2022 JAG APPLICATION INSTRUCTIONS

JUSTICE ASSITANCE GRANT (JAG)
APPLICATION DEADLINE: FRIDAY, MARCH 11, 2022

ZOOMGRANTS APPLICATION STEPS

There are specific instructions regarding ZOOMGRANTS that you should read prior to beginning your application. These ZOOMGRANTS instructions are located the following link under **Zoomgrants For Grantees**:

https://dcj.colorado.gov/zoomgrants-training-materials

ADDITIONAL APPLICATION MATERIALS

These additional reference materials are available in the Library in ZOOMGRANTS as well as in the JAG webpage: https://dcj.colorado.gov/jag-justice-assistance-grant

Announcement of Available Funds
JAG Application Instructions
JAG General Information
FAQs

PROJECT APPLICATION TIPS

- **Please read the JAG Application Instructions as this document contains additional questions that need to be answered for several of the questions in ZOOMGRANTS.**

- A DUNS number and registration with SAM is required to submit your Project Application on-line.

- Be aware that the JAG Board is comprised of subject matter experts within the criminal and juvenile justice system. Assume a high level of understanding and expertise of readers when completing your problem statement and project plan. This often helps in keeping the language short and to the point.

- Make sure there is a thread that ties the project application together from the problem statement through the evaluation, the elements should all be related, flow, and make sense.

- Illustrate the collaborative efforts where appropriate. This is vitally important when grant projects involve or potentially impact other agencies or systems.

- Treat evaluation as an integral part of the proposal development process and not as an afterthought.

- Organize goals and outcomes. Make sure outcomes are measurable.

- Goals and outcomes and the evaluation (the project as a whole) should be viable.
- For continuation applicants/projects explain what has changed from the previous year. Include information on progress to date, the Board is very clear that it wants to fully understand what has been and not been accomplished and why.

- Use only whole dollar amounts in your budget and be sure to have the financial person who will be working on the project with review and verify the proposed budget.

- Justify and explain all budget items and calculations in the budget narrative (example-price per unit x number of units =).

- Double-check budget descriptions to make sure they contain a sufficient level of detail and all figures calculate correctly.

- Provide information about why you did not ask for the requested funding for this project through your agency's regular budgeting process. If you did, what was the reason for denial?

- Grant writing tips can be found at many websites by searching the words Grants or Funding.

Questions: Please read this Announcement, 2022 JAG Application Instructions, JAG General Information and FAQs in their entirely located in the Library in ZOOMGRANTS (**https://www.zoomgrants.com/zgf/JAG22**) before contacting DCJ. If you experience problems or have questions about how to use ZOOMGRANTS, contact Gillian Trickett at DCJGMS@state.co.us. For questions regarding the JAG application or program (other than technical issues with ZOOMGRANTS), contact Michele Lovejoy at michele.lovejoy@state.co.us or 720-498-7205.

JAG PROJECT APPLICATION INSTRUCTIONS

SUMMARY TAB

Project Name/Project Title: Please be descriptive of the project to be funded and do not label it merely "JAG 2022 project." If this is a continuation application, please use previous project Title but add the year of funding, i.e., Year #2.

Amount Requested: Enter the amount of JAG funding requested in this application.
NOTE: Continuation applicants are no longer required to decrease their requests until the 4th year when they are asked to reduce their budgets by 15%.

Organization Information: Enter all requested information for the applicant agency.

If you have questions about updating your ***Applicant Information***, please contact Cindy Johnson at (303) 239-4443.

QUESTIONS/STATEMENT OF WORK TAB

Project Duration: (Q1 & 2) The project period will be **January 1, 2023 to December 31, 2023**. If you anticipate an abbreviated project period (such as 6 months) or are a continuation grant which has been extended, you can adjust the start and/or end dates accordingly. Enter the anticipated project duration dates using the month/day/year method. **NOTE: Grant award periods for continuation projects may differ. Call DCJ staff if you have questions.**

Application Type: (Q3) Select the best description of your request for funds: 1) Purchase of Goods, Equipment, and/or Basic Gear, or 2) Program/Project, or 3) Program/Project and Purchase of Goods, or 4) Continuation.

Primary Contact: (Q4) List the individual who will be the main contact throughout the application process (including the funding conference presentation). Enter the name, telephone number, and e-mail address.

Organization Type: (Q5) Select either 1) State-level, quasi-governmental and pre-approved not-for-profit or 2) Public/ Government

Purpose Area: (Q6) Indicate the appropriate Purpose Area for this project to ensure that the project falls within the parameters identified. **Only one option can be chosen.** See JAG Purpose Area Document under the ZOOMGRANTS Library.

STATEMENT OF WORK

Project Summary: (Q7) (Limit 1000 characters) Provide a concise description of your project, stating the issue or problem you are wanting to impact, a description of your goals, how they will be measured, and how your project will address the 2022 JAG goal. Be clear and succinct.

Problem Statement: (Q8) (Limit 5000 characters) What problem are you trying to solve? Use local or state information or data that supports your problem statement.

All projects must show a capability to improve the administration of justice and/or impact the reduction of crime or delinquency. Applicants must provide enough detail within this application for a reader to fully understand what the project is, what it will be doing, and how it will impact the described problem.

Clearly identify need through use of information or data at the level of the project (i.e., using current state or local data, not national). This section should include the following:

1. A description of the problem in terms of causes and consequences. Articulate why this problem should be addressed. Use data in the form of published literature to support your description where appropriate.
2. The extent and nature of the problem in your target population and/or community.
3. Explain why you are requesting grant funds; did you experience a loss of funding, is this an unexpected and unplanned emergent issue that arose, etc.?
4. Applicants shall provide evidence that demonstrates their efforts to secure other financial support for the project costs, including requests through the entity's regular funding process, before applying for JAG funds. If such requests were not made in advance of the JAG application submission, the applicant shall explain why other resources were not sought.

Equipment: (Purchase of Goods, Equipment, or Basic Gear) (Limit 5000 characters) Show how your agency will benefit from this purchase.
- Applicants without a purchasing policy/price agreement must use the State of Colorado's Price Agreement as a guideline for the allowable amount that may be requested for each piece of equipment. If the item requested is higher than the State Price Agreement the JAG Board will consider the request on a case-by-case basis. https://osc.colorado.gov/spco/state-price-agreements
- Applications for equipment (e.g., portable radios, EID-electromuscular incapacitation devices (Tasers)) will be required to address the following:
  - Is funding requested for a specific make and model? If so, why was this specific make and model selected?
  - What is the applicant's staffing pattern; specifically, what is the maximum amount of people on shift for a regular day who would be using this equipment?
  - What are the alternate funding sources sought prior to this application (e.g., local government budget, e911 authority boards, other grants, and surplus programs)?
- Preference will be given to applicants who use a pooled/banked equipment approach.

- Applicants shall provide evidence that demonstrates their efforts to secure other financial support for the project costs, including requests through the entity's regular funding process, before applying for JAG funds. If such requests were not made in advance of the JAG application submission, the applicant shall explain why other resources were not sought.

Implementation Plan: (Q9) (Limit 6500 characters)
What do you plan to do? What are the steps in your process? Your response should address the 5 questions below:

1. Describe what this project will do, how funds will be used and what will be different (for your agency, community, population to be served) as a result of these funds.
2. Aside from these requested grant funds, what other resources are available to support this project? Include collaborations with other agencies and/or any funding that others will dedicate to support the project.
3. Outline the steps to be taken to implement this proposed project throughout the grant period.
4. Who will be responsible for this project overall and who will be responsible for individual steps, if different?
5. How will you evaluate your progress throughout the grant period to know if you remain on track or if changes need to be made due to unexpected challenges?

Implementing Agency: (Q10) The Implementing agency is the agency that is responsible for the actual implementation of the project and may be the same as the applicant agency, a component of it, or another agency entirely. For example, the applicant agency is the county, but the sheriff's office is the implementing agency, or if the city is the applicant agency but a non-profit organization is the implementing agency. Provide the agency name if it is different from the applicant agency.

CONTINUATION APPLICANTS: Describe how the project/program is on track to complete current goals and objectives. Discuss how administrative and reporting requirements have been met timely. Discuss proposed project changes and how they are appropriate.

Project Accomplishments: (Q11) (Limit 2000 characters) Provide a brief synopsis of what this project accomplished with its previous grant award.

Project Changes: (Q12) (Limit 5000 characters) Describe any significant project changes (programmatic or budgetary) in this proposal from the previously funded project.

Evaluation of Past Progress: (Q13) (Limit 5000 characters) Summarize the extent to which each of the project's goals and/or objectives were met, with supporting data included. If a specific objective was not achieved, or only partially achieved, provide an explanation.

Explain the effectiveness and impact of the project to date and whether modifications are being made to the current goals, objectives and evaluation plan.

This section can highlight information contained in past quarterly reports. Projects applying for a third or more year of funding should provide a cumulative evaluation of past progress for the previous years of funding, emphasizing the impact made on the stated problem.

Direct Services: (Q14) Applicants who intend to provide direct services must project the number of clients (adults and/or juveniles) to be served using grant funds. Be advised that you will be expected to collect information for quarterly reporting purposes on the number of clients served by race/ethnicity as well as gender. Be realistic. You will be assessed quarterly on progress toward meeting the number you indicated you would be serving in this application.

BUDGET SUMMARY TAB

Budget Summary Requested/Awarded: Enter the amount of grant funds requesting by budget categories, i.e., personnel, supplies and operating.

TABLES TAB
(Goals & Outcomes, Evaluation, Budget Details, Additional Funding)

GOALS & OUTCOMES: These are the elements against which your project will be evaluated and which you will use to report quarterly and final progress. **In addition, funded applicants will be required to report quarterly on specific performance measures developed by the Bureau of Justice Assistance.** *Note: There is one on-line system for quarterly narrative and financial reports (ZOOMGRANTS) and a separate Federal on-line site for reporting performance measures (https://bjapmt.ojp.gov/).*

Goals: Goals are logical, sensible, clearly written and directly tied to the project. Write one or more goals you will focus on this project. Goals are broad statements (i.e., written in general terms) that convey a project's overall intent to change, reduce, or eliminate the problem described.

Outcomes: Outcomes are realistic and able to be accomplished in the time frames described. Outcomes identify the amount of intended change expressed as a rate, percent or whole number. Include measures that will sufficiently document any change that occurs.

Please write at least one measurable outcome(s) for each goal. Outcome statements should include:

- The specific type of change or improvement that will occur
- The number or percent of individuals impacted (where appropriate)
- The expected magnitude, on average, of the expected change
- If client based, include outcomes reflecting the number of clients to be served

Measurement is the description of what data will be collected to measure the change. Please describe the specific measurement tool(s) you will use to collect data for each outcome. If you do not have a tool please state TBD (To Be Determined).

Timeframe: The quarter in which the objective will be completed.

PROJECT EVALUATION
Describe the evaluation plan for measures and outcomes. In this section include at minimum, information about the following:

1. Based on the stated outcomes, what data will you collect in order to measure your success meeting those outcomes?
2. Describe your plan for collecting data on each specified outcome and managing the data once collected.
3. How will you analyze the collected data and use the data to change/improve your program?
4. How will you confirm whether your project was successful in making progress toward achieving your goal?
5. What is your approach to obtaining consent from participants and maintaining confidentiality (if client- or community-based outcomes)?

BUDGET
These funds cannot be used to supplant (replace) dollars that would, in the absence of these

federal funds, be made available for the proposed project; however, they may enhance or expand an existing program funded from other sources. If the request is to sustain a program that has lost previous funding through no fault of its own, the loss must be clearly documented.

Budget items should be detailed, reasonable, specifically defined, justified and the applicant should demonstrate how the costs were determined. It should be clear so that no concerns of supplanting will exist. Budget must be completed entirely and each item listed should be accompanied by a description, which provides justification for the budget items and details the basis for determining the cost of each item.

- The budget must cover the entire project duration.

- In figuring the budget, work with WHOLE DOLLAR AMOUNTS ONLY. When necessary, round to the next highest whole dollar amount.

- The budget is broken into seven Budget Categories: Personnel, Supplies and Operating, Travel, Equipment, Consultant/Professional Services, and Indirect Costs.

<u>**PERSONNEL:**</u> This budget category should be used when employees are positions within the applicant agency and/or the implementing agency is a division (under the same unit of government) of the applicant agency.

The Personnel Budget should consider overtime, time needed to acquire new staff, and changing demands for personnel during the course of the project.

If the implementing agency is contracted by the applicant agency (i.e., non-profit organization), these costs should be included in Consultant/Professional Services.

Questions regarding the difference between a contract employee and a regular employee may be directed to the Internal Revenue Service. Contract employees or independent contractors should be shown under Consultant/Professional Services.

Position Title and Name: Add each position by title and name of employee, if available; if two individuals have the same title, list it twice.

Annual Salary: Enter the annual, full-time salary or base pay for the position.

Annual Base Salary to be Paid by Grant: Enter the annual salary or base pay for the position to be paid by Grant funds.

% to be paid by Grant Funds: Enter the % of annual full time salary that will be paid for with grant funds.

Annual Fringe: Enter the amount of Fringe Benefits for that position in column 1 and the percentage of time to be devoted to the project by this position in column 2.

Annual Fringe to Be Paid by Grant: Enter the annual fringe for the position to be paid by Grant funds.

% to be paid by Grant Funds: Enter the % of annual fringe that will be paid for with grant funds.

Total Base Salary + Fringe: Enter the annual salary or base pay + fringe for the position.
Total Base Salary + Fringe to Be Paid by Grant: Enter the annual salary or base pay + fringe for the position that will be paid for with grant funds.

Budget Narrative and Justification: Explain how the salary and fringe benefit rates for this position were determined. An explanation and justification are required if the budget is not for an entry-level position. If the salary is expected to increase during the project year, indicate the percentage of the increase, the months covered by the increase, and justify it. Be sure that scheduled salary increase has been included in the Salary row, and that the proposed salary is one that is paid for equivalent positions and employee qualifications in your area.

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NON PERSONNEL: BUDGET AND BUDGET NARRATIVE DETAILS:

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NOTE: For all other Budget Categories (Supplies & Operating, Travel, Equipment, Consultant & Professional Services, and Indirect Costs) the following sample budget screen is the same. **Be sure to read the following definitions for each budget category before completing it.**

Item: Add each item

Budget Narrative and Justification: The applicant must provide a justification and explanation of the budget items listed in each Budget Category. Failure to justify and explain/show calculations could result in denial of funding.

Describe the criteria used to compute budget figures. All budget figures should be justified and explained. The budget narrative should show the relationship between budget figures and proposed project operations. For example, if this is a training project, explanation of the professional services budget category amount should include an explanation of the need for consultants to provide the training and the hourly cost of the services to be provided.

OAJJA recognizes that governments are constantly faced with the challenges of limited resources. It is important that you describe how maximizing resources will be accomplished and that this project is not duplicating services.

For continuation grants: Identify and justify **all** new budget items **and** increases in previously funded items in each budget category. For all applicants, if a budget item or an increase is not explained and justified, it will be subject to non-funding.

SUPPLIES AND OPERATING: Add expendable or non-durable items within this category by major type [e.g., office supplies, **software (regardless of cost)**, training materials, research forms, telephone, tuition, postage, each item must be named "etc." is not an allowed cost.] and show the basis for computation: "X" dollars per month for office supplies, "Y" dollars per person for training tuition, telephone-base charge plus long distance at "Z" dollars per month.

- Includes tuition, registration, vehicle gas, leases, etc.

- Out-of-state training costs must be justified in terms of availability of comparable training in state.

- Large items should be listed and justified (e.g., unusual supply items, software, special printing, etc.)

NOTE: Tuition and registration fees (even if they include lodging and/or subsistence), vehicle gas, leases, and maintenance on project- or government-owned vehicles are operating expenses not travel. These types of costs must be shown in the Supplies and Operating category.

Items with a unit cost less than $5,000 are considered supplies and should be listed in this category. Items costing $5,000 or more should be listed under Equipment (see D below). If software is being purchased, regardless of the price, it belongs in the Supplies and Operating

category. If custom development of software is contracted out, it is subject to prior approval by OAJJA and should be shown in the Professional Services Budget. All purchases should be made through competitive bid, state or local award, or established purchasing procedures.

Budget Narrative and Justification: Explain how the cost of each item was determined and justify the need for the item.

<u>**TRAVEL**</u>**:** Add travel expenses for project personnel by purpose (e.g., to attend training sessions, to transport clients, etc.) and show basis for computation. Show airfare, ground transportation, automobile, lodging and meals individually. Indicate if the travel is in state or out-of-state.

- Out-of-state travel must be justified and tied to the project goals and outcomes.

Where a jurisdiction has an established travel policy, those rates may be used. Otherwise, state travel rates are the maximum allowed. Allowable State travel rates are:

1. Mileage: $.50 cents per mile for use of personal vehicle.
2. Lodging: In-state is actual cost of reasonable accommodations. However, lodging costs in excess of $60.00 must have prior approval of the Project Director. Out-of-state costs should be government rates, and reasonable.
3. Meals: Exceptions to the following rates are available from the DCJ for higher cost metropolitan areas.

Meal	In-State
Breakfast	13.00
Lunch	14.00
Dinner	23.00
Total Per Diem	$50.00
Incidentals	$5.00

NOTE: Tuition and registration fees (even if they include lodging and/or subsistence), vehicle gas, leases, and maintenance on project- or government-owned vehicles are operating expenses ~ travel. These types of costs must be shown in the Supplies and Operating category.

Budget Narrative and Justification: Explain the relationship of each cost item to the project, (e.g., if training or conference travel expenses are requested, explain the topic of the conference and its relationship to the project, you must explain why this training cannot be achieved in state). Out-of-state travel is discouraged and needs to be thoroughly justified.

EQUIPMENT: Add each item separately, by unit cost. This category should include all items with a unit cost of **$5,000** or more and useful life of more than one year. Items not meeting these criteria should be included in the Supplies and Operating category. Equipment must be justified as necessary and not available currently.

If the proposed equipment is to be shared with entities outside this project, the cost should be prorated based upon the percentage of use of the equipment by this project.

DCJ must provide prior written approval for the actual purchase of all equipment, separate from approval to fund the project. All equipment must be purchased through competitive bid, state or local award, or established purchasing procedures.

Budget Narrative and Justification: Explain how the cost of each item was determined. Explain why the proposed equipment is essential to conducting the project and is not currently available for use within your agency or organization.

CONSULTANT & PROFESSIONAL SERVICES: *Application must contain a detailed budget and budget narrative for anything listed under Contracted, Consultant and Professional Services. List each consultant, contractor, or type of service with proposed fee (by eight-hour day or hourly rate). If the applicant agency is contracting with an outside agency to conduct the day-to-day operations of the project, the total cost should be in Consultant/Professional Services.

Rates (honoraria are not an allowable expense) for individual professional services must be based on an hourly rate (including preparation and travel time), and must have explicit, **separate** prior approval from DCJ. Rates for individual consultants cannot exceed $650 per day or $81.25 per hour. Justification is required to establish a "usual" or "going rate" for similar services. Some consultants provide services at a flat rate rather than an hourly rate. If that is the case, identify the service to be provided, including all covered expenses such as travel, and the rate for each "unit" of service. One example is polygraph exams that cost the same no matter where the polygrapher must travel to perform the exam. There are other federal regulations that pertain to some professional services/consultant rates. Contact DCJ if you have questions.

Professional services should be procured competitively. **Sole source contracts must be justified** and must have specific prior written approval from DCJ before execution of any contract, separate from approval to fund the project. **Sole source contracts of $150,000 or over require federal pre-approval.** Refer to the Administrative Guide for Federal Justice Grant Programs or contact DCJ for additional guidance. Consultants must be able to sign the Certification of Debarment, OJP Form 406 1/1 (see section J of the Certified Assurances for details).

Budget Narrative and Justification: Explain why proposed consultant services cannot or should not be provided by project staff. Explain how the hourly rate or flat rate was determined. For each consulting organization added, indicate the number of people to be assigned to the project, number of hours per person per day to be spent on the project, and a breakdown of the contract price by major cost item (i.e., supplies, rent, equipment, travel, contracted services).

INDIRECT COSTS: Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries.

If applicant meets any of the two requirements below, they are eligible to request indirect costs at the approved rate.

- A governmental department or agency unit that receives more than $35 million in direct Federal funding must submit its indirect cost rate proposal to its cognizant agency for indirect costs for approval.
- Other governmental department or agency (receiving less than $35 million in direct Federal Funding) must develop an indirect cost proposal in accordance with the requirements of this Part (2 CFR 200) and maintain the proposal and related supporting documentation for audit. These governmental departments or agencies are not required to submit their proposals unless they are specifically requested to do so by the cognizant agency for indirect costs.

If the applicant has never received a federal negotiated indirect cost rate, and is not required to have a federal negotiated indirect cost rate, they are eligible to request the "**de minimis**" rate which is 10% of the Modified Total Direct Costs (MTDC).

When using this method, cost must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. Also, if this method is chosen then it must be used consistently for all Federal awards.

What is the Modified Total Direct Cost, or MTDC?
- This base includes all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards up to the first $25,000 of each subaward (regardless of the period of performance of the subawards under the award).
- MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of $25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency (OJP).

Budget Questions: Answer these questions to ensure there is **NO** supplanting of other funds and that the project **IS** sustainable.

Prior JAG Funding for this project: If this is a continuation grant, complete the table listing each grant year this project was funded with JAG monies (provide the grant number, the amount of federal funds awarded, the project title, purpose area and grant period).

DOCUMENTS TAB

Organizational Chart: Required if personnel is being requested. If your project has personnel in the budget category, you must attach your organizational chart in this section.

Priority Letter: Required if the Applicant Agency is submitting more than one application. Letter must include rank order and why the agency has ranked projects in that order.

Letters of Support: If you wish to submit letter(s) of support which speak to the collaborative relationship between your project and other agency(s)/organization(s), these can be submitted in ZOOMGRANTS under the Documents Tab. These are not mandatory.

Financial Management Questionnaire: Required. All applicants are required to download this form, complete, save, and upload back into ZOOMGRANTS. It is the applicant's responsibility to verify the agency's ability to administer funds and comply with federal and state accountability requirements. The questions should be answered by the Applicant Agency with the assistance of

the Financial Officer.

Certification Regarding Lobbying; Debarment, Suspension; and Drug Free Workplace:
Must be submitted with the application.