



The [U.S. Department of Justice, Office of Justice Programs' Bureau of Justice Assistance](#) is pleased to announce that it is seeking applications for funding under the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. This program furthers the Department's mission by assisting state, local, and tribal efforts to prevent or reduce crime and violence.

## Edward Byrne Memorial Justice Assistance Grant (JAG) Program FY 2008 Local Solicitation

### Eligibility

Applicants are limited to units of local government on the *FY 2008 Units of Local Government List* for JAG funds. To view this list, go to [www.ojp.usdoj.gov/BJA/grant/08jagallocations.html](http://www.ojp.usdoj.gov/BJA/grant/08jagallocations.html).  
(See "Eligibility," page 1)

### Deadline

All applications are due by 8:00 p.m. e.t. on July 8, 2008.  
(See "Deadline: Applications," page1)

### Contact Information

For assistance with the requirements of this solicitation, contact: Eileen Garry, Deputy Director for Programs, at 202-307-6226 or [eileen.garry@usdoj.gov](mailto:eileen.garry@usdoj.gov).

This application must be submitted through OJP's Grants Management System (GMS). For technical assistance with submitting the application, call the Grants Management System Support Hotline at 1-888-549-9901.

**Release date: June 4, 2008**

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# Edward Byrne Memorial Justice Assistance Grant Program CDFA #16.738

## Overview of the Edward Byrne Memorial Justice Assistance Grant Program

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. JAG funds support all components of the criminal justice system, from multijurisdictional drug and gang task forces to crime prevention and domestic violence programs, courts, corrections, treatment, and justice information sharing initiatives.

### Deadline: Applications

The due date for applying for funding under this announcement is 8:00 p.m. e.t. on July 8, 2008.

### Eligibility

Units of local government appearing on the *FY 2008 Units of Local Government List* established by the Bureau of Justice Statistics (BJS) are eligible to apply for JAG funds. For JAG program purposes, a unit of local government is a town, township, village, parish, city, county, or other general purpose political subdivision of a state; or a federally recognized Indian tribe or Alaskan Native organization that performs law enforcement functions as determined by the Secretary of the Interior. In Louisiana, a unit of local government means a district attorney or a parish sheriff. For a listing of eligible units of local government, go to [www.ojp.usdoj.gov/BJA/grant/08jagallocations.html](http://www.ojp.usdoj.gov/BJA/grant/08jagallocations.html).

### JAG Program-Specific Information

*All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.*

Established to streamline justice funding and grant administration, the JAG Program allows states, tribes, and local governments to support a broad range of activities to prevent and control crime based on their own local needs and conditions. JAG blends the previous Byrne Formula and Local Law Enforcement Block Grant (LLEBG) Programs to provide agencies with the flexibility to prioritize and place justice funds where they are needed most.

#### Formula

The JAG formula includes a *state allocation* consisting of a minimum base allocation with the remaining amount determined on population and Part 1 violent crime statistics, and a *direct allocation* to units of local government. Once the state allocation is calculated, 60 percent of the funding is awarded to the state and 40 percent to eligible units of local government. State allocations also have a required *variable pass through* to units of local government, calculated by BJS from each state's crime expenditures.

## **Purpose Areas**

JAG funds can be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice including for any one or more of the following program areas:

- Law enforcement programs.
- Prosecution and court programs.
- 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).

- ★ Any law enforcement or justice initiative previously eligible for funding under Byrne or LLEBG is eligible for JAG funding.

## **Responsibilities**

The chief executive officer of an eligible unit of local government or a local agency designated by the chief executive officer must apply for JAG funds. A unit of local government receiving a JAG award will be responsible for the administration of the funds including distributing the funds; monitoring the award; submitting reports including performance measure and program assessment data; and providing ongoing assistance to any subrecipients of the funds.

## **Administrative Funds**

A unit of local government may use up to 10 percent of the award for costs associated with administering JAG funds.

## **Disparate Certification**

A disparate allocation occurs when a constituent unit of local government is scheduled to receive one and one-half times more (four times more for multiple units of local government) than another constituent unit(s), while the other unit of local government bears more than 50 percent of the costs of prosecution or incarceration that arise for Part 1 violent crimes reported by the geographically constituent unit(s). JAG disparities are certified by the Director of the Bureau of Justice Assistance (BJA), based in part on input from the state's Attorney General. For a listing of disparate jurisdictions, go to [www.ojp.usdoj.gov/BJA/grant/08jagallocations.html](http://www.ojp.usdoj.gov/BJA/grant/08jagallocations.html).

- ★ Jurisdictions certified as disparate must submit a **joint application** for the aggregate of funds allocated to them, specifying the amount of the funds that are to be distributed to each of the units of local government and the purposes for which the funds will be used. The units of local government involved may establish a joint advisory board to carry out the joint application process. When beginning the JAG application process, a Memorandum of Understanding (MOU) must be completed, signed, and either scanned and uploaded as an attachment in OJP Grants Management System (GMS), or faxed to OJP, indicating who will serve as the applicant/fiscal agent for the joint funds. MOUs must be faxed to 202-354-4147, with the GMS-generated application number printed on each page. For a sample MOU, go to [www.ojp.usdoj.gov/BJA/grant/jag08/08JAGMOU.pdf](http://www.ojp.usdoj.gov/BJA/grant/jag08/08JAGMOU.pdf).

## **Governing Body Review**

The eligible unit of local government applying for a JAG award must make the grant application available for review to the governing body of the unit of local government or an organization designated by that governing body not fewer than 30 days before the application is submitted to BJA.

**Public Comment**

Prior to application submission, the applicant must provide BJA with a statement that the application was made public and an opportunity to comment was provided to citizens and neighborhood or community organizations to the extent applicable law or established procedure makes such an opportunity available.

**Supplanting**

Federal funds must be used to supplement existing funds for program activities and cannot replace, or supplant, nonfederal funds that have been appropriated for the same purpose.

**Award Amount**

Of the 40 percent allocated for direct awards from BJA to units of local government, funds will be allocated based on the same ratio to such share as the average annual number of Part 1 violent crimes reported by the unit to the Federal Bureau of Investigation (FBI) for the 3 most recent calendar years for which data is available, to the number of Part 1 violent crimes reported by all units of local government in the state to the FBI for such years.

- ★ For FYs 2005–2008, BJA will allocate the local amount to units of local government in the same way the LLEBG amount was allocated among reporting and non-reporting units of local government.
- ★ If the allocation to a unit of local government is less than \$10,000, the direct JAG award to the state will be increased by the total amount of such allocations to be distributed among state police departments that provide criminal justice services to units of local government and/or to any units of local government whose allocation is less than \$10,000.

**Length of Awards**

Awards are made in the first fiscal year of the appropriation and may be expended during the following 3 years, for a total of 4 years. Extensions may be made at the discretion of the BJA Director and must be requested via GMS no less than 30 days prior to the grant end date.

**Trust Fund**

The unit of local government must establish a trust fund in which to deposit JAG funds. The trust fund may or may not be an interest bearing account.

**Prohibited Uses**

JAG funds cannot be used directly or indirectly for security enhancements or equipment to nongovernmental entities not engaged in criminal justice or public safety. Based on extraordinary and exigent circumstances making the use of funds essential, BJA may certify a request to use funds for:

- 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).

## Match Requirement

While match is not required with the JAG Program, match is an effective strategy for states and local units of government to expand justice funds and build buy-in for local criminal justice initiatives.

## Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Performance measures for this solicitation can be found on the BJA JAG web page: [www.ojp.usdoj.gov/BJA/grant/JAGPerfMeasures.pdf](http://www.ojp.usdoj.gov/BJA/grant/JAGPerfMeasures.pdf).

## How To Apply

**CFDA Number:** The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.738, titled "Edward Byrne Memorial Justice Assistance Grant Program."

**A DUNS number is required:** The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at [www.dunandbradstreet.com](http://www.dunandbradstreet.com). Individuals are exempt from this requirement.

**Grants Management System (GMS) Instructions:** To access the system, go to <https://grants.ojp.usdoj.gov>. Applications submitted via GMS must be in one of the following formats: Microsoft Word (.doc), PDF file (.pdf), or text (.txt). If you experience difficulties at any point in this process, call the GMS Help Desk at 1-888-549-9901 between 7:30 a.m. and 9:00 p.m. e.t. New GMS users must create a new account before submitting an application.

**Note: GMS does not accept executable file types as application attachments.** These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

### Step 1: Signing On

- If you already have a GMS user ID, proceed to GMS sign in. Even if your organization already has a user ID, you will not be registered for the solicitation until you have signed onto GMS and entered the appropriate solicitation. To do so, please proceed to step 2.
- If you do not have a GMS user ID, select "New User? Register Here." After you have completed all of the required information, click "Create Account" at the bottom of the page and note your user ID and password, which are case sensitive.
- All JAG applicants must include a DUNS number in their application. See note above about obtaining a DUNS number.

## **Step 2: Selecting/Registering for the Program**

- After you have logged onto the system using your user ID and password, click on “Funding Opportunities.”
- Select “Bureau of Justice Assistance” from the drop-down list, and click “Search.” This will narrow the list of solicitations within the Office of Justice Programs to those in BJA.
- From the list of BJA grants, find “FY 2008 Local Justice Assistance Grant Program,” and click “Apply Online.”
- Confirm that your organization is eligible to apply for this program by reading the text on the screen. If eligible, proceed by clicking “Continue.”

## **Step 3: Completing the Overview Information**

- Select the type of application you are submitting by choosing “Application Non-Construction” in the “Type of Submission” section.
- Select “New” in the drop-down box for “Type of Application.”
- If your state has a review and comment process under Executive Order 12372 (<http://policy.fws.gov/library/rgeo12372.pdf>), then select either “Yes” and enter the date you made this application available under that review or “N/A” because this program has not been selected by your state for such a review. If your state does not have such a process, then select “No. Program Not Covered by E.O. 12372.”
- Click “Save and Continue.”

## **Step 4: Completing the Applicant Information**

- Answer “Yes” or “No” to the question about whether your organization is delinquent on any federal debt.
- The rest of this page will prepopulate based on the information you submitted during the registration process. Check this information for accuracy and relevance to your organization, and make any needed changes.
- Click “Save and Continue.”

## **Step 5: Completing the Project Information**

- Provide a title that is descriptive of your project.
- List the geographic areas to be affected by the project.
- Enter a start date for the project of October 1, 2007 and an end date that is not more than 48 months later.
- Select all of the Congressional districts that are affected by this application. To select multiple districts, hold down the CTRL key while making your selections.
- Enter your jurisdiction’s allocation in the federal line under the “Estimated Funding” section. For a listing of state allocations, go to [www.ojp.usdoj.gov/BJA/grant/08jagallocations.html](http://www.ojp.usdoj.gov/BJA/grant/08jagallocations.html).
- Click “Save and Continue.”

## **Step 6: Uploading the Attachments**

- You will be asked to upload three attachments to the online application system. (See the Attachments section for detailed instructions.)
  1. Program Narrative (Attachment 1).
  2. Budget Narrative (Attachment 2).
  3. Review Narrative (Attachment 3).

Click “Attach” to upload these documents. A new window will open. To continue, click “Browse” and find the file on your computer or the network drive from which you wish to

upload, then click on "Upload Your Document." A window that says "File Upload Successful" should appear. Next to the upload list, the notation should change to "Attachment OK." Repeat these steps for all three uploads.

- If you encounter any difficulties uploading your file, click on "Tips for Successful Upload." This document will explain the usual problems with uploading files and will help you through them.
- Click "Save and Continue."
- ★ Depending on the size of the attachment and/or your computer's Internet connection, the uploading process can take several hours. The system will shut down promptly at the deadline. Incomplete applications will not be accepted and no exceptions will be granted.

### **Step 7: Completing the Assurances and Certifications**

- You will need to accept both the assurances document and the certifications document. To do this, click on "Assurances" and "Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements."
- Read both documents. At the bottom of each one, click the "Accept" button.
- After you have accepted both documents, enter the correct personal information for the person submitting the application.
- Click the box next to the text at the bottom of the page to certify that the person submitting the application is authorized to accept these assurances and certifications.
- Click "Save and Continue."

### **Step 8: Reviewing the SF-424**

- By answering the questions contained in GMS, you have completed the Standard Form 424 (SF-424) and other forms required to apply for grant funding. Take a moment to review the SF-424 to ensure that it is accurate.
- If you need to make changes to any portion of the application, simply click on that section along the left side of the screen. Be sure to click "Save and Continue" after making any changes.
- When you are sure that the information is accurate, click "Continue."

### **Step 9: Submitting the Application**

- A list of application components will appear on the screen. It should say "Complete" before each component. If it says "Incomplete" then click on the word and it will take you back to the section that needs to be completed. An explanation of what is missing will be at the top of that screen.

## **What an Application Must Include**

### **Standard Form 424**

#### **Program Narrative (Attachment 1)**

Applicants must submit a program narrative that generally describes the proposed program activities for the 4-year grant period. The narrative must outline the type of programs to be funded by the JAG award and provide a brief analysis of the need for the programs. Narratives must also identify anticipated coordination efforts involving JAG and related justice funds. Certified disparate jurisdictions submitting a **joint application** must specify the amount of the funds that are to be distributed to each of the units of local government and the purposes for which the funds will be used.



### **Budget and Budget Narrative (Attachment 2)**

Applicants must submit a budget narrative outlining how JAG funds, including administrative funds if applicable, will be used to support and implement the program.

### **Review Narrative (Attachment 3)**

Applicants must submit information documenting that their JAG application was available for review to the governing body of the unit of local government not less than 30 days before being submitted to BJA. The attachment must specify that an opportunity to comment was provided to citizens and neighborhood or community organizations to the extent applicable law or established procedure makes such opportunity available.

### **Additional Requirements**

- Civil Rights compliance.
- Confidentiality and Human Subjects Protections regulations.
- Anti-Lobbying Act.
- Financial and Government Audit requirements.
- National Environmental Policy Act (NEPA) compliance.
- DOJ Information Technology Standards.
- Single Point of Contact Review.
- Non-Supplanting of State or Local Funds.
- Criminal Penalty for False Statements.
- Compliance with Office of the Comptroller *Financial Guide*.
- Suspension or Termination of Funding.

We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).