



CRIMINAL JUSTICE COORDINATING COUNCIL

104 Marietta Street, NW • Suite 440 • Atlanta, GA • 30303-2743
404/657-1956 • 877/231-6590 • 404/657-1957 (Fax) • 404/463-7650 (TTY)

The Criminal Justice Coordinating Council (Council) is pleased to announce that it is seeking applications for continuation funding under the Edward Byrne Memorial Justice Assistance Grant Program.

Edward Byrne Memorial Justice Assistance Grant (JAG) Program 2010 Existing Project Request for Application (RFA)

Eligibility

Applicants are limited to governments within Georgia who received an award under the 2009 Edward Byrne Memorial Justice Assistance Grant (JAG) Program to fund a drug enforcement project.

Deadline

All applications are due at 4:30 p.m. on June 7, 2010.

Award Period

July 1, 2010 through June 30, 2011.

Contact Information

For assistance with the requirement of this solicitation, contact:

Crystal Crews, Planner, at 404-657-1963 or Crystal.Crews@cjcc.ga.gov
Lateefah Raheem, Program Director, at 404-657-1965 or Lateefah.Raheem@cjcc.ga.gov

Release Date: May 10, 2010

Contact Information

For assistance with the requirements of this solicitation, contact:

Crystal Crews, at 404-657-1963, or Crystal.Crews@cjcc.ga.gov OR
Lateefah Raheem, at 404-657-196, or Lateefah.Raheem@cjcc.ga.gov

Grant Application Schedule

- | | |
|---|--------------|
| 1. Grant Announcement and Request for Application | May 10, 2010 |
| 2. Applicant Webinar Workshop | May 25, 2010 |
| 3. Application Submission Deadline | June 7, 2010 |

Applicant Workshop Webinar

All applicants are strongly encouraged to attend the applicant webinar workshop that will be presented by CJCC and will answer questions related to the accompanying solicitation. Staff will be presenting the material pertaining to this grant program at the session listed above.

We anticipate the training session will last between 1 ½ -2 hours.

Webinar registration instructions and links will be posted on our website, <http://cjcc.ga.gov> beginning Thursday, May 13, 2010. The information to be presented at this session will be available for download via our website one day prior to the webinar session.

For questions and/or concerns regarding these webinar sessions, please email grants.info@cjcc.ga.gov with *Byrne JAG Existing Project Application Question* in the subject line.

Edward Byrne Memorial Justice Assistance Grant (JAG) Program 2010 Existing Project Application

Introduction

In previous years, the Criminal Justice Coordinating Council (Council) released a static continuing project request that assisted the Criminal Justice Systems Advisory Committee and the Council in making funding decisions for the upcoming year. For this upcoming grant year, the Council is shifting from the traditional paradigm and introducing the concept of evidence-based practice and policy to assist the State in making appropriate funding decisions.

This concept of evidence-based practice is unmistakably prevalent in this solicitation. Both Council and staff urge you to review this application in its entirety, become aware of all changes in this application versus previous applications, and immediately begin to assess the amount of time and effort needed to complete the application in full. Information gathered from this will provide Council with the tools to make accurate funding decisions now and for the future.

In these times of ever shrinking resources, it is more important than ever that we provide the most cost-effective solutions to issues within the criminal justice system. State leaders have the responsibility for improving the overall criminal justice system by increasing drug arrests, decreasing incarceration rates, and overall recidivism, among other things. Researchers have already begun to develop programs and practices that can help achieve these and other goals. In addition, most states have already attempted to implement a variety of evidence-based practices and programs.

Generally, evidence-based policy is an approach that helps people make well-informed decisions about policies and programs by putting the best available evidence from research at the heart of policy development and implementation. This approach stands in contrast to opinion-based policy, which relies heavily on either the selective use of evidence (e.g., on single studies irrespective of quality) or on the untested views of individuals or groups, often inspired by assumptions. As researchers and innovators produce more effective approaches to improving the criminal justice system, State and federal agencies are left with the challenge of how to make use of these advances in a way that will benefit agencies statewide. Because this need is so great, we are committed to assist in this state-wide effort by identify promising programs and evidence-based practices from the scientific literature and assisting local and state-wide agencies to implement and evaluate these practices.

The Council is beginning this challenge by first releasing this Request for Application in conjunction with a comprehensive Threat Assessment to be completed, July 2010, by each of the Multi-jurisdictional Drug Task Forces. The information received from both the threat assessment and the continuation project solicitation will begin the process of establishing more consistent measurements of the impact of the drug task forces within the State of Georgia.

As a recap, what does evidence-based policy and/or practice *really* mean?

- It is not a program or a specific intervention
- It is an overall approach based on knowledge collected over time
- It is also sometimes referred to as “What Works”

- It means recognizing that not all programs are effective in changing behavior

Criminal Justice Coordinating Council

The Council is the state planning and grants agency for criminal justice and victims' assistance programs designated by the Governor of Georgia as the State Administering Agency. Created by the General Assembly (O.C.G.A. § 35-6A-2), the Council is comprised of twenty-four members representing all components of the criminal justice system. The Council uses a small proportion of each fiscal year's award to pay for costs incurred in administering this grant program.

Overview of the Edward Byrne Memorial Justice Assistance Grant Program

The Edward Byrne Memorial Justice Assistance Grant (JAG) Program is a law enforcement initiative created in 2005 by the merger of the Byrne Grant Program and the Local Law Enforcement Block Grant Program. This grant program provides funding to Georgia to enforce state and local controlled substances laws and to improve the criminal justice system, with an emphasis on the reduction of violent crime, illegal drugs, and other serious offenses. JAG addresses seven purpose areas, including law enforcement, prosecution and courts, crime/drug use prevention and education, corrections and community corrections, drug enforcement and treatment, planning, evaluation, and technology improvement, and crime victim-witness programs.

While JAG program funding has been used to support a range of criminal justice system initiatives in Georgia, a historical emphasis has been placed on the support of collaborative efforts to enhance drug enforcement activities in rural Georgia. The Multi-jurisdictional Drug Task Forces represent a longstanding example of state, county, and city law enforcement agencies working together on a daily basis to accomplish a specific goal – drug enforcement -- that impacts the state as a whole. Georgia also uses JAG program funding to support regional K-9 Resource Teams and Training Programs. These regional programs have freed individual law enforcement agencies in small rural counties and cities of the costs associated with managing, supporting, and training their own K-9 units. K-9 Resource Teams work in drug enforcement, explosives and firearm detection, searches for missing persons, and other unique services.

To continue support for these existing programs without disruption, the Council is making available funding only to **existing Multi-jurisdictional Drug Task Forces and K-9 Resource Teams** through a non-competitive, limited eligibility process for the period of July 1, 2010 through June 30, 2011. Please note that individual allocations have NOT been determined; existing Multi-jurisdictional Drug Task Forces may receive a maximum award equal to the allocation received in SFY 2010.

Eligibility

Applicants are limited to governments within Georgia who received an award under the 2009 Edward Byrne Memorial Justice Assistance Grant (JAG) Program to fund a drug enforcement project.

Application Selection

Applications will be reviewed and assessed by the Council and its designated representatives considering the following:

- ❑ Past compliance with all financial, quarterly, and annual reporting requirements and site visits;
- ❑ Precise project narrative supported by statistical data;
- ❑ Demonstration of clear, measurable, and appropriate grant project objectives that are consistent with the purposed purpose area(s);
- ❑ Demonstration of need including geographic location, local demographics, local statistics, other resources, etc.
- ❑ Adequate correlation between the cost of the project and the objective(s) to be achieved.
- ❑ Efficacy of evaluative components (programmatic and fiscal);
- ❑ Receipt of other federal, state and local funding.
- ❑ Overall quality and completeness of the application.

Performance Measures & Reporting Requirements

Performance measurement can be defined as the process of routinely measuring the outputs and outcomes produced by a project, thereby allowing one to assess the effectiveness of project investments and activities. It has been found that measuring performance builds consensus and commitment within the justice community, assists with the goal of obtaining and allocating of resources, and demonstrates success and improves accountability.

Multi-jurisdictional drug task forces goals, structures, resources, and operations vary across states and within states. Nevertheless, even as diverse as they are, most will have similar long-term goals (reduce drug availability, reduce drug crime); structure (task force commanders, policy board); resources (grant funds, staffing, partnerships); and activities (covert and overt activity, community prevention). Performance measurement should reflect these core elements, capturing unique task force components through supplementary data collection efforts.

In order to obtain these results, the federal entity that administers the JAG program, Bureau of Justice Assistance (BJA), Office of Justice Programs, has developed new performance measures for all program types funded with JAG program funds. BJA also developed a new reporting system, Performance Measurement Tool (PMT), that includes these measures and are specific to activities using JAG grant funds. The PMT will ultimately help states to produce evidence-based guidance on monitoring and evaluating all programs.

The Council requires that all JAG-funded subgrantees complete both a quarterly statistical report using the Performance Measurement Tool (PMT) as well as a Quarterly Activity Report. Data captured using the Quarterly Activity Report will assist with answering measures for the performance measurement tool report. All reporting is completed based on grant funded activities and are due on the following dates:

| Reporting Period | Due Date |
|-------------------------|-----------------|
| July 1 – September 30 | October 10 |
| October 1 – December 31 | January 10 |
| January 1 – March 31 | April 10 |
| April 1 – June 30 | July 10 |

**AT-A-GLANCE
ALLOWABLE SERVICES AND ATTRIBUTES OF THE
EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROGRAM**

This table provides an at-a-glance view of the State of Georgia JAG grant program:

| Grant Program Focus | This program is intended to create safer communities through the partnerships of federal, state, and local governments. Projects should focus on improving the criminal justice system with an emphasis on violent crime and serious offenders. |
|-----------------------------|--|
| Match Requirements | Projects require a 25 percent cash match requirement. Percentages are based on total project cost. Match funds must be in cash, not in-kind, and should be identified before applying for grant funding. |
| Funding Expenditures | Funding expenses may include personnel, fringe benefits, travel, equipment, supplies, contractual support, printing, training, information systems, etc. |
| Funding Priorities | Funds only eligible programs under any of the seven purpose areas: <ul style="list-style-type: none"> • Law Enforcement • Prosecution and Courts • Prevention and Education Programs • Corrections and Community Corrections • Drug Treatment • Planning, Evaluation, and Technology Improvement • Crime Victim-Witness Tools |
| Budget | A general description of allowable items by budget category can be found on our website, http://cjcc.ga.gov accompanying the Budget Detail and Worksheet attachment. |
| Program Funding | Begin July 1, 2010 through June 30, 2011. Grants will be awarded for a maximum of a one year period and continued funding cannot be guaranteed. |

Reviewing the Applications

Only complete applications received by the deadline will be reviewed. When an application is received at the Council, there is no commitment on the part of the Council to fund an application or to fund it at the amount requested. All areas of the budget are subject to review and approval. Decisions related to these budget areas are based on both eligibility and reasonableness. Determinations of the reasonableness of budget items are fully within the discretion of the Council and are made using objective tools and subjective decision-making.

Applications for funding go through many reviews. At any point during those reviews, a decision to not fund a project or any part thereof may be made. These decisions are within the complete discretion of the Council. However, applicants have the opportunity to appeal the initial funding decision. Once an award is made, it is within the discretion of the Council to determine that a subgrantee is not compliant with applicable policies and upon such a determination may de-obligate the grant and require reimbursement of grant funds to the Council.

Funding Decisions

All funding decisions related to the JAG program applications received in response to this solicitation are made by the Council and are based on the availability of funding and recommendations of the review panel, to the Criminal Justice System Advisory Committee. The Council informs applicants of funding decisions through grant awards or denial letters. Applicants should not make assumptions regarding funding decisions until they have received official written notification of award or denial that is signed by either the Governor or Council Director. Applicants have the opportunity to appeal the initial funding decision within fifteen days of a denial notice.

Grant Acceptance

Subgrantees must accept or reject the grant award with original signatures and required forms within 45 days of the award date. The subgrantee will be unable to request funds until the award documents are returned to the Council office.

Special Conditions

At the time of the subgrant award, the Council will assign special conditions for the approved project. Subgrantees should refer to their award packet for their special conditions.

Restrictions on Use of Funds

JAG funds cannot be used directly or indirectly for security enhancements or equipment to nongovernmental entities not engaged in criminal justice or public safety. Indirect costs, not limited to expenses such as accounting, payroll, data processing, purchasing, personnel, and building use, may not be requested through this grant program. In addition, the following are items are prohibited:

- Vehicles, vessels, or aircraft;
- Luxury items;
- Real estate; and
- Construction projects, other than penal or correctional institutions

WHAT AN APPLICATION MUST INCLUDE:

A. Project Narrative

Applications should include narrative information using the format outlines below to explain the purpose, goals and objectives, implementation work plan that explains what activities the project will undertake the work products of project staff, evaluation methods for the proposed grant project. **The project narrative about your Multi-Jurisdictional Drug Task Force or K-9 Resource Team must not be longer than twenty pages, must be double-spaced and must be printed in a 12-point font.**

Because many of the sections are related to others, be sure to specifically answer only what the section requires, providing more information than requested will cause redundancies.

☐ **Section 1: Brief History of the Program/Project Agency (one page or less)**

Provide a brief history of the Project Agency, including a description of any existing programs. Feel free to share specific agency accomplishments from the current grant period, specifying dates, if known. Explain how the proposed project will coordinate existing programs within your department(s) and/or agency.

Checklist

1. Did you describe your program and discuss how your team coordinates within your agency and in collaboration with existing programs?
2. Did you describe any changes in member agencies and how this will affect your geographic territory, if any?
3. Did you include any recent agency accomplishments?
4. Is your narrative one page or less?

☐ **Section 2: Statement of the Problem (five pages or less)**

This section must address the need for grant funds. The submission of this application presumes there is a definable problem, which will be solved either in whole or in part with the grant project for which grant funds are being requested. Define the problem that you will be attempting to impact with the project for which you are requesting funds. Be specific. Do not include every issue the project agency addresses but only the one(s) that will be impacted by the use of the JAG funds being requested. Since funds are limited, you should document as extensively and as factually as possible the definition of the problem. Include facts and statistics on incidents of crime, existing resources, demographic and geographic specifications, etc.

Checklist

1. Did you provide a statement that identifies the specific problem or problem(s); add data that explains the problem, details the gaps in services that exist within the service area and distinguishes your proposed project from current efforts at combating the problem, if any?
2. Have you described in detail the characteristics of your team?
3. Have you defined the geographic area to be served?
4. Did you document as extensively as possible the definition of the problem and its severity using facts and statistics to support the contention?
5. Can you make any conclusion about the problem based on the data provided?

6. Is your narrative five pages or less?

☐ **Section 3: Project Activities and Work Plan (five pages or less)**

This section should describe in detail your proposed program. Explain the actual steps you will take to use the resources requested in your application to implement the program. Define what services will be provided, who will provide these services, how they will be provided and who will benefit from the services your program will provide and the project accomplishments.

Checklist

1. Did you provide the mission?
2. Did you describe how priorities are determined for the Multi-Jurisdictional Drug Task Force?
3. Did you describe how activities (e.g., operations) are planned and monitored?
4. Did you clearly list who will be providing the services, how they will be provided and who will benefit?
5. Did you list other sources of income (source and amount) (*ex. seizures and forfeitures. etc*)?
6. Is your narrative five pages or less?

☐ **Section 4: Goals and Objectives (four pages or less)**

Based on your problem statement, provide no less than four (4) goals and corresponding objectives for this proposed project. Keep in mind the goals and objectives set for prior year projects. Explain your expectations for the proposed program. Goals are the program's desired results. Goals and objectives should be SMART: specific, measurable, achievable, realistic given resources provided, and time-limited. Clearly provide a description of long-term effect(s) this proposed project should achieve. **Be specific to this project.** Do not include the overall goals of the Project Agency. Appendix A can assist you in formulating your goals and objectives as well as the format in which they should be submitted.

Restate the goals and objectives from your current project, if applicable. Provide information regarding whether or not each goal and its objective(s) have been attained to date.

Checklist

1. Did you identify at least (4) separate goals and (4) corresponding objectives for the proposed project period?
2. Do the goals and objectives identify what your project will accomplish in the time period?
3. Do the goals and objectives describe the impact your project will have on the problem?
4. Did you list the current year's goals and objectives in a separate table or document?
5. Do the goals and objectives for this proposed project build upon the goals set for prior year's project? If no, explain why not.
6. Were any of the prior year's goals and objectives not met? If so, give a brief explanation and projected dates for completion.
7. Did you provide a description of long-term effect(s) this proposed project should achieve?
8. Is your narrative four pages or less?

☐ **Section 5: Evidence-Based Programming and Project Scope (two pages or less)**

Criminal justice decision and policy makers at all levels of government place increasing emphasis on data, evidence-based approaches and proven solutions and outcomes when funding programs and personnel. Such an emphasis leads to the development and implementation of best practices and model programs that document criminal justice system improvements. The Council supports the measurement of performance and use of evidence-based practices to achieve process and outcome improvements and thus ensure Georgia citizens experience an improved quality of life.

Although Multi-Jurisdictional Drug Task Forces have operated for more than three decades in the United States, there has been little evaluation regarding the return on investment made in this type of law enforcement program. The Council supports efforts to measure the impact of task forces in ways other than the number of traditional activity outputs (operations, arrests, prosecutions, seizures) and this year requires additional data reporting as listed below:

- Value of in-kind contributions
- Submissions to intelligence databases
- Referrals to other agencies
- Convictions and sentences of defendants arrested by your task force
- Training
- Forfeitures/asset sharing
- Education/outreach

Provide a narrative that details your interpretation of the shift to the evidence-based approaches. Outline your understanding in that this approach will further assist as the activities of the multijurisdictional drug task forces are measured more accurately in order to develop a best practice model or approach.

Checklist:

1. Did you specifically comment on your ability to report on each of the following measures?
 - Value of in-kind contributions;
 - Submission to intelligence databases and other electronic information integration systems;
 - Referrals to other agencies;
 - Training
 - Convictions and sentences of defendants arrested by your task force
 - Education/outreach initiatives completed by your task force;
 - Forfeitures and asset sharing enterprises
2. Did you discuss the shift to an evidence-based approach and take that into consideration in your narrative?
3. Did you include any other types of data that your task force may have access to that can inform the Council about the work you do (i.e. hospital data, local data, etc.)
4. Is your narrative two pages or less?

☐ **Section 6: Sustainability Plan (one page or less)**

Each of the Multi-jurisdictional Drug Task Forces must establish a sustainability plan that identifies how they will continue to operate should grant funding be reduced or eliminated. Describe in detail what plans or steps are being taken to ensure continuation of your agency's project should this occur.

Checklist:

1. Did you list potential alternate sources of funding and/or services?
2. Did you identify current funding sources and amounts?
3. Did you identify a plan for continued operation and services should funding be reduced or eliminated?
4. Is your narrative one page or less?

❑ Section 7: Community Collaboration (two pages or less)

Grant funds are maximized when community agencies work together at all levels. Describe how the proposed grant project will maximize grant funds by fostering collaboration among units of government and other organizations. Describe the steps that have been taken toward collaborative partnerships within the community and how that collaboration will continue throughout the grant project period.

This section should also describe in detail the roles and capacity of other partners in the project, as well as how communication among collaborators will be managed during the duration of the project. Describe coordination and cooperation between agencies for this proposed project period and prior years. Applicants must describe and list collaborations with all agencies taking part in this project. Job descriptions, resumes of key staff, and a detailed list of the Control Board members (if applicable) should be attached to this application as a separate document.

Checklist:

1. Did you include all partners that work collaboratively with your efforts i.e. Georgia Ports Authority, District Attorney's Office, etc.?
2. Did you attach a list of all persons needed to conduct the proposed project and include their respective roles and capacity?
3. Did you attach job descriptions and resumes of all key staff?
4. Did you detail how long these collaborations have been in effect?
5. Did you attach a detailed list of Control Board members, if applicable?
6. Did you describe how the proposed grant project will maximize grant funds?
7. Is your narrative two pages or less?

B. Section 8: Memorandum of Understanding

A Memoranda of Understanding/Agreement/Cooperation (MOU/MOA/MOC) must be entered into between all participating agencies; and a signed copy of each MOU/MOA/MOC must be included.

The Council will review the members on the MOU to verify your geographic territory, therefore it is very important that ALL members of your Multi-jurisdictional Drug Task Force are included and have a corresponding MOU/MOA/MOC.

C. Section 9: Drug Threat Assessment

In late May 2010, a comprehensive drug threat assessment template will be released in order to gain further information about the issues affecting your coverage area. The purpose of the threat assessment is to assist the Council as we begin to analyze the specific areas or "threats" that need to be addressed within each coverage area such as drug related crimes, production of drugs, violence, etc. The threat assessment must be completed and submitted in its entirety **no later than 4:30 PM, July 1, 2010**. The submission of a completed drug threat assessment will be a condition that must be met

prior to the receipt of your 2010 award.

Required Forms

The following forms are required and can be accessed on the Council's website at <http://cjcc.ga.gov>:

- ☐ **Budget Work Sheet and Summary**
- ☐ **Grant Application Cover Sheet****
- ☐ **Designation of Grant Officials**
- ☐ **Assurances****
- ☐ **Certifications****
- ☐ **Disclosure of Lobbying Activities****
- ☐ **Audit Requirements**
- ☐ **Civil Rights Contact**

*****Forms must be signed by the Authorized Official (Mayor or County Commissioner)***

The following information is required and should be attached to your application submission:

- ☐ **Memorandum of Understanding**
Attach signed Memorandum of Understanding (MOU) with all partners. Applications that do not include signed MOU's will not be reviewed.
- ☐ **Appendix B: Multi-Jurisdictional Drug Task Force Organizational Structure**
This document is a fillable form. Please complete and attach to application.

How to Apply

To be eligible for funding, a complete application, including attachments, must be received on or before the due date of **June 7, 2010 at 4:30 PM**. Follow these instructions in formatting and submitting an application:

- ☐ Applications must be one-sided, typed and on 8 ½" by 11" paper.
- ☐ Do not put applications in folders and/or binders.
- ☐ Submit pages in numerical order. Do not include instruction or guideline pages with the application.
- ☐ All required forms along with all additional documentation documents must be submitted.
- ☐ Do not submit the application via email, disk, or fax machine.
- ☐ **The original copy should not be stapled, but clipped together with a binder clip.**
- ☐ Copies must be stapled in the upper left hand corner.
- ☐ **Submit the original plus two copies, for a total of three (3) copies, of the completed application plus the required attachments to:**

Criminal Justice Coordinating Council
ATTN: 2010 Byrne JAG Application
104 Marietta Street, Suite 440
Atlanta, Georgia 30303

NOTE: Any incomplete and/or late applications or drug threat assessments received from existing task forces will result in a delay in the award process and will also be recommended for a reduction in funding by staff; the final decision to ultimately be made by Council.