



JUSTICE ASSISTANCE GRANT PROGRAM

**FY 2012 Application Guidelines
and Procedures**



JUSTICE ASSISTANCE GRANT PROGRAM

FY 2012 Application Guidelines and Procedures

I. Introduction

The S.C. Department of Public Safety, Office of Justice Programs, has been designated as the State Administrative Agency (SAA) of the Justice Assistance Grant Program (JAG) for South Carolina. The purpose of the JAG Program is to assist state agencies and units of local government in carrying out specific programs which offer a high probability of improving the functioning of the criminal justice system. Special emphasis is placed on projects that advance national and state drug control priorities. In accordance with the JAG, grant funds may be awarded to state agencies and units of local government for the purposes of: enforcing state and local laws that establish offenses similar to offenses established in the *Controlled Substances Act* (21 U.S.C. 801 et seq.); improving the functioning of the criminal justice system; and emphasizing prevention and control of violent crime and serious offenders. Grants may provide for personnel, equipment, training, technical assistance, and criminal justice information systems for the more widespread apprehension, prosecution, adjudication, detention and rehabilitation of persons who violate criminal laws. In addition, funds are available for projects that facilitate the implementation of innovative initiatives aimed at crime and drug control. Seven program areas define the nature and scope of programs and projects which may be funded. All seven authorized program areas are eligible and are presented for the information of applicants in the Appendix section.

II. Eligible Applicants

Grant awards may be made to state agencies and local units of government. A "local unit of government" is defined as any city, county, town, township or other general purpose political subdivision of a state.

In addition, the following points should be noted regarding eligible applicants:

- A. Police departments, sheriffs' offices and Public Defender's Offices are not eligible to apply directly, but would be the implementing agency for the grant. A city or county would be the legal applicant/recipient and manage grant funds on behalf of the implementing department or agency.

- B. State courts (courts of general jurisdiction) are eligible to apply for funds. However, local courts (magistrate and municipal courts); similar to police departments, would have to apply through their local units of government.
- C. Non-profit agencies are now eligible to be funded directly.
- D. A Solicitor's Office, for grant purposes, is funded as an office within a lead county.

The lead county must meet the following requirements:

- a. Maintain the financial records for the grant;
 - b. Include the Solicitor's Office in its payroll records; and
 - c. Include the financial records of the grants to the Solicitor's Office in its organization-wide audit.
- E. Information for the following individuals will be required on the Grant Application:
- a. Project Director – Implementing Agency/Department Head or person involved in the daily operations of the project.
 - b. Financial Officer - City or County Finance Director or state agency Chief Financial Officer; and
 - c. Official Authorized to Sign - Mayor, City or County Administrator or state agency director

III. Funding Policy

Projects may be funded on a yearly basis for a period not to exceed three years, based on an annual evaluation of current-year grant performance. Exceptions to this policy are narcotics multijurisdictional task force (NMJTF) projects, regional multijurisdictional task force (RMJTF) projects, and criminal history records improvement projects, which are eligible for a maximum of five years of funding. However, funding for these projects are also considered on a yearly basis, based on an annual evaluation of the current-year grant performance and availability of federal funds. There is never a guarantee of continuation funding for any program or project. To expand or enhance an existing program, the current level of program activity must be maintained.

IV. Distribution of Grant Funds

A minimum of **53.79** percent of South Carolina's entire allocation of JAG grant funds is required to be awarded to local programs. This allocation is referred to as the "variable pass-through requirement," and equals the local share of total criminal justice expenditures in the state. In the past, the state has awarded local units of government much more than the minimum amount specified by the pass-through requirement.

V. Matching Requirement

The matching requirement for grants made under the JAG grant program is 90% federal and 10% non-federal. The following points should be noted regarding the non-federal match:

- A. The non-federal portion of the expenditures must be paid in cash.
- B. Funds contributed from private sources and federal funds from the following sources can also be used as match:
 - 1. Housing and Community Development Act of 1974, 42 U.S.C. Sections 5305, et seq.;
 - 2. Appalachian Regional Development Act, 40 U.S.C. Appendix Section 214; and
 - 3. General Revenue Sharing Act, 31 U.S.C. Section 6701, et. seq.
- C. Existing appropriated resources available for drug law enforcement and criminal justice system improvement may not be used as matching funds. The non-federal portion of the cost of each program or project shall be in addition to funds that would otherwise be made available by the recipient of the grant funds. Federal funds may not be used to supplant state or local funds.
- D. A state agency or local unit of government can use drug-forfeiture funds as match. In addition, program income generated by prior or existing grants may be used as cash match upon proper notification to the Office of Accounting-Grants, S.C. Department of Public Safety.
- E. Expenditures need to be charged proportionately to the federal and non-federal funds over the life of the project with a line-item match.

VI. Guidelines for the Use of Grant Funds

- A. Allowable Expenses:
 - 1. Personnel, training as a component of an overall program, operating expenses, equipment and supplies are allowable expenses if they are related to the authorized program areas. All expenditures must be related to the implementation of an actual program. This program must be defined in the program narrative sections of the application.
 - 2. All grant funded personnel must have one hundred percent of their time dedicated to grant activities (See also all non-supplanting provisions in the Grant Terms and Conditions.).
- B. Unallowable Expenses
 - 1. Any expenditures that are not a part of an approved program or project (within the authorized program areas) are unallowable.

2. Grant funds may not be used to supplant existing state or local criminal justice funds. Any grant expenditures must increase the existing amount of funds available for eligible activities.
3. The purchase of land is an unallowable expense.
4. Grant funds for construction projects are prohibited, except when facilities to be constructed are state correctional institutions designed specifically for drug offenders.
5. "Buy money" used in narcotics enforcement is an unallowable expense.
6. In addition, funds provided under the Justice Assistance Grant Program may not be expended to purchase, lease, rent or acquire any of the following: ammunition, association fees, vehicle insurance and maintenance, tanks or armored vehicles, fully automatic weapons, fixed-winged aircraft, limousines, real estate or yachts.

C. Financial Requirements

An assurance that JAG Grant funds will not be used to supplant local funding must be provided in the application as stated by Grant Term and Condition number eight. This certification attests that federal funds will be used to supplement existing funds for program activities, not replace funds already appropriated for the same purpose. Potential supplanting will be the subject of post award monitoring and audit. If there is a potential presence of supplanting, the applicant or subgrantee will be required to supply documentation demonstrating that the reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds. Violations of this requirement can result in recoupment of monies provided under this grant in addition to possible civil and/or criminal penalties.

VII. Suspension or Termination of Funding

The SAA may suspend (in whole or in part), terminate funding for or impose another sanction on a subgrantee for any of the following reasons:

- A. Failure to comply substantially with the requirements or statutory objectives of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, JAG Grant Program guidelines issued thereunder, or other provisions of Federal law.
- B. Failure to adhere to the standard terms and conditions or special conditions.
- C. Implementing substantial program changes to the extent that, if submitted originally, the application would not have been approved for funding.
- D. Failure to submit reports (programmatic and/or financial) in a timely manner.
- E. Filing a false certification in this application or other report or document.

VIII. Application Review Process

Applications are carefully reviewed to ensure that only projects with a significant chance of success are funded. The staff in the Office of Justice Programs, South Carolina Department of Public Safety uses the following criteria in the development of funding recommendations for the South Carolina Public Safety Coordinating Council.

A. Design quality of the proposal

1. Program Definition - Any funds requested must be for the implementation of a program eligible under one of the program areas. The program must address the activities as identified in the grant area selected.
2. Project Impact - The program should be designed to address the problems and needs of the area to be served. An analysis of how these problems could be improved through the project should be shown.
3. Budgetary Review - Each application will be reviewed to ensure budgetary reasonableness and allowability of costs.
4. Project Feasibility - Applicants should describe sufficiently and clearly how the project will be implemented.
5. Multijurisdictional Cooperation - Where applicable, proposals should indicate what type of coordination will be established between the applicant and other jurisdictions in the development and implementation of the project. Written agreements should be included where possible.
6. Project Evaluation - Simple, specific and measurable objectives should be presented and each objective must be matched with a performance indicator. The performance indicators describe how the grant's objectives will be documented or monitored. Evaluation measures the effectiveness of your program by comparing your objectives with actual accomplishments.

B. Geographic Areas of Greatest Need

1. Jurisdictions with highest reported Violent Crime Rates
2. Jurisdictions with highest reported Drug Arrest Rates
3. UCR/NIBRS data showing crime rankings

C. Jurisdictions with limited resources

D. Current or past grant performance

E. Probability of success

F. Projects whose goal is self-sufficiency within three years

G. Effective utilization of resources

H. Requested grant amounts

IX. Grant Application/Proposal Review Check List

The following items explain the standards by which each application is judged. Past experience has shown that projects are successful because one person or a group of people have identified a problem, developed a solution, and carefully designed a plan to arrive at the solution. The grant application leads the grant applicant through a structured approach to problem solving. Successful applicants use these pages to help the reviewer see the problem and easily understand the proposed solution.

- A. Budget and Description - Proposed expenditures are reasonable, adhere to the Request for Proposal guidelines, equipment/personnel are documented as necessary and each expenditure is explained in detail in the budget narrative.
- B. Problem Statement - The problem and need must be supported by available current objective statistical information. Existing efforts, current resources and programs being utilized to deal with the program must be thoroughly addressed.
- C. Project Purpose - Tells the reader exactly what the program plans to do by explaining the grant activities that will be used to accomplish the objectives. It should be clear to the reader that the proposed activities are effective means of solving the problem.
- D. Project Objectives - The objectives specify what the program will accomplish in concrete terms. Good objectives must be clearly stated, related to the project goal, achievable and measurable. Each objective must correspond to each performance indicator.
- E. Performance Indicators - A performance indicator is defined as an explicit measure of effects or results expected. It tells to what extent an activity has been successful in achieving or contributing to an objective. Each performance indicator must correspond to each objective and they must be useful measurements to assess the effectiveness of the project.
- F. Training Requirement: All grant-funded personnel must be included in the Training Plan. A minimum of two (2) courses per year is recommended. Prior approval to attend courses must be obtained from the SAA before reimbursement of training expenses will be processed.
- G. Project Evaluation - The evaluation component is an explanation of who will examine the project's objective and performance indicators and how that person will determine the extent to which the entire project has solved the stated problem. The evaluation is supported by the performance indicators and includes a comprehensive plan to provide an overall assessment of project effectiveness.
- H. Other Relevant Requirements - The implementation schedule should contain detailed information on the timing of activities. In addition, the total project area population and number of certified officers (if applicable) must be provided and letters of support from all entities involved in multijurisdictional projects attached. Project Director, Financial Officer and Authorized Official name, title, address, phone and electronic mail information must be completed on the online application. Original signatures will only be required once a grant award is made.

X. Application Submission Requirements and Programmatic Conditions

A. Multijurisdictional Task Forces

All grant applications for Narcotics, Violent Crime or Regional Multijurisdictional Task Forces must include letters of support from all agencies related to or involved in the composition, implementation and operation of the task force, including the Solicitor's Office. These supporting documents are essential for consideration for funding.

Applications for Narcotics, Violent Crime or Regional Multijurisdictional Task Forces must also be accompanied by a **draft** of the written interagency task force agreement (no signatures required on draft). The task force agreement that has been submitted must be approved by the SAA to ensure all issues regarding personnel, seizures and forfeitures, and program income has been addressed.

B. School Resource Officer Programs

All grant applications for School Resource Officer (SRO) Programs must include letters of support from all agencies and school districts related to or involved in the composition, implementation and operation of the SRO program.

Applications for SRO programs must also be accompanied by a **draft** of the essential written interagency agreement between the law enforcement agency and the school district (no signatures required on draft).

C. Drug Analysis Laboratories

All grant applications for Drug Analysis Laboratories must include a statement indicating their intent to provide drug analysis services to all law enforcement agencies within their jurisdiction. These services should be provided at no cost to the agencies.

Drug Analysis Laboratory applications must also include a detailed statement indicating the proposed location of the laboratory, if funded. In addition, an estimated time frame for completion of any renovations/construction projects needed to house the drug laboratory must be included. Potential applicants should be aware of the South Carolina Department of Health and Environmental Control (DHEC) and Occupational Health and Safety Administration (OSHA) guidelines that govern projects of this type. Please be reminded that costs for renovation or construction are not allowable under JAG guidelines.

XI. Notification Process

Applicants will be notified in writing by the Office of Justice Programs whether their application has been approved for funding or has been denied funding. Notices of these decisions are tentatively scheduled for publication in May.

XII. Reconsideration for Funding

In the event that an application is denied for funding upon initial review, all eligible applications will be reconsidered should additional funds become available.

XIII. Application Process-Grants Management Information System

The grant application must be completed using the Office of Justice Program's Grants Management Information System (GMIS), which is an online application process. The Grants Management Information System can be accessed through the South Carolina Department of Public Safety website at <http://www.scdps.org/ojp/>.

The application must be fully complete and submitted via the Grant Management Information System (GMIS). Supporting documents, letters of cooperation and appendixes relating to the application may be uploaded as an attachment to the application on the GMIS or forwarded to the address below with the application number written on the documents. Note: Any supporting documentation must be received by the South Carolina Department of Public Safety by 5:00 PM on the application due date. Postmarked dates are not acceptable. **DEADLINE: January 13, 2012**

*Ms. Terri Reed
S.C. Department of Public Safety
Office of Justice Programs
Post Office Box 1993
Blythewood, South Carolina 29016*

Please feel welcome to contact the Office of Justice Programs regarding any programmatic questions at (803) 896-8709. Contact Penny Baskin in Accounting-Grants for any financial questions at (803) 896-8412.



**U. S. Department of Justice
Justice Assistance Grant Program
AUTHORIZED PROGRAM AREAS**



Program Areas:

Justice Assistance Grant (JAG) funds can be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice 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 programs
- Planning, evaluation, and technology improvement programs
- Crime victim and witness programs (other than compensation)

**JUSTICE ASSISTANCE GRANT PROGRAM
FUNDING PRIORITIES
2012**

- A. Court System Efficiency**
 - Improving Court Technology
 - Specialized Prosecutors

- B. Criminal Justice Information Systems**
 - LIVESCAN Device and AFIS
 - Records Improvement Systems

- C. Drug and Violent Crime Enforcement**
 - Multi-jurisdictional Task Forces
 - Methamphetamine Enforcement
 - Gang Investigators
 - School Resource Officers
 - Crime Scene/Forensic Investigators

- D. Domestic Violence**
 - Domestic Violence Investigators
 - Domestic Violence Prosecutors

- E. Child/Elderly Abuse**
 - Child/Elderly Abuse Investigators
 - Child/Elderly Abuse Prosecutors

- F. State and Local Forensic Laboratories**
 - Enhancement of Laboratories
 - Regional Drug Analysis Laboratories

- G. Law Enforcement Equipment**
 - Priority will be given to agencies that do not receive direct JAG awards

- H. White Collar Crime**
 - White Collar Crime/Identity Theft Investigators