

RFP Abstract Requirements and Instructions

JAG - ARRA Stimulus Competitive Grant Program for Local Government

(September 1, 2009)

Available funds for Utah Local Agencies: \$4,500,000
Abstracts Due to CCJJ by October 1, 2009

I. Background:

The *Utah Commission on Criminal Justice (CCJJ)* is responsible for the administration of grant funding provide to Utah by the U.S. Department of Justice for the Justice Assistance Grant (JAG) - American Recovery and Reinvestment Act (ARRA) federal stimulus grant program authorized in H.R. 1. H.R. 1 was signed in to law by President Barack Obama on February 17, 2009. As the State Administrative Agency (SAA) for the Utah JAG - ARRA program, CCJJ is required to award grant funding to local government agencies including private non-profit and faith based organizations. Furthermore, CCJJ is required to review project proposals and award funding based on the merits of the proposal to include: *the potential of your project to improve or maintain public safety, create, retain or restore criminal justice jobs, and to address one or more of the priority purpose areas of the program.*

Eligibility:

Any city, county or tribal agency that provides criminal justice services within the State of Utah (i.e. law enforcement, courts, and county corrections). Utah based private non-profit and faith based organizations that provide criminal justice services to Utah communities (i.e. providers of crime prevention or drug treatment prevention and education services).

JAG - ARRA Purpose Areas (not listed in order of importance):

Agencies submitting abstracts are required to submit a project proposal that meets at least one of the **6** Utah JAG - ARRA purpose areas. You will need to design your project around one or more of the following purpose areas:

- 1) Prescription Drug Abuse - prevention education and enforcement projects.*
- 2) Domestic Violence and Sexual Assault - prevention education and enforcement projects.*
- 3) Criminal Justice Technology projects (Electronic Incident Reports, Electronic Citations, Electronic Booking, Electronic Screening reports, AFIS for Courts)*
- 4) Gang prevention, education and enforcement projects.*
- 5) Problem Solving Courts (Mental Health courts, Drug/DUI courts, Domestic Violence courts).*
- 6) Alternatives to incarceration programs.*

II. Abstract Requirements:

Agencies submitting an abstract to CCJJ for the competitive JAG - ARRA grant program will need to choose from one of two types of funding: **1) Abstracts for Job Creation, Restoration or Retention (JCRR)** or **2) Abstracts for Equipment, Supplies and Training (EST)**. Since your agency is eligible to submit only one JAG - ARRA abstract to CCJJ you will need to decide if it will be a **JCRR** or **EST** type project proposal. The following information will provide more details on how to develop a **JCRR** or **EST** abstract proposal.

1) Abstracts for Job Creation, Restoration or Retention (JCRR) - Over 90% of the total JAG - ARRA Local Competitive Grant Program funding (\$4,050,000) will be made available for project proposals that create, retain or restore criminal justice jobs. **Job creation** - includes creating a new job that is part of a specific criminal justice program. **Job restoration** - involves using JAG funding to restore lost criminal justice jobs and services due to budget cuts. **Job retention** - involves using JAG funds to retain existing criminal justice personnel who are still employed by your agency, but who will be fired at a predetermined date due to budget cuts. You must be able to verify upon request any job that is restored or retained with JAG funding due to budget cuts. **Proposals that only request bonuses or over-time for existing personnel will not be accepted.**

- **Job Conditions** - Jobs created, restored or retained through the JAG - ARRA program must be for providers of criminal justice services and can be *full-time or part-time positions of at least 20 hours a week for a period of 12 to 24 months*. Proposals for full-time or part-time *contract employees* working 20 hours a week or more and providing criminal justice services will also be accepted.
- **85/15 Requirement - JCRR** abstracts can include up to 15 percent of the total project costs in equipment, supplies or training items provided they directly support the job(s) requested in the abstract. 85 percent or more of the total cost of a **JCRR** abstract proposal must be for funding a job(s). (*i.e. One (1) - FTE patrol officer salary and benefits @ \$85,000 + one (1) police motorcycle cruiser @ \$15,000 for a total project request of \$100,000*).
- **Minimum/Maximum \$ Request - JCRR** abstract proposals must request at least \$100,000 in funding and must include at least one full-time (40 hours per week) or two part-time jobs (each at a minimum of 20 hours per week). There is no maximum award for your **JCRR** abstracts. However, with a little over \$4.5 million available to all applicants, funding will not go far. It seems reasonable that most abstracts will come in between \$100,000 to \$300,000. Abstracts requesting significantly larger amounts beyond this range should be able to clearly demonstrate a viable project that will provide a large number of jobs and can offer statewide or at least regional benefits. **However, submitting an abstract that simply requests a large number of jobs will not necessarily increase your chances of being funded.** We anticipate making 20 to 40 **JCRR** awards.

2) Abstracts for Equipment, Supply and Training (EST) Approximately 10 percent of the total JAG - ARRA Local Competitive Grant Program funding (\$450,000) will be set-aside for proposals that provide only equipment, supplies or training to an agency without directly funding a job. Agencies making an abstract for **EST** funding are encouraged, but not required to coordinate their proposal with any other federal criminal justice job creating stimulus grant that your agency may have received. For example if your agency received funding for a police officer under the federal COPS grant program then your JAG **EST** grant abstract should be designed to help equip your COPS funded officer. **EST** abstract proposals must request at least \$20,000, but not more than \$25,000 in funding. We anticipate making 18 - 22 **EST** awards.

Additional Abstract Requirements

A) Supplanting - JAG - ARRA stimulus funding cannot be used to replace or supplant any budget item that is currently approved for funding by your legislative body. Be sure your abstract does not request JAG funding to replace any position or item that is already approved for funding in your current budget. See USDOJ supplanting regulations:
<http://www.ojp.usdoj.gov/recovery/supplantingguidance.htm>

B) One-time Funding - Utah JAG - ARRA funding is one-time money with no possibility of continuation funding. Your abstract should describe a project that is active for **12 to 24 months**. No agency awarded JAG - ARRA stimulus grant funding for the purpose of creating/retaining/restoring criminal justice jobs will be required by CCJJ to maintain those jobs after grant funding expires. The purpose for requiring jobs in most proposals is to help stabilize our struggling local and national economy until a meaningful economic recovery has occurred. The possibility exists that your agency will not be able to maintain the jobs funded from the JAG - ARRA grant program after the 12 to 24 month grant period expires. However, keeping a person working who otherwise would have been immediately fired due to budget cuts is still beneficial to the local economy.

C) Coordination - Applicants are encouraged, but not required to coordinate their JAG - ARRA abstracts administered by CCJJ with other federal stimulus programs administered by the U.S. Department of Justice including: the COPS program, the Byrne/JAG discretionary competitive grant program and any of 118 JAG - ARRA stimulus grants awarded directly to local government agencies in Utah by the USDOJ.

D) Abstract Format - Your abstract must not exceed three (3) pages in length and must address each of the 6 sections you will find in the **sample abstract provided at the end of this document**. Your abstract must be in Word format using Times New Roman 11 point font. No supporting documents will be accepted beyond the allowable three pages. Do not include cover pages, graphics, spread sheets, letters of support or any other additional information beyond your three page limit. You can embed small charts or graphs within your three page abstract to help present supporting data. Do not convert your abstract to PDF or any other format when submitting. *Agencies submitting abstracts that do not follow these basic requirements or that exceed three pages in length will not be considered for funding.*

E) Review - CCJJ will assemble a peer review panel comprised of volunteers with criminal justice expertise to review and score all eligible abstracts received for the JAG - ARRA competitive grant program.

F) One Abstract per Agency - CCJJ will accept only one (1) JAG - ARRA Local Competitive Grant Program abstract per agency. For example the Davis County Sheriff's Office can submit one abstract and the Davis County Prosecutors Office can submit one abstract, but CCJJ would not accept two abstracts or more for either agency. An agency submitting their one allowable JAG - ARRA abstract proposal can still participate in a "*coordinated multi-agency JAG - ARRA proposal*" as long as they do not also serve as the "*lead agency*" in that project.

- **Coordinated Multi-agency JAG - ARRA Proposal** - A coordinated proposal is one that involves two or more independent agencies actively participating in the project. It will be necessary to clearly list all agencies that will actively participate in your JAG - ARRA multi-agency abstract proposal. Do not list nonparticipating agencies even though they might benefit from or be supportive of your proposal.
- **Lead Agency** - A lead agency is one that will serve as the fiduciary and applicant agency in a multi-agency proposal. The entity serving as the lead agency in a multi-agency proposal should be the primary participant in the coordinated project. ***Be advised that the lead agency in a coordinated proposal will not be eligible to submit a second abstract.***

G) Submitting Abstracts - Once you have completed your abstract, email one copy (no hard copies please) to Richard Ziebarth at: rzebarth@utah.gov by October 1, 2009. Call or email Richard for assistance with the Utah JAG - ARRA competitive Grant Program (801) 538-1812.

III. Abstract Instructions:

Below you will find instructions that address each section of the JAG - ARRA abstract development process. For additional guidance, you also have a sample abstract at the end of this document. Please replicate the sample abstract for your own proposal. Keep in mind that you have only three pages (in Times New Roman 11 point font) to make your case in the abstract. A quality abstract is one that is clear and to the point while addressing each section of the abstract. Quality will be better received by reviewers than quantity so focus on developing a good proposal rather than trying to fill space. A well developed abstract of only one and a half pages will be better received than a poorly developed proposal of three pages.

1) Information Summary (5 points) - In this section please provide your agency name; project title; agency contact email / phone; number of FTE - full-time jobs or PTE - part-time jobs your project will create, retain or restore (minimum 2 PTE at 20 hours per PTE); the length of time your proposal will be active (must be at least 12 months, but not more than 24 months); and the total estimated cost of your proposal.

2) Purpose Area (required) - In this section you will need to indicate the purpose area(s) that your project will address (these are not listed in order of importance):

1. *Prescription Drug Abuse - prevention education and enforcement projects.*
2. *Domestic Violence and Sexual Assault - prevention education and enforcement projects.*
3. *Criminal Justice Technology projects (please select one of the following) - 1) **Electronic Incident Reports**, 2) **Electronic Citations**, 3) **Electronic Booking**, 4) **Electronic Screening reports**, 5) **AFIS for Courts**)*
4. *Gang prevention education and enforcement projects.*
5. *Problem Solving Courts (Mental Health courts, Drug/DUI courts, Domestic Violence courts).*
6. *Alternatives to incarceration programs.*

3) Abstract Funding Type (JCRR or EST) (required): In this section, please indicate whether your proposal is a **JCRR** or **EST** type. Keep in mind that a JCRR proposal needs to be at least \$100,000 in total cost and must fund at least one full-time or two part-time jobs (part time is 20 hours per week or more). An EST proposal must be \$20,000 to \$25,000 and used to purchase equipment, supplies or training for personnel without directly funding a job. More details on JCRR and EST type proposals can be found on page 2 of this RFP.

4 Problem Statement (15 points) - In this section you should briefly but clearly describe a criminal justice problem facing your community that you want to address with JAG - ARRA grant funding. Your problem statement should address the issue of improving or maintaining public safety in your community and aiding the local economy. Also describe whether or not the problem is related to budget cuts to your agency. The use of statistics to support the problem you have identified will be helpful to you in the review process.

5) Proposal to Address the Problem & Coordination with other Federal Stimulus Programs (18 points) Proposal - In this section you should describe a proposal to address the problem you have identified in section 4. Your proposal needs to be clear and convincing to the reviewer and

should clearly describe how it will address at least one of the six program purpose areas. Any proposal that maintains or enhances public safety while also creating new jobs or preventing the loss of existing jobs will always be beneficial to the safety and economy of your community. If your proposal includes funding for a job(s) please clearly identify if this is a new job(s) you are creating or a job(s) you are retaining/restoring due to budget cuts. Keep in mind that it is not allowable to use JAG - ARRA funding to pay for any job or item that is currently funded by your agency (see supplanting <http://www.ojp.usdoj.gov/recovery/supplantingguidance.htm>). JAG funds can only be used for new jobs or items that **enhance** your existing budget or for the retention or restoration of jobs and items that can be verified as a budget cut or pending budget cut.

Every effort should be made to ensure that your proposal incorporates evidence based or evidence generating practices. The use of statistics or an existing evaluation that supports your proposal will be helpful to those who review your abstract. If your proposal is selected for funding by CCJJ you will be notified and provided with a grant application. In the application you will be required to expand on your abstract and provide much more detail on your project. The application will also include an evaluation/performance measure section, so as you develop your abstract think of what measurable results your project might provide.

Coordination - Also in this section applicants are encouraged, but not required to coordinate their JAG - ARRA abstracts administered by CCJJ with any other federal stimulus programs including: a) *the COPS Hiring Competitive program*; b) *the Byrne Discretionary Competitive grant program*; c) *the Rural Law Enforcement Assistance Grant*; d) *the VOCA program*; e) *VAWA program*; f) *JAG - ARRA stimulus formula funding that was awarded directly to your agency by the U. S. Department of Justice - Bureau of Justice Assistance*.

If your agency did not apply for any other federal stimulus funding or if you did, but were denied funding by the federal agency administering these programs, please indicate this in your abstract. If your agency did receive an award from the federal government for any stimulus funding please indicate which program(s). Also briefly describe how your JAG -ARRA abstract proposal will coordinate (if at all) with the other federal stimulus funding you have been awarded. If your JAG - ARRA abstract proposal is designed to support a job(s) funded with one of the grant programs listed above it will be beneficial to you if you indicate this in the coordination section of your abstract.

6) Budget (12 points) - Your abstract budget should be a simple outline of your project costs as reflected in the sample abstract at the end of this document. However, do not list any expenses as “miscellaneous.” If you choose to do a JCRR abstract then be sure your budget is at least \$100,000 and includes at least 1 full-time or 2 part-time jobs. Also keep in mind that your JCRR budget needs to be at least 85% personnel (or contract personnel) with no more than 15% of your budget going toward equipment, supplies or training costs (see 85/15 Requirement instructions on page 2 of this document). If your project is selected for funding by CCJJ you will be required to formally make application for JAG - ARRA grant funding where you will need to provide a detailed accounting of your project expenses. ***Be advised that if your agency is awarded JAG - ARRA grant funding to restore or retain any jobs you have identified as lost due to budget cuts that you will be required to verify this when your grant is monitored for financial and programmatic compliance.***

Sample Abstract

(Please use the following format as you create your own abstract)

JAG - ARRA Stimulus Competitive Grant Program
Project Abstract for the Utah Commission on Criminal and Juvenile Justice (CCJJ)

1) Information Summary (5 points):

Agency: *Davis County Sheriff's Office*

Project Title: *Davis County Prescription Drug Abuse Specialist*

Agency Contact (name/email/phone): *John Doe / jdove@davissheriff.org / (801) 555-5555*

Number of Jobs to be Created or Restored in Your Proposal: *1 FTE*

Length of Proposal: *24 months*

Total Cost of Proposal: *\$214,300*

2) Purpose Area (required): *#1*

3) Abstract Funding Type (JCRR or EST) (required): JCRR

4) Problem Statement (15 points): The Davis County Sheriff's Office is facing significant budget cuts this year due to declining tax revenue resulting from the current economic recession. Unfortunately, the declining revenue has forced the sheriff's office to cut personnel including patrol deputies.

The abuse of prescription medications, primarily opium based pain killers, is at epidemic proportions in Utah and Davis County. A 2007 report from the White House - Office of National Drug Control Policy (ONDCP) finds that Utah leads the Nation in non-medical consumption of prescription pain killers. According to the Utah Medical Examiners (ME) Office in 2006 there were 307 prescription overdose deaths in Utah. This is more than the number killed in auto accidents (287) and illegal drug overdose (96) in the state for the same year. In fact the ME's Office data reveals that fully 21 percent of these deaths involved Davis County residents. According to a 2007 study by the Davis County Health Department, almost 8 percent of 12 - 17 years olds and 13.5 percent of 18 - 25 year olds used prescription pain killers for non-medical reasons. According to ONDCP many pain killer medications are opium based and will serve as a gateway drug for abusers who will graduate to using and selling heroin. Incidents of Heroin abuse in Davis County tripled from 2006 to 2007 according to the county health department.

The Davis County Sheriff's Office is developing a stronger relationship with D.O.P.L. in an effort to try and curtail some of the issues, as the problem has gone almost unchecked because of priorities with the other illegal drugs. Many crimes such as theft, burglary, car accidents/DUI, and fraud can all be attributed to prescription drug problems. Prescription drugs are found often in local schools. Oxycontin and Methadone are as common as most street drugs with local school age kids. One 80 milligram Percocet tablet (Oxycodone) can sell for as much as \$80 (\$1 per mg.) in Davis County. The drugs are often far too available and easy to come by. According to the Utah Department of Health there is a strong link to Heroin use by people who started with Methadone and Oxycontin but are unable to find a stable supply. Heroin is also much cheaper than prescription Opiates.

Unlike traditional narcotics enforcement work, prescription drug abuse enforcement requires an officer to work a more traditional schedule (9 to 5) and to work closely with professionals such as doctors and pharmacists. To be effective, it is necessary for the officer to build trust with these professionals in order to gain their cooperation. Most narcotics officers can handle a forged prescription but have no idea how to handle a doctor shopper. In most cases a prescription drug pusher or abuser looks like any other hard working middle class individual. A prescription drug abuse investigator requires specialized training in order to work effectively with professionals and perpetrators.

5) Proposal to Address the Problem & Coordination with other Federal Stimulus Programs

(18 points): Proposal - Hire (retain) and train one full-time dedicated pharmaceutical deputy/investigator. The Davis County Sheriff's Office would like to use JAG - ARRA funding to retain one deputy sheriff position that would otherwise be lost due to a reduction in force scheduled to take effect on January 1, 2010. In order to use JAG - ARRA funding for this position, Davis County will require this deputy to serve as a dedicated pharmaceutical investigator for the 24 month period of the grant. The Deputy/Investigator will be tasked primarily with cases involving prescription fraud, and illegal use, sale and diversion of prescription pain killers. The investigator will be a certified, full-time Utah peace officer. Davis County will use JAG grant funding to retain an experienced deputy/investigator for the position. The deputy/investigator will receive specialized training on pharmaceutical investigations to be paid for from grant funds. The county is requesting two years (24 months) of funding for one full-time (40 hours per week) deputy/investigator.

Evidence derived from two independent studies of law enforcement agencies employing a dedicated prescription drug abuse investigator support the efficacy of this proposal. In the first evaluation conducted by the University of Wisconsin a steady increase in prescription drug overdose deaths was occurring in Lake Shore County (deaths were increasing by ~ 4% annually over the five year period). Two years after the Lake Shore County Sheriff's Office hired a dedicated prescription drug abuse investigator, the overdose death rate as reported by the county medical examiners office indicated a decline in deaths (3% decline) for the first time in five years.

A similar study was conducted in Lane County Oregon by researchers from the University of Oregon. In the Lane County study a sharp decline (7% decline) in reported prescription drug overdose deaths was reported by the Lane County Medical Examiners Office one year after the County Sheriff's Office hired two prescription drug abuse investigators. Prior to the hiring of these officers the county had seen a steady increase in prescription deaths over a three year period. Both studies offer supporting evidence that a dedicated prescription drug investigator can help to reduce prescription drug abuse and the corresponding overdose deaths that often occur.

Coordination - The Davis County Sheriff's Office applied for 2009 federal stimulus funding through the Community Oriented Policing (COPS) grant program. We requested funding to replace three deputy positions lost due to budget cuts. Because of the over whelming number of requests received by the COPS program this year our application for funding was declined. Therefore we will not be able to coordinate the use any JAG - ARRA funding we might receive with the COPS program.

The Davis County Sheriff's Office did receive JAG grant funding (\$25,000) through a direct award provided to the county from the U.S. Dept. of Justice. Funding from our JAG direct award will be used to purchase a patrol car for our prescription drug specialist if this proposal receives approval for funding from CCJJ.

6) Budget (12 points):

Personnel: Retain 1 full-time Police Investigator (sgt.) position due to be terminated because of agency budget cuts. Salary and benefits = \$105,000 x 2 years of funding	\$210,000
Equipment: 1 laptop computer	\$1,200
Travel/Training: Prescription Drug Abuse Investigators training in Phoenix, AZ.	\$3,100
TOTAL	\$214,300