**REQUEST FOR APPLICATIONS**

**Edward Byrne Memorial JAG Fund**



**Alabama Department of Economic and Community Affairs**

**Law Enforcement and Traffic Safety Division**

**Local Law Enforcement Assistance**

**Grants for Equipment Purchases**

**Issue Date: October 1, 2023**

**Application Due Date: October 31, 2023**

**U.S. Department of Justice-Bureau of Justice Assistance**

### The Alabama Department of Economic and Community Affairs (ADECA), Law Enforcement and Traffic Safety (LETS) Division is seeking applications for the Edward Byrne Memorial Justice Assistance (JAG) Grant. The Alabama Department of Economic and Community Affairs (ADECA) is making federal Justice Assistance Grant (JAG) funds available for subgrants in the following areas:

### Local Law Enforcement Equipment Purchases of up to $50,000.

### Award Period:

The award period will tentatively run from January 1, 2024, until June 30, 2024. The official start date will be contingent upon a fully executed award. Continued funding will be contingent upon the availability of funds, continuous compliance with grant management requirements, project success, and future applications.

### Submission Information:

For FY 2024, applicants will complete and submit their Byrne JAG in Alabama Grants at [https://grants.alabama.gov/.](https://grants.alabama.gov/)

Applicants must submit the full application by **11:59 p.m., October 31, 2023, i**n Alabama Grants.

### System Registration:

* Navigate to <https://grants.alabama.gov/>
* Have an Authorized Official (AO) for your organization register as a new user.
* Complete and submit a registration request.
* Wait for an email confirmation granting access to the system.
* After receiving the confirmation, your AO can login to the system and designate access to your organizational account to other staff members as appropriate. (See the Grantee Admin Manual or Grantee Admin Training Video under the Alabama Grants’ Training Materials section.)

Based on the organization type selected under the organization profile, a user will see any available funding opportunities under the “My Opportunities” panel of the user’s dashboard.

For previous applicants: All sections of the application, except for Miscellaneous Attachments, can be copied forward using the copy forward feature. The option to select this feature is available only when you attempt to initiate an application. The copy forward feature will save time by allowing you to prefill most of the application information with the details from your agency’s previous submissions. Please see page nine for detailed instructions on how to use the copy forward feature. You should, however, still ensure that the information provided is up-to-date and accurate for the proposed project period.

Any application or documentation in support of an application not submitted in Alabama Grants will not be accepted for review. The Law Enforcement and Traffic Safety Division reserves the right to reject any incomplete applications without review.

### Contact Information:

For assistance with technical issues, such as forgetting username and/or password, adding dashboard panels, or navigating the website in Alabama Grants, contact the Agate Software Helpdesk at [helpdesk@agatesoftware.com](mailto:helpdesk@agatesoftware.com) or at 1 (800) 820-1890. The Agate Software Helpdesk operates 7:00 a.m. to 7:00 p.m. CST Monday – Friday.

For assistance with the requirements of this request for application, please submit your questions to:

John Rogers, Justice Programs Supervisor at [John.Rogers@adeca.alabama.gov](mailto:John.Rogers@adeca.alabama.gov) or at (334) 242-5831 or Brian Forster, Justice Programs Supervisor, at [Brian.Forster@adeca.alabama.gov](mailto:Brian.Forster@adeca.alabama.gov) or (334) 353-4265.

If an applicant experiences technical issues with Alabama Grants and is unable to submit its application by the deadline, the applicant must document the issue and email the contacts identified above before the application deadline.

**TABLE OF CONTENTS**

[PART I – FUNDING OPPORTUNITY DESCRIPTION 5-8](#_TOC_250012)

1. [Background on the Edward Byrne JAG Program 5](#_TOC_250011)
2. [Eligible Organizations 5](#_TOC_250010)
3. [Costs Generally Allowable 5](#_TOC_250009)
4. [Costs Generally Unallowable](#_TOC_250008) 5-6
5. Risk Assessment 6
6. [Review Process](#_TOC_250006) 6
7. [Application Sections](#_TOC_250005) 6-8

[PART II - AWARD INFORMATION](#_TOC_250004) 8-11

1. Estimated Funding 8-9
2. [Period of Performance](#_TOC_250003) 9
3. Award Terms Conditions 9
4. Financial accounting practices………………………………………………………………………….9-10
5. Grant Reporting Requirements…………………………………………………………………………….10
6. Disclaimer ………………………………………………………………………………………………………….11

# 

# PART I – FUNDING OPPORTUNITY DESCRIPTION

## BACKGROUND ON THE EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM:

Named after Edward “Eddie” R. Byrne, an officer in the New York City Police Department who was murdered while protecting a witness in a drug case, the Edward Byrne Memorial Justice Assistance Grant (JAG) Program is the leading federal source of criminal justice funding to state and local jurisdictions. Administered by the Bureau of Justice Assistance (BJA), the JAG Program provides states, territories, tribes, and local governments with critical funding necessary to support a range of program areas.

The JAG Program is authorized by Title I of Public Law 90–351 (generally codified at 34 U.S.C. 10151-10726), including subpart 1 of part E (codified at 34 U.S.C. 10151- 10158); see also 28 U.S.C. 530C (a).

## ELIGIBLE ORGANIZATIONS:

Local law enforcement agencies (through their unit of local government) who can demonstrate a compelling need for equipment upgrades or replacements.

## COSTS GENERALLY ALLOWABLE:

## Any allowable law enforcement equipment that the agency can demonstrate will help improve or expand its law enforcement mission.

## ADECA program staff reserves the right to determine if the equipment request is in fact law enforcement related and fulfills a demonstrated need of the agency.

## COSTS GENERALLY UNALLOWABLE:

The following services, activities, and costs, although not exclusive, **cannot** be supported with Byrne JAG funds at the subrecipient level. The JAG statute, at 34 U.S.C. § 10152(d), specifically identifies a list of prohibited items. JAG funds provided under this part may NOT be used, directly or indirectly, to provide any of the following matters:

1. Any security enhancements or any equipment to any nongovernmental entity that is not engaged in criminal justice or public safety.

2) Unless the U.S. Attorney General certifies that extraordinary and exigent circumstances exist that make the use of such funds to provide such matters essential to the maintenance of public safety and good order—

a. vehicles (excluding police cruisers), vessels (excluding police boats), or aircraft including UAVs or drones (excluding police helicopters);

b. luxury items;

c. real estate;

d. construction projects; or

e. any similar matters.

1. **RISK ASSESSMENTS:**

Federal regulations require grantees to conduct a risk assessment of each application before an award can be made. A risk assessment must be based on each applicant with regard to current or previous funding, unresolved audit issues, delinquent programmatic and fiscal reporting, and prior performance. Applicants with any findings may carry special conditions such as increased monitoring and/or prohibitions on drawing funds until certain requirements are met. Applicants with substantial/persistent performance, or compliance issues, i.e., long-standing open audits or open criminal investigations, will possibly not receive an award until all issues are resolved.

However, all assessments are unique and will be handled on a case-by-case basis.

## REVIEW PROCESS:

Applications are carefully reviewed for completeness and to ensure that only projects with a significant chance of success within the period of award are funded. All applications will be checked by ADECA staff to make sure they are complete. Complete applications will then continue to the risk assessment stage. After the risk assessment stage, applications will be reviewed by at least two program staff. Once an application is reviewed, a recommendation for funding may be made.

## APPLICATION SECTIONS:

### General Instructions for New Applicants:

To complete an application for Byrne JAG funding you must register with Alabama Grants. Instructions are listed on page 2.

After successfully registering in the system, an Authorized Official can add new members through the Organizational Members section. Each agency member can be assigned one of three roles:

Subrecipient Viewer, Subrecipient Staff, and Subrecipient Admin. The role of a Subrecipient Viewer only allows individuals in those roles to view information within the system. The role of Subrecipient Staff allows individuals to enter or alter information but does not have the ability to submit or accept documents. The role of Subrecipient Admin will receive full access within the system.

In the narrative section, please provide an overall explanation of the services that your agency provides.

*Note: Each agency employee must have an Alabama Grants profile, if their position will be requested in a grant application. When completing the application’s Personnel Section, you will select employee names from a dropdown box that is prefilled with the names of individuals who have a profile in the system. The selection “TBD” has been programmed in the dropdown box for vacant or unfilled positions.*

After logging in, you will arrive at your personal dashboard. Here you will see the ‘My Tasks’, ‘My Opportunities’, and ‘Announcements’ panels. The ‘My Opportunities’ panel is where you find links to complete applications for different funding opportunities. Funding opportunities will only be seen once the period opens for application and will disappear once the application period closes. After you select the funding opportunity, you will select whether you agree or decline to begin the selected application. After you agree to begin the application, you will be directed to application landing page where you can begin completing the application. On your dashboard, your application will be found in the ‘My Tasks’ panel, where it can be accessed until you submit or cancel the application.

**General Instructions for Previous Applicants**

Navigate to <https://grants.alabama.gov>

After logging in, you will arrive at your personal dashboard. Here you will see the ‘My Tasks’, ‘My Opportunities’, and ‘Announcements’ panels. The ‘My Opportunities’ panel is where you find links to complete applications for different funding opportunities. Funding opportunities will only be seen once the period opens for application and will disappear once the application period closes. After you select the funding opportunity, you will select whether you agree or decline to begin the selected application. This is also where you can elect to copy your previous application forward.

After you agree to begin the application, you will be directed to application landing page where you can begin completing the application. On your dashboard, your application will be found in the ‘My Tasks’ panel, where it can be accessed until you submit or cancel the application.

As you complete your application it is imperative that the application be clear, complete, and concise. If the project is not adequately described in the application, it will be impossible to conduct a thorough review of the application. Each narrative should be presented in a manner that is easily understood.

* **Match Requirement.** There is currently no match requirement for Byrne JAG funding, however, proposed projects must stand alone. If requested grant funds do not comprise the entire project budget, other necessary funds to fully complete project must be described and included in the budget. Documentation of other funding commitments (resolutions, letters of commitment, etc.) must be included as an attachment or application may be rejected without consideration.
* **Indirect Cost.** In accordance with 2 CFR 200.332(a)(4) and 2 CFR 200.414, subrecipients of federal awards may charge indirect costs to the award unless statutorily prohibited by the federal program and in accordance with any applicable administrative caps on federal funding. ADECA will accept a federally negotiated indirect cost rate. If no approved rate exists, ADECA will collaborate with the subrecipient to determine an appropriate rate. This rate will be either a negotiated rate, which can be based on a prior negotiated rate between a different pass-through entity and the same subrecipient, or the 10% de minimis rate of the modified total direct cost (MTDC) as defined in 2 CFR 200.1. If basing the rate on a previously negotiated rate, ADECA is not required to collect information justifying this rate but may elect to do so. Subrecipients are allowed to allocate and charge direct costs through cost allocation. However, in accordance with 2 CFR 200.403, costs must be consistently charged as either indirect or direct costs but not charged as both or inconsistently charged to the federal award. Once chosen, the method must be used consistently for all federal awards until such time as a negotiated rate is approved by the subrecipients’ federal cognizant agency.
* **Record Keeping.** Subrecipients must maintain records that clearly show the source, amount, and the allocation date. Backup documentation must be submitted with claims.

# PART II – AWARD INFORMATION

1. **ESTIMATED FUNDING:**

Applicants may submit only **one** application for up to $50,000 for allowable equipment purchases.

This is a competitive solicitation in which each applicant will be competing against other applicants. Grants may be funded in full or in part, based on the number of qualifying applications, available funding, and geographical representation. Each submitted grant application will be rated on its quality and adherence to these guidelines.

The following factors may also be considered in the evaluation of applications:

* Ability to complete project in a timely manner.
* Project has a plan for self-sufficiency and sustainability beyond possible grant funding.
* Quality of the Applications – The application is clearly written, supported by facts, and contains **measurable** objectives and performance indicators.
* Performance Indicators – The indicators match objectives and are useful measurements to assess the effectiveness of the project. The project has additional measures for evaluating project impact.
* Other Relevant Factors and Requirements – Past or current grant performance maybe considered where appliable. The application must contain all relevant documentation.

## PERIOD OF PERFORMANCE:

It is anticipated the project period will start January 1, 2024 and will end June 30, 2024.

1. **AWARD TERMS AND CONDITIONS**

All terms and conditions of an award shall be set forth in an agreement between selected applicants and ADECA.

## FINANCIAL ACCOUNTING PRACTICES:

The following is a list of questions that applicants will need to consider when applying for Federal funding. *Note: All answers should be an affirmative response and applicants must have documentation supporting each response. ADECA may request a copy of supporting*

*documentation as to any and/or all responses during the application/award process or as part of the grant monitoring process.*

* 1. Will all funds awarded under this program be maintained in a manner that they will be accounted for, separately and distinctly, from other sources of revenue/funding?
  2. Does the applicant have written accounting policies and procedures? How often are these policies and procedures updated? Please provide a brief list of the topics covered in the organization’s policies and procedures. ADECA may request a copy for review during the application/award process or as part of the grant monitoring process.
  3. Is the applicants’ financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant?
  4. Does the applicant have procedures in place for minimizing the time elapsing between transfer of funds from the United States Treasury and disbursement for project activities?
  5. Does the applicant have effective internal controls in place to adequately safeguard grant assets and to ensure that they are used solely for authorized purposes?
  6. Does the applicant have a documented records retention policy?
  7. Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations including the new Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) issued on December 26, 2013?
  8. Are the officials and governing body of the organization bonded?

1. **GRANT REPORTING REQUIREMENTS:**

Recipients are required to maintain appropriate programmatic and financial records that fully disclose the amount and disposition of funds received (i.e., daily time and attendance records; the total cost of the project; receipts for expenditures); the portion of the project supplied by other sources; and other records. Progress reports are to be submitted in a calendar quarter basis, regardless of the start date of the subgrant project. These reports must provide an update on the project’s objectives. Failure to submit these reports in a timely manner will delay any reimbursements submitted within the grant period. See table below for the progress reports due dates:

|  |  |
| --- | --- |
| **Report Period** | **Due on or before the following dates** |
| October 1st through December 31st | January 15th |
| January 1st through March 31st | April 15th |
| April 1st through June 30th | July 15th |
| July 1st through September 30th | October 15th |

**Note: Any subrecipient receiving Byrne JAG funding will be required to enter the quarterly reporting data into the Bureau of Justice Assistance (BJA) Performance Measurement Tool (PMT).**

This ‘Request for Application’ does not indicate acceptance or approval of any application in response to this request. No grant or contract payment can be made until an agreement has been fully executed. Therefore, no work shall begin on projects selected for funding until an executed grant agreement or professional services contract has been received. All awards are contingent upon state receipt of Federal funds awarded.