BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: May 16, 2006

Division: Budget and Finance

Bulk Item: Yes ☒ No ☐

Department: Grants Administration

Staff Contact Person: David P. Owens

AGENDA ITEM WORDING: Authorization for County Administrator or his designee to complete and submit the online application for the Federal Fiscal Year 2006 Edward Byrne Memorial Justice Assistance Grant (formerly known as the Local Law Enforcement Block Grant) via Internet as required by U.S. Dept. of Justice, Bureau of Justice Assistance.

ITEM BACKGROUND: Monroe County has accepted LLEBG awards since 1997. The funds were used the first year to enhance courthouse security and the following years for Juvenile Drug Court. Information regarding eligibility, purpose areas, and program requirements is attached. If funds are awarded, they will be used to fund Juvenile Drug Court, as in past years.

PREVIOUS RELEVANT BOCC ACTION: Approval of grant applications and funding recommendations in prior years.

CONTRACT/AGREEMENT CHANGES: n/a

STAFF RECOMMENDATION: Approval

TOTAL COST: 19,617.00

BUDGETED: Yes ☐ No ☒

COST TO COUNTY: 1,962.00
SOURCE OF FUNDS: ad valorem taxes

REVENUE PRODUCING: Yes ☐ No ☒

AMOUNT PER MONTH_____
YEAR_____

APPROVED BY: COUNTY ATTY ☐ OMB/PURCHASING ☐ RISK MANAGEMENT ☐

DIVISION DIRECTOR APPROVAL: Salvatore R. Zappulla

DOCUMENTATION: INCLUDED: ☒ NOT REQUIRED: ☐

DISPOSITION: _____

AGENDA ITEM #: _____

APPLICATION FOR FEDERAL ASSISTANCE	2. DATE SUBMITTED April 20, 2006	Applicant Identifier
1. TYPE OF SUBMISSION Application Non-Construction	3. DATE RECEIVED BY STATE	State Application Identifier
	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier

5.APPLICANT INFORMATION	
Legal Name Monroe County Board of County Commissioners	Organizational Unit Grants Administration
Address 1100 Simonton St. Key West, Florida 33040-3110	Name and telephone number of the person to be contacted on matters involving this application Owens, David (305) 292-4482
6. EMPLOYER IDENTIFICATION NUMBER (EIN) 59-6000749	7. TYPE OF APPLICANT County
8. TYPE OF APPLICATION New	9. NAME OF FEDERAL AGENCY Bureau of Justice Assistance
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 16.738 CFDA TITLE: EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM	11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT Monroe County Juvenile Drug Court
12. AREAS AFFECTED BY PROJECT Monroe County, Florida	
13. PROPOSED PROJECT Start Date: October 01, 2006 End Date: September 30, 2007	14. CONGRESSIONAL DISTRICTS OF a. Applicant b. Project FL18

15. ESTIMATED FUNDING		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?
Federal	$17,655	Program is not covered by E.O. 12372
Applicant	$1,962	
State	$0	
Local	$0	
Other	$0	
Program Income	$0	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

TOTAL	$19,617	N

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.

Close Window

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

Edward Byrne Memorial Justice Assistance Grant (JAG) Program

FY 2006 Local Solicitation

ELIGIBILITY

Units of local government on the *FY 2006 Units of Local Government List* are eligible to apply for JAG funds. To view this list, go to www.ojp.usdoj.gov/BJA/grant/jagallocations.html.

DEADLINE

All JAG applications are due by 8:00 p.m. eastern time on March 2, 2006.

FOR ASSISTANCE

JAG Solicitation Questions: Matthew D. Hanson, Director's Special Assistant for Administration, at Matthew.Hanson@usdoj.gov.

Technical Assistance: GMS Help Desk at 1–888–549–9901.

ABOUT OJP

Since 1984 the U.S. Department of Justice's (DOJ) Office of Justice Programs (OJP) has provided federal leadership in developing the nation's capacity to prevent and control crime, improve the criminal and juvenile justice systems, increase knowledge about crime and related issues, and assist crime victims. Through the programs developed and funded by its bureaus and offices, OJP works to form partnerships among federal, state, and local government officials to control drug abuse and trafficking; reduce and prevent crime; rehabilitate neighborhoods; improve the administration of justice in America; meet the needs of crime victims; and address problems such as gang violence, prison crowding, juvenile crime, and white collar crime. OJP's senior management team—comprised of the Assistant Attorney General, the Deputy Assistant Attorney Generals, and the five bureau heads—works together with dedicated managers and line staff to carry out this mission.

ABOUT BJA

The Bureau of Justice Assistance (BJA), Office of Justice Programs, U.S. Department of Justice, supports law enforcement, courts, corrections, treatment, victim services, technology, and prevention initiatives that strengthen the nation's criminal justice system. BJA provides leadership, services, and funding to America's communities by emphasizing local control; building relationships in the field; developing collaborations and partnerships; promoting capacity building through planning; streamlining the administration of grants; increasing training and technical assistance; creating accountability of projects; encouraging innovation; and ultimately communicating the value of justice efforts to decision makers at every level.

ABOUT THE JUSTICE ASSISTANCE GRANT PROGRAM

Proposed to streamline justice funding and grant administration, the Edward Byrne Memorial Justice Assistance Grant (JAG) Program (42 U.S.C. 3750) allows states, tribes, and local governments to support a broad range of activities to prevent and control crime based on their own local needs and conditions. JAG blends the previous Byrne Formula and Local Law Enforcement Block Grant (LLEBG) Programs to provide agencies with the flexibility to prioritize and place justice funds where they are needed most.

Formula

The JAG formula includes a *state allocation* consisting of a minimum base allocation with the remaining amount determined on population and Part 1 violent crime statistics, and a *direct allocation* to units of local government. Once the state allocation is calculated, 60 percent of the funding is awarded to the state and 40 percent to eligible units of local government. State allocations also have a required *variable pass through* to units of local government, calculated by the Bureau of Justice Statistics (BJS) from each state's crime expenditures.

Purpose Areas

JAG funds can be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice for any one or more of the following purpose areas:

- Law enforcement programs.
- Prosecution and court programs.
- Prevention and education programs.
- Corrections and community corrections programs.
- Drug treatment programs.
- Planning, evaluation, and technology improvement programs.

★ Any law enforcement or justice initiative previously eligible for funding under Byrne or LLEBG is eligible for JAG funding.

Responsibilities
The chief executive officer of an eligible unit of local government or a local agency designated by the chief executive officer must apply for JAG funds. A unit of local government receiving a JAG award will be responsible for the administration of the funds including distributing the funds; monitoring the award; submitting reports including performance measure and program assessment data; and providing ongoing assistance to any subrecipients of the funds.

Administrative Funds
A unit of local government may use up to 10 percent of the award for costs associated with administering JAG funds.

Eligibility
Units of local government appearing on the *FY 2006 Units of Local Government List* established by BJS are eligible to apply for JAG funds. For JAG program purposes, a unit of local government is a town; township; village; parish; city; county; or other general purpose political subdivision of a state; or a federally recognized Indian tribe or Alaskan Native organization that performs law enforcement functions as determined by the Secretary of the Interior. In Louisiana, a unit of local government means a district attorney or a parish sheriff. For a listing of eligible units of local government, go to www.ojp.usdoj.gov/BJA/grant/jagallocations.html.

Disparate Certification
A disparate allocation occurs when a constituent unit of local government is scheduled to receive one and one-half times more (four times more for multiple units of local government) than another constituent unit(s), while the other unit of local government bears more than 50 percent of the costs of prosecution or incarceration that arise for Part 1 violent crimes reported by the geographically constituent unit(s). JAG disparates are certified by the Director of BJA, based in part on input from the state's Attorney General. For a listing of disparate jurisdictions, go to www.ojp.usdoj.gov/BJA/grant/jagallocations.html.

★ Jurisdictions certified as disparate must submit a **joint application** for the aggregate of funds allocated to them, specifying the amount of the funds that are to be distributed to each of the units of local government and the purposes for which the funds will be used. The units of local government involved may establish a joint advisory board to carry out the joint application process. When beginning the JAG application process, a Memorandum of Understanding (MOU) must be completed, signed, and faxed to OJP, indicating who will serve as the applicant/fiscal agent for the joint funds. MOUs must be faxed to 202-354-4147, with the OJP Grants Management System (GMS)-generated application number printed on each page. For a sample MOU, go to www.ojp.usdoj.gov/BJA/grant/06JAGMOU.pdf.

Application Reviews
The eligible unit of local government applying for a JAG award must make the grant application available for review to the governing body of the unit of local government or an organization designated by that governing body not fewer than 30 days before the application is submitted to BJA. Also, the unit of local government must provide an assurance that the application or any future amendment was made public and an opportunity to comment was provided to citizens and to neighborhood or community organizations to the extent applicable law or established procedure makes such an opportunity available.

Supplanting
Federal funds must be used to supplement existing funds for program activities and cannot replace, or supplant, nonfederal funds that have been appropriated for the same purpose.

Award Amount
Of the 40 percent allocated for direct awards from BJA to units of local government, funds will be allocated based on the same ratio to such share as the average annual number of Part 1 violent crimes reported by the unit to the Federal Bureau of Investigation (FBI) for the 3 most recent calendar years for which data is available, to the number of Part 1 violent crimes reported by all units of local government in the state to the FBI for such years.

- ★ For FY 2005, 2006, and 2007, BJA will allocate the local amount to units of local government in the same way the LLEBG amount was allocated among reporting and non-reporting units of local government.
- ★ If the allocation to a unit of local government is less than $10,000, the direct JAG award to the state will be increased by the total amount of such allocations to be distributed among state police departments that provide criminal justice services to units of local government and/or to any units of local government whose allocation is less than $10,000.

Length of Award
Awards are made in the first fiscal year of the appropriation and may be expended during the following 3 years, for a total of 4 years. Extensions beyond this period may be made on a case-by-case basis at the discretion of the Director of BJA.

Match
While match is not required with the JAG Program, match is an effective strategy for states and units of local government to expand funds and build buy-in for law enforcement and criminal justice initiatives.

Trust Fund
The unit of local government must establish a trust fund in which to deposit JAG funds. The trust fund may or may not be an interest bearing account.

Prohibited Uses
JAG funds cannot be used directly or indirectly for security enhancements or equipment to nongovernmental entities not engaged in criminal justice or public safety. Based on extraordinary and exigent circumstances making the use of funds essential, BJA may certify a unit of local government's request to use funds for:

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

HOW TO APPLY

The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.738, titled "Edward Byrne Memorial Justice Assistance Grant Program." OJP requires that funding applications be submitted through the OJP Grants Management System (GMS). Faxed or mailed applications will not be accepted.

To access the system, go to https://grants.ojp.usdoj.gov. Applications submitted via GMS must be in one of the following formats: Microsoft Word (.doc), PDF file (.pdf), or text (.txt). If you experience difficulties at any point in this process, call the GMS Help Desk at 888–549–9901 between 7:30 a.m. and 9:00 p.m. eastern time. New GMS users must create a new account before submitting an application. All JAG applications are due on or before 8:00 p.m. eastern time on March 2, 2006.

Step 1: Signing On

- If you already have a GMS user ID, proceed to GMS sign in. Even if your organization already has a user ID, you will not be registered for the solicitation until you have signed onto GMS and entered the appropriate solicitation. To do so, please proceed to step 2.
- If you do not have a GMS user ID, select "New User?" Register Here." After you have completed all of the required information, click "Create Account" at the bottom of the page and note your user ID and password, which are case sensitive.
- A Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. Individuals who would personally receive a grant or cooperative agreement from the federal government are exempt from this requirement.

Organizations should verify that they have a DUNS number or take the steps necessary to obtain one as soon as possible. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at 866-705-5711.

Step 2: Selecting/Registering for the Program

- After you have logged onto the system using your user ID and password, click on "Funding Opportunities."
- Select "Bureau of Justice Assistance" from the drop-down list, and click "Search." This will narrow the list of solicitations within the Office of Justice Programs to those in BJA.
- From the list of BJA grants, find "FY 2006 Justice Assistance Grant Program," and click "Apply Online."
- Confirm that your organization is eligible to apply for this program by reading the text on the screen. If eligible, proceed by clicking "Continue."

Step 3: Completing the Overview Information

- Select the type of application you are submitting by choosing "Application Non-Construction" in the "Type of Submission" section.
- Select "New" in the drop-down box for "Type of Application."
- If your state has a review and comment process under Executive Order 12372 (http://policy.fws.gov/library/rgeo12372.pdf), then select either "Yes" and enter the date you made this application available under that review or "N/A" because this program has not been selected by your state for such a review. If your state does not have such a process, then select "No. Program Not Covered by E.O. 12372."
- Click "Save and Continue."

Step 4: Completing the Applicant Information

- Answer "Yes" or "No" to the question about whether your organization is delinquent on any federal debt.
- The rest of this page will prepopulate based on the information you submitted during the registration process. Check this information for accuracy and relevance to your organization, and make any needed changes.
- Click "Save and Continue."

Step 5: Completing the Project Information

- Provide a title that is descriptive of your project.
- List the geographic areas to be affected by the project.
- Enter a start date for the project that is on or after October 1, 2005 and an end date that is not more than 48 months later.
- Select all of the Congressional districts that are affected by this application. To select multiple districts, hold down the CTRL key while making your selections.
- Enter your state's allocation in the federal line under the "Estimated Funding" section. For a listing of state allocations, go to www.ojp.usdoj.gov/BJA/grant/jagallocations.html.
- Click "Save and Continue."

Step 6: Uploading the Attachments

- You will be asked to upload three attachments to the online application system. (See the Attachments section for detailed instructions.)

  1. Program Narrative (Attachment 1).
  2. Budget Narrative (Attachment 2).
  3. Review Narrative (Attachment 3).

Click "Attach" to upload these documents. A new window will open. To continue, click "Browse" and find the file on your computer or the network drive from which you wish to upload, then click on "Upload Your Document." A window that says "File Upload Successful" should appear. Next to the upload list, the notation should change to "Attachment OK." Repeat these steps for all three uploads.

- If you encounter any difficulties uploading your file, click on "Tips for Successful Upload." This document will explain the usual problems with uploading files and will help you through them.
- Click "Save and Continue."

  ★ Depending on the size of the attachment and/or your computer's Internet connection, the uploading process can take several hours. The system will shut down promptly at the deadline. Incomplete applications will not be accepted and no exceptions will be granted.

Step 7: Completing the Assurances and Certifications

- You will need to accept both the assurances document and the certifications document. To do this, click on "Assurances" and "Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements."
- Read both documents. At the bottom of each one, click the "Accept" button.
- After you have accepted both documents, enter the correct personal information for the person submitting the application.
- Click the box next to the text at the bottom of the page to certify that the person submitting the application is authorized to accept these assurances and certifications.
- Click "Save and Continue."

Step 8: Reviewing the SF-424

- By answering the questions contained in GMS, you have completed the Standard Form 424 (SF-424) and other forms required to apply for grant funding. Take a moment to review the SF-424 to ensure that it is accurate.
- If you need to make changes to any portion of the application, simply click on that section along the left side of the screen. Be sure to click "Save and Continue" after making any changes.
- When you are sure that the information is accurate, click "Continue."

Step 9: Submitting the Application

- A list of application components will appear on the screen. It should say "Complete" before each component. If it says "Incomplete" then click on the word and it will take you back to the section that needs to be completed. An explanation of what is missing will be at the top of that screen.

ATTACHMENTS

Program Narrative (Attachment 1)
Applicants must submit a program narrative that generally describes the proposed program activities for the 4-year grant period. The narrative must outline the type of programs to be funded by the JAG award and provide a brief analysis of the need for the programs. Narratives must also identify anticipated coordination efforts involving JAG and related justice funds. Certified disparate jurisdictions submitting a **joint application** must specify the amount of the funds that are to be distributed to each of the units of local government and the purposes for which the funds will be used.

Budget Narrative (Attachment 2)
Applicants must submit a budget narrative outlining how JAG administrative funds will be used to support and implement the program.

Review Narrative (Attachment 3)
Applicants must submit information documenting that their JAG application was available for review to the governing body—or organization designated by that body—not less than 30 days before the application was submitted to BJA. The attachment must also specify that an opportunity to comment was provided to citizens and neighborhood or community organizations to the extent applicable law or established procedure makes such an opportunity available.

SUBMISSION DEADLINE

Applications for this program are due by 8 p.m. eastern time on March 2, 2006. Faxed or mailed applications or supplemental materials will not be accepted.

ADDITIONAL INFORMATION

Successful applicants must agree to comply with certain requirements prior to receiving grant funding, including Civil Rights Compliance, Anti-Lobbying Act, Funding to Faith-Based and Community Organizations (if applicable), Information Technology Compliance (if applicable), Confidentiality and Human Subjects Protection (if applicable), and the National Environmental Policy Act (if applicable). For more information, go to www.ojp.usdoj.gov/BJA/grant/OtherReq.pdf.

The OJP *Financial Guide,* which contains information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records, is available on the OJP web site at www.ojp.usdoj.gov/FinGuide/. This document governs the administration of funds by all successful applicants and their contractors.

For general information about BJA programs, training, and technical assistance, contact BJA at 202–616–6500 or toll free at 1–866–859–2687, or visit the BJA home page at www.ojp.usdoj.gov/BJA.

For assistance with the JAG solicitation, call the JAG Help Line at 888-549-9901, Option 4, or e-mail Matthew D. Hanson, Director's Special Assistant for Administration, at Matthew.Hanson@usdoj.gov.

For assistance with GMS, contact the GMS Help Desk at 1–888–549–9901.