

STATE FISCAL YEAR 2016

**EDWARD J. BYRNE MEMORIAL
JUSTICE ASSISTANCE GRANT (JAG) &
RESIDENTIAL SUBSTANCE ABUSE
TREATMENT (RSAT)
PROGRAM APPLICATION
INFORMATION**

**CFDA 16.738 – Byrne-JAG
CFDA 16.593 - RSAT**

For application materials go to www.iowagrants.gov

**For other resources go to
http://www.iowa.gov/odcp/programs/apply_jag.html**

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APPLICATION SUBMISSION

Applications for funding must be received by the Governor’s Office of Drug Control Policy by **4:30 p.m. Tuesday, April 7, 2015**. Applications will be submitted through www.iowagrants.gov, which is an online grant management tool. *Note: registration with www.iowagrants.gov is required prior to submitting an application. Registration may take several days to complete.*

ODCP CONTACTS

If you have questions related to the Byrne-JAG/RSAT grant programs, please contact:

Dennis Wiggins
Phone (515) 725-0311
Email dennis.wiggins@iowa.gov

Governor’s Office of Drug Control Policy
Pape State Office Building
215 E. 7th Street, 5th Floor
Des Moines, Iowa 50319
www.iowa.gov/odcp

BYRNE-JUSTICE ASSISTANCE GRANT (JAG) RESIDENTIAL SUBSTANCE ABUSE TREATMENT (RSAT) APPLICATION STATE FISCAL YEAR 2016

GENERAL GRANT PROGRAM INFORMATION

The Governor's Office of Drug Control Policy (ODCP), under the Byrne-Justice Assistance Grant Program, provides financial assistance to support a broad range of activities to prevent and control crime and to improve the criminal justice system. The JAG program places an emphasis on violent crime, drug offenses, and serious offenders.

The Residential Substance Abuse Treatment (RSAT) program provides funding to units of government in developing and implementing residential substance abuse treatment programs in state and local correctional and detention facilities. RSAT programs provide individual and group treatment activities for offenders and must: last between 6 and 12 months; be provided in residential treatment facilities set apart from the general correctional population; focus on the substance abuse problems of the inmate; and develop the inmate's cognitive, behavioral, social, vocational, and other skills to solve substance abuse and related problems.

Funding for this solicitation is available through Iowa's Byrne-Justice Assistance Grant and Residential Substance Abuse Treatment allocations. Approximately \$1,750,000 will be committed through this competitive grant process for use in State Fiscal 2016. Of the JAG program funds, federal guidelines currently require a minimum of 54.67% to be passed through to local jurisdictions and a maximum of 45.33% to be passed to state agencies.

JAG applications within six federally-approved "Program Purpose Areas" and addressing at least one of the state-established "Priorities" will be considered for funding.

Byrne-JAG Program Purpose Areas

- A. Law Enforcement Programs
- B. Prosecution and Court Programs
- C. Prevention and Education Programs
- D. Corrections And Community Corrections Programs
- E. Drug Treatment Programs
- F. Planning Evaluation and Technology Improvement Programs

Iowa Byrne-JAG Priorities

The Iowa Drug Policy Advisory Council has identified the following results areas for which grant funding will be prioritized. Priority funding will be provided to projects which employ strategies that positively affect these broadly targeted areas.

- Strengthen Efforts to Make Iowans Healthy & Drug Free
- Safeguard Iowa Communities From Illegal Drugs
- Break the Cycle of Drug Use, Crime, Delinquency, and Incarceration

Refer to the Iowa Drug Control Strategy 2015 (pages 6-19) for additional detail. The strategy is available on the ODCP website www.iowa.gov/odcp.

Evidence-Based Programs/Practices

The Federal administrator for the Byrne Justice Assistance Grant Program (the Bureau of Justice Assistance) is moving toward an evidence based programs/practices approach for Byrne JAG funded projects. Guidance on the precise meaning and implications of these changes are being developed by BJA and are expected to be available sometime in the near future.

Potential grantees should be aware that changes in program guidance from the Bureau of Justice Assistance will be passed on to grantees of the Office of Drug Control Policy. These changes may result in additional planning and data collection activities for ODCP and our grantees.

The Office of Drug Control Policy places strong emphasis on the use of data and evidence in policy making and programming. Grantees should commit to documenting and describing, to the extent possible, a data/evidence focused response to particular crime and substance abuse problem(s) in their grant applications.

For more information about evidence-based programs, as outlined by the U.S. Department of Justice, go to www.crimesolutions.gov.

GRANT APPLICATION INSTRUCTIONS

ELIGIBLE APPLICANTS

Those eligible to receive grant funds from ODCP include state and local units of government, Indian tribes, faith based organizations and nonprofit entities. A local unit of government is defined as a city, county, town, township or other general purpose political subdivision of a state and includes Indian tribes that perform law enforcement functions as determined by the Secretary of the Interior. A city or county must be the legal applicant and recipient on behalf of city and county departments. Iowa faith based and nonprofit organizations are eligible to receive grant funding, but **application must be made through a state or local unit of government.**

APPLICATION DEADLINE

Applications for state fiscal year 2016 funding must be received by ODCP through the grant management system (www.iowagrants.gov) by **4:30 p.m. April 7, 2015.**

Note: Registration with www.iowagrants.gov is required prior to submitting an application. Registration may take several business days to complete. Do not wait until the last minute to begin your application. Difficulty with registration will not be an appealable hardship.

APPLICATION PROCESS

Applications will be accepted through www.iowagrants.gov which is an online grant management tool.

Instruction on the use of www.iowagrants.gov will be provided by the Office of Drug Control Policy. An online training is scheduled for February 26th at 9:00 a.m. Training registration instructions are posted at http://www.iowa.gov/odcp/programs/apply_jag.html. Additional technical assistance in using [iowagrants.gov](http://www.iowagrants.gov) can be arranged by contacting Dennis Wiggins at 515-725-0311 or dennis.wiggins@iowa.gov.

Applications are public record. Do not include confidential information.

Each project requires a separate grant application.

“NEW” AND “CONTINUATION” GRANTEES

For the purpose of completing this application, *New Projects* will be those projects which have not received prior funding from ODCP, or did not receive grant funds during the current grant period, or are applying in their first year as an enhancement project. *Continuation projects** are those projects that are currently receiving grant funds from ODCP.

The Office of Drug Control Policy requires different information from new applicants and those applying for continuation funding. The emphasis for new applicants is on the need for and the quality of the proposed project, including projected community impact. For continuation applicants the emphasis is on demonstrating measurable results.

Two Byrne-JAG/RSAT funding opportunities are posted to www.iowagrants.gov:

- ***New Applicants*** are required to use the opportunity titled SFY 2016 Byrne-JAG/RSAT – New Applicants.
- ***Continuation Applicants*** are required to use the opportunity titled SFY 2016 Byrne-JAG/RSAT – Continuation Applicants.

**Continuation project applicants who have or anticipate significant changes to their project may be required to complete the application as a new applicant. If your continuation project anticipates significant changes, contact ODCP for guidance and authorization.*

FORTY-EIGHT MONTH FUNDING LIMITATION

ODCP imposes a 48 month eligibility limit on Byrne JAG-funded projects that are not multi-jurisdictional drug task forces. Drug task forces were exempted from the limit by the original Byrne grant program, and ODCP continues to make an exception for them under Byrne JAG.

25% CASH MATCH

The Office of Drug Control Policy requires applicants to provide a minimum cash match of 25% of the total project cost. Federal funds may be used to pay up to 75% of the cost of a project, and may not be used to supplant other funding sources that would otherwise be made available. The remaining non-federal share must be in cash. The matching funds must be in addition to funds that would otherwise be made available for project related activities.

Acceptable sources of cash match:

- A. Local and state appropriations.
- B. Funds contributed from private sources.
- C. Federal funds limited to the following sources:
 1. Housing and Community Development Act of 1974,
 2. Appalachian Regional Development Act, and
 3. Equitable Sharing Program (Federal Asset Forfeiture Program).
- D. Existing resources that were used in areas other than criminal justice activities.
- E. Salaries of existing personnel who are transferred to grant activities if the original positions are filled with new personnel.
- F. Asset forfeiture funds (As allowed by state and federal guidelines).
- G. Program Income and Related Interest – including program fees and conference registrations.

The application must contain a commitment for matching funds and the source of the matching funds must be identified. All projects awarded grant funds must maintain records showing the source, amount and timing of all cash match. The cash match must be put into the project during the grant project period.

NON-SUPPLANTING

The applicant assures that federal funds made available under this formula grant will not be used to supplant any other funding source, but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for project activities.

ALLOWABLE/UNALLOWABLE EXPENSES

Allowable expenses are listed below along with a list of unallowable expenses. Although not a complete listing, the following is provided as a guide:

Allowable Expenses

Personnel costs

Equipment

Operating expenses

Building rental

Personnel training

Overtime pay

Supplies

Travel (out of state travel requires prior approval by the Governor's Office of Drug Control Policy)

Professional services (requires prior approval by the Governor's Office of Drug Control Policy)

Unallowable Expenses Include:

Land acquisition

Bonuses or commissions

Travel or compensation for federal employees

Military type equipment

Lobbying

Fundraising

Indirect costs

Due to federal restrictions and/or limited amounts of funding, as a general rule, ODCP does not fund DARE personnel, canines, weapons, tasers, basic law enforcement equipment, construction, vehicles, or provide continuation or stopgap funding for projects initiated with other grant funding.

GRANT PERIOD

Grants will be awarded by the Office of Drug Control Policy for a one (1) year period beginning July 1, 2015 through June 30, 2016. Grant projects are funded on a reimbursement basis. All projects awarded grant funds must complete and submit monthly expenditure report forms requesting federal reimbursement, and quarterly progress report forms. Financial and progress reporting will be submitted through the electronic grant management system. Grantees may be required to use an electronic transfer of funds process.

MULTIPLE APPLICATIONS - TASK FORCE AGENCIES

Multi-jurisdictional drug enforcement task force member agencies must include a letter of support and acknowledgment from the task force when applying for a separate law enforcement project (e.g. apprehension, street sales enforcement). Further, while agencies may participate operationally in more than one task force, agencies may not receive grant funding from more than one grant-funded task force.

GRANT REVIEW

As part of ODCP's staff review of grant applications, input will be sought from peer advisors. All eligible applications will be evaluated using the criteria included in the application kit.

Following is a list of that criteria:

Budget:

Appropriateness of budgeted expenditures and justification.

Summary of the Project:

Clear descriptive summary of the project.

Problem Statement/Need Assessment:

Demonstrated need for the project in the area to be served.

Goals and Objectives:

The extent to which *measurable* goals and objectives are consistent with federal and state goals, and are clearly stated.

Project Administration:

Implementation, administration and key personnel involved in the proposed project.

Statement of Coordination:

Demonstration of coordination of activities with other agencies.

Project Evaluation:

The extent to which the applicant is able to track and maintain program performance data/information to measure its success and demonstrate its impact on Iowans.

Reviewer Assessment and Recommendations:

Overall impressions and recommendations of peer advisors.

SCORING

The scoring for this application is as follows:

	<u>New Projects</u>	<u>Continuing Projects</u>
Budget:	15	15
Summary:	5	20
Problem/Need:	15	N/A
Goals & Objectives:	15	N/A
Project Administration:	10	N/A
Coordination:	15	N/A
Evaluation:	10	50
Reviewer Assessment:	15	15
Total Score:	100	100

THE GRANT AWARD PROCESS

The following criteria shall be considered by the Governor's Office of Drug Control Policy (ODCP) in awarding federal JAG funds to applicants in Iowa:

- Availability of federal funds, to include the state administered portion of Byrne JAG as well as local Byrne JAG funding received directly through the U.S. Department of Justice.
- Eligibility of applicant, based on U.S. Department of Justice guidelines.
- Priorities established by the Iowa Drug Policy Advisory Council, and outlined in Iowa's 2015 Drug Control Strategy www.iowa.gov/odcp.
- Prior measurable performance/effectiveness of programs including those previously receiving federal funding through the Office of Drug Control Policy. Prior performance includes, but is not limited to, program and financial management, and program impact (ability to meet or exceed previously approved goals and objectives).

ODCP reserves the right to accept minor deviations from application requirements, if such deviations are considered to be non-substantive.

APPEALS

Grant awards will be made on or about June 1, 2015. Preliminary notices will be sent to those individuals identified as project directors in the applications. Any applicant whose proposal has been filed according to instructions contained herein, and who is aggrieved by the awards made, may request an appeal based on a showing that the instructions governing the grant selection process have not been properly applied.

Appeals must be filed with the Director, Governor's Office of Drug Control Policy, Pape State Office Building, 215 E. 7th Street, 5th Floor, Des Moines, Iowa, 50319, within ten working days of the date of the notification of preliminary awards. Appeals must be in writing and clearly state how ODCP erred in following the instructions in the grant application kit. ODCP will refrain from awarding funds until the Director has resolved all appeals. The review will be conducted as expeditiously as possible so that all funds can be distributed in a timely manner. This procedure concludes the review process at the administrative level for purposes of Iowa Code Chapter 17A (1991).