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/

Criminal Justice/Juvenile Justice
Post Office Box 1993
Blythewood, SC 29016
Fax # 803-896-8714

John R. Westerhold
Director

JRWesterhold@scdps.gov 803-896-9970

* Joi Brunson
Program Manager

JoiBrunson@scdps.gov 803-896-8705

* Kayla Boston
Administrative Assistant

KaylaBoston@scdps.gov 803-896-8707

* Amy Kingston
JAG Program Coordinator

AmyKingston@scdps.gov 803-896-4742

* Jadai Bergolla
JAG Program Coordinator

JadaiBergolla@scdps.gov 803-896-8708

* Aloysius Anderson
JJ Program Coordinator

AloysiusAnderson@scdps.gov 803-896-8711

Accounting-Grants
Post Office Box 1993
Blythewood, SC 29016
Fax # 803-896-5201

Robyn Conyers
Grants Accounting Manager

RobynConyers@scdps.gov 803-896-9355

** Penny Baskin
Senior Accountant

PennyBaskin@scdps.gov 803-896-8412

** Philencia Dove
Fiscal Technician

PhilenciaDove@scdps.gov 803-896-8414

* Programmatic Questions

** Financial Questions
Available for Download from the OHSJP Website

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

&

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
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
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.

<table>
<thead>
<tr>
<th></th>
<th>In State</th>
<th>Out of State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$6</td>
<td>$7</td>
</tr>
<tr>
<td>Lunch</td>
<td>$7</td>
<td>$9</td>
</tr>
<tr>
<td>Dinner</td>
<td>$12</td>
<td>$16</td>
</tr>
<tr>
<td>Per Day</td>
<td>$25</td>
<td>$32</td>
</tr>
<tr>
<td>Limit</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
• 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](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/
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
Please note: The system will not be fully functional if using Safari
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.
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: 864544889
E-mail: cchaplin@goldenage.net

[Buttons: Cancel Registration, Continue to Step 2 >>]
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.
Always indicate the grant programs for which you are responsible in this box (e.g. JAG, Formula, Highway Safety, etc.)
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.
Save often, you may log out/in to your saved application and work on it periodically prior to submission.
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.
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.
Please remember to complete the workshop evaluation in your packet.

Thank You !!!