The defendant's age or citizenship status at the time of the federal referral.
- Whether the case was formally declined/referred by a U.S. Attorney, or declined/referred through a blanket federal declination-referral policy; accepted federal law enforcement practice; or federal prosecutorial discretion.
- Whether state or local law enforcement participated with federal authorities in the investigation or arrest (federal/state task forces).

INELIGIBLE CASES

- Federally referred case declined and not prosecuted by state or county prosecutors.
- Probation or parole violation or revocation hearings. A new charge(s) not independently prosecuted, but used as a basis for a probation or parole revocation hearing, is ineligible for reimbursement.
- Extradition cases.
- Cases not accepted by state or county prosecutors.
- Detention costs where the inmate was not held for at least a 24 hour period.

CASE REPORTING PERIOD

- FY 2012 Reporting Period: October 1, 2010 through June 30, 2011

Cases are eligible for NBPI submission only during the reporting period in which the case was resolved.

FEDERALLY INITIATED CASES

A federally initiated case results from a criminal investigation or an arrest involving federal law enforcement authorities for a potential violation of federal criminal law, including task forces on which a federal agency or officer participates in the investigation or arrest process. Jurisdictions applying for NBPI funds must enter the referring federal agency on each case submitted for prosecution costs in the online application.

FEDERAL DECLINATION/REFERRAL

A federal declination/referral occurs when, during an investigation or following an arrest, a U.S. Attorney or a federal law enforcement official decides not to pursue federal criminal charges against a defendant (declination) and requests that a state or local jurisdiction prosecute the defendant for possible violation of state or local criminal statutes (referral).

Should a decision be made by a U.S. Attorney to subsequently pursue federal charges against a previously referred defendant, the time spent by the state or local jurisdiction in their prosecution and/or detention of the defendant on state criminal charges is eligible for NBPI funding.

Jurisdictions unable to provide a declination/referral from the U.S. Attorney for their area will not be eligible to receive NBPI funding.

CASE RESOLUTION

For NBPI purposes, case resolution refers to the time between a suspect's arrest and the resolution through dismissal, plea, conviction, or sentencing of the criminal charges through a county or state judicial or prosecutorial process. For defendants not physically arrested, alternative start dates are the date of indictment, date of the initial criminal summons, or date of the summons to appear.

CASE APPLICATION REQUIREMENTS

For each case submitted for NBPI funds, the jurisdiction must provide the following information:

- Docket or Case Number.
- Defendant's Last Name.
- Defendant's First Name.
- Defendant's Middle Initial, if known.
- Referring Federal Agency.
- Referred Date.
- Resolution.
- Resolved Date.

PRE-TRIAL DETENTION SERVICES

An eligible jurisdiction must have held the case defendant in a secure facility for 24 hours or more.

PROSECUTION AWARD CALCULATION

The number of federally declined cases divided by the total felony or misdemeanor cases for a jurisdiction equals the percentage of federally declined cases the jurisdiction resolved during the reporting period among all of the felony or misdemeanor cases in the jurisdiction. The percentage is then multiplied by the total salary costs to equal to the total prosecution costs.

DETENTION AWARD CALCULATION

Detention Per Diem Rate times Total Number of Detention Days = Total Detention Costs

FINAL APPLICATION VALUE

Total Prosecution Costs plus Total Detention Costs = Total Application Value

UNALLOWABLE COSTS

- Time spent by prosecutors on judicial appeals. Time spent by prosecutors on interlocutory appeals brought prior to trial, plea, or dismissal is allowable.
- Incarceration time for sentenced offenders.

DOCUMENTATION

Documents supporting a federally initiated and declined/referred case must be retained for three years after the submission of the case for NBPI funds. Documents can include paper or electronic case files, e-mails from the U.S. Attorney's Office, case notes, or documentation of telephone or face-to-face meetings with U.S. Attorney's Office staff or federal law enforcement officials. Court and arrest records for each case submitted for NBPI funding may be requested by the Bureau of Justice Assistance for pre- and post-award review. Any cases that do not have the corresponding court and arrest records will not be considered for NBPI funding.

OTHER FEDERAL PROSECUTION AND PRE-TRIAL DETENTION FUNDING

Documentation must be maintained to support that NBPI funds, when combined with other federal prosecution and pre-trial detention funds, do not exceed 100 percent of the prosecution and detention costs for NBPI cases.

For jurisdictions that participate in the NBPI and State Criminal Alien Assistance Program (SCAAP), do not include inmate records that are submitted in the NBPI application unless you can verify that the inmate records submitted in the NBPI application are only for pre-trial detention and the SCAAP inmate records for the same individual are for the post trial detention. BJA will conduct a review comparison between the NBPI and SCAAP applications for each jurisdiction prior to award calculation. Any duplicate detention days will be removed from the NBPI application.

REQUEST ELECTRONIC PAYMENTS

Once the BJA review of awards is complete, NBPI participants will be notified to login to the NBPI system and request payment. Each jurisdiction will have 45 days to complete the certification and payment request. After 45 days, the funds may no longer be available.

USE OF FUNDS

While funds from NBPI federal payments may be used by applicant jurisdictions for any purpose not otherwise prohibited by federal law, using funds for the support and enhancement of prosecutorial and detention services is encouraged.