Office of Highway Safety and Justice Programs

FY 2019

Criminal Justice/Juvenile Justice

Grant Solicitation Workshop

Table of Contents

- General Information (Slides 3-4)
- Juvenile Justice Program Information (Slides 5-11)
- Criminal Justice Information (Slides 12-42)
- Financial Requirements (Slides 43-55)
- SCDPS Grants (Slides 56-69)

South Carolina Department of Public Safety

Criminal Justice (CJ) and Juvenile Justice (JJ) Programs

CONTACT LIST

For your convenience, visit our website at: https://scdps.sc.gov/

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* Programmatic Questions
** Financial Questions

Workshop Materials

Available for Download from the OHSJP Website

Criminal Justice Programs-Justice Assistance Grants https://scdps.sc.gov/ohsjp/cjgp/jag

JAG Application Guidelines and Procedures
Application Instructions
Suggestions for JAG Program Narrative
Sample JAG Application
Sources for national, state, and local data
Helpful Website Links
Application Tools

- Automated Fingerprint Identification System (AFIS)
- Child/Elder Abuse Investigator
- Domestic Violence Investigator
- Equipment Grant
- Forensic/Crime Scene Investigator
- Gang Investigator
- LiveScan
- Multijurisdictional Task Force
- Records Management System
- School Resource Officer
- Specialized Prosecution

Criminal Justice Programs-Project Safe Neighborhoods
https://scdps.sc.gov/ohsjp/cj-grants/safe-neighborhoods
*Please continue checking website for further updates

Juvenile Justice Programs https://scdps.sc.gov/ohsjp/jjgp

Formula Grant Program Request for Proposal (RFP), application
Application Instructions
Pass-Through Waiver Request Comment Form
Governor's Juvenile Justice Advisory Council (GJJAC) 2018 Annual Report
GJJAC Disproportionate Minority Contact brochure
Disproportionate Minority Contact Statistics by County
Juvenile Justice Model Detention Alternatives Programs

Juvenile Justice Title II Formula Grant Program

- Juvenile Justice & Delinquency Prevention Act (JJDPA)
- Federal funding for delinquency prevention and improvements in state and local juvenile justice programs and practices
- Established in 1974 and most recently reauthorized in 2018

Juvenile Justice Title II Formula Grant Program

- 100% Federal funding, no match requirement.
- Funds programs up to 3 years based on annual evaluation. Must reapply each year.
- Projects should address one of the 3 priority areas to be considered for funding.
- No equipment-only grants will be awarded
- Eligible applicants - State agencies, local units of government (town, city, county) & private non-profits.

Juvenile Justice Title II Formula
Eligible Program Areas

- Deinstitutionalization of Status Offenders (DSO)
- Alternatives to Detention
- Disproportionate Minority Contact (DMC)

Deinstitutionalization of Status Offenders (DSO)

Programs, research, or other initiatives to eliminate or prevent the placement of accused or adjudicated status offenders and non-offenders in secure facilities.

As part of the Safety Opportunity and Success Project, Coalition for Juvenile Justice has created the National Standards for the Care of Youth Charged with Status Offenses.

www.juvjustice.org/sos

Alternatives to Detention

Alternative services provided to a juvenile offender in the community as an alternative to confinement.

Goals:

- **To reduce the average daily population**
- **To reduce the average length of stay**
- **To reduce the number of youth who re-offend**

*Include letters of support from DJJ, local law enforcement, and court officials.

OJJDP Model Programs Guide:

https://www.ojjdp.gov/mpg/Topic/Details/54

Disproportionate Minority Contact

Programs, research, or other initiatives primarily to address the disproportionate number of youth members of minority groups who come into contact with the juvenile justice system.

OJJDP: www.ojjdp.gov/dmc

&

CJJ: www.juvjustice.org/our-work/safety-opportunity-and-success-project/issue-areas/dmc

FORMULA IMPORTANT DATES

- ***SCDPS Grants*** **New User Registration Deadline**

  Friday April 5, 2019 5:00 p.m.

- **Formula applications due**

  Friday, April 19, 2019 5:00 p.m.

- **Grant announcements mailed-**

  September/October 2019

- **Grant period**

  Oct. 1, 2019–Sept. 30, 2020

Criminal Justice

Competitive Grant Programs

- **Special Solicitation** - Paul Coverdell Forensic Science Improvement
- **New -** Project Safe Neighborhoods (PSN)
- Justice Assistance Grant (JAG) Program

Paul Coverdell Forensic Science Improvement
Opioid-Related Special Solicitation-FY2018 Cycle

- Eligible applicants include state and local units of government.
  - **Only forensic laboratories already accredited in the discipline for which funds are requested will be considered for funding. This requirement does not apply to Medical Examiner's and Coroner's Offices.**
- Funds may be used to improve the quality and timeliness of forensic science and medical examiner's/coroner's office services for opioid-related projects (projects limited to equipment/supplies, overtime, and training occurring within the grant period).
- Labs will be provided the Application Guidelines and Procedures document in the coming weeks, which will include all deadlines and requirements.
- Six-Month Grant period: June 1, 2019 – December 31, 2019

Project Safe Neighborhoods (PSN)
U.S. Attorney's Office-District of South Carolina

- Designed to create and foster safer neighborhoods through a sustained reduction in violent crime, including, but not limited to, addressing criminal gangs and the felonious possession and use of firearms.
- Eligible applicants include state agencies, local units of government, and non-profit agencies.
- The Request for Proposals document should be released by early Spring, which will include all deadlines and requirements.

Edward Byrne Memorial Justice Assistance Grant (JAG) Program

Purpose:

To assist states and local units of government in improving the function of the criminal justice system.

Award to the State Administrative Agency (SCDPS) to be subawarded to eligible applicants through a competitive application process

Award to Local units of government directly from the Bureau of Justice Assistance (BJA). *Allocation based upon crime and population data.*

JAG Program

- Program is 90% federal funding and 10% non-federal (must be line item cash match).
- Eligible applicants - State agencies, local units of government (town, city, county) & private non-profits.
- Funds up to 3 years based on an annual evaluation. Must reapply each year.
- There are now 8 authorized program areas.

JAG Authorized Program Areas

1) Law Enforcement Programs
2) Prosecution and Court Programs
3) Prevention and Education Programs
4) Corrections and Community Corrections Programs
5) Drug Treatment and Enforcement Programs
6) Planning, Evaluation, and Technology Improvement Programs
7) Crime victim and Witness Programs (other than compensation)
8) Mental health programs and related law enforcement and corrections programs, including behavioral programs and crisis intervention teams

JAG Priorities

(in alphabetical order)

- **Child/Elder Abuse**
- **Court System Efficiency**
- **Criminal Justice Information Systems**
- **Domestic Violence**
- **Drug and Violent Crime Enforcement**
- **Law Enforcement Equipment**
- **State and Local Forensic Laboratories**

Child/Elder Abuse Programs

- Child/Elder Abuse Investigators
- Child/Elder Abuse Prosecutors

Court System Efficiency

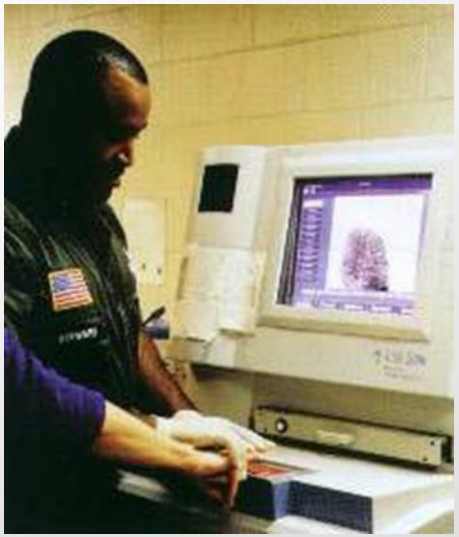
Specialized Prosecutors

Improving Court Technology

Improving Security

Criminal Justice Information Systems

- Automated Fingerprint Identification Systems (AFIS)
- LiveScan Devices
- Records Improvement Systems



Domestic Violence

- Domestic Violence Investigators
- Domestic Violence Prosecutors

Drug and Violent Crime Enforcement

Crime Scene/Forensic Investigators

Meth Enforcement

Opioid Enforcement

School Resource Officers

Multijurisdictional Task Forces

Law Enforcement Equipment

State and Local Forensic *Laboratories

*Labs need not be accredited to apply for JAG funds.

Completing Your Application

JUSTICE ASSISTANCE GRANT PROGRAM (JAG)

FY 2019
Application Guidelines and Procedures

Allowable Expenses

- **Additional** Personnel
  - See all non-supplanting provisions in Grant Terms and Conditions.
  - JAG-funded personnel must dedicate 100% of their time to grant activities.
- Training as a component of an overall program
- Equipment/supplies related to an authorized program area

All expenditures must be related to the implementation of an actual program, which must be defined in the Program Narrative sections of the application.

Unallowable Expenses

- Security enhancements or equipment for nongovernmental entities not engaged in criminal justice or public safety.
- Vehicles (*excluding police cruisers), vessels (excluding police boats), or aircraft (excluding police helicopters)
- Luxury items
- Real estate
- Construction projects

** JAG funds may purchase police cruisers (marked or unmarked), which are defined as vehicles used in the ordinary course for performing routine patrolling duties. A police cruiser could include sedans, SUVs, motorcycles, segways, etc.* ***The purchase of any other police vehicle (e.g., pick-up trucks, passenger vans, command centers, etc.) is unallowable.***

Unallowable Expenses

- Any expenditures that are not part of an approved program or project
- **Grant funds may not be used to supplant existing state or local funds. Funds cannot be obligated prior to the grant award and written approval from the OHSJP.**
- "Buy Money"
- Ammunition, association fees, vehicle insurance and maintenance

Application Tools

Used as a tool for completing the programmatic fields of the most common types of JAG applications

- Problem Statement
- Project Purpose
- Project Objectives
- Performance Indicators

Problem Statement

- Identify and clearly define the problem
- Discuss the extent of the problem based upon facts, statistics, and needs assessment
- Include the most current data available, specific to the area served

Problem Statement

- Explain the existing efforts and current resources your agency is using to deal with the problem and why they are insufficient
- Has your agency requested funding from your municipal/county government? If so, what were the results?

Project Purpose

The Project Purpose states the broad goals of the project and a specific plan that will be followed.

1) The Goals state the purpose of the grant project in general terms.

2) The Plan discusses what activities will be done to achieve the goals and address the problem. Include all duties and responsibilities, such as hiring grant-funded personnel, purchasing equipment, the training plan, and the tasks that will be undertaken.

Objectives

- **Specific, quantified statements of the expected results of your project**
- **Must be realistic and measurable**

Examples:

1. Increase the domestic violence investigator's knowledge and skills in conducting domestic violence-related investigations.

2. Decrease the number of cases dismissed through enhanced case preparation, availability, and knowledge.

3. Expand coordination and cooperation among agencies responsible for providing services to victims of domestic violence.

Performance Indicators

Tells the reader exactly how each corresponding objective will be measured

Examples:

1. The investigator will attend training seminars and records will be maintained.

2. Statistical data will be maintained on disposition of cases and compared to data compiled from previous years to determine if fewer cases are being dismissed.

3. The investigator will meet at least on a quarterly basis with local agencies responsible for services for domestic violence victims. A protocol will be developed that will be used to investigate domestic violence in the community and reduce trauma to the victim(s). Minutes of the meetings will be maintained by the investigator.

Things to keep in mind

- **Review the Application Guidelines and Procedures document before beginning an application**
- **Letters of support and equipment quotes can be uploaded as attachments to an application**
- **Contact a Program Coordinator if you are unsure if a project or requested item is allowable under JAG. Applicants are encouraged to take advantage of technical assistance.**
- **Do not wait until the last minute**
- **Do NOT leave fields blank or incomplete**

Application Review Criteria

- Design quality of proposal
- Areas of greatest need
- Previous grant performance
- Effective use of resources
- Requested grant amounts

Frequently Asked Questions

- **How many grants can I apply for?**
  - There is no maximum, but applicants are encouraged to indicate the priority of their applications
- **What is SCDPS' expected JAG award amount?**
  - 3.2 Million
- **How much funding can I apply for?**
  - There is no maximum, but request must be reasonable based upon your project

Frequently Asked Questions (Cont'd)

- **How many years can I receive funding?**
  - Maximum of 3 years for personnel grants, but applicants must reapply for each of those years
- **What do I do if I have questions about the grant application I am writing?**
  - Contact a member of our staff for technical assistance and they will gladly provide feedback and help resolve any issues
- **What happens after I submit the application?**
  - The application status will change to "Submitted" and will no longer be available for editing

Post-Award Requirements

- Special Conditions and Grant Award documents
  - **New!** Certifications relating to 8 U.S.C. § 1373 and certain other federal statutes related to immigration
  - **New!** Information Regarding Communication with the Department of Homeland Security (DHS) and/or Immigration and Customs Enforcement (ICE)
- Semi-Annual Progress Reports
- Quarterly Fiscal Reports and Requests for Payment
- Quarterly Federal Progress Reporting

JAG IMPORTANT DATES

- *SCDPS Grants* New User Registration Deadline

  Friday, March 1, 2019 5:00 p.m.

- JAG Applications due

  Friday, March 15, 2019 5:00 p.m.

- Grant announcements mailed-

  September/October 2019

- Grant Period –

  Oct. 1, 2019 – Sept. 30, 2020

SOUTH CAROLINA DEPARTMENT OF PUBLIC SAFETY

OFFICE OF FINANCIAL SERVICES

Terms & Conditions

Responsible for all Terms and Conditions of the grant, so please read before submitting.

Grant Budget Preparation

Items to be included for the following categories:

Personnel	Check with your HR person for updated salary and fringes
Contractual	List each contract separately
Travel	Vehicle mileage, per diem and lodging
Equipment	Individual items $1,000 and over
Other	Items under $1,000

Review of Matching Requirement and Rules

- Funds from States or local units of government that have a binding commitment for grant programs or project.
- Funds contributed from private sources.
- Program income and the related interest earned on that program income generated from projects, with prior approval.

Travel

Travel costs must be consistent with your agency's policies and procedures.

Per Diem

Follow your policy, up to State limits.

	In State	Out of State
Breakfast	$6	$7
Lunch	$7	$9
Dinner	$12	$16
Per Day Limit	$25	$32

Mileage

- Follow your policy, up to State limits.
- The state follows federal policy
- Complete travel support document for reimbursement

Rate currently approved by the Comptroller General is:

$0.58 per mile (1/1/2019)

Lodging

- Follow your policy, up to State limits.
- **The state follows GSA rates.**
- Verify lodging rates on the GSA website at http://www.gsa.gov at the time of grant budget preparation.
- Note rates vary by location. If your location is not listed, **the default rate is $93 per person, per night.**
- Travel related to training or conferences.
- *Exception:* Registration goes in “Other” category.

Procurement

Visit the MMO website for estimates of budget items at:

http://www.procurement.sc.gov

Grant Budget Preparation: Equipment Category

- Includes any individual item $1,000 or over
- Vehicle “packages” include accessories
- Computer “packages” include printer/acc.
- Exception: Software

Grant Budget Preparation: Other Category

Items to be included in this category:

a. Office Supplies and Materials
b. Utilities
c. Maintenance
d. Printing Cost
e. Advertising
f. Lease Agreements
g. Indirect Cost
h. Office Rent
i. Telephone
j. Software
k. Registration Fees

No Miscellaneous Allowed

Grant Budget Preparation: Notes on Budget Narrative

The Budget Narrative should be used to explain why the items listed in the budget are needed.

Show each budget category, and provide detailed explanations for each line item.

Do not provide dollar amounts in the narrative.

Pay special attention to unusual items, or salary increases from year to year. Provide additional details.

Grant Budget Preparation: Certification Tabs

- **Project Director** – Implementing Agency/Department Head or person involved in the daily operations of the project.
- **Financial Officer** - City or County Finance Director or state agency Chief Financial Officer
- **Official Authorized to Sign** - Mayor, City or County Administrator or state agency director

Please note: These must be three separate individuals.

SOUTH CAROLINA DEPARTMENT OF PUBLIC SAFETY

SCDPS Grants

https://www.scdpsgrants.com/

South Carolina Department of Public Safety

SCDPS GRANTS

SCDPS Grants is the OHSJP's customized version of SLED's Homeland Security Grants Management System known as "SPARS" (State Preparedness Assessment and Reporting Service)

For technical assistance with the program, please contact the K2Share Support Services Center:

Phone: 877-612-4357

Hours of Operation: M-F 8 a.m. – 8 p.m. Eastern

Email: help@k2share.com

South Carolina Department of Public Safety

SCDPS GRANTS

BROWSER REQUIREMENTS

Windows
This site requires Microsoft Internet Explorer 5.5 or higher, Mozilla Firefox 1.0 or higher, or other compatible browsers that support frames, Javascript, cookies and Secure Sockets Layer protocol (SSL). Using older browsers, non-compatible browsers or disabling browser features, such as Javascript, cookies and SSL, may reduce site functionality.

Macintosh
This site requires Microsoft Internet Explorer 5.5 or higher, or other compatible browsers that support frames, Javascript, cookies and Secure Sockets Layer protocol (SSL). At this time, Netscape browsers are not supported. Using older browsers, non-compatible browsers or disabling browser features, such as Javascript, cookies and SSL, may reduce site functionality.

If you are accessing this site through a firewall or proxy, check with your Network Administrator to determine if cookies are permitted.

How do I determine which browser I am using?

Windows
From your browser, go to the Help menu and choose "About...." A screen will appear showing which browser and version you are using.

Macintosh
From your browser, go to the Apple menu. Choose either "About Netscape" or "About Internet Explorer." A screen will appear showing which version you are using.

How do I upgrade to another browser?

Internet Explorer
Go to Microsoft Internet Explorer Download. Instructions provided there will help you with download and installation.

Mozilla Firefox
Go to Firefox Download. Instructions provided there will help you with download and installation.

Please note: The system will not be fully functional if using Safari

South Carolina Department of Public Safety

SCDPS GRANTS

In order to create, edit, and submit an application, new users must submit a registration request via *SCDPS Grants*.

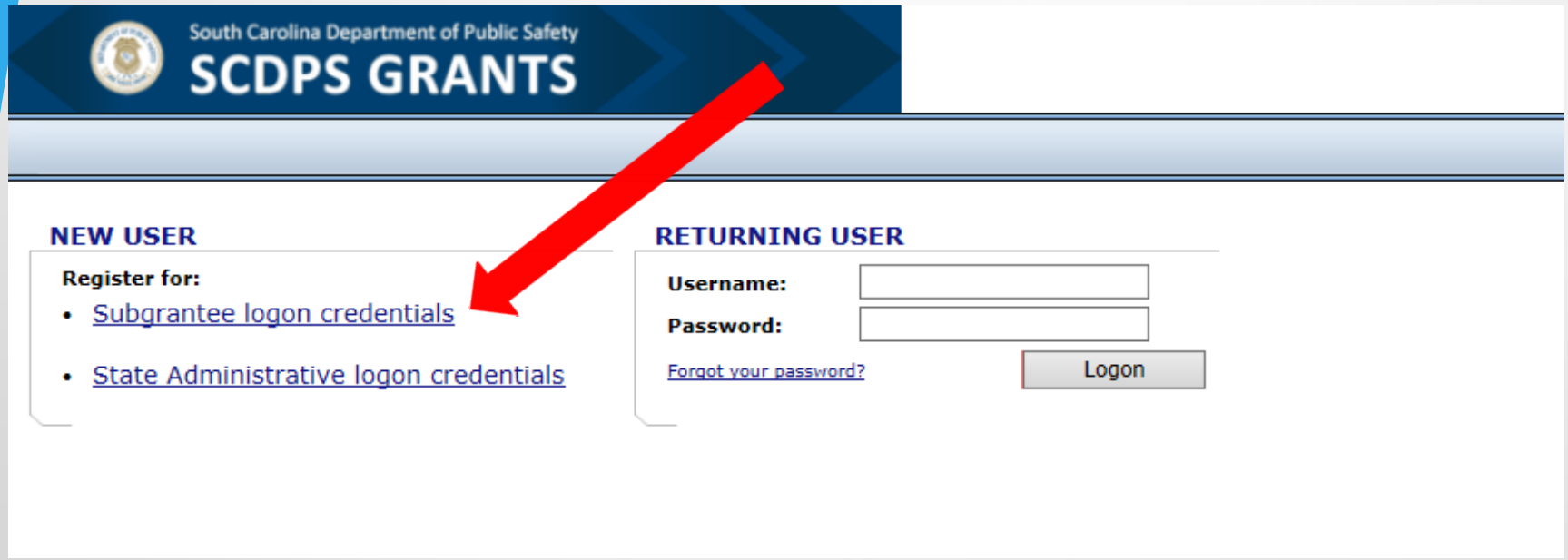
New User Registration Deadline: JAG

Friday, March 1, 2019 5:00 p.m.

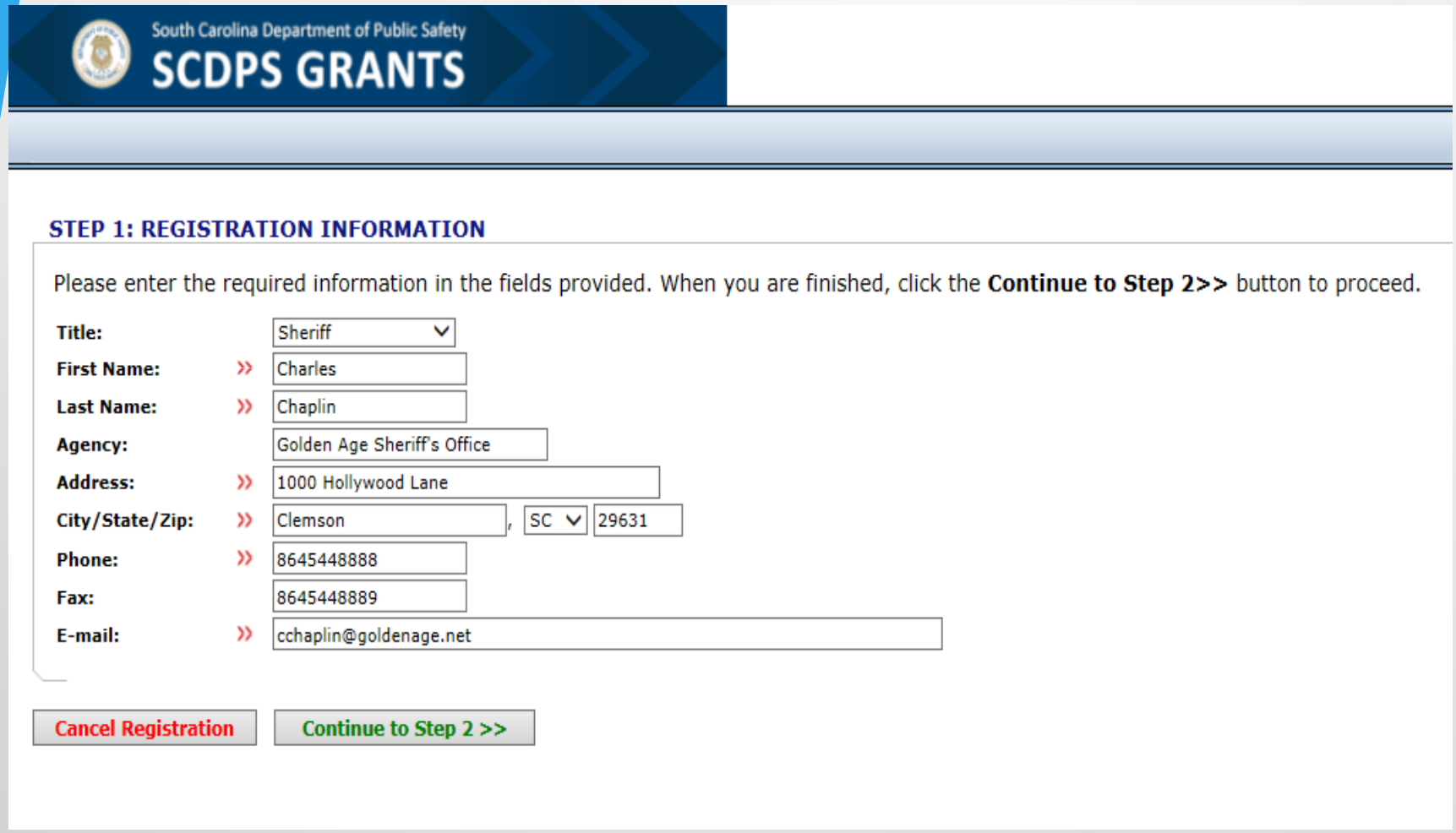
New User Registration Deadline: Formula

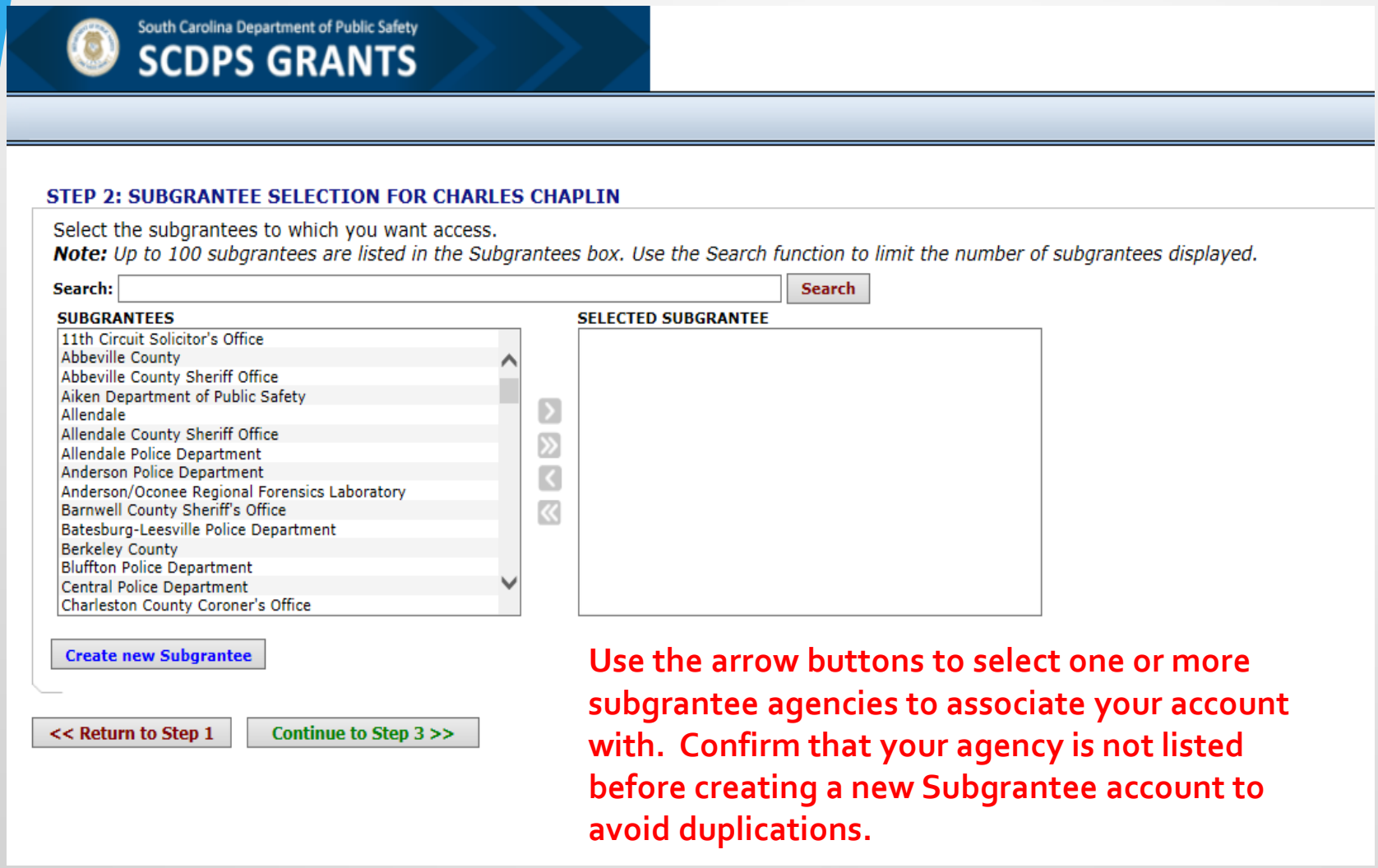
Friday, April 5, 2019 5:00 p.m.

SCDPS Grants New User Registration



Multiple users can be associated with a Subgrantee/Agency account, each with their own unique credentials.


South Carolina Department of Public Safety
SCDPS GRANTS
STEP 1: REGISTRATION INFORMATION
Please enter the required information in the fields provided. When you are finished, click the Continue to Step 2>> button to proceed.
Title: Sheriff
First Name: Charles
Last Name: Chaplin
Agency: Golden Age Sheriff's Office
Address: 1000 Hollywood Lane
City/State/Zip: Clemson, SC 29631
Phone: 8645448888
Fax: 8645448889
E-mail: cchaplin@goldenage.net
Cancel Registration
Continue to Step 2 >>


South Carolina Department of Public Safety
SCDPS GRANTS
STEP 2: SUBGRANTEE SELECTION FOR CHARLES CHAPLIN
Select the subgrantees to which you want access.
Note: Up to 100 subgrantees are listed in the Subgrantees box. Use the Search function to limit the number of subgrantees displayed.
Search:
Search
SUBGRANTEES
11th Circuit Solicitor's Office
Abbeville County
Abbeville County Sheriff Office
Aiken Department of Public Safety
Allendale
Allendale County Sheriff Office
Allendale Police Department
Anderson Police Department
Anderson/Oconee Regional Forensics Laboratory
Barnwell County Sheriff's Office
Batesburg-Leesville Police Department
Berkeley County
Bluffton Police Department
Central Police Department
Charleston County Coroner's Office
SELECTED SUBGRANTEE
Create new Subgrantee
<< Return to Step 1
Continue to Step 3 >>
Use the arrow buttons to select one or more subgrantee agencies to associate your account with. Confirm that your agency is not listed before creating a new Subgrantee account to avoid duplications.

South Carolina Department of Public Safety

SCDPS GRANTS

STEP 3: LOGON CREDENTIALS FOR CHARLES CHAPLIN

Please select a username and password to access the system.

The username must be at least 5 characters in length.

All passwords must adhere to the following Department of Homeland Security (DHS) rules:

Must be at least 6 characters in length
Must contain at least one upper case character
Must contain at least one lower case character
Must contain at least one numeric character
Must contain at least one special character from '_#!@%&*$'

Username: » CChaplin

Password: » **Confirm:**

Security Prompt: »

Answer: »

Reason: » Please provide a reason for your request to access this system.

Always indicate the grant programs for which you are responsible in this box (e.g. JAG, Formula, Highway Safety, etc.)

<< Return to Step 2 | Complete Registration

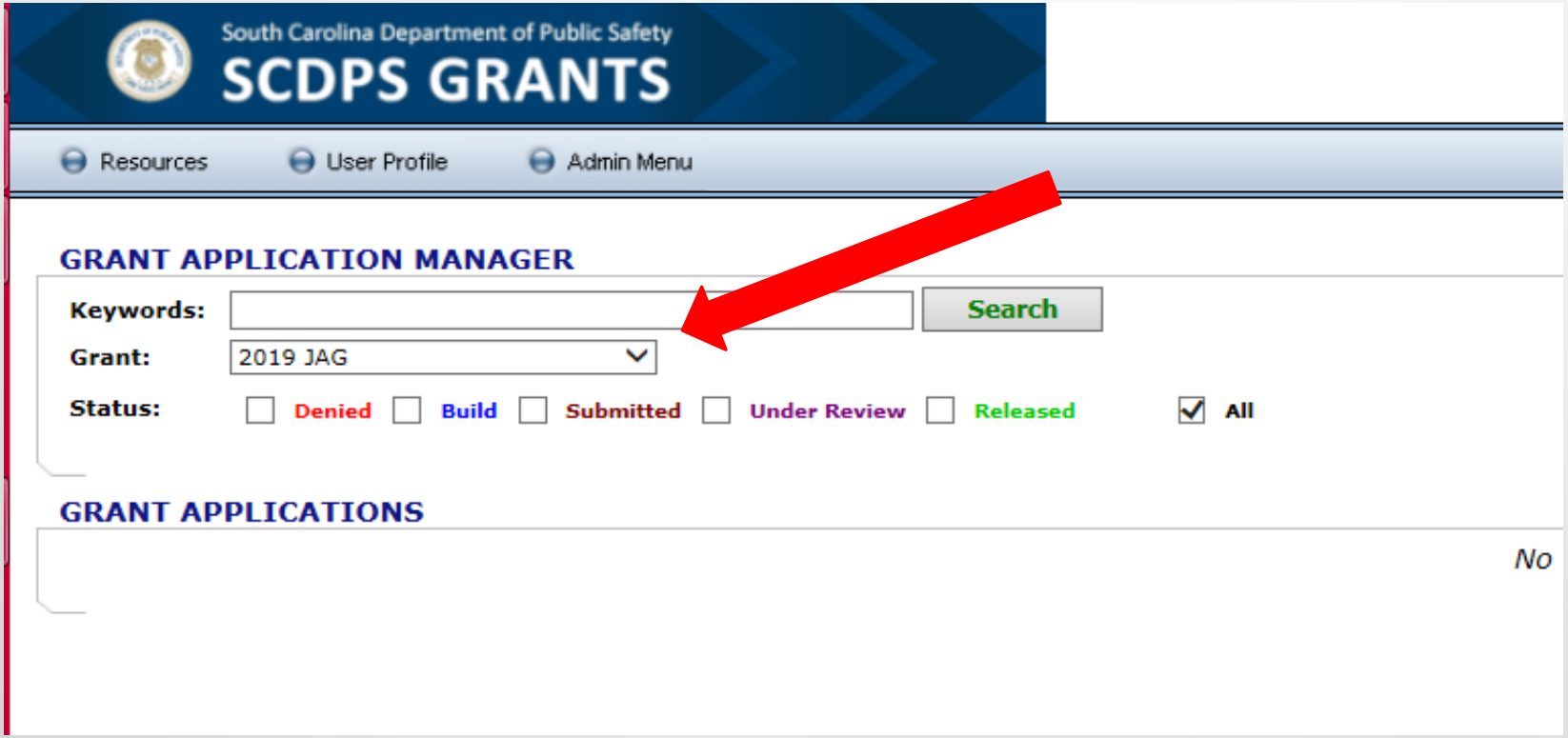
South Carolina Department of Public Safety

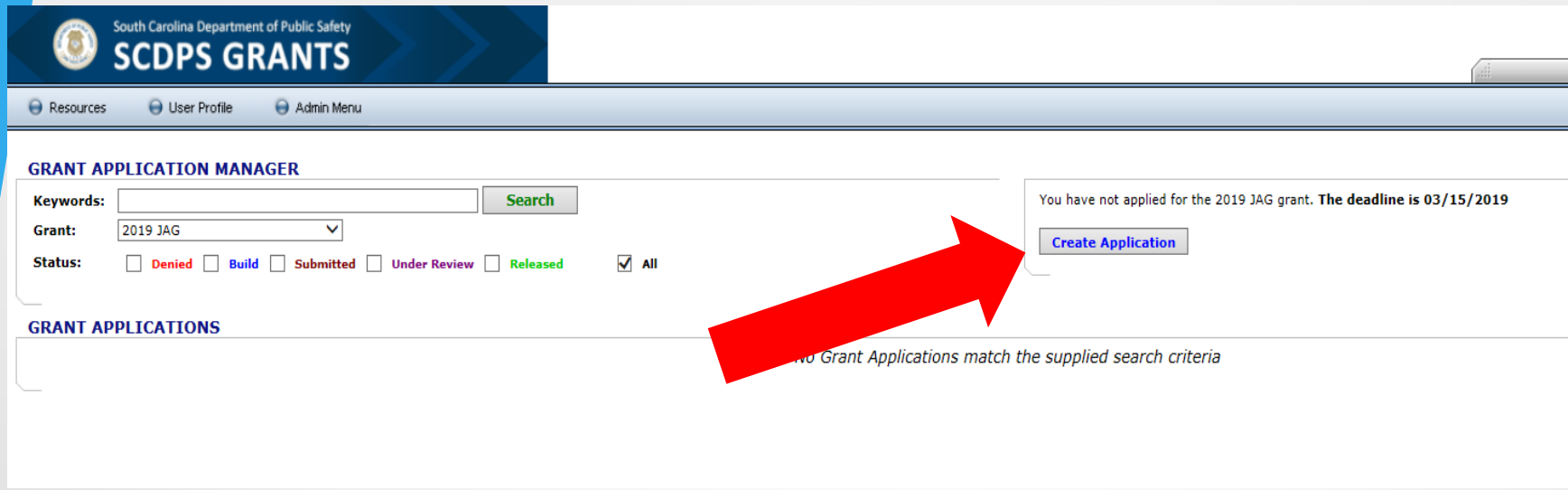
SCDPS GRANTS

Registration Completed

Your registration information has been submitted to the State Administrative Agency (SAA). You will be notified either via e-mail or phone after a verification process has been completed.

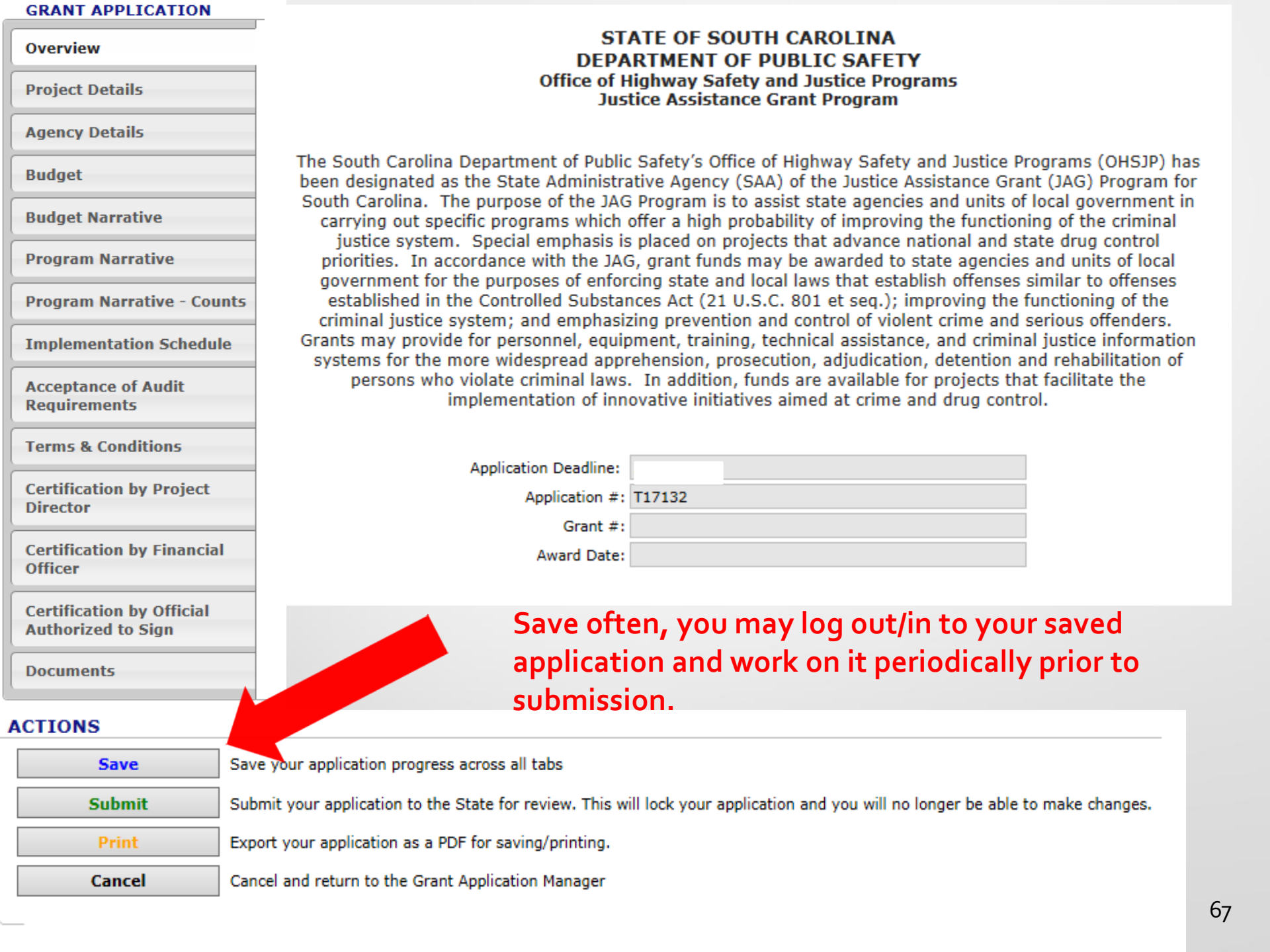
SCDPS Grants: How to Apply



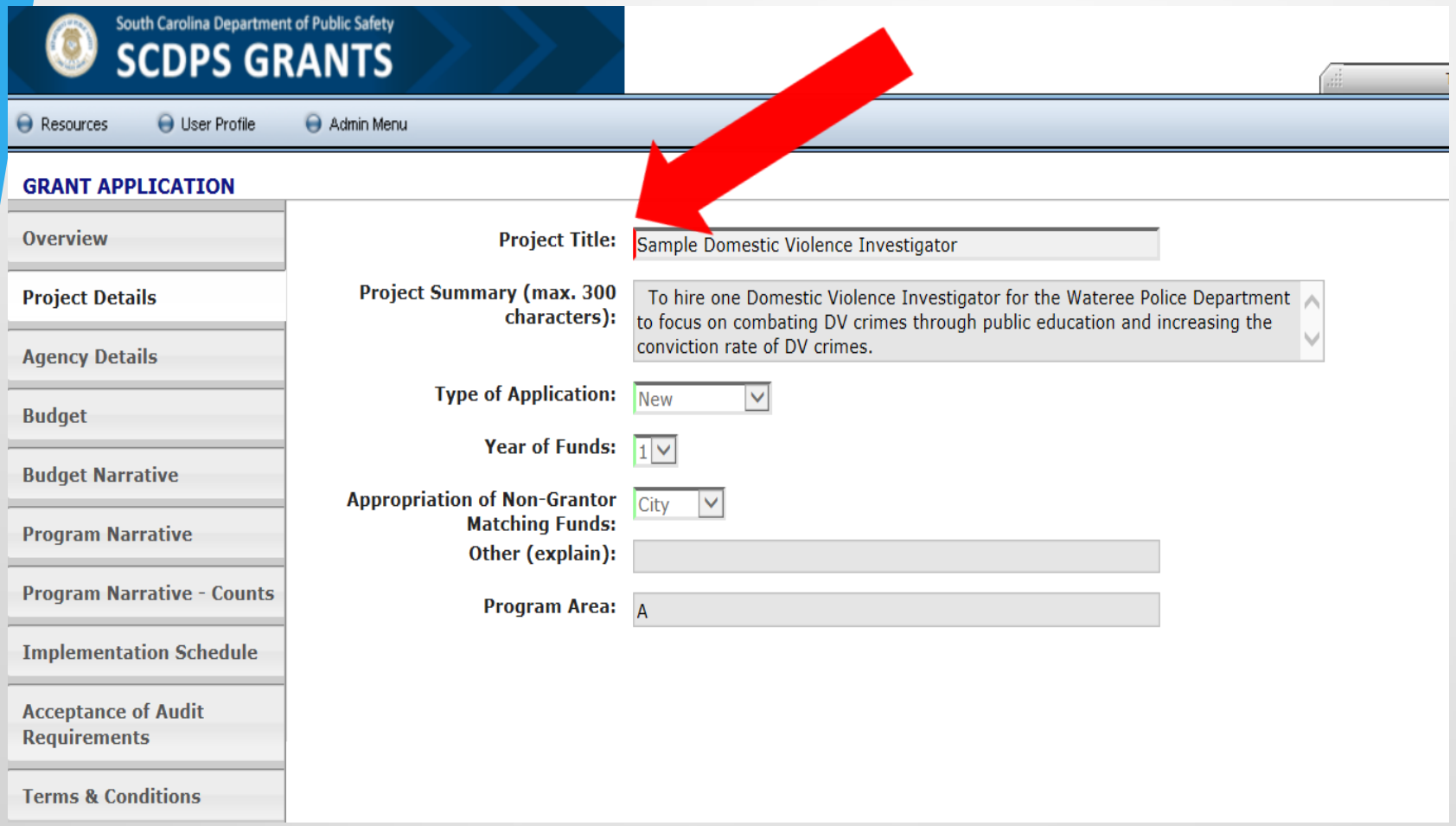


Your created grant applications will appear in a list in the Grant Applications section in a "Build" status. Click the Edit button to begin working on your application.

Grant Number	Status	Grantor	Match	Total	
	Build	$0.00	$0.00	$0.00	[edit]


GRANT APPLICATION
Overview
Project Details
Agency Details
Budget
Budget Narrative
Program Narrative
Program Narrative - Counts
Implementation Schedule
Acceptance of Audit Requirements
Terms & Conditions
Certification by Project Director
Certification by Financial Officer
Certification by Official Authorized to Sign
Documents
STATE OF SOUTH CAROLINA
DEPARTMENT OF PUBLIC SAFETY
Office of Highway Safety and Justice Programs
Justice Assistance Grant Program
The South Carolina Department of Public Safety's Office of Highway Safety and Justice Programs (OHSJP) has been designated as the State Administrative Agency (SAA) of the Justice Assistance Grant (JAG) Program for South Carolina. The purpose of the JAG Program is to assist state agencies and units of local government in carrying out specific programs which offer a high probability of improving the functioning of the criminal justice system. Special emphasis is placed on projects that advance national and state drug control priorities. In accordance with the JAG, grant funds may be awarded to state agencies and units of local government for the purposes of enforcing state and local laws that establish offenses similar to offenses established in the Controlled Substances Act (21 U.S.C. 801 et seq.); improving the functioning of the criminal justice system; and emphasizing prevention and control of violent crime and serious offenders. Grants may provide for personnel, equipment, training, technical assistance, and criminal justice information systems for the more widespread apprehension, prosecution, adjudication, detention and rehabilitation of persons who violate criminal laws. In addition, funds are available for projects that facilitate the implementation of innovative initiatives aimed at crime and drug control.
Application Deadline:
Application #: T17132
Grant #:
Award Date:
Save often, you may log out/in to your saved application and work on it periodically prior to submission.
ACTIONS
Save
Save your application progress across all tabs
Submit
Submit your application to the State for review. This will lock your application and you will no longer be able to make changes.
Print
Export your application as a PDF for saving/printing.
Cancel
Cancel and return to the Grant Application Manager

Click through each tab to complete each field. Fields with a red bar are mandatory.



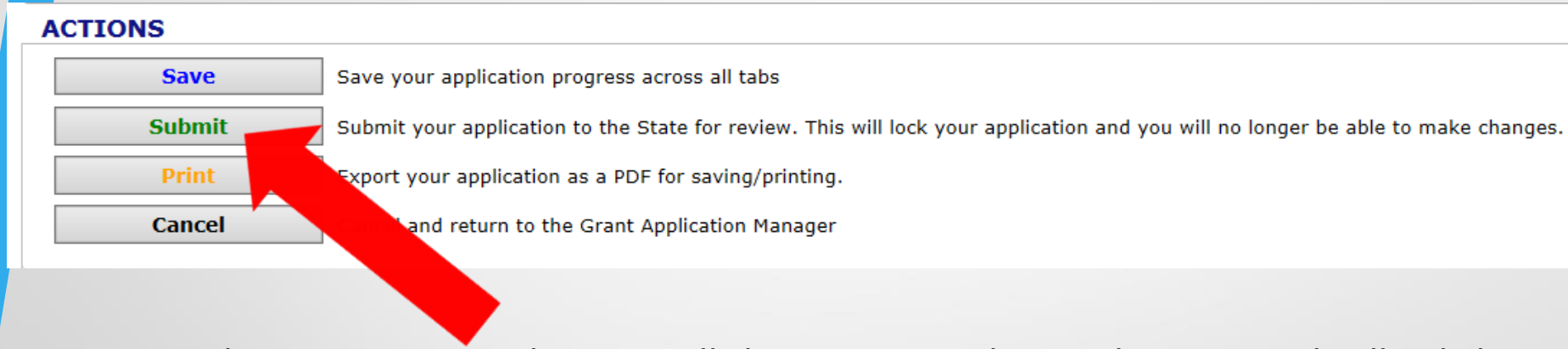
The Overview and Terms & Conditions tabs are for informational purposes only and do not require an entry. You may upload attachments to the Documents tab.

South Carolina Department of Public Safety

SCDPS GRANTS

Thoroughly review all information in each tab before clicking on the submit button.

You will not be able to make further edits once the application is submitted.



Upon submission your application will change to a "Submitted" status and will only be available for viewing and printing.

Grant Number	Status	Grantor	Match	Total	
	Submitted	$113,101.00	$12,567.00	$125,668.00	[view]
	Submitted	$103,865.00	$11,541.00	$115,404.00	[view]

Please remember to complete the workshop evaluation in your packet.
Thank You !!!