

**TENNESSEE**  
**Competitive Grant Solicitation Packet**



**Fiscal Year 2016/2017**  
**Justice Assistance Grant Program**  
**CFDA 16.738**  
**Multi-Jurisdictional Drug Task Forces**

*Prepared by:*

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**Office of Criminal Justice Programs**  
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# JUSTICE ASSISTANCE GRANT PROGRAM (CFDA 16.738) INSTRUCTIONS

## I. INTRODUCTION

The Justice Assistance Grant Program (JAG) establishes a program of criminal justice grants administered by the U.S. Department of Justice, Bureau of Justice Assistance, to aid state and local governments, educational institutions, and nonprofit organizations in implementing effective criminal justice improvement projects.

Grant funds may be used to support projects which improve the prevention, apprehension, prosecution, adjudication, detention, and rehabilitation of violent crime and drug offenders. Grant funds may also be used to fund eradication projects, demand reduction and education projects, treatment projects, projects that target major drug offenders and violent crime reduction, crime victim and witness projects, and projects which improve the overall effectiveness of the criminal justice system. Preference will be given to agencies who employ evidence-based programming in their grant project or who use best practices (as identified by research) in the implementation of their proposed project.

Each state is required by the Anti-Drug Abuse Act of 1988 (Public Law 100-690) to insure that the projects funded under this grant program are coordinated with existing efforts so that the maximum impact on the criminal justice system is achieved. The Office of Criminal Justice Programs in the Tennessee Department of Finance and Administration has been designated as the state agency responsible for administering the JAG Formula Program in Tennessee. Tennessee's Multi-Year Strategy was developed utilizing information from our statewide criminal justice community and with input and information from key authorities in the state regarding drug enforcement, drug treatment, drug prevention, and violent crime.

Tennessee's Multi-Year Strategy continues the existing focus areas for intervention to reduce illegal drug and violent crime activities. Applications will only be accepted for from the list of Tennessee's focus areas, OCJP Program Priorities (see Section III) and their respective JAG federal legislatively authorized purpose areas.

## II. ELIGIBILITY

Eligible subrecipients are limited to any board-directed Tennessee Judicial Drug Task Force comprised of at least two local jurisdictions and the Office of the District Attorney General for the territory they occupy.

Multi-Jurisdictional Drug Task Forces comprised of multiple judicial districts are eligible to apply to apply with a single joint application. Joint applications are eligible to receive additional funding based upon the number of Offices of the District Attorney General represented on the task force's board of directors.

**Restriction:** Applicants must be organized by an interlocal agreement which complies with OCJP guidance on TCA 12-9-101 et seq **or** be willing to undergo the process for drafting and approving an interlocal agreement by December 31<sup>st</sup>, 2016. **Failure to organize in accordance with TCA 12-9-101 et seq will be grounds for contract termination prior to January 1<sup>st</sup>, 2017.**

**Priority** will be given to applicants who are already established in accordance with OCJP guidance on TCA 12-9-101.

For more information on Interlocal Agreements refer to the OCJP Interlocal Agreement Memo.

### **III. PROGRAM PRIORITIES**

Tennessee has developed nine JAG program areas through its comprehensive criminal justice planning. These program areas correlate to legislatively authorized purpose areas developed by the U.S. Department of Justice, JAG Program. In order to most efficiently utilize resources available through other grants administered by OCJP, and address the most serious gaps and service needs identified in Tennessee's criminal justice system, applications will only be accepted for selected priorities.

**Priority** will be given based upon the level of law enforcement agency participation in the jurisdiction(s) that apply.

**Priority** will be given to task forces whose member agencies actively participate in the Task Force with a contractual annual donation of funding, manpower or equipment.

**Priority** will be given to applicants who can clearly describe what could not be maintained without grant funding and/or the benefit of special projects.

**Priority** will be given to special project applications that seek to increase agency capabilities in crime analysis or an emphasis on the investigation and/or prosecution of criminal gang or human trafficking.

### **IV. LENGTH AND AMOUNT OF PROJECT SUPPORT**

*Multi-year contracts will remain contingent, as always, on the availability of U.S. Department of Justice federal appropriations. **Maximum funding levels are based upon an estimated twenty-three (23) projects. Maximum funding levels are subject to reduction based upon the number of approved applications.***

#### **A. Multi-Jurisdictional Drug and Violent Crime Task Force Support Grants:**

Multi-Jurisdictional Drug and Violent Crime Task Force support grants will be thirty-six (36) months in length and run from July 1<sup>st</sup>, 2016 until June 30<sup>th</sup>, 2019.

Project budgets under this section are not to exceed \$153,000 in federal grant funds.

Grant funding will be divided evenly over three years with budgets not to exceed \$51,000 in federal grant funds.

Agencies funded under this grant-type must certify that their current fund balance is less than one year of operational expenses. See [Certification of Funding Need](#).

**A separate budget must be done for every budget year.**

#### **B. Multi-Jurisdictional Drug and Violent Crime Task Force Special Project Grants:**

Multi-Jurisdictional Drug and Violent Crime Task Force special project grants will be thirty-six (36) months in length and run from July 1<sup>st</sup>, 2016 until June 30<sup>th</sup>, 2019.

Project budgets under this section are not to exceed \$126,000 in federal grant funds.

Grant funding will be divided evenly over three years with budgets not to exceed \$42,000 in federal grant funds.

Agencies whose fund balances are greater than one year of operational expenses are eligible

under this section. See [Certification of Funding Need](#).

**A separate budget must be done for every budget year.**

**Please Note:** No Task Force may apply for both grants. Please thoughtfully consider the amount of funding necessary to meet your *agency needs* and only apply for the amount necessary to fulfill program objectives.

## V. APPLICATION REQUIREMENTS

The Fiscal Year 2017 JAG Competitive Grant Application for Tennessee **requires Attachment A to be submitted online. The completed application packet must be submitted via e-mail. See final page for an application checklist with a list of all documents that must be submitted. Attachment A can be submitted at any time PRIOR to the application deadline.**

Applications are due by the end of the day on March 25<sup>th</sup>, 2016.

**Late applications will not be accepted.**

The Office of Criminal Justice Programs will only accept applications for this grant as referenced above. All other methods of applying for these funds must be approved by OCJP. Incomplete applications will result in lowered scores and/or ineligibility.

## VI. REVIEW AND EVALUATION OF PROPOSALS

Each application will be rated, utilizing a “weighted” review tool, based on the applicant agency’s ability to provide a logical description of how their project theoretically works to benefit the target group. The project description must tie goals, activities, outputs, and outcomes together in a logical fashion. Applications will be reviewed for financial and programmatic completeness by OCJP staff with expertise in grant requirements and program design. The applications will be rated and funding will be determined through a competitive review process by a review team of professionals knowledgeable in applicable subject material. Grants will be awarded based on current funding patterns, the availability of funds, and the above cited criteria.

All competitive applications will undergo a final review by OCJP Staff and applicants will be notified of approval or denial prior to the contract start date. If an application is approved, the contract between the state and the subrecipient will be emailed with the approval letter. The contract **must** be signed by the Authorized Official and returned to the Office of Criminal Justice Programs for approval by the Commissioner of Finance and Administration. After the Commissioner approves the contract, an executed original contract will be emailed to the subrecipient.

## VII. PROGRAM PURPOSES

The purpose of the JAG Program is to assist state agencies, units of local government, and not-for-profit agencies with the support of state or local government in obtaining seed funding for specific projects. This grant program provides funding for projects which assist local and state government agencies in their efforts to reduce violent crime and illegal drug activities, improve the criminal justice system, and support local, state, and national priorities. The projects should offer a high probability of improving the functioning of the criminal justice system. The project should be created in such a manner that if successful, it can be replicated by other agencies. **At the conclusion of the federal grant funding, the agency is expected to continue the project with regular budgeted funds.**

Formula grant funds may be used to support projects that enforce state and local laws which establish offenses similar to offenses established in the Federal Controlled Substances Act, and to improve the functioning of the criminal justice system, with emphasis on violent crime and serious offenders. Funds may be used to provide personnel, equipment, training, and technical assistance to support more

widespread prevention, apprehension, prosecution, adjudication, detention, treatment, and rehabilitation of offenders who violate state and local laws.

## VIII. PROGRAM REQUIREMENTS

The intent of the JAG Formula Program is to provide criminal justice assistance to state agencies, local units of government, and non-profit organizations. The Department of Justice has defined a unit of local government as a general-purpose political subdivision of a state, such as a judicial district, city, or county.

- A. Evidence-based programming:** Agencies should employ evidence-based programming in their grant project or use best practices (as identified in research) in the implementation of their proposed project. The Office of Justice Program's website [www.CrimeSolutions.gov](http://www.CrimeSolutions.gov) is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.
- B. Law enforcement agencies:** In order for law enforcement agencies to qualify for grant funds, they must comply with the following:
  - 1. Fingerprint Reporting Requirement. The Agency shall ensure that they will comply with Tennessee Code Annotated (TCA) 38-3-122 and will submit all fingerprints taken to the Tennessee Bureau of Investigation (TBI).
  - 2. TIBRS Reporting Requirement. The Agency shall ensure that they comply with the rules and regulations of the Tennessee Bureau of Investigations (TBI) as empowered by Tennessee Code Annotated (TCA) 38-10-101 et seq. with regard to the Tennessee Incident Based Reporting System (TIBRS). The agency will at all times maintain TBI certification of their compliance with those rules and regulations.
- C. PREA Requirement:** The Tennessee Department of Corrections (TDOC) and correctional facilities which are sub-contracted to house TDOC inmates must submit audit documentation demonstrating they are currently PREA compliant.
- D. Mandatory Reporting of Child Abuse and Adult Abuse:** All agencies must comply with Tennessee Code Annotated, Sections 37-1-403 and 37-1-605 by reporting suspected cases of child abuse to the Department of Children's Services and with Tennessee Code Annotated 71-6-103 by reporting cases of adult abuse to the Department of Human Services as required by law.
- E. Limited English Proficiency:** National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI of the Civil Rights Act and the Omnibus Crime Control and Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including interpretation and translation services, where necessary. Subrecipients are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs. The U.S. Department of Justice has issued guidance for subrecipients to assist them in complying with Title VI requirements. The guidance document can be accessed at [www.lep.gov](http://www.lep.gov) or by contacting the OJP's Office for Civil Rights at 202-307-0690.
- F. 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 the 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 Office of Criminal Justice Programs within 45 days. All applicants should consult the Certifications and Assurances required with the application to understand the applicable legal and administrative requirements. Additional information and requirements can be found in Chapter XXII of the OCJP Administrative Manual located at the following link: **OCJP Administrative Manual**.

**G. Federal Funding Accountability and Transparency Act of 2006 (FFATA), Public Law 109-282:** All applicants are required to have a DUNS number, register via SAM and provide employee compensation information (if applicable) to be eligible for this funding.

1. **DUNS Number:** To enable state agencies that receive federal awards to report this information, subgrantees (i.e. subrecipients) are required to obtain and report a DUNS numbers. A DUNS number is obtained through Dun & Bradstreet (D&B) and is a unique nine digit identification number that is assigned for FREE for all businesses required to register with the US Federal government for contracts or grants. A DUNS number is required for this grant and is reported on Attachment A of your application. For more information and to obtain a DUNS number go to the following website: <http://fedgov.dnb.com/webform>.
2. **System For Award Management (SAM) [*This replaces CCR Registration*]:** To enable OCJP to report subawards in a timely manner, subrecipients are also required to register with SAM. SAM is a centrally located database of all grantees and contractors with the federal government, and it will be used to populate the information needed to report subaward information. In order to register you must have a DUNS number. Registration can be done at <https://www.sam.gov/portal/public/SAM/>. **Your SAM expiration date must be reported on Attachment A and a copy of confirmation submitted with your application.**
3. **Executive Compensation Reporting:** FFATA now requires a subgrantee of a federal award to report the names and total compensation of the most highly compensated executives (i.e., officers, managing partners, or any other employees in management positions) if they meet the following criteria:
  - 80 percent or more of the subgrantee's annual gross revenues from Federal procurement contracts and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320; and
  - \$25,000,000 or more in annual gross revenues from Federal procurement contracts, and Federal financial assistance subject to the Transparency Act; and
  - The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/excomp.htm>).

**H. ACORN:** Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express written

approval of the federal Office of Justice Programs.

- I. Text Messaging While Driving:** Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Department [of Justice] encourages recipients and sub-recipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.
- J. Religious and Moral Beliefs:** The subrecipient understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students.
- K. Additional Federal Funds Received:** The subrecipient agrees that if it currently has a contract with OCJP and receives additional federal funding, outside OCJP, and those funds are to be used, in whole or in part, for one or more of the identical cost items for which funds are being provided under the OCJP contract, the subrecipient will promptly notify the OCJP program manager in writing.
- L. Computer Network Requirements:** The subrecipient understands and agrees that (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.
- M. Non-Disclosure Prohibited:** No recipient or subrecipient under this award, or entity that receives a contract or subcontract with any funders under this award, may require an employee or contractor to sign an internal confidentiality agreement or statement that prohibits, or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.
- N. Compliance with Federal JAG Special Conditions:** Compliance with federal JAG Special Conditions is required for all subgrantees. The JAG federal grant award received by OCJP contains a list of special conditions which must be adhered to by both the OCJP and all subrecipients.

**For further program requirements please refer to the JAG portion of the OCJP Administrative Manual on the Office of Criminal Justice Programs website at the following link: [OCJP Administrative Manual](#).**

## **IX. FINANCIAL REQUIREMENTS**

OCJP grants awarded under this JAG Program are governed by the provisions of the Office of Management and Budget (OMB) circulars applicable to financial assistance. Please note that OCJP will be awarding grants from the JAG awards 2011-2015. For the JAG 2015 funding, OMB has issued the Uniform Administrative Requirements, Cost Principles, and Audit Requirements. The JAG 2011 – 2014 funding, will continue to follow the appropriate circulars prior to the new Uniform Guidance. These circulars, along with additional information and guidance, are contained in the JAG portion of the OCJP Administrative Manual available from the Office of Criminal Justice Programs upon award of grant funds

or by referring to the JAG portion of the OCJP Administrative Manual on the Office of Criminal Justice Programs website. This policy manual provides information on allowed costs, methods of payment, audit requirements, accounting systems, and financial records. Specific requirements include:

- A. Multiple Year Contracting:** Multiple year contracting reduces unneeded paperwork and duplication for OCJP, as well as the subrecipient's office. This reduction in bureaucratic paperwork allows the subrecipient more time to spend on project implementation and evaluation, while allowing OCJP more time to provide oversight, technical assistance and evaluation of individual projects and OCJP programs. *Multiple year contracts will remain contingent, as always, on the availability of U.S. Department of Justice federal appropriations.*
- B. State Agency Applicants:** State agency applicants (executive, judicial or legislative branch agencies) must notify their Department of Finance and Administration budget analyst at the time the OCJP application is submitted of their intentions to apply for a grant. This Division of Budget notification is required so that necessary steps can be taken to include the grant in the agency's state budget should the state agency receive an award granted from OCJP.

***NOTE: State agencies procuring information technology must obtain formal support of procurement from the Office of Information Resources in the Department of Finance and Administration prior to the signing of the grant contract with OCJP.***

**For further program requirements please refer to the Byrne/JAG portion of the OCJP Administrative Manual on the Office of Criminal Justice Programs website at the following link: [OCJP Administrative Manual](#).**

## **X. ALLOWABLE COSTS**

JAG funds may be used by the subrecipient for personnel costs, training and technical assistance, equipment, operational costs, and information systems that are part of an approved project and are in **addition** to the resources already available to the subrecipient. Costs must be reasonable, allocable, and necessary to the project and comply with the JAG Program requirements. Any questions about allowable use of funds should be directed to the Office of Criminal Justice Programs.

- A. General Salaries and Personnel Costs:** Payment of personnel costs is allowable if costs are a part of an approved project and are necessary and incidental to project implementation and operation. *Overtime pay will only be approved by OCJP on a case-by-case basis.*
- B. Operational Costs:** Payment of operational costs is allowable if costs are part of an approved project and are necessary to the project implementation and operation. Operational costs may include supplies, telecommunication costs, postage and shipping, printing and publications costs, rent, equipment rental costs and insurance costs. Costs for a program must be prorated across all fund sources.
- C. Clothing, furniture and uniform costs** must be pre-approved by OCJP before a purchase is made.
- D. Professional Fees:** If the implementing governmental agency or non-profit organization is entering into a subcontractual relationship with an entity that is providing project based professional services for the project, a subcontract will be required between the implementing agency and the subcontracting entity. Subrecipients should check the Administrative Manual as many items in this line item require a **pre-approved Subcontract**. Enter the name of the individual or company being used, the number of hours or days for the fiscal year and the total cost. Consultant rates of payment are to be reasonable and consistent with fees for similar

services in the market place. Individual consultant fees cannot exceed \$650 per day or \$81.25 per hour; this includes legal, medical, psychological, training, and accounting consultants.

**E. Publication of Documents and Electronic Media:** Project directors are encouraged to make the results and accomplishments of their activities available to the public. A subrecipient who publicizes project activities and results shall adhere to the following:

- i) Responsibility for the direction of the project should not be ascribed to the Department of Justice or the Tennessee Office of Criminal Justice Programs.
- ii) All reports, studies, notices, informational pamphlets, press releases, signs, billboards, DVDs, public awareness kits, training curricula, webinars, websites, and similar public notices (written, visual or sound) prepared and released by the Grantee shall include the statement:

**“This project is funded under an agreement with the State of Tennessee.”**

Additionally, studies and research/report type publications expressing the direction of project activity must also contain the following federal funding statement:

**“The opinions, findings, conclusions or recommendations contained within this document are those of the author and do not necessarily reflect the views of the Department of Justice or the State of Tennessee, Office of Criminal Justice Programs.”**

**F. Equipment:** Equipment expenses, which are part of an approved project, if necessary and allocable to that project, are allowable expenses. Equipment defined as tangible non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit or “Sensitive Minor Equipment”. “Sensitive Minor Equipment” defined as moveable, high-risk, sensitive property items purchased with a cost between \$500.00 and \$5,000.00, such as computers (i.e., laptops, tablets), weapons, TVs, and cameras acquired, used and managed for criminal justice grant purposes. Equipment or other assets that are purchased in whole or in part with grant funds are subject to OCJP policy guidelines. These guidelines require that whenever a subrecipient wishes to dispose of surplus equipment, or change its use, the equipment must be returned to the Office of Criminal Justice Programs. There is no time limit on this requirement.

**G. Prohibited/Controlled Equipment:** Any items which are deemed to be controlled or prohibited under JAG per the Executive Order 13688 on Federal Support for Local Law Enforcement Equipment Acquisition (see pages 12 – 15) or projects and/or items related to these items. These projects and/or items will not be approved under any circumstances.

**H. Technology:** In order to promote information sharing and enable interoperability among disparate systems across the justice and public safety community, OCJP requires the grantee to comply with DOJ's Global Justice Information Sharing Initiative (DOJ's Global) guidelines and recommendations for this particular grant. Subgrantee shall conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at: [http://www.it.ojp.gov/gsp\\_grantcondition](http://www.it.ojp.gov/gsp_grantcondition). Subgrantee shall document planned approaches to information sharing and describe compliance to the GSP and appropriate privacy policy that protects shared information, or provide detailed justification for why an alternative approach is recommended.

**I. Software and Hardware:** Any law enforcement records management system must be from a TBI approved vendor and be TIBRS compliant. Records management systems must be

preapproved by OCJP prior to submitting the proposal. Records management systems must be XML compatible.

**J. Travel:** Expenses and reimbursements for in state and out of state travel must follow the most current comprehensive State of Tennessee Travel Rules and Regulations.

**K. Training, Conferences, and Meetings:** Training, Conferences, and Meetings which are part of an approved project, if necessary and allocable to that project, are allowable expenses. The following cost thresholds are in place.

- a. Meeting Room/Audio Visual Services: Lesser of \$25 per day per attendee or \$20,000.
- b. Logistical Planners: Lesser of \$50 per attendee or \$8,750.
- c. Programmatic Planners: Lesser of \$200 per attendee or \$35,000.
- d. Food and Beverage: Generally not allowed.
- e. Refreshments: Generally not allowed.

## XI. UNALLOWABLE COSTS

**A. Food and beverages:** Food, snacks, and beverages are not allowed under JAG funding.

**B. Construction:** Use of grant funds for construction projects is prohibited under both state and federal guidelines for this program.

**C. Vehicle Purchase:** Vehicle purchases with grant funds are prohibited without written approval of OCJP.

**D. Land Acquisition:** Acquisition of land with grant funds is prohibited.

**E. Supplanting:** Federal funds must be used to **supplement** existing State and local funds for program activities and must not supplant those funds that have been appropriated for the same purpose.

- Supplanting will be reviewed during the application process, post-award monitoring, and audit.
- For certain programs, a written certification may be requested by the awarding agency or recipient agency stating that Federal funds will not be used to supplant State or local funds.

**F. Other Unallowable Expenses:**

1. Legal Fees
2. Costs in applying for this grant
3. Any expenses prior to the grant award date
4. Lobbying or advocacy for particular legislative or administrative reform
5. First class travel
6. Entertainment
7. Management studies or research and development
8. Honorariums
9. Fines and penalties
10. Fund raising and any salaries or expenses associated with it
11. Losses from uncollectible bad debts
12. Memberships and agency dues

13. Contributions and donations
14. Sole source contractors (without prior written approval from the Office of Criminal Justice Programs)
15. Food and beverage costs

Please Note: This list is NOT ALL-INCLUSIVE. For further clarification, contact OCJP or refer to the JAG portion of the OCJP Administrative Manual at the following link: [OCJP Administrative Manual](#).

## XII. REPORTING REQUIREMENTS

- A. **Tennessee Department of Finance and Administration Invoice for Reimbursement (non-state agencies):** The invoice is used to request monthly reimbursement. Funds can only be distributed to subrecipients upon receipt of a properly prepared and signed invoice. The invoices are sent to the Office of Business and Finance of the Department of Finance and Administration. Non-state subrecipients must not alter Column A in the invoice Excel workbook.
- B. **State of Tennessee Inter/Unit Journals (IUs): (State Agencies Only)** This method of payment is used for grants funded to State agencies. This payment method reimburses the subrecipient based upon actual costs incurred by the subrecipient in carrying out the activity of the grant. As the subrecipient incurs costs, those costs are conveyed to the funding source (OCJP) following the State of Tennessee Inter/Unit Journal process described below. Following the IU processing, deposits (reimbursement) via the recognition of revenue are made to the account of the state subrecipient.

*NOTE: Subrecipient agencies must request reimbursement at least once per quarter based on expenditures incurred. However, it is recommended that agencies invoice monthly, when monthly expenditures are incurred.*

- C. **Policy 03 Quarterly Expense and Revenue Report (Non-profit agencies only):** The Policy 03 Report is due quarterly, no later than thirty (30) calendar days following the end of the quarter for which the report is completed. The report is emailed to the OCJP Fiscal Unit. The reporting form may be found at the following link: [Policy 03 Report](#).
- D. **Quarterly Program Income Summary Reports:** Project Directors will be required to submit this report on a quarterly basis. It is due to OCJP **no later than 15 days** past the end of each state fiscal year quarter, (July 1 - September 30), (October 1 - December 31), (January 1 - March 31), (April 1 - June 30). All income generated as a direct result of an agency funded project shall be deemed program income and reported on this form. Fines are not considered program income. These reports are completed online at the following link: [Income Summary Report](#).
- E. **Quarterly Performance Measures Reports:** Project Directors will submit the applicable required Quarterly Performance Report online at <https://www.bjaperformancetools.org/> **no later than 15 days** past the end of each state fiscal year quarter, (July 1 - September 30), (October 1 - December 31), (January 1 - March 31), (April 1 - June 30). Project Directors will email a copy of the report to their program manager by the same date.
- F. **Annual Project Reports:** Project Directors will submit the applicable required Annual Project Report to the OCJP **no later than 30 days** after the close of each fiscal year period (no later than July 30th). These reports provide the Project Director an opportunity to describe both in narrative and quantitative fashion the success of their project. These reports are submitted online at the following link: [Byrne Jag Reports](#).

**G. Project Equipment Summary Reports:** This report form is completed on an annual basis for each fiscal year when equipment or sensitive minor equipment is purchased. It is due to OCJP no later than 30 days past the end of the State fiscal year or July 30th. For new projects, the Equipment Summary Form should list new or start-up equipment and “Sensitive Minor Equipment” purchases. For multi-year projects, the Equipment Summary Form should specifically identify any purchases that have been made for equipment and “Sensitive Minor Equipment”, either totally or in part by grant money, since the last Fiscal Year. These reports are submitted online at the following link: [Equipment Summary](#).

The necessary forms will be made available to subrecipients during the award process, however, it is the subrecipient’s responsibility to obtain and submit reports to OCJP. Attendance at OCJP training for subrecipients will be expected and adherence to the JAG portion of the OCJP Administrative Manual on the Office of Criminal Justice Programs website at the following link: [OCJP Administrative Manual](#) is required.

### **XIII. FISCAL AND PROGRAM MONITORING**

The Office of Criminal Justice Programs employs program managers and fiscal monitors to provide routine program and fiscal monitoring of all OCJP contracts. This monitoring provides program and fiscal contract compliance review, much needed information on how the program is actually being implemented, and assists in identifying sub-recipients experiencing problems requiring corrective action. If through monitoring a problem area is identified and corrective action is requested, OCJP sub-recipients must adhere to the corrective action requirements identified in the OCJP Administrative Manual within the time period required.

### **XIV. JAG APPLICATION EVALUATION**

A national evaluation will be conducted of the overall JAG Program, which means that any programs funded within our state will be evaluated by the Office of Criminal Justice Programs, and possibly by the Department of Justice. The purposes of this evaluation are to document outcomes based on measurable goals and objectives and determine the impact of the State-level coordinating mechanism on the development of an integrated response to the improvement of the criminal justice system as it relates to drugs and related violent crime. Evaluators may visit subrecipient sites to collect data for these evaluations. Each State and its subrecipients must be willing to cooperate in this evaluation and provide necessary information that may be requested. In addition, States and their subrecipients are encouraged to conduct local evaluations or assessments of their projects.

### **XV. INSTRUCTIONS FOR APPLICANT’S PROPOSED SCOPE OF SERVICE/NARRATIVE**

The Office of Criminal Justice Programs has provided a word document for use in constructing an application under this solicitation.

**The document for the Multi-Jurisdictional Drug Task Force application is located at the following link: [DTF Application](#)**

First save this document to your computer before completing it.

**The Scope of Service/Narrative contains the following headers and will be evaluated based upon the point-values assigned.**

**PROBLEMS FOR INTERVENTION AND NEEDS TO BE IMPROVED (25 PTS)**  
**PURPOSE (10 PTS)**

- INPUTS (35 PTS)**
- ACTIVITIES (10 PTS)**
- INTENDED OUTPUTS (Products) (5 PTS)**
- INTENDED OUTCOMES (Results) (5 PTS)**
- DATA COLLECTION PROCEDURE (10 PTS)**

See Section XVIII for information on how to submit your application.

## **XVI. INSTRUCTIONS FOR COMPLETING BUDGET NARRATIVE AND LINE-ITEM BUDGET**

**Begin by saving this document to your computer and then fill in the OCJP Summary spreadsheet followed by the Budget Narrative as required. Please use whole numbers.**

### **NOTES:**

- **Thoroughly read instruction tab of budget spreadsheet before preparing the budget**
- **The Project Title at the top of the budget summary page must match the title submitted in Attachment A and on your Scope of Service/Narrative.**

Each fiscal year project budget consists of two components: the Summary Budget Amounts for the Federal, and Line Item total for each line item; and the Budget Narrative for each line item where narrative detail is required. **All budgeted line items must be reasonable, necessary, and allocable directly to the project.**

See Section XVIII for information on how to submit your application.

## **XVII. JAG PROGRAM CONTACTS**

### **Program Manager(s)**

Jeremiah Morton (615) 532-2988

OCJP will make reasonable attempts to respond with an answer to all questions within two business days of receiving the question at OCJP.

## **XVIII. JAG APPLICATION PROCESS**

1. The first step to the JAG application process is to submit Attachment A through the following on-line link: [Attachment A](#).
2. The next step is to create a project narrative by using the word forms document found at the following link: [Narrative \(See Section XV\)](#)
  - See: [DTF Abstract](#) (this document will aid in application construction)
  - See: [Example Support Grant Application](#)
  - See: [Example Special Project Grant Application](#)
3. The next step is to create a budget using the excel budget sheet(s) at the following link: [Budget](#). **(instructions are included in the workbook). Complete one budget per each year of funding.**

4. Complete the Other Grant Funds – Application Attachment provided at the following link: [Other Grant Funds](#). **(please follow instructions at this link)**
5. Fill out [Certification of Funding Need](#). This certification must be signed by **Authorizing Official** based upon agency budget at the time of application.
6. Fill out [Clandestine Drug Mitigation](#) certification. This certification may be signed by **Project Director**.
7. Attach *fully executed* **Interlocal Agreement** to application.
8. Use the attached checklist at the end of this application and submit all required documents via [jeremiah.morton@tn.gov](mailto:jeremiah.morton@tn.gov). To ensure prompt processing all e-mails should be titled ‘**GRANT APPLICATION: Your Agency Name**’.
9. **Applications are due by March 25<sup>th</sup>, 2016.**

See Section VI for information for when you will receive word as to the status of your application.

**Application Completion Check-off  
(Retain for your own purposes)**

- Attachment A Cover Page (Applicant Contact & Profile Information) completed online**
- Scope of Service/Narrative logic model completed on the forms document and e-mailed**
- Budget Summary and Detail completed on the excel forms document and e-mailed**
- Other Grant Funds – Application Attachment completed and emailed.**
- Clandestine Drug Mitigation Certificate**
- Certification of Funding Need**
- Fully Executed Interlocal Agreement**

**Applications are due by March 25<sup>th</sup>, 2016**

**Applications must be submitted in accordance with Section XVIII**

**If you have done the above your application is complete**