

**Iowa Office of
Drug Control Policy**

**BYRNE JAG - CRIMINAL JUSTICE
ENHANCEMENT GRANT
SPECIAL SOLICITATION
(*SHORT FORM APPLICATION*)**

REQUEST FOR PROPOSAL

APPLICATION INFORMATION

**EDWARD J. BYRNE MEMORIAL JUSTICE
ASSISTANCE GRANT (JAG)**

CFDA 16.738 – Byrne-JAG

For application materials go to www.iowagrants.gov

For other resources go to <https://odcp.iowa.gov/applyJAG>

Updated 8/15/23

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APPLICATION SUBMISSION

Applications for funding must be received by the Iowa Office of Drug Control Policy **by 4:30 p.m. September 28, 2023**. Applications will be submitted through www.iowagrants.gov, which is an online grant management tool. Registration with www.iowagrants.gov is required prior to applying. Registration may take several days to complete.

ODCP CONTACTS

If you have questions related to the Byrne-JAG grant program, please contact:

Dennis Wiggins
Phone (515) 805-4141
Email wiggins@dps.state.ia.us

Iowa Office of Drug Control Policy
Pape State Office Building
215 E. 7th Street, 5th Floor
Des Moines, Iowa 50319
<https://odcp.iowa.gov>

BYRNE JAG CRIMINAL JUSTICE ENHANCEMENT GRANT SPECIAL SOLICITATION

GENERAL GRANT PROGRAM INFORMATION

The Iowa Office of Drug Control Policy (ODCP), under the Byrne-Justice Assistance Grant Program, provides financial assistance to support a broad range of activities to prevent and control crime and to improve the criminal justice system. The JAG program places an emphasis on violent crime, drug offenses, and serious offenders.

The JAG program has a history of funding innovation with an emphasis on data driven policy and demonstrating outcomes. Funding for this one-time special solicitation is available through Iowa's Byrne-Justice Assistance Grant. Approximately \$450,000 will be committed through this competitive grant process. A minimum of approximately \$250,000 will be set aside for smaller jurisdictions (those who did not receive a 2021/2022 Direct JAG Award). The grant performance period is expected to be November 2023 – October 2024 and is considered one-time funding. We expect to support approximately 25 grant applications.

JAG applications within six federally approved "Program Purpose Areas" addressing at least one of the solicitation "Priorities" will be considered for funding.

Byrne-JAG Program Purpose Areas

- A. Law Enforcement Programs
- B. Prosecution and Court Programs
- C. Prevention and Education Programs
- D. Corrections and Community Corrections Programs
- E. Drug Treatment Programs
- F. Planning Evaluation and Technology Improvement Programs

Examples of Possible Program Responses that enhance the administration of justice through improved efficiency, improved effectiveness, and/or reduced cost include, but are Not Limited to:

- Equipment and technology that improve community health and safety.
- Prevention/Intervention that reduce youth access to drugs/alcohol.
- Enhanced access to services for underserved populations.
- Training.
- Virtual/remote delivery of services.
- Reduce drug and alcohol related deaths.
- Other evidence informed, innovative programs, in one of the six Byrne-JAG Program Purpose Areas listed above.

Applicants should propose initiatives that use data, sound criminal justice principles, and innovation to create strategies that are effective, economical, and sustainable.

Evidence-informed Programs/Practices

The Iowa Office of Drug Control Policy places strong emphasis on the use of data and evidence in policy making and programming. Applicants should document and describe, to the extent possible, a data/evidence focused response to particular crime and/or substance abuse problem in their grant applications.

Proposed projects are not required to be established evidence-based programs, however, the applications should be based on sound criminal justice principles.

Information on evidence-based programs/practices, is available on the U.S. Department of Justice website at www.crimesolutions.gov.

GRANT APPLICATION INSTRUCTIONS

ELIGIBLE APPLICANTS

Those eligible to receive grant funds from ODCP include state and local units of government, Indian tribes, faith-based organizations and nonprofit entities. A local unit of government is defined as a city, county, town, township or other general-purpose political subdivision of a state and includes Indian tribes that perform law enforcement functions as determined by the Secretary of the Interior. A city or county must be the legal applicant and recipient on behalf of city and county departments. Iowa faith based and nonprofit organizations are eligible to receive grant funding, but **application must be made in partnership through a state or local unit of government**. For purposes of the application, Iowa school districts, public universities and community colleges are considered eligible applicants.

Grant awards will be made on a merit basis through the competitive application and review process described herein. The ODCP has not predetermined the number of projects to be funded nor has it established a high or low range for funding requests.

APPLICATION DEADLINE

Applications for funding must be received by ODCP through Iowa's enterprise grant management system (www.iowagrants.gov) by **4:30 p.m. September 28, 2023**.

**Note: Registration with www.iowagrants.gov is required prior to submitting an application. Registration may take several business days to complete. Do not wait until the last minute to begin your application. Difficulty with registration will not be an appealable hardship.*

APPLICATION PROCESS

Applications will be accepted through www.iowagrants.gov which is an online grant management tool.

Instruction on applying to this RFP and on the use of www.iowagrants.gov will be provided by the Iowa Office of Drug Control Policy. An online (Teams Meeting) training is scheduled for August 24th at 9:00 a.m. [Click here to join the meeting](#)

Meeting ID: 253 929 386 082

Passcode: 4tMpBp

Additional technical assistance can be arranged by contacting Dennis Wiggins at 515-805-4141 or wiggins@dps.state.ia.us.

ODCP reserves the right to consider alternative sources of funding to support applications submitted through this solicitation.

As mentioned in the General Information, a portion of the funding for this solicitation is set aside for

smaller jurisdictions who did not qualify for a Direct JAG award from the U.S. Department of Justice. ODCP will determine the source of funding to support successful applicants in this solicitation.

A list of jurisdictions which received Direct JAG funding from the U.S. Dept of Justice is available upon request.

Applications are public record. Do not include confidential information.

Each project requires a separate grant application. Only one grant application per agency will be accepted.

The funding opportunity will be posted to www.iowagrants.gov and titled 2023 Byrne JAG Criminal Justice Enhancements

CASH MATCH - OPTIONAL

Cash match is encouraged but not required for this solicitation.

NON-SUPPLANTING

The applicant assures that federal funds made available under this formula grant will not be used to supplant any other funding source, but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for project activities.

ALLOWABLE/UNALLOWABLE EXPENSES

Allowable expenses are listed below along with a list of unallowable expenses. Although not a complete listing, the following is provided as a guide:

Allowable Expenses

Personnel costs

Equipment

Operating expenses

Personnel training (may require prior approval by the Iowa Office of Drug Control Policy)

Overtime pay

Supplies

Travel (out of state travel requires prior approval by the Iowa Office of Drug Control Policy)

Professional services (requires prior approval by the Iowa Office of Drug Control Policy)

Unallowable Expenses Include:

Land acquisition

Bonuses or commissions

Travel or compensation for federal employees

Military type equipment

Lobbying

Fundraising

All requests must adhere to your agency's approved policies and procedures.

Due to federal restrictions and/or limited amounts of funding, as a general rule, ODCP does not fund projects for which a dedicated funding source is available, replace equipment/supplies which are normally part of a planned/scheduled replacement inventory, or provide continuation or stopgap funding for

projects initiated with other grant funding. Grant funding does not support DARE personnel, canines, weapons, tasers, basic law enforcement equipment, construction, and vehicles.

Grant funds will be issued to successful grant recipients on a reimbursement basis.

SUSTAINABILITY

Program sustainability will be a consideration in the application review process. The Iowa Office of Drug Control Policy does not expect to offer a similar request for proposal in 2024. Applicants should demonstrate how their proposed program will be sustained once the grant support ends.

Applicants will be eligible to apply for continuation funding through the annual Byrne JAG competitive solicitation which normally operates on the state fiscal year. That process is competitive and the funding is limited so it should not be singularly considered as a sustainment plan.

GRANT PERIOD

Grants will be awarded by the Iowa Office of Drug Control Policy for a twelve-month period, November 2023 through October 2024. Grant projects are funded on a reimbursement basis. All projects awarded grant funds must complete and submit regular expenditure report forms requesting federal reimbursement, and quarterly progress report forms. Financial and progress reporting will be submitted through the electronic grant management system. Grantees may be required to use an electronic transfer of funds process for reimbursement.

GRANT REVIEW

As part of ODCP's staff review of grant applications, input will be sought from peer advisors. All eligible applications will be evaluated using the criteria included in the application kit.

Following is a list of that criteria:

Budget:

Appropriateness of budgeted expenditures and justification. (15 points)

- The budget is appropriate and adequate for the project.
- The budget is clear and precise--there are no miscellaneous or unexplained expense.
- Proposed budget supplements - does not supplant existing efforts/budgets.
- Budgeted items are available and can be reasonably expected to be delivered.
- The budget line items have been prioritized.

Problem Statement/Need Assessment:

Demonstrated problem and need for the particular project in the area to be served. (15 points)

- The particular drug or violent crime problem is described and supported with adequate data.
- The need for this particular project is described.

Goals and Objectives:

The extent to which *measurable* goals and objectives are consistent with solicitation priorities and are clearly stated. (10 points)

- The goals and objectives address the specific problem/need identified in the application.
- Are measurable.
- Are clear to the proposed activity.
- Have identified target areas.
- Have a time frame for completion.
- Person/agency responsible for objectives clearly identified.

Project Evaluation & Expected Outcomes:

The extent to which the applicant is able to track and maintain program performance data/information to measure its success and the extent to which the proposal is expected to impact the stated problem.

(30 points)

- Performance indicators (criteria) are clearly defined and relative to the project.
- The expected impact/outcomes of the project on the identified problem(s) is described and clear.
- The project is an innovative and/or evidence-informed response to substance abuse/crime issues.

Reviewer Assessment and Recommendations:

Overall impressions and recommendations of peer advisors. (30 points)

- The proposal includes a clear and reasonable plan for sustainability.
- The proposal is a good presentation of the project.
- The project has a high potential for success.
- The project represents a good financial investment.
- The project is consistent with the solicitation priorities.

APPLICANT INTEGRITY

The Applicant shall promote effectiveness, efficiency, and accountability. The Applicant must serve the public in an ethical and transparent manner, including operating professionally, truthfully, fairly, and with integrity and accountability to uphold public trust.

The ODCP reserves the right to verify the contents of the application and any assertions, reporting, attestations, and submissions to the ODCP or any other governmental agency. If ODCP determines the Applicant has provided false, misleading, or inaccurate information to the ODCP or another governmental agency the application may be disqualified.

SOLICITATION AMENDMENT

The ODCP may make changes to the solicitation requirements, extend the due date, cancel or re-release the solicitation for any reason. Changes to the solicitation will be noted in the Funding Opportunity Description in www.iowagrants.gov as well as on the cover page of the application instructions (this document) also posted as an attachment in the Funding Opportunity in www.iowagrants.gov.

Those who have initiated a grant application in www.iowagrants.gov at the time of the change will be notified via e-mail of the change. The notice will be sent to the individual identified as the Project Officer in the application.

ODCP reserves the right to commit less funding to applicants than identified in the solicitation General Grant Program Information.

THE GRANT AWARD PROCESS

The following criteria shall be considered by the Iowa Office of Drug Control Policy (ODCP) in awarding federal JAG funds to applicants in Iowa:

- Availability of federal funds.
- Eligibility of applicant, based on U.S. Department of Justice guidelines.
- Priorities identified above.
- Prior measurable performance/effectiveness of programs, including those previously receiving federal funding through the Iowa Office of Drug Control Policy. Prior

performance includes, but is not limited to, program and financial management, program impact (ability to meet or exceed previously approved goals and objectives), and quality/timeliness of reporting.

- Data-based and/or evidence-informed merit of the proposal.

ODCP reserves the right to accept minor deviations from application requirements, if such deviations are considered to be non-substantive.

APPEALS

Grant awards will be made on or about November 1, 2023. Preliminary notices will be sent to those individuals identified as project directors in the applications. Any applicant whose proposal has been filed according to instructions contained herein, and who is aggrieved by the awards made, may request an appeal based on a showing that the instructions governing the grant selection process have not been properly applied.

Appeals must be filed with the Director, Iowa Office of Drug Control Policy, Pape State Office Building, 215 E. 7th Street, 5th Floor, Des Moines, Iowa, 50319, within ten working days of the date of the notification of preliminary awards. Appeals must be in writing and clearly state how ODCP erred in following the instructions in the grant application kit. ODCP will refrain from awarding funds until the Director has resolved all appeals. The review will be conducted as expeditiously as possible so that all funds can be distributed in a timely manner. This procedure concludes the review process at the administrative level for purposes of Iowa Code Chapter 17A (1991).