

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: August 18, 2009

Consent
 Ordinance

Regular
 Public Hearing

Department:

Submitted By: PALM BEACH COUNTY CRIMINAL JUSTICE COMMISSION

Submitted For: PALM BEACH COUNTY CRIMINAL JUSTICE COMMISSION

I. EXECUTIVE BRIEF

MOTION AND TITLE: Staff recommends motion to:

- A) **Approve** the submittal of the FY2009 Edward Byrne Memorial Justice Assistance Grant (JAG) Formula Program: Local Solicitation application, previously called the Local Law Enforcement Block Grant (LLEBG), for the period October 1, 2008 to September 30, 2012, totaling \$303,005 in federal funds;
- B) **Authorize** the Criminal Justice Commission's Executive Director, through the County Administrator, to execute electronically all related documents for the FY2009 Edward Byrne Memorial Justice Assistance Grant (JAG) Program and to execute all necessary forms, documents and the resulting grant agreement as required by U.S. Department of Justice, Office of Justice Programs.

SUMMARY: Palm Beach County is eligible to receive a direct award of \$303,005 for the following proposal: 1) the Criminal Justice Commission (CJC) Youth Violence Prevention Project (YVPP) for \$272,705. The proposal above equals 90% of the eligible award amount. The remaining 10% of the award amount (\$30,300) will be used by the CJC for costs associated with administering JAG funds. There is no requirement for match with the JAG funds. Countywide (DW)

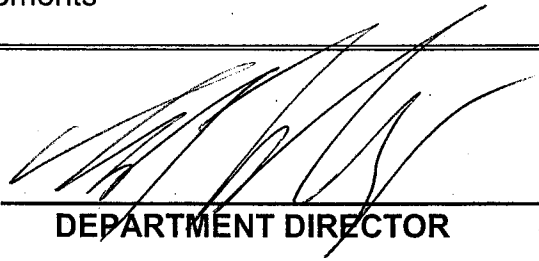
BACKGROUND AND JUSTIFICATION: The JAG Program replaces the Byrne Grant formula and the Local Law Enforcement Block Grant with a single funding source. The purpose of the JAG Program is to provide local units of government with funds to underwrite projects to reduce crime and improve public safety. The Criminal Justice Commission (CJC) staff provides program oversight and grant administration. On July 13, 2009, the CJC members approved the recommendation made by the CJC Finance Committee for the FY2009 JAG Funds. They voted to recommend submittal of the one grant program proposal. JAG funds may be expended over a 48-month period to use within general federally mandated purpose areas.

A public notification was listed on the CJC website and a public hearing is no longer mandated. The interest-bearing trust fund account required by the Bureau of Justice Assistance (BJA) was established by the BCC on August 20, 1996, to deposit and disperse all federal payments received under this Block Grant Program. This is the fourteenth (14th) fiscal year in which the Bureau of Justice Assistance, US Department of Justice, is able to provide JAG/LLEBG funds through Congressional appropriations.

ATTACHMENTS:

1. Electronic JAG Local Application Form
2. Grant Assurances and Certifications
3. Signature Authority Letter
4. Grant Proposal
5. Notification Requirements

RECOMMENDED BY:



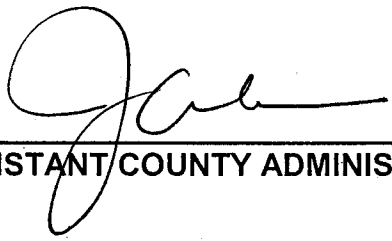
DEPARTMENT DIRECTOR

(final 1)

8-4-09

DATE

APPROVED BY:



ASSISTANT COUNTY ADMINISTRATOR

8/12/09

DATE

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Year	2009	2010	2011	2012	2013
Grant Expenditures	_____	303,005	_____	_____	_____
External Revenues	_____	(303,005)	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	=====	- 0 -	=====	=====	=====
# ADDITIONAL FTE POSITIONS (Cumulative)	_____	0	_____	_____	_____

Is Item In Current Budget? Yes _____ No x

Budget Account No: Fund _____ Department _____ Unit _____ Object _____

Program _____

B. Recommended Sources Of Funds/Summary of Fiscal Impact:

- The CJC will return to the BCC with another agenda item when the grant award is received.
- Federal payments will be deposited into the federally required interest-bearing Local Law Enforcement Block Grant Trust Fund (Fund 1504).
- No match is required for the JAG Local Solicitation funds.

C. Departmental Fiscal Review: ms 7/31/09

III. REVIEW COMMENTS

A. OFMB Fiscal And/Or Contract Development and Control Comments:

ms 8/19/09
 OFMB 8/19/09 8/5/09

8/10/09
 Contract Development & Control
8/10/09

B. Legal Sufficiency:

8/11/09
 Assistant County Attorney

C. Other Departmental Review:



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Year **Solicitation**
 FY 2009 | All Refresh

[Victim Compensation Certification](#)

Office of Justice Programs has many other funding opportunities that you may be eligible for. To review these opportunities or to start a new application click on [Funding Opportunities](#).

[Awards](#)

BJA FY 09 Congressionally Selected

[Funding Opportunities](#)

Year	Application No.	Status	Correspondence	Action
2009	2009-H2038-FL-D1	<ul style="list-style-type: none"> Application not yet submitted, last saved on 06/26/2009 Application Deadline expires on 07/15/2009 	No Messages Compose message	Update Withdraw

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BJA FY 09 Edward Byrne Memorial Justice Assistance Grant Program: Local Solicitation

[Event Planning and Reporting](#)

Year	Application No.	Status	Correspondence	Action
2009	2009-H2442-FL-DJ	<ul style="list-style-type: none"> Application submitted and last updated on 07/09/2009 	No Messages Compose message	View

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BJA FY 09 Recovery Act Edward Byrne Memorial Justice Assistance Grant Program Local Solicitation

[Profile](#)

Year	Application No.	Status	Correspondence	Action
2009	2009-F1535-FL-SB R	<ul style="list-style-type: none"> Application submitted and last updated on 05/13/2009 	No Messages Compose message	View

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BJA FY 09 Recovery Act Edward Byrne Memorial Justice Assistance Grant Program State Solicitation

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Year	Application No.	Status	Correspondence	Action
2009	2009-F1534-FL-SU R	<ul style="list-style-type: none"> Application not yet submitted, last saved on 03/27/2009 Application Deadline expired on 04/09/2009 	No Messages Compose message	View

R Recovery Act

OMB Form 1123-0243, exp. 07/31/2007



BJA FY 09 Edward Byrne Memorial Justice Assistance Grant Program: Local Solicitation 2009-H2442-FL-DJ



[Application](#)

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Application Handbook

Overview

[Overview](#)

This handbook allows you to complete the application process for applying to the BJA FY 09 Edward Byrne Memorial Justice Assistance Grant Program: Local Solicitation. At the end of the application process you will have the opportunity to view and print the SF-424 form.

[Applicant Information](#)

[Project Information](#)

[Budget and Program Attachments](#)

[Assurances and Certifications](#)

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*Type of Submission	Application Non-Construction
*Type of Application	New If Revision, select appropriate option If Other, specify
*Is application subject to review by state executive order 12372 process?	N/A Program has not been selected by state for review

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BJA FY 09 Edward Byrne Memorial Justice Assistance Grant Program: Local Solicitation 2009-H2442-FL-DJ



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*Is the applicant delinquent on any federal debt	No
*Employer Identification Number (EIN)	59-6000789
*Type of Applicant	County
Type of Applicant (other):	
*Organizational Unit	County Government
*Legal Name (Legal Jurisdiction Name)	Palm Beach County Board of County Commissioners
*Vendor Address 1	301 North Olive Avenue
Vendor Address 2	
*Vendor City	West Palm Beach
Vendor County/Parish	Palm Beach
*Vendor State	Florida
*Vendor ZIP	33401-4705
Contact information for matters involving this application	
Contact Prefix:	Mr.
Contact Prefix (Other):	
Contact First Name:	Michael
Contact Middle Initial:	
Contact Last Name:	Szakacs
Contact Suffix:	Other
Contact Suffix (Other):	Other
Contact Title:	Financial Analyst
Contact Address Line 1:	301 North Olive Avenue
Contact Address Line 2:	
Contact City:	West Palm Beach

Contact State:	Florida
Contact Zip Code:	33401-4705
Contact Phone Number:	(561) 355-4939
Contact Fax Number:	(561) 355-4941
Contact E-mail Address:	mszakacs@pbcgov.org

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BJA FY 09 Edward Byrne Memorial Justice Assistance Grant Program: Local Solicitation 2009-H2442-FL-DJ



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Descriptive Title of Applicant's Project		
Criminal Justice Commission Initiatives - Youth Violence Prevention Project		
Areas Affected by Project		
1) Law Enforcement Programs, 2) Prosecution and Court Programs, 3) Prevention and Education Programs in all of Palm Beach County		
Proposed Project		
	*Start Date	October/ 01/ 2008
	*End Date	September/ 30/ 2012
*Congressional Districts of		
	Project	Congressional District 16, FL Congressional District 19, FL Congressional District 22, FL Congressional District 23, FL
*Estimated Funding		
Federal		\$303005.00
Applicant		\$0.00
State		\$0.00
Local		\$0.00
Other		\$0.00
Program Income		\$0.00
TOTAL		\$303005.00

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**BJA FY 09 Edward Byrne Memorial Justice Assistance
Grant Program: Local Solicitation** 2009-H2442-FL-DJ



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Budget and Program Attachments

[Overview](#)

This form allows you to upload the Budget Detail Worksheet, Program Narrative and other Program attachments. Click the Attach button to continue.

[Applicant Information](#)

[Project Information](#)

[Budget and Program Attachments](#)

1 Program Narrative PBC 2009 Annual.doc
2 Budget Narrative PBC 2009 Annual.xls
3 Review Narrative PBC 2009 Annual.doc
4 Abstract PBC 2009 Local Annual.doc

[Assurances and Certifications](#)

Your files have been successfully attached, but the application has not been submitted to OJP. Please continue with your application.

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BJA FY 09 Edward Byrne Memorial Justice Assistance Grant Program: Local Solicitation 2009-H2442-FL-DJ



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Assurances and Certifications

[Overview](#)

To the best of my knowledge and belief, all data in this application/preapplication is true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.

[Applicant Information](#)

[Project Information](#)

Your typed name, in lieu of your signature represents your legal binding acceptance of the terms of this application and your statement of the veracity of the representations made in this application. The document has been duly authorized by the governing body of the applicant and the applicant will comply with the following:

[Budget and Program Attachments](#)

[Assurances and Certifications](#)

1. [Assurances](#)
2. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace requirements.](#)

[Review SF 424](#)

[Submit Application](#)

If you are an applicant for any Violence Against Women grants, this includes the Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act.

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*Prefix	Mr.
Name Prefix:(Other)	
*First Name	Michael
Middle Initial (if any)	
*Last Name	Rodriguez
Suffix	
Name Suffix:(Other)	
*Title	Executive Director
*Address Line 1	301 North Olive Avenue
Address Line 2	
*City	West Palm Beach
County	Palm Beach
*State	Florida
*Zip Code	33401-4705
*Phone	561-355-2314 Ext :
Fax	561-355-4941
*E-mail	mldrodrig@pbcgov.org

I have examined the information provided here regarding the signing authority and certify it is accurate. I

I am the signing authority, or have been delegated or designated formally as the signing authority by the appropriate authority of official, to provide the information requested throughout this application system on behalf of this jurisdiction. Information regarding the signing authority, or the delegation of such authority, has been placed in a file and is available on-site for immediate review.

Continue

APPLICATION FOR FEDERAL ASSISTANCE	2. DATE SUBMITTED July 09, 2009	Applicant Identifier
1. TYPE OF SUBMISSION Application Non-Construction	3. DATE RECEIVED BY STATE	State Application Identifier
	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
5. APPLICANT INFORMATION		
Legal Name Palm Beach County	Organizational Unit Board of County Commissioners	
Address 301 North Olive Avenue West Palm Beach, Florida 33401-4705	Name and telephone number of the person to be contacted on matters involving this application Szakacs, Michael (561) 355-4939	
6. EMPLOYER IDENTIFICATION NUMBER (EIN) 59-6000789	7. TYPE OF APPLICANT County	
8. TYPE OF APPLICATION New	9. NAME OF FEDERAL AGENCY Bureau of Justice Assistance	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 16.738 CFDA EDWARD BYRNE MEMORIAL JUSTICE TITLE: ASSISTANCE GRANT PROGRAM	11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT Criminal Justice Commission Initiatives - Youth Violence Prevention Project	
12. AREAS AFFECTED BY PROJECT Palm Beach County		
13. PROPOSED PROJECT Start Date: October 01, 2008 End Date: September 30, 2012	14. CONGRESSIONAL DISTRICTS OF a. Applicant b. Project FL22 FL16 FL19 FL23	
15. ESTIMATED FUNDING	16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER	
Federal	\$303,005	
Applicant	\$0	

State	\$0	12372 PROCESS?
Local	\$0	Program has not been selected by state for review
Other	\$0	
Program Income	\$0	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?
TOTAL	\$303,005	N
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.		

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**BJA FY 09 Edward Byrne Memorial Justice Assistance
Grant Program: Local Solicitation** 2009-H2442-FL-DJ



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- Application submitted and last updated on 07/09/2009

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Year	Solicitation
FY 2009	All

Office of Justice Programs has many other funding opportunities that you may be eligible for. To review these opportunities or to start a new application click on [Funding Opportunities](#).

BJA FY 09 Congressionally Selected

Year	Application No.	Status	Correspondence	Action
2009	2009-H2038-FL-D1	<ul style="list-style-type: none"> Application not yet submitted, last saved on 06/26/2009 Application Deadline expires on 07/22/2009 	No Messages Compose message	Update Withdraw

BJA FY 09 Edward Byrne Memorial Justice Assistance Grant Program: Local Solicitation

Year	Application No.	Status	Correspondence	Action
2009	2009-H2442-FL-DJ	<ul style="list-style-type: none"> Application submitted and last updated on 20-Jul-2009 	No Messages Compose message	View

BJA FY 09 Recovery Act Edward Byrne Memorial Justice Assistance Grant Program Local Solicitation

Year	Application No.	Status	Correspondence	Action
2009	2009-F1535-FL-SB R	<ul style="list-style-type: none"> Application submitted and last updated on 05/13/2009 	No Messages Compose message	View

BJA FY 09 Recovery Act Edward Byrne Memorial Justice Assistance Grant Program State Solicitation

Year	Application No.	Status	Correspondence	Action
2009	2009-F1534-FL-SU R	<ul style="list-style-type: none"> Application not yet submitted, last saved on 03/27/2009 Application Deadline expired on 04/09/2009 	No Messages Compose message	View

R Recovery Act

OMB Form 1123-0243, exp. 07/31/2007

Attachment 2

GRANT
ASSURANCES
AND
CERTIFICATIONS



OMB APPROVAL
NUMBER 1121-0140

EXPIRES 06/30/2009

STANDARD ASSURANCES

The Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Ex. Order 12372 (intergovernmental review of federal programs); and 28 C.F.R. pts. 66 or 70 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.
4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63, and the award term in 2 C.F.R. § 175.15(b).
5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).
6. It will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 7 94); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).
7. If a governmental entity:
 - a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
 - b. it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

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h1>U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE CHIEF FINANCIAL OFFICER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Acceptance of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," 2 CFR Part 2867, "DOJ Implementation of OMB Guidance of Nonprocurement Debarment and Suspension," and 28 CFR Part 83, "Government-wide Debarment and Suspension," and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 2 CFR Part 2867, for prospective participants in primary covered transactions, as defined at 2 CFR Section 2867.20(a):

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal,

State, or local) terminated for cause or default.

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 83, Subpart F, for grantees, as defined at 28 CFR Sections 83.620 and 83.650:

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 7th Street, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

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County Administration

P.O. Box 1989

West Palm Beach, FL 33402-1989

(561) 355-2030

FAX: (561) 355-3982

www.pbcgov.com



**Palm Beach County
Board of County
Commissioners**

Jeff Koons, Chairman

Burt Aaronson, Vice Chairman

Karen T. Marcus

Shelley Vana

Steven L. Abrams

Jess R. Santamaria

District 7

County Administrator

Robert Weisman



*"An Equal Opportunity
Affirmative Action Employer"*

Official Electronic Letterhead

July 9, 2009

Ms. Yolaine Faustin
Program Manager
Bureau of Justice Assistance
810 Seventh Street NW, Fourth Floor
Washington, DC 20531

Re: Edward Byrne Memorial Justice Assistance Grant (JAG) Program
FY 2009 Local Solicitation - Signature Authority Designation

Dear Ms. Faustin:

I am writing to extend signature authority to Mr. Michael L. Rodriguez, Executive Director of the Palm Beach County Criminal Justice Commission, to execute all related documents for the Edward Byrne Memorial Justice Assistance Grant (JAG) Program FY 2009 Local Solicitation. This authorization includes submitting the application electronically and the execution of all necessary forms and documents as required by the U.S. Department of Justice, Office of Justice Programs.

If you have any questions, please feel free to call Mr. Rodriguez at (561) 355-2314.

Thank you for your cooperation and attention to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert Weisman".

Robert Weisman
County Administrator

Program Narrative Palm Beach County JAG Program (Attachment 1)

Palm Beach County (PBC) responded to near epidemic levels of violence with a comprehensive youth violence prevention project (Project) modeled after the Comprehensive Gang Model which is derived from the research of Irving Spergel and his colleagues at the University of Chicago.

Based on the findings from a study of violent crime in the county, five program sites or violent crime "hot spots" were identified and these cities agreed to implement the Project. The Criminal Justice Commission (CJC), who acts as the advisory board to the county on all criminal justice matters, identified cities that were chosen based on crime data to implement the plan, namely: Riviera Beach, West Palm Beach, Lake Worth, Boynton Beach, and Belle Glade.

Professionals from the criminal justice system, education, human services, and local youth contributed to the planning for the County's comprehensive approach to youth violence reduction. Under the leadership of the CJC, four subcommittees were formed, namely, crime prevention, law enforcement, courts, and corrections, and charged with developing a strategic plan. The recommendations from the four subcommittees were examined and used to support the county's implementation of a multi-agency comprehensive program model.

The CJC invited the cities of Boynton Beach, West Palm Beach, Lake Worth, Riviera Beach and Belle Glade to implement the program and agree to the following conditions:

- Abide by the requirement that all city-related projects and efforts will service the residents within the identified geographic areas as outlined by GIS mapping.
- Make a commitment of building space for services within the identified geographical areas.
- Design a phase-in plan, including timeline, for the creation of a Youth Empowerment Center.
- Design a phase-in plan, including timeline, for a Justice Service Center.
- Participate in the multi-agency task force law enforcement component of the Youth Violence Prevention Project.
- Utilize the findings of the Project's 500 youth surveys to develop and prioritize youth empowerment programs.
- Pay the city's portion of all goods, services, and personnel used in connection with this project.
- Develop separate community advisory boards for youth and young adults.
- Participate in all aspects of evaluation including data collection, data sharing, site monitoring, and visits.

Each of the five sites has implement Youth Empowerment Centers (YEC) to varying degrees that offer programs for at-risk youth who may or may not be involved in the justice system. In addition, the model requires a component for juveniles or adults on probation or re-entering

the county from jails or institutions, called Justice Service Centers (JSC). Only two of the five JSC exist today. While each of the participating municipalities and the county value the project, funding is not available to develop the JSC or to augment the Project.

On-going suppression efforts include: special operations; shared data systems; countywide training on evidence collection and interviewing techniques; and enhanced use of technology to suppress and prosecute gun-related crimes. Suppression efforts are funded completely by local, state and federal law enforcement agencies.

While the Criminal Justice Commission (CJC) has served as the convener of the Project, its success is largely due to the efforts of the Steering Committee, Committees and many partners including the Board of County Commissioners, five municipalities (Boynton Beach, Riviera Beach, West Palm Beach, Belle Glade and Lake Worth), local, state and federal law enforcement, educators, Workforce Alliance, and community and faith-based organizations. To this end, several community service agencies and foundations provide funding and/or in-kind services to the Centers, including:

- The Community Foundation donated \$56,000 to the Belle Glade Site.
- Palm Beach County Commissioner Santamaria contributed \$100,000 from local funds to the Belle Glade Site.
- Creative Learning Center, Inc provides in-kind services such as etiquette class to the West Palm Beach (WPB) Site.
- Delray Photographic Center provides free photography classes at the WPB Site.
- The Sun-Sentinel Children's Fund contributed \$6,000 to the Lake Worth (LW) Site.
- The Center for Creative Education donated \$3,000 to the LW Site.
- Prime Time, Inc donated \$3,000 to the LW Site.
- The Children Services Council provides a half-time position at the LW Site.

In addition, The CJC has an existing partnership with the Florida State University's (FSU) Center for Criminology and Public Policy Research who provides on-going evaluation of the Youth Violence Prevention Program.

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

A. Personnel - List each position by title and name of employee, if available. Show the annual salary-rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
Youth Violence Prevention Project Director - TBD	TBD - \$50,917 @ 100%	\$50,917
Re-entry Coordinator - TBD	TBD - \$40,652 @ 100%	\$40,652
Youth Job Coach/Developer - TBD	TBD - \$55,000 @ 100%	\$55,000

SUB-TOTAL \$146,569

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Name/Position	Computation	Cost
Youth Violence Prevention Project Director	Benefits = 25% of Salary and include FICA, Health, Dental, Vision, Life Insurance, Worker's Comp and Pension \$50,917 x .25	\$12,729
Re-entry Coordinator	Benefits = 25% of Salary and include FICA, Health, Dental, Vision, Life Insurance, Worker's Comp and Pension \$40,652 x .25	\$10,163
Youth Job Coach/Developer	Benefits = 25% of Salary and include FICA, Health, Dental, Vision, Life Insurance, Worker's Comp and Pension \$55,000 x .25	\$13,750

SUB-TOTAL \$36,642
Total Personnel & Fringe Benefits \$183,211

Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Item	Computation	Cost
Department of Justice-sponsored grant meetings	Airfare Hotel Per diem Incidentals	2 staff @ \$900/trip x 2 Airfare \$400/trip Hotel \$100/night x 3 nights = \$300 Per Diem \$40/day x 4 days = \$160 Incidentals (taxi cabs, etc) \$40/trip Total \$900/trip	\$3,600
Travel/mileage	Mileage	.55/mile x 200 miles/month x 3 staff x 12 months	\$3,960

**Travel policies followed represent each partner agency with the exception of the required DOJ travel.

TOTAL \$7,560

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
Office Supplies	1 Center plus enhancements	\$4,000
Program Supplies	1 Center plus enhancements	\$6,000
Client Services	1 Center plus enhancements	\$11,200
Small office equipment	Copier lease, fax, computers	\$11,850

TOTAL \$33,050

Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation	Cost
Russo Consulting	IT Services and Maintenance	\$125/hr x 40 hrs	\$5,000

**Consultant fees are bound by each collaborative organization written Procurement Policies, requiring prior approval by the applicant, Criminal Justice Commission.

SUB-TOTAL \$5,000

Consultant Expenses: List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Computation	Cost
None			

Contracts : Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item	Cost
Administrative Support -TBD	\$20,000

SUB-TOTAL \$20,000
TOTAL \$25,000

Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services,

and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
Maintenance Contracts on office equipment	Copier: \$250 x 24 months x 1 copiers	\$6,000
GED, SAT, ACT Registration Fees	GED-\$70 x 20	\$1,400
Telephone	Installation - \$4,500 Monthly service includes cell and internet for lab \$711/mo. Utilities - \$121/mo.	\$14,484
Staff Development-Local	\$500ea.	\$2,000

TOTAL \$23,884

Budget Summary- When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

Budget Category	Amount
A. Personnel	\$146,569
B. Fringe Benefits	\$36,642
C. Travel	\$7,560
D. Equipment	0
E. Supplies	\$33,050
F. Construction	0
G. Consultants/Contracts	\$25,000
H. Other	\$23,884
Total Direct Costs	\$272,705
I. Indirect Costs - Administration by PBC CJC	30,300
TOTAL PROJECT COSTS	\$303,005

Budget Narrative

Complete the budget worksheet, with computations.

(Note: Fields expand in size as data and text is entered.)

A. Personnel

146,569

A request of \$146,569 for salaries is being made to sustain/create Justice Service Centers and youth empowerment centers, which all contribute to the reduction of youth violence and gang-joining throughout the county. The countywide approach supports prevention, intervention, suppression and re-entry.

To avoid comingling of funds, suppression efforts are not included in this request and will be 100% funded by local, state and federal agencies. The Criminal Justice Commission is providing all coordination, contracting and monitoring services.

B. Fringe Benefits

36,642

A request of \$36,642 for fringe benefits is being made to support the above listed personnel. The cost of fringe is an estimate formula. Actual costs will be billed in accordance with the policies of the contract partners, municipalities and Palm Beach County.

C. Travel

7,560

A request of \$7,560 for local mileage and one conference is being made for the Project. Travel policies of the respective municipalities will be applied with the exception of the required DOJ training. Federal travel regulations will then be applied.

D. Equipment

-

E. Supplies

33,050

A request of \$33,050 is being made to support/enhance youth empowerment centers and Justice Service Centers to contribute to the reduction of youth violence and gang-joining throughout the county.

F. Construction

-

G. Consultants/Contracts

25,000

Consultant Fees

A request of \$5,000 is being made for IT Services and maintenance.

Contracts

A request of \$20,000 is being made to provide administrative support to the Centers.

H. Other

23,884

A request in the amount of \$23,884 for a variety of contract services to support youth empowerment centers and justice service centers throughout the county. Contracts are between the lead agency (CJC) and equipment providers.

I. Administration of Grant by PBC Criminal Justice Commission

30,300

Total Direct Costs

303,005

Program Abstract (Attachment 4)

Applicant Name: Palm Beach County Criminal Justice Commission

Title of Project: Palm Beach County Youth Violence Prevention Project

Purpose Area: Prevention and Education Programs

Goals of the Project:	- To reduce and prevent violent and gang related crime - To strengthen links between the criminal justice system and the community, to promote partnerships among national, state, local agencies, and to encourage the development of problem solving strategies for prosecution and crime prevention
Strategies to be used:	<p>The OJJDP Comprehensive Gang Model is being replicated in Palm Beach County, focusing on five hot-spot areas identified by GIS mapping. Strategies include prevention and outreach, suppression, and re-entry. Prevention and Outreach consists of: tutoring; mentoring; recreational activities; life skills and educational programs; job training and placement for youth. Suppression includes: special operations; shared data systems; countywide training on evidence collection and interviewing techniques; and enhanced use of technology to suppress and prosecute gun-related crimes. Re-entry services include: job readiness training; job placement; computer skills training; transportation; drivers license restoration and restoration of civil rights.</p> <p>The above goals and strategies are components of the OJJDP Comprehensive Gang Model and are being replicated with fidelity in the county. However, the success of the Youth Violence Prevention Project is contingent upon maintaining and developing partnerships with government departments at the federal, state, and local levels; social service agencies; community and faith-based organizations; private sector businesses; and residents.</p>

Attachment 5

**ELECTRONIC
APPLICATION –
NOTIFICATION
REQUIREMENTS**



P.O. Box 1989
 West Palm Beach, FL 33402-1989
 (561) 355-2001
 FAX: (561) 355-3990
 www.pbcgov.com

**Palm Beach County
 Board of County
 Commissioners**

Jeff Koons, Chairman

Burt Aaronson, Vice Chairman

Karen T. Marcus

Shelley Vana

Steven L. Abrams

Jess R. Santamaria

District 7

County Administrator

Robert Weisman



*"An Equal Opportunity
 Affirmative Action Employer"*

Official Electronic Letterhead

July 9, 2009

Ms. Yolaine Faustin
 Program Manager
 Bureau of Justice Assistance
 810 Seventh Street NW, Fourth Floor
 Washington, DC 20531

Dear Ms. Faustin:

As Chair of the Palm Beach County Board of County Commissioners I conditionally approve the Edward Bryne Memorial JAG Grant application of \$303,005 for Federal Fiscal Year 2009 (FY2010) for the following projects within Palm Beach County:

SUBGRANTEE	PROJECT TITLE	FEDERAL FUNDS RECOMMENDED
Palm Beach County/ Criminal Justice Commission	Youth Violence Prevention Project	\$272,705
Palm Beach County/ Criminal Justice Commission	10% Administrative costs to CJC	\$ 30,300
TOTAL		\$303,005

The application will be presented to the Board of County Commissioners for ratification at the August 18, 2009 Board meeting.

Sincerely,

John F. Koons
 Chairman, Board of County Commissioners



Criminal Justice Commission
 301 North Olive Avenue, Suite 1001
 West Palm Beach, FL 33401-4705
 (561) 355-4943
 FAX: (561) 355-4941
 www.pbcgov.com/cjc

**Palm Beach County
 Board of County
 Commissioners**

Jeff Koons, Chairman

Burt Aaronson, Vice Chairman

Karen T. Marcus

Shelley Vana

Steven L. Abrams

Jess R. Santamaria

District 7

County Administrator


Robert Weisman



*"An Equal Opportunity
 Affirmative Action Employer"*

printed on recycled paper

MEMORANDUM

DATE: July 9, 2009
TO: Robert Weisman
 County Administrator
FROM: Michael L. Rodriguez 
 Executive Director
SUBJECT: Justice Assistance Grant (JAG) Program

The U.S. Department of Justice, Office of Justice Programs' Bureau of Justice Assistance (BJA) has announced the availability of grant funds to states and local units of government through the Edward Byrne Memorial JAG. The JAG replaces the Byrne Grant Formula and Local Law Enforcement Block Grant with a single funding mechanism and the allocation process is through a formula based on population and crime rate.

JAG allows state and local governments to support a broad range of activities to prevent and control crime and to improve the justice system. The general purpose areas under JAG include:

- 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).

On July 13, 2009, the Criminal Justice Commission (CJC) will vote that the current \$303,005 allocation of JAG funds be used to support on-going programs as follows:

<u>PROGRAM</u>	<u>AMOUNT</u>
Youth Violence Prevention Project administered by the CJC	\$ 272,705
Administrative Funds The CJC will use 10% of the award amount for costs associated with administration of JAG funds.	\$ 30,300

The application for the use of funds is due by July 9, 2009.

The CJC will return to the BCC with a budget amendment when the grant award is received.

Please contact me at 355-2314 if you have any questions.

MLR/mss

Review Narrative – (Attachment 3)

The following notification requirements were originally presented to the governing body and public as required by the American Recovery and Reinvestment Act grant previously submitted. This award amount of \$303,005 will be added to the amount previously allocated (\$1,691,582) for the Youth Violence Prevention Project.

Governing Body Notification - 30 days before the application is submitted

Criminal Justice Commission (CJC) Finance Committee submitted the proposal of programs that would use Justice Assistance Grant (JAG) funds to the Criminal Justice Commission on Monday, May 11, 2009. They voted unanimously to approve the recommendation of the CJC Finance Committee.

On May 15, 2009, a letter was written to Jeff Koons, Chair of the Palm Beach County Board of County Commissioners. The letter explained the JAG Program, jurisdictions eligible and the plan to use the JAG funds. The following programs were allocated the JAG funds of \$2,471,582:

COMBAT Program	\$180,000
Youth Violence Prevention Project	\$1,691,582
Weed & Seed Program	\$200,000
Community Service Justice Center	\$400,000

The application was presented to the Palm Beach County Board of County Commissioners (governing body) at its board meeting on June 2, 2009. The Commissioners approved the application and the electronic submittal of the application.

Signature authority for this grant was delegated to the County Administrator or his designee to execute electronically all grant related documents and all necessary forms and documents required by the OJP.

Notification to the Public

The public notification was placed on the Palm Beach County Criminal Justice Commission's (CJC) website on April 3, 2009. The public was advised that the CJC would vote on May 11, 2009 regarding the use of the available JAG funds and the recommended programs and amounts were listed. The CJC phone number was posted on the website and the public was advised the phone with comments. The CJC meetings are advertised and also listed on the website. The agendas of the meetings are also publicized and the public is invited to attend. The agenda listed the use of the JAG funds and noted that a vote would be taken to approve the recommended programs be funded with the posted amounts. The public is encouraged to attend all meetings and is given an opportunity to comment. The minutes of the meetings are posted on the website and will document the vote taken regarding the use the JAG funds.

The application was also presented to the public at the Palm Beach County Board of County Commissioners meeting on June 2, 2009.

**PUBLIC NOTIFICATION OF THE RECOVERY ACT EDWARD BYRNE
MEMORIAL JUSTICE ASSISTANCE GRANT (JAG)**

On May 11, 2009, the Criminal Justice Commission will vote on a CJC Finance Committee recommendation that the FY2009 allocation of JAG funds (formally known as the Local Law Enforcement Block Grant) be used to support the following on-going programs:

COMBAT Program	\$ 180,000
Purpose Area: Prosecution and Court Programs	
Youth Violence Prevention Project	\$ 1,691,582
Purpose Area: Prevention and Education Programs	
Weed & Seed Program	\$200,000
Purpose Area: Prosecution and Court Programs	
Community Justice Service Center	\$400,000
Purpose Area: Prevention and Education Programs	

The requested amount is \$2,471,582 and the application is due by June 12, 2009. Comments can be made by contacting the Criminal Justice Commission Office at (561)355-4943.

GOVERNING BODY NOTIFICATION

June 2, 2009 Palm Beach County Board of County Commissioners Board Meeting

Agenda Item for presentation of the FY2009 JAG Application

Agenda Item No. **3Q-1**

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: 6/02/2009	<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Regular
	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Public Hearing
Department:		
Submitted By:	<u>PBC CRIMINAL JUSTICE COMMISSION</u>	
Submitted For:	<u>PBC CRIMINAL JUSTICE COMMISSION</u>	

EXECUTIVE BRIEF

MOTION AND TITLE: Staff recommends motion to: **A) Approve** the submittal of four (4) grant proposals to the Florida Department of Law Enforcement (FDLE) for the Edward Byrne Memorial Justice Assistance Grant (JAG) Program - American Recovery and Reinvestment Act of 2009 - State Solicitation for the period of October 1, 2009 through September 30, 2010, totaling \$2,471,582. The four proposals are as follows: 1) State Attorney's Office, 15th Judicial Circuit for COMBAT program positions for \$180,000; 2) Palm Beach County Criminal Justice Commission Youth Violence Prevention Project for \$1,691,582; 3) Palm Beach County Weed & Seed Program in Delray Beach, Riviera Beach and West Palm Beach for \$200,000 and 4) City of West Palm Beach Community Justice Service Center for \$400,000.

B) Authorize the Criminal Justice Commission's Executive Director, through the County Administrator, to execute electronically all related documents for the FY2010 Edward Byrne Memorial Justice Assistance Grant (JAG) Program and to execute all necessary forms, documents and the resulting grant agreement as required by the FDLE for FY2010.

SUMMARY: The Criminal Justice Commission met on May 11, 2009, and voted on the recommendations made by the CJC Finance Committee for FY2010 funds totaling \$2,471,582. Match is not required for the JAG program. Countywide (DW)

BACKGROUND & JUSTIFICATION: The FDLE, Office of Criminal Justice Grants administers the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. The JAG Program is a blend of the previous Byrne Formula and Local Law Enforcement Block Grant (LLEBG) Programs which allows local governments to support a broad range of activities to prevent and control crime based on local needs and conditions. Palm Beach County has been allocated \$2,471,582 in FY2009 federal funds as part of the American Recovery and Reinvestment Act of 2009 for expenditure in FY2010. The CJC recommends four (4) programs for funding for the period October 1, 2009 through September 30, 2010.

The FDLE requires that at least 51% of the units of local government in Palm Beach County, which represent 51% or greater of the County's population, support and approve the allocation of FY2009 funds for these programs.

ATTACHMENTS:

1. FDLE Funding Announcement
2. BOCC Approval Letter
3. Mayor Approval Letters
4. Signature Authority Designation
5. 2 Original copies of 4 Grant Applications

Recommended By: _____
Department Director (Final 1) DATE

Approved By: _____
Assistant County Administrator DATE

U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance



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 2009 Local Solicitation

Eligibility

Applicants are limited to units of local government appearing on the FY 2009 JAG Allocations List. To view this list, go to www.ojp.usdoj.gov/BJA/grant/09jagallocations.html.
(See "Eligibility," page 1)

Deadline

Registration with OJP's Grants Management System is required prior to application submission. All applications are due by 8:00 p.m. e.t. on July 9, 2009.
(See "Deadline: Applications," page1)

Contact Information

For assistance with the requirements of this solicitation, contact your State Policy Advisor:
www.ojp.usdoj.gov/BJA/resource/ProgramsOffice.pdf.

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, option 3. The GMS Help Desk hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. e.t.

Release date: May 22, 2009

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Edward Byrne Memorial Justice Assistance Grant Program CFDA #16.738

Overview of the JAG 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. JAG funded projects may address crime through the provision of services directly to individuals and/or communities and by improving the effectiveness and efficiency of criminal justice systems, processes, and procedures.

Deadline: Registration

Applicants must register with the Office of Justice Programs' (OJP) Grants Management System (GMS) prior to applying.

Deadline: Applications

The due date for applying for funding under this announcement is 8:00 p.m. e.t. on July 9, 2009.

Eligibility

Applicants are limited to units of local government appearing on the FY 2009 JAG Allocations List. To view this list, go to www.ojp.usdoj.gov/BJA/grant/09jagallocations.html. For JAG program purposes, a unit of local government is: a town, township, village, parish, city, county, borough, or other general purpose political subdivision of a state; or, it may also be a federally recognized Indian tribe or Alaskan Native organization that performs law enforcement functions as determined by the Secretary of the Interior. Otherwise a unit of local government may be any law enforcement district or judicial enforcement district established under state law with authority to independently establish a budget and impose taxes. In Louisiana, a unit of local government means the office of a district attorney or a parish sheriff. In the District of Columbia or any United States Trust Territory, a unit of local government is any agency of the District of Columbia or Federal government performing law enforcement functions for the District of Columbia or Trust Territories of the United States. For a listing of eligible units of local government, go to www.ojp.usdoj.gov/BJA/grant/09jagallocations.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 Bureau of Justice Statistics (BJS) calculates, for each *state and territory*, a minimum base allocation which, based on the statutory JAG formula, can be enhanced by (1) the state's share of the national population and (2) the state's share of the country's Part 1 violent crime statistics. Once the state funding is calculated, 60 percent of the allocation is awarded to the state and 40 percent to eligible units of local government.

States also have a variable percentage of the allocation that is required to "pass through" to units of local government. This amount, also calculated by BJS, is based on each state's crime expenditures. In addition, the formula calculates direct allocations for local governments within each state, based on their share of the total violent crime reported within the state. Local governments that are entitled to at least \$10,000 awards may apply directly to BJA for local JAG funds.

Purpose Areas

JAG funds may be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, information systems for criminal justice, and criminal justice related research and evaluation activities that will improve or enhance:

- 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).

Responsibilities

The Chief Executive Officer (CEO) of an eligible unit of local government or a local agency designated by the CEO must submit the application 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 measures and program assessment data; and providing ongoing oversight and assistance to any subrecipients of the funds.

Administrative Funds

A unit of local government may use up to 10 percent of the award, plus any interest accrued, for costs associated with administering JAG funds. $\$303,005 \times 10\% = \$30,300.50$

272,704

Disparate Certification

A disparate allocation occurs when a city or municipality is scheduled to receive one-and-one-half times (150 percent) more than the county, while the county bears more than 50 percent of the costs associated with prosecution or incarceration of the municipality's Part 1 violent crime. Multiple disparate allocations occur when multiple cities or municipalities are collectively eligible to receive four times (400 percent) more than the county.

- ★ Jurisdictions certified as disparate must identify a fiscal agent that will submit a **joint application** for the total eligible allocation. The joint application must specify the award distribution to each unit of local government and the purposes for which the funds will be used. When beginning the JAG application process, a Memorandum of Understanding (MOU) that identifies which jurisdiction will serve as the applicant/fiscal agent for joint funds, must be completed, and signed by the Authorized Representative for each participating jurisdiction. The signed MOU should be attached to the application. For a sample MOU, go to www.ojp.usdoj.gov/BJA/grant/jag09/09JAGMOU.pdf.

Governing Body Review

The applicant agency (fiscal agent) must make the grant application available for review by the governing body (or to the organization designated by the governing body) not fewer than 30 days before the application is submitted to BJA.

Public Comment

The Local JAG application must include a statement that the application was made public and that, to the extent of applicable law or established procedure, an opportunity to comment was provided to citizens and neighborhood or community organizations.

Supplanting

Federal funds may be used to supplement appropriated funds, in an effort to augment program activities. However, federal funds cannot replace or supplant nonfederal funds that have been appropriated for the grant's purpose.

Award Amount

The FY 2009 JAG Allocations List indicates the amount for which each unit of local government is eligible to apply. For a listing of eligible units of local government and eligible amounts, go to www.ojp.usdoj.gov/BJA/grant/09jagallocations.html.

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 granted at the discretion of the BJA Director and must be requested via GMS **no less than 30 days prior to the grant's end date**.

Trust Fund

Each unit of local government may draw down any and all JAG funds after acceptance of the award. To do so, a trust fund must be established in which to deposit the funds. The trust fund may or may not be an interest-bearing account. If subrecipients draw down JAG funds in advance, they also must establish a trust fund in which to deposit funds.

Prohibited Uses

No JAG funds may be expended outside of JAG purpose areas. Even within these purpose areas, however, JAG funds cannot be used directly or indirectly for security enhancements or equipment for nongovernmental entities not engaged in criminal justice or public safety. Nor may JAG funds be used directly or indirectly to provide for any of the following matters unless BJA certifies that extraordinary and exigent circumstances exist, making them essential to the maintenance of public safety and good order:

- 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.

Reporting Requirements

- Once an award is accepted, quarterly financial status reports (SF-269s), quarterly performance metrics reports, and an annual progress report must be submitted to BJA.
- For more detailed information on reporting and other JAG requirements, refer to the JAG FAQs.

Match Requirement

While match is not required with the JAG Program, match is an effective strategy for states and units of local 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 of 1993 (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work. In addition, applicants must discuss their data collection methods in the application. New performance measures have been developed by BJA with input from criminal justice members in the field (including SAAs). Performance measures for the JAG Program can be found at:
www.ojp.usdoj.gov/BJA/grant/JAG_Measures.pdf.

How to Apply

Grants Management System Instructions. Applications must be submitted through OJP's online Grants Management System (GMS). To access the system, go to <https://grants.ojp.usdoj.gov>. Applicants should begin the process a few weeks prior to the GMS registration deadline, especially if this is the first time they have used the system. Each application requires a separate GMS registration. For a step-by-step guide, visit <http://www.ojp.gov/gmscbt/> and refer to the section entitled "External Overview: Locating & Applying for Funding Opportunities." For additional assistance, call the GMS Help Desk at 1-888-549-9901 from 7:00 a.m. to 9:00 p.m. e.t.

Note: OJP will not review any application whose attachments are in Microsoft Vista or Microsoft 2007 format. Applications submitted via GMS must be in the following word processing formats: Microsoft Word (*.doc), Microsoft Excel files (*.xlm), PDF files (*.pdf), or Text Documents (*.txt). GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension ".docx." Please ensure the documents you are submitting are saved using "Word 97-2003 Document (*.doc)" format.

In addition, 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."

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 applicants for federal funds include a DUNS (Data Universal Numeric System) number in their application. 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 worldwide, including those receiving federal funds. The identifier is used for tracking purposes, to assist federal agencies with transparency of federal funding, and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. 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.

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 funding distribution to each disparate unit of local government and the purposes for which the funds will be used.

Budget and Budget Narrative (Attachment 2)

Applicants must submit a budget and budget narrative outlining how JAG funds, including administrative funds if applicable, will be used to support and implement the program. A sample budget form may be found at www.ojp.usdoj.gov/funding/forms/budget_detail.pdf.

(Miss) Review Narrative (Attachment 3)

Applicants must include in this attachment documentation regarding the following requirements:

- Include the date that the JAG application was made available for review by the governing body. This governing body notification must occur no less than 30 days before submission to BJA.
- Include a statement that the application was made public and that, to the extent of applicable law or established procedure, an opportunity to comment was provided to citizens and neighborhood or community organizations.
- If the applicant is part of a disparate jurisdiction, include the Memorandum of Understanding (MOU), which has been executed and signed by each jurisdiction's Authorized Representative, outlining each jurisdiction's allocation and indicating which jurisdiction is serving as the applicant/fiscal agent for the joint funds.

Abstract (Attachment 4)

Applicants must provide an abstract that includes the applicant's name, title of the project, goals of the project, and a description of the strategies to be used. The abstract must not exceed a half-page, or 400-500 words.

Additional Requirements

Successful applicants selected for award must agree to comply with additional applicable requirements prior to receiving grant funding. We strongly encourage you to review the list below 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.

- Civil Rights Compliance
- Funding to Faith-Based Organizations
- 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 Chief Financial Officer *Financial Guide*
- Suspension or Termination of Funding
- Non-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006