

**2009
RECOVERY ACT
JUSTICE ASSISTANCE GRANT
APPLICATION INFORMATION AND
INSTRUCTIONS**

**APPLICATION DEADLINE
May 19, 2009
5:00 p.m.**

District Attorneys Council
Federal Grants Division
421 N.W. 13th Street, Suite 290
Oklahoma City, OK 73103
Phone: 405/264-5008
Fax: 405/264-5095
Website: www.ok.gov/dac

**2009 RECOVERY ACT: JUSTICE ASSISTANCE GRANT
Table of Contents**

	Page Number
Application Information	
Intent of Application	3
Availability of Funds	3
Purpose	3
Compliance with the Recovery Act Priorities	3
Eligibility Requirements	3
DUNS Number	3
Central Contractor Registration	4
Funding to Faith-Based and Community Organizations	4
Federal Purpose Areas with Description and Limitations	4
Board Priorities	4
Award Period	5
Grant Continuation Policy and Multi-Year Awards	5
Restrictions on Use of Funds	6
Attachment – Central Contractor Registration Confirmation	6
Personnel Requirements	6
Match Requirement	6
Salary Cap	6
Non-Supplanting of Funds	6
Accountability and Transparency	6
Financial Accountability and Programmatic Reporting Requirements	7
Data Gathering	8
Compliance with Reporting Requirements	8
Confidentiality	8
Standard Assurances	8
Equal Employment Opportunity Assurance of Compliance Clause	9
Civil Rights Compliance	9
Other Requirements	9
Audits	10
Deadline for Submission of Application	10
Award Meeting	10
Mandatory Financial Meeting	10
Application Instructions	
Disqualification of an Application	11
Attachments	11
Application Format and Submission	11
Required Signatures	12
Application Form Instructions	13
Appendix A – Chart of Accounts	16
Appendix B – Sample Personnel Budget	18
Appendix C – Sample Goals and Objectives	20
Appendix D – Application Checklist	23

**2009 RECOVERY ACT: JUSTICE ASSISTANCE GRANT
Application Information**

INTENT OF APPLICATION

This grant application is intended for applicants who wish to apply for funds under the 2009 Recovery Act: Edward Byrne Memorial Justice Assistance Grant (JAG) Program. **PLEASE NOTE: There are additional requirements in order to receive funding under the 2009 Recovery Act Edward Byrne Memorial Justice Assistance Grant (JAG). Please review carefully before completing the application.**

AVAILABILITY OF FUNDS

The District Attorneys Council, in conjunction with the Justice Assistance Grant Board, announces the availability of Justice Assistance Grant funds. **An allocation amount for the State of Oklahoma is \$7,027,658 is available for distribution in 2009.**

All awards are contingent on the receipt of the Grant Award Notice from the Bureau of Justice Assistance (BJA), Office of Justice Programs, United States Department of Justice.

PURPOSE

The purpose of this grant is to prevent and control crime. The JAG provides the State with the flexibility to prioritize and place justice funds where most needed.

COMPLIANCE WITH THE RECOVERY ACT PRIORITIES

Projects supported under the Recovery Act must adhere to the primary principles of this Act: 1) creation of jobs; 2) preservation of jobs; and, 3) promotion of economic growth.

ELIGIBILITY REQUIREMENTS

To be eligible for funding from the JAG, an applicant must be one of the following:

- A state agency;
- A unit of local government (i.e., city, county, town);
- An Indian tribal government which performs law enforcement functions as determined by the Secretary of the Interior;
- A community-based or faith-based organization that is private and non-profit.

DUNS NUMBER

All applicants are required to include a DUNS (Data Universal Numbering System) number in their application. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. Obtaining a DUNS number is a free, simple, one-time activity. To obtain a DUNS number or to see if the applicant agency already has a DUNS number, call 1-866-705-5711 or go to http://www.dnb.com/us/duns_update.

Applications without a DUNS number will not be reviewed.

CENTRAL CONTRACTOR REGISTRATION

The Recovery Act funding requires all applicants to be registered on the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. PLEASE NOTE: Applicants must update or renew their CCR registration at least once per year to maintain active status. Information about registration procedures can be accessed at www.ccr.gov.

Registration on the CCR must be completed prior to making application for these grant funds.

FUNDING TO FAITH-BASED AND COMMUNITY ORGANIZATIONS

Consistent with Executive Order 13279, December 12, 2002 and 28 CFR Part 38, it is DAC's policy that faith-based and community organizations that statutorily qualify as eligible applicants under BJA programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and community organizations will be considered for awards on the basis as other eligible and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, religious name, or the Faith-based and community organizations are required to abide by the same regulations and requirements specifically associated with the program under which you were awarded a grant as any other agency awarded funding.

FEDERAL PURPOSE AREAS WITH DESCRIPTION AND LIMITATIONS

The federal requirements allow projects to be funded under the following purpose areas:

Purpose Area	Description
1	Law Enforcement Programs
2	Prosecution and Court Programs
3	Prevention and Education Programs
4	Corrections and Community Corrections Programs
5	Drug Treatment Programs
6	Planning, Evaluation, and Technology Improvement Programs
7	Crime Victim and Witness Programs (other than compensation)

BOARD PRIORITIES

The JAG Board, comprised of 17 voting and non-voting members, is charged with determining priorities for funding, reviewing grant proposals, and determining awards for the grant funds. Although there are six allowable purpose areas under the JAG, the Board has established priorities for the 2009 federal grant funds. Only applications within these areas will be considered.

The JAG Board has prioritized funding for multijurisdictional drug task forces. In addition to this priority, the Board seeks applications for comprehensive projects that address the following:

1. Capital Crimes Initiatives
2. Criminal Justice Integration Efforts/IT Infrastructure Projects
3. Forensic Science Improvement Programs
4. Gang Prevention and Intervention
5. Gang Enforcement
6. Residential Substance Abuse Treatment Programs
7. Gang Recognition Training for Law Enforcement
8. Gang Prosecution Program
9. Offender Re-Entry Projects
10. Human Trafficking
11. Prosecution Technology Initiative
12. At-Risk Youth Program
13. Domestic Violence Prevention and Intervention
14. Identity Theft
15. Cold Case Homicide
16. Child Internet Crimes/Prevention
17. Child Abuse
18. Crime Prevention
19. Tribal/State Jurisdictional Issues
20. Sexual Assault Crimes

PLEASE NOTE: JAG - Local Law Enforcement (JAG-LLE) equipment grants are awarded in a separate process. Applications will be available on September 1, 2009. Check the website for more information, www.ok.gov/dac.

Priority Number	Projects
1	Multijurisdictional Drug Task Forces
2	All Purpose Areas/Topics

AWARD PERIOD

It is anticipated that the award period for this grant will be July 1, 2009, through June 30, 2010.

GRANT CONTINUATION POLICY and MULTI-YEAR AWARDS

The federal granting agency requires the District Attorneys Council to make application for funding on an annual basis. While an effort will be made to continue funding projects with proven effectiveness, a project must stand on its own merit each year. No project is guaranteed continued funding. However, subject to JAG Board approval, the District Attorneys Council reserves the right to modify and renew the award for 12 months contingent upon the subgrantees fiscal and programmatic performance and with the submission of appropriate paperwork. Multi-year awards are contingent upon the availability of U.S. Department of Justice funding.

RESTRICTIONS ON USE OF FUNDS

The JAG funds shall not be used directly or indirectly for security enhancements or equipment to nongovernmental entities that are not engaged in criminal justice or public safety. In addition, JAG funds shall not be used for vehicles (excluding police cruisers), vessels (excluding police boats), or aircraft (excluding police helicopters), luxury items, real estate, or construction projects.

ATTACHMENT - CENTRAL CONTRACTOR REGISTRATION CONFIRMATION

As per page 4, all applicants must be registered on the Central Contractor Registration Database. To supply documentation that this requirement has been complete, go to <http://www.ccr.gov>, click on search CCR, enter the DUNS number of the applicant agency, click search. Print out the CCR Detail Search Results and attach the documentation with the application.

PERSONNEL REQUIREMENTS

The Project Director is the contact person for all project activities. The Project Director is responsible for meeting the goals and objectives of the award. The Fiscal Officer is responsible for reporting the financial activity related to the award. The Project Director and Fiscal Officer may **NOT** be the same person.

The Chief Executive Officer is the person with official signature authority to make financial and programmatic commitments on behalf of the applicant agency. The Chief Executive Officer must be a state agency head, mayor, city manager, chairperson of the County Commission, an authorized tribal leader, Chairperson of the Board of Directors, or District Attorney.

MATCH REQUIREMENT

There is no match requirement for this grant program.

SALARY CAP

The Justice Assistance Grant Board has placed a \$58,000 cap per employee (federal only) for salaries. Salary includes the actual salary plus any payment for longevity, overtime and/or for comp time. Benefits, which are excluded from the cap, include annual leave, and the employee's share of health insurance, FICA, unemployment insurance, worker's comp insurance, and retirement.

NON-SUPPLANTING OF FUNDS

Supplanting is to reduce the amount of state or local funds with Federal funds. Federal funds must be used to add to existing funds for project activities and not replace those funds appropriated for the same purpose. **Federal funds shall not be used to supplant, or replace, state or local funds in an agency's or organization's budget.**

ACCOUNTABILITY AND TRANSPARENCY

Consistent with the special purposes and goals of the Recovery Act, and its strong emphasis on accountability and transparency, it is essential that all funds from a Recovery Act grant be tracked, accounted for, and reported separately from all other funds (including DOJ grant funds from non-Recovery Act grants awarded for the same or similar purposes or programs). Awarded applicants must be prepared to track and report on the specific outcomes and benefits attributable to use of Recovery Act funds. Awarded applicants must ensure that funds from any award are not commingled with funds from any other source.

Misuse of grant funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under a grant, and civil and/or criminal penalties.

FINANCIAL ACCOUNTABILITY AND PROGRAMMATIC REPORTING REQUIREMENTS

Subgrantees of the 2009 Recovery Act JAG funds agree to comply with all of the state and federal provisions of the 2009 Recovery Act JAG Program and the provisions as set forth in the *Administrative and Financial Guidelines Manual*. The manual will be provided at the required Administrative and Financial meeting by the Federal Grants Division, District Attorneys Council. These requirements include project record keeping, programmatic reporting and financial reporting. The following is a list of the required reporting requirements:

- ◆ **Quarterly Expenditure and Financial Status Report**
Financial Status Reports (Form A-7) are due on a quarterly basis by the deadlines as set in the *Administrative and Financial Guidelines Manual*.
- ◆ **Request for Funds Form**
The subgrantee is required to submit the Request for Funds Form (Form A-3) on a monthly basis by the deadlines as set in the *Administrative and Financial Guidelines Manual*.
- ◆ **Quarterly Status Report for Awarded Project Income**
A Quarterly Status Report for Awarded Project Income is required for projects with project income to be submitted by the deadlines as set in the *Administrative and Financial Guidelines Manual*.

<h2><u>NEW REPORTING REQUIREMENTS</u></h2>

- ◆ **Quarterly Programmatic Reporting**
Under the Recovery Act funding, extensive financial and programmatic reporting will be required. Financial and programmatic reporting will be required on a quarterly basis. Deadlines may be as short as within five days after the end of each quarter of the grant.
- ◆ **Bi-Annual Evaluation Report**
In addition to the federal reporting requirements, subgrantees will be required to complete a bi-annual report for the District Attorneys Council on the progress of achieving their approved goals and objectives. The deadline for the submission of the bi-annual reports is 30 days after December 31 and June 30.

DATA GATHERING

Each funded program will require pertinent data to be collected throughout the life of the grant from the agency or agencies carrying out the objectives of the grant.

COMPLIANCE WITH REPORTING REQUIREMENTS

The Federal Grants Division will review and report on the status of the fiscal and programmatic reporting requirements for all current subgrantees to the Justice Assistance Grant Board. Current subgrantees must have all reporting requirements up to date prior to drawing funds on any approved award.

CONFIDENTIALITY

No recipient of monies, or any personnel involved in the project, shall use or reveal any information received from the project for any purpose other than the purpose for which such information was obtained.

STANDARD ASSURANCES

CERTIFICATION REGARDING LOBBYING, DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS AND DRUG FREE WORKPLACE REQUIREMENTS

The authorized certifying official of the applicant agency is required to accept the Certification Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements. The applicant agrees to comply with the following requirements:

- **Lobbying**
The subgrantee, contractors, and subcontractors will not use any federal funds for lobbying. Any lobbying activities will be disclosed by completing the form, Disclosure of Lobbying Activities.
- **Debarment**
The subgrantee has not been debarred or suspended from federal benefits and/or no such proceedings have been initiated against them; have not been convicted of, indicted for, or criminally or civilly charged by a government entity for fraud, violation of antitrust statutes, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and have not had a public transaction terminated for cause or default.
- **Drug-Free Workplace Policy**
Each subgrantee shall implement and post within the agency a Drug-Free Workplace Policy.
- **Information Technology Compliance**
As appropriate, all equipment and software developed under this grant program must be compliant with U.S. Department of Justice information technology interface standards, including the National Criminal Intelligence Sharing Plan, the Global Justice XML Data Model, and the Law Enforcement Sharing Plan.
- **National Environmental Policy Act**
All actions significantly affecting the quality of the environment are subject to the provisions of the National Environmental Policy Act (NEPA) and other related federal environmental laws. Most projects will not be affected by NEPA. If however, a project involves minor renovation, construction, or any other activity that may have an impact on the environment or change the use or function of a facility, the subgrantee must provide a full description of the proposed project to DAC prior to project

implementation. A determination regarding whether any further action is necessary will be made to and by BJA.

- **Seat Belt Use**

Recipients of federal funds shall encourage the adoption and enforcement of on-the-job seat belt policies and programs for its employees when operating company owned, rented, or personally owned vehicles.

- **Limited English Persons**

Recipients are required to take reasonable steps to ensure that limited English persons (LEP) persons have meaningful access to services provided by the grant. Meaningful access may entail providing language assistance services, including oral and written translation when necessary.

EQUAL EMPLOYMENT OPPORTUNITY ASSURANCE OF COMPLIANCE CLAUSE

Compliance with the provisions of the following federal laws is required:

- Title VI of the Civil Rights Act of 1964
- Omnibus Crime Control and Safe Streets Act of 1968
- Section 504 of the Rehabilitation Act of 1973
- Title II of the Americans with Disabilities Act of 1990
- Age Discrimination Act of 1975
- Title IX of the Education Amendments of 1972

These statutes prohibit discrimination on the basis of race, color, national origin, religion, sex, age, or disability.

CIVIL RIGHTS COMPLIANCE

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office for Civil Rights of OJP. All applicants should consult the assurances required with the awarding of funds to understand the applicable legal and administrative requirements.

OTHER REQUIREMENTS

Purchase of American-Made Equipment and Products

It is the sense of Congress, as conveyed through each year's appropriations act that to the greatest extent practicable, all equipment and products purchased with grant funds should be American-made.

AUDITS

Non-federal entities that expend \$500,000 or more in federal funds (from all sources including pass-through sub-awards) in the organization's fiscal year shall have a single organization-wide audit conducted in accordance with the provisions of OMB Circular A-133.

Non-federal entities that expend less than \$500,000 a year in federal awards are exempt from federal audit requirements for that year.

All subgrantees records must be available for review or audit by appropriate officials including the federal agency, pass-through entity, and General Accounting Office (GAO).

DEADLINE FOR SUBMISSION OF APPLICATION

Applications must be received at the District Attorneys Council by the deadline regardless of whether the application is hand carried or delivered via mail. The deadline to submit the application is **5:00 p.m., May 19, 2009**. Any application received after this time and date will not be reviewed. Proposals received via fax machine or on disk will not be reviewed.

AWARD MEETING

Each applicant will be provided a specific time frame to attend the Awards Meeting scheduled for June 25, 2009, in which the applicant's application will be reviewed. More information on the location of the meeting will be provided to applicants. While presentations will not be allowed, it is important to attend the meeting to respond to any questions from the Board.

MANDATORY FINANCIAL MEETING

Attendance at the Programmatic and Financial Meeting is mandatory for the Project Director and the Fiscal Officer of the applicant. The meeting will be held on **July 16, 2009**, from 1:00 – 4:00 p.m. **This is a mandatory meeting and the Project Director and Fiscal Officer of the applicant agency should reserve this date. No attendance waivers will be allowed.** More information will be provided to the applicants regarding the Financial Meeting after the awards are made.

**2009 RECOVERY ACT
JUSTICE ASSISTANCE GRANT
Application Instructions**

DISQUALIFICATION OF AN APPLICATION

It is imperative to follow the application instructions. ***Applications will not be reviewed IF any of the following occur:***

1. The application is not received by the application deadline.
2. The application is not in the appropriate format as stated in the application instructions.
3. The application is incomplete or missing required section(s) of the application.
4. The application does not contain all of the required attachments.
5. The application does not contain the appropriate signature of the Chief Executive Officer of the applicant agency.
6. The application does not meet the eligibility requirements.
7. The application does not address one of the approved purpose areas.
8. The requested number of copies of the application was not provided.

ATTACHMENTS:

The following attachments are required:

- Job description for each position that federal funding is being requested
- Central Contractor Registration (CCR) Confirmation (page 6 of the application instructions)

APPLICATION FORMAT AND SUBMISSION

Follow these instructions in formatting and submitting an application:

- Applications must be submitted on the enclosed forms. Do not alter or recreate the forms in another format.
- Applications must be two-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.
- 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 twenty copies, for a total of twenty-one (21) copies, of the completed application plus the required attachments to:**

DeLynn Fudge, District Attorneys Council, Federal Grants Division,
421 N.W.13th St., Suite 290, Oklahoma City, Oklahoma 73103

REQUIRED SIGNATURES

The signature of the Chief Executive Officer is required on the following pages:

- Certificate of Application (page 21 of the application)

**2009 RECOVERY ACT
JUSTICE ASSISTANCE GRANT
Application Instructions**

APPLICATION FORM INSTRUCTIONS

These instructions are provided to assist in the completion of the application form.

Grant Summary

The grant summary, when read separately from the rest of the application, is meant to serve as a concise summary (no more than one page) of the proposed project. Summaries of past accomplishments should be avoided.

1. PURPOSE AREA NUMBER

List the **primary** Purpose Area Number under which this application falls. Select only one purpose area. See page 5 under Board Priorities for more information.

2. NAME OF THE PROJECT

Enter the name of the project.

3. ENTER THE NAME OF THE APPLICANT AGENCY

4. ENTER THE DUNS NUMBER FOR THE APPLICANT AGENCY

See page 3 for more information on the DUNS number.

5. ENTER THE INFORMATION ON WHETHER THE APPLICANT AGENCY APPLIED TO THE CENTRAL CONTRACTOR REGISTRATION DATABASE.

See page 6 of the instructions for more information on the Central Contractor Registration database.

6. APPLICANT AGENCY MAILING ADDRESS

Enter the mailing address, city, state, zip, area code/phone number, area code/fax number and the email address of the applicant agency. If using a P.O. Box for mailing, please include the physical address of the applicant.

7. CHIEF EXECUTIVE OFFICER

Enter the name of the Chief Executive Officer.

8. CHIEF EXECUTIVE OFFICER CONTACT INFORMATION

Enter the title, mailing address, city, state, zip, area code/phone number, area code/fax number and the email address of the Chief Executive Officer.

9. PROJECT DIRECTOR

Enter the name of the Project Director.

10. PROJECT DIRECTOR CONTACT INFORMATION

Enter the title, mailing address, city, state, zip, area code/phone number, area code/fax number and the email address of the Project Director.

11. FISCAL OFFICER

Enter the name of the Fiscal Officer.

12. FISCAL OFFICER CONTACT INFORMATION

Enter the title, mailing address, city, state, zip, area code/phone number, area code/fax number and the email address of the Fiscal Officer.

13. FEDERAL TAX IDENTIFICATION NUMBER

Enter the organization's federal identification number or tax identification number.

14. AWARD REQUEST AMOUNT

Enter the amount of federal funds requested in this application.

15. LIST ALL PREVIOUS FEDERAL FUNDING RECEIVED FOR THIS PROJECT

16. IF FUNDED, IDENTIFY THE TYPE OF PROJECT(S) THAT FUNDING WILL SUPPORT.

17. PROJECT INCOME

Complete this section if the applicant has had project income to date with the 2008 grant award **AND/OR** project income in the 2007 fiscal year. **List all project income that was expended and/or shared with other law enforcement agencies.**

Project Income - is defined as **gross income** earned as a direct result of grant supported activities or earned only as a result of the grant **during the funding period**. Project income is recorded as received by the subgrantee **after it has been adjudicated by the State court, all appeals have been finalized, and are available for use by the subgrantee.**

During the Grant Period - is defined as the time between the effective date of the award and the ending date of the award reflected in the award notice.

A Direct Result - is defined as a specific act or set of activities that are directly attributable to grant funds and which are directly related to the goals and objectives of the project.

Examples of Project Income

Examples of project income as a *direct result* of grant funds include:

- asset seizures and forfeitures
- income received from the sale of seized and forfeited assets (personal or real property)
- ordered restitution paid to the Drug Revolving Fund
- royalties
- a court-ordered award of attorney's fees or costs
- registration and/or tuition fees

18. PROVIDE THE AMOUNT OF DRUG TASK FORCE ASSET FORFEITURES RECEIVED BY THE APPLICANT AGENCY FOR THE PAST THREE GRANT YEARS

Complete this section only if the applicant had asset forfeitures. List all asset forfeitures for the grant year to date and the past two grant years and the amount of project income that was shared with other law enforcement agencies.

19. FOR CURRENTLY FUNDED PROJECTS ONLY – PERSONNEL INCREASES

If this application is requesting an increase in grant funds for personnel, list the personnel and justify the need for additional personnel.

20. DISPUTED EXPENDITURES

Identify if the applicant agency has had any disputed federal expenditures on any federal grant, whether as a direct recipient or a subgrantee, where federal funds had to be paid back. If yes, an explanation is required.

21. PERSONNEL INCREASES

Estimate the number of positions that will be created and/or the number of positions retained if this project were funded. If positions are being retained, specify the previous funding source for those positions. Also describe the reason(s) why this funding is no longer available.

APPENDIX A

CHART OF ACCOUNTS

This information is being provided to assist you in placing requested items in the correct budget category.

CHART OF ACCOUNTS

Budget Category	Item
Personnel	Salaries
	Longevity
	Overtime Wages
Benefits	Health, Dental, and Life Insurance
	Unemployment Compensation
	Medicare
	FICA
	Workers' Compensation
	Disability
	Retirement
Travel	Mileage
	Per Diem
	Public Transportation
	Lodging
	Registration
Supplies/Operating Expenses	Postage
	Printing
	Telecommunications Services
	Utility Charges
	Maintenance and Repair (Vehicle & Office)
	Office Supplies
	Data Processing Supplies
	Motor Fuel
	Educational Supplies
Rental Expenses	Office Space
	Other Building Space
	Equipment and Machinery, including vehicles
	Telecommunications Equipment
Equipment	Office Furniture and Equipment
	Data Processing Equipment
	Data Processing Software
	Equipment – Medical, Telecommunications, Vehicles
Other	Volunteer time to support the funded program
	Uniform Clothing and Accessories
	Safety and Security Supplies and Services
Contractual	Consultants
	Contractual Services

APPENDIX B
SAMPLE PERSONNEL BUDGET

**SAMPLE
DETAILED BUDGET NARRATIVE
CATEGORY A – PERSONNEL and PERSONNEL BENEFITS**

Directions: List each position by title and indicate if the position is new or existing. List the total annual salary in Column A and the total annual benefits in Column B. To calculate the Total Personnel Cost in Column C, add (A) + (B) = (C). Enter the percentage of time to be devoted to the project in Column D. To calculate the Percentage of Time Devoted in Dollars in Column E, use the following equation, (C) x (D) = (E). The total Federal Funds Portion requested is Column F. Total all columns in the Total row at the bottom of the chart. For additional assistance, see the example in the Appendix.

Name of Person / Title of Position / New (N) or Existing (E)	(A) Current Total Annual Salary	(B) Total Benefits	(C) Total Personnel Cost	(D) % of Time Devoted to Project	(E) Percentage of Time Devoted in Dollars	(F) Federal Funds Request
John Smith DTF Investigator (E)	42,000.00	16,800.00	58,800.00	100%	58,800.00	58,800.00
Bill Williams DTF Investigator (E)	41,500.00	16,600.00	58,100.00	75%	43,575.00	43,575.00
Susan Wright Fiscal Officer (E)	28,000.00	11,200.00	39,200.00	25%	9,800.00	9,800.00
TOTAL	111,500.00	44,600.00	156,100.00	----	112,175.00	112,175.00

NARRATIVE

The Drug Task Force Investigators serve as the enforcement arm for all program activities. They initiate the enforcement of the drug laws through proactive techniques. They utilize their specialized knowledge to provide public awareness presentations and training for other officers. The investigators serve as narcotics enforcement specialists in all areas with specialized expertise in the apprehension and safe seizure of clan labs.

The Fiscal Officer prepares all cases submitted by the investigators for filing in District Court and is the primary support person for the Investigators in the progression of criminal cases throughout the court process. She oversees the filing and disposition of all civil forfeitures, including the sale of forfeited property. This position encompasses the financial aspects of the grant including the tracking, expending, and reporting of expenditures for the project.

APPENDIX C

SAMPLE GOALS AND OBJECTIVES

THE DIFFERENCE BETWEEN GOALS AND OBJECTIVES

Goals are broad; objectives are narrow.
Goals are general intentions; objectives are specific.
Goals are intangible; objectives are tangible.
Goals are abstract; objectives are concrete.
Goals can't be validated as is; objectives can be validated.

GOALS

A goal is a broad, general statement that identifies the long-range purpose of the program. It is the desired result or outcome.

OBJECTIVES AND PERFORMANCE MEASURES

Objectives are nothing more than the means for achieving the goals. Objectives are specific and attainable, measurable and time bound. Performance Measures identify the quantifiable component of the objective.

Objective statements start:

To increase...

To decrease...

To reduce...

To expand...

Program objectives that are measurable become the criteria by which you judge the effectiveness of your program. Useful program objectives will describe:

WHAT is going to be done

HOW will it be done

WHEN will it be done

HOW will the results be measured.

EXAMPLES OF GOALS

WEAK GOAL STATEMENTS

- To continue the work of the task force.
- To intervene in the drug activity in the county.
- To improve collaboration.
- Reduce recidivism.

STRONG GOAL STATEMENTS

- The goal of this project is to enhance interagency coordination by integrating Federal, State, and local law enforcement and prosecution entities.

- The goal of this project is to reduce the illegal importation, manufacture, distribution, possession and improper use of drugs and dangerous substances, including methamphetamine labs, through targeted multijurisdictional investigations.
- The goal of this project is to provide the law enforcement jurisdictions throughout the State with the hardware and software that will improve general record-keeping, networking and integration.
- The goal of this project is to provide a statewide network of graduated sanctions to enhance public protection, rehabilitate offenders, and provide immediate consequences to probationary custody youth.

EXAMPLES OF OBJECTIVES AND PERFORMANCE MEASURES

These are examples of weak objectives because they are vague and cannot be measured.

WEAK OBJECTIVES AND PERFORMANCE MEASURES

- To continue the work of the drug task force.
- To decrease the amount of crime in the county.
- To address the methamphetamine problem in the jurisdiction.
- To expand public awareness activities.

These are examples of strong objectives and performance measures because the objectives are specific and measurable.

STRONG OBJECTIVES AND PERFORMANCE MEASURES

- To conduct 12 training programs on the identification of drugs, the symptoms of drug use and associated paraphernalia and chemicals targeting community groups and various professionals by June 30, 20xx.
- To provide 100% of the adult correctional institutions in the state with a photo imaging workstation by December 30, 20xx.
- To increase the interagency collaboration among the participating agencies on the multijurisdictional drug task force by expanding the involvement of the number of local agencies participating by 20%. This will be accomplished through personal phone contact to invite uninvolved jurisdictions to meetings, providing educational programs, and the distribution of literature.
- To provide 25 agencies with the hardware and software needed to run the XXX software by June 30, 20xx.

APPENDIX D

APPLICATION CHECKLIST

This checklist is provided to assist you in finalizing the application

GRANT APPLICATION REMINDER CHECKLIST

- _____ Was a response provided for each item in the application?
- _____ Did the Chief Executive Officer sign on the required location as indicated on page 21 of the application?
- _____ Were the appropriate number of copies of the application made as indicated on page 11 of the instructions?
- _____ Were the directions followed for formatting the application as indicated on page 11 of the instructions?
- _____ Was a job description attached for each requested position?
- _____ Was the Central Contractor Registration (CCR) Confirmation attached?