BYRNE JAG 2020 REQUEST FOR ROPOSALS

Edward Byrne Memorial
Justice Assistance Grant Program

Eligibility:
Proposals may be submitted by any established non-profit organizations, faith-based organizations, law enforcement, criminal justice, victim services, and substance abuse public agencies that are consistent with the approved BJA programs identified in the 2019-2022 Strategy.

Deadline
All applications are due by 4:00 p.m. Friday, June 18, 2021

Bureau of Statistics and Plans
P.O. Box 2950
Hagatna, Guam 96932
Telephone No.: (671) 472-4201/2/3
Facsimile No.: (671) 477-1812
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OVERVIEW

The Edward Byrne Memorial Justice Assistance Grant (JAG) Program (42 U.S.C. 3751(a)) is the primary provider of federal criminal justice funding to state and local jurisdictions. The JAG Program provides states and units of local governments with critical funding necessary to support a range of program areas including law enforcement, prosecution and court programs, prevention and education programs, corrections and community corrections, drug treatment and enforcement, crime victim and witness initiatives, planning, evaluation, and technology improvement programs.

The Byrne Justice Assistance Grant (JAG) program is designed to support all components of the criminal justice system, from multi-jurisdictional drug and gang task forces to crime prevention and domestic violence programs, courts, corrections, treatment and justice information sharing initiatives. JAG funded projects may address crime through the provision of services directly to individuals and or communities and by improving the effectiveness and efficiency of criminal justice systems, processes and procedures.

The priorities and programs identified in the Guam FY 2019 - 2022 Strategy for Drug Control, Violent Crime and Criminal Justice Systems Improvement are the following:

**Law Enforcement Priority**
- Multijurisdictional Drug Task Force Programs
- Sexual Assault and Violent Crime Programs

**Corrections and Community Corrections Priority**
- Reentry Program

**Treatment and Rehabilitation Priority**
- Correctional Treatment and Rehabilitative Program
- Therapeutic community or Aftercare and or Continued Care Programs

**Planning, Evaluation & Technology Improvement Priority**
- Criminal Justice Records Improvement Program
- Video Conferencing Technology
- National Incident-Based Reporting System (NIBRS) Compliance

**Prevention and Education Priority**
- Criminal Justice System Prevention & Education Program
JAG PROGRAM AREAS

JAG funds may be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice, as well as criminal justice-related research and evaluation activities that will improve or enhance:

- Law enforcement programs
- Prosecution and court programs
- Prevention and education programs
- Corrections and community corrections programs
- Drug treatment and enforcement programs
- Planning, evaluation, and technology improvement programs
- Sexual assault and violent crime programs

PROJECT PROPOSAL DEADLINE

Each project proposal for the FY 2020 Byrne JAG Program Narrative must be submitted to the Bureau of Statistics and Plans by no later than Friday, June 18, 2021, 4:00 pm. Proposals submitted after the deadline will not be considered. Please provide a hardcopy and an electronic format in Microsoft Word format to the Bureau.

Submit Applications to: Bureau of Statistics and Plans
                        P.O. Box 2950
                        Hagatna, Guam 96932

Contact Information: If you have any questions, please contact Ms. Lola E. Leon Guerrero, Chief Planner, at (671) 472-4201/2/3 or at lolalg@bsp.guam.gov or Millie Erguiza, Senior Planner, at (671) 472-4201/2/3 or at millie.erguiza@bsp.guam.gov.

Eligibility: Applicants are limited to state government agencies, faith-based organizations and nonprofit organizations and applications related to criminal justice functions and support.

Grant Amount: The maximum amount that may be requested for a project is based on the approved budget for the following program priority areas:

<table>
<thead>
<tr>
<th>FY 2020 JAG PRIORITY AND PROGRAMS</th>
<th>FUNDING LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Law Enforcement Priority</td>
<td>$80,000.00</td>
</tr>
<tr>
<td>• Multijurisdictional Drug Task Forces Program</td>
<td></td>
</tr>
<tr>
<td>• Sexual Assault and Violent Crime Programs</td>
<td></td>
</tr>
<tr>
<td>Corrections and Community Corrections Priority</td>
<td>$30,000.00</td>
</tr>
<tr>
<td>• Reentry Program</td>
<td></td>
</tr>
<tr>
<td>Treatment and Rehabilitation Priority</td>
<td>$73,462.00</td>
</tr>
<tr>
<td>• Correctional Treatment and Rehabilitative Program</td>
<td></td>
</tr>
<tr>
<td>• Recovery Oriented Systems of Care Program for Substance Abuse</td>
<td></td>
</tr>
</tbody>
</table>
### Offenders

| Planning, Evaluation & Technology Improvement Priority                                      | $300,000.00 |
| ---                                                                                           |             |
| • Criminal Justice Records Improvement Program                                                 |             |

| Prevention and Education Priority                                                            | $25,000.00  |
| ---                                                                                           |             |
| • Criminal Justice System Prevention & Education Program                                     |             |

| Required Compliance with Applicable Federal Laws (GPD Only)                                  | $18,318.00  |
| ---                                                                                           |             |
| • National Incident-Based Reporting System (NBRS) Set-Aside                                   |             |

**Match Requirement:** There is no match requirement for these funds.

**Length of Support:** The grant period for projects awarded under these solicitations will be for 12 months of funding. The FY 2020 will expire on 09/30/2024. BJA will only consider a one-year no-cost project extension and will be dependent if the situation or matter was beyond the control of the recipient (i.e., natural disaster or clearance of special award conditions). BJA will not consider procurement issues as a justification for the inability of implementing or expending project funds given the fact that subrecipients are given one-year to expend project funds and to work with GSA on any procurement challenges. Once individual project accounts have been established, it is therefore imperative that Project and Fiscal Managers implement and accomplish project activities in a timely manner within the award period. Once the grant program is closed, recipients should plan to assume the costs of successful projects when grant funds are no longer available.

**Evidence Based Practices:** Applicants are encouraged to submit applications that are evidence-based programs and or practices and or data driven strategies.

Evidence-based program and or practices is defined as: Program and practices that have been shown, through rigorous evaluation and replication, to be effective at accomplishing goals and achieving criminal justice related priorities (e.g., preventing or reducing crime, disrupting criminal activity, etc). Where sufficient evidence is not available for a program or practice to be recognized as “evidence based”, the applicant should use the research literature and a clear, well-articulated theory or conceptual framework to develop their program or practices.

Data driven strategies are defined as: Criminal justice interventions that are informed by analyses of the factors believed to be generating the particular crime problem in a community, and that link the crime problem to evidence-based practice. The goal is to use the problem analysis to produce highly focused interventions on the people, places, and contexts generating the specific crime problems.

**Restrictions:** Grant funds must not be used to supplant federal, state or local funds that otherwise would be available for the same purposes. Other restrictions specified in the federal guidelines governing this program may apply and will be included in the special conditions attached to the grants award. Grant funds will not be awarded for projects for which other funding may be available.
PROHIBITED USES

No JAG funds may be expended outside of the JAG purpose areas. Even within the purpose areas, however, JAG funds may not be used directly or indirectly for security enhancements or equipment for nongovernmental entities not engaged in criminal justice or public safety. Nor may JAG funds be used directly or indirectly to provide for any of the following matters unless BJA certifies that extraordinary and exigent circumstances exist, making them essential to the maintenance of public safety and good order:

- Vehicles (excluding police cruisers), vessels (excluding police boats), or aircraft (excluding police helicopters) – for further information refer to the BJA Controlled and Prohibited Equipment List
- Luxury items
- Real estate
- Construction projects
- And other unallowable or prohibited uses as indicated in 2 C.F.R. § 200.31 (Disallowed Costs) and Standard unallowable costs are identified in 2 C.F.R. § 200, Subpart E - Cost Principles).

Equipment: The purchase of equipment will only be allowed when the equipment is necessary and integral to the conduct of the project/program to be funded by the JAG grant. Equipment costs must be reasonable, thoroughly justified, and directly related to the grant project outcomes.

Determining Allowability

If equipment A is listed on:
- Approved Grant Budget
- Project Description
- NECESSARY / CONFORM

If equipment A has gone through the:
- Procurement Decision-Making Process
- REASONABLE

If equipment A has links to the grant Project in the:
- Grant Objectives
- Financial / Inventory Records
- ALLOCABLE

If equipment A is: NECESSARY, REASONABLE, ALLOCABLE, and CONFORMS grant term & condition then it is: ALLOWABLE
QUARTERLY FINANCIAL AND PROGRAMMATIC REPORTING

Under the FY 2020 Byrne JAG Program, quarterly financial and programmatic reporting will be required, and the reporting periods are as follow:

<table>
<thead>
<tr>
<th>Programmatic Reporting Periods</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>October-December</td>
<td>January 15</td>
</tr>
<tr>
<td>January-March</td>
<td>April 15</td>
</tr>
<tr>
<td>April-June</td>
<td>July 15</td>
</tr>
<tr>
<td>July-September</td>
<td>October 15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Financial Reporting Periods</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>October-December</td>
<td>February 15</td>
</tr>
<tr>
<td>January-March</td>
<td>April 15</td>
</tr>
<tr>
<td>April-June</td>
<td>July 15</td>
</tr>
<tr>
<td>July-September</td>
<td>December 15</td>
</tr>
</tbody>
</table>

PERFORMANCE MEASURES REPORTING

<table>
<thead>
<tr>
<th>Performance Measurement Tool Periods</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>October-December</td>
<td>January 15</td>
</tr>
<tr>
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<tr>
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<td>July 15</td>
</tr>
<tr>
<td>July-September</td>
<td>October 15</td>
</tr>
</tbody>
</table>

To assist in fulfilling the U.S. Department of Justice’s responsibilities under the Government Performance and Results Act of 1993 (GPRA), P.L. 103-62, and the GPRA Modernization Act of 2010, Public Law 111–352, applicants who receive funding under this solicitation must agree to collect data appropriate for facilitating reporting requirements. Quarterly performance metrics reports must be submitted through BJA’s Performance Measurement Tool (PMT) web site: https://bjapmt.ojp.gov/. Applicants must ensure that valid and auditable source documentation is available to support all data collected for each performance measure required by the program including those specified in the program solicitation or award.

All JAG recipients should be aware that BJA has made changes to the JAG performance reporting process and should view the on-line training sessions to understand the changes and requirements in order to populate the data and complete the PMT (refer to Appendix B).

Submission of performance measures data is not required under this proposal request, however, applicants should discuss in their application their proposed methods for collecting data to comply with the requirements established by the Government Performance and Results Act Modernization Act.
REPORTING FRAUD, WASTE, ABUSE AND MISCONDUCT

Each grantee or subgrantee who is awarded funds under the 2020 Byrne JAG Program is to promptly refer to an appropriate inspector general any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person that has submitted a false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving JAG funds. You may report potential fraud, waste, abuse, or misconduct to the U.S. Department of Justice, Office of the Inspector General (OIG) by –

mail: Office of the Inspector General U.S. Department of Justice Investigations Division 950 Pennsylvania Avenue, N.W. Room 4706 Washington, DC 20530
email: oig.hotline@usdoj.gov
hotline: (contact information in English and Spanish): (800) 869-4499 or hotline fax: (202) 616-9881

Additional information is available from the DOJ OIG web site at www.usdoj.gov/oig

FY 2020 JAG PROPOSED PROGRAM GOALS AND REQUIREMENTS

<table>
<thead>
<tr>
<th>Proposed Program</th>
<th>Goals</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Multijurisdictional Drug Task Force Program</td>
<td>Interdict illegal drugs at our ports of entry, to reduce the availability and use of illegal drugs and money laundering activities on Guam through collaborative investigations with State and Federal agencies in order to apprehend, arrest, and convict individuals, and to seize assets acquired as a result of controlled substance violations.</td>
<td>Operational agreement between the agencies participating in the drug task force. Specifying the working relationship among the agencies and to clarify commitments of each agency. Key elements that the agreement should address are: 1) identification of the participating agencies and the designated contact person in each agency; 2) identification of the roles and responsibilities of the agencies; and 3) information describing how the agencies will work with each of the other participating agencies. Provide the position titles of the personnel assigned to the taskforce in the project proposal. Project must include the average number of drug violations and drug arrest over a five-year period (current); and include the average number of task force drug cases investigated, arrests made, and conviction over a five-year period (current).</td>
</tr>
<tr>
<td>Proposed Program</td>
<td>Goals</td>
<td>Requirements</td>
</tr>
<tr>
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<tr>
<td>2 Forensic Medical Examination of Sexual Assault Program</td>
<td>Improve the collection of evidence in sexual assault cases that will assist with the successful prosecution of criminal sexual assault cases; and to ensure that survivors of sexual assault are provided with the necessary support/resources to report and participate in the investigation and prosecution of criminal sexual conduct cases.</td>
<td>Project description must focus on the collection of forensic evidence in sexual assault cases. Project must include the average number of forensic exams conducted by sex, age (0-15, 16-50, 51+) by exam type over a five-year period (current).</td>
</tr>
<tr>
<td>3 Sexual Assault Prosecution Program</td>
<td>Prosecute sexual assault cases and convict the offender; and to prosecute sex offenders who fail to update and verify their information on the registry.</td>
<td>Project must include the average number of sexual assault cases received, processed and convicted over a five-year period (current); the average number of sex offender (non-compliant) cases referred for failing to comply with the Sex Offender Registry requirements and the number of non-compliant cases prosecuted; the number of local prosecutors assigned to prosecute rape cases and non-compliant registered sex offender’s local prosecutors. Project must show collaboration with Healing Hearts Crisis Center on the forensic evidence.</td>
</tr>
<tr>
<td>4 Recovery Oriented Systems of Care Program for Substance Abuse Offenders</td>
<td>The purpose of this program is to prevent further penetration into Guam’s criminal justice system by providing a continuum of care for the adult offenders who have completed the Residential Substance Abuse Treatment Program and released from prison based on the level of care needed, and to link them with the services and supports needed to sustain their recovery as well as providing a continuum of care for the adult offenders with substance abuse problems and released from prison.</td>
<td>Interagency memorandum of understanding in place with the network agencies Number of assessments completed; Drug testing results; number of participants in the ROSC program; number of participants provided referrals services and type of services provided; number of participants that have been successful in the program to become productive citizens in the community and maintained a healthy lifestyle one year after they have participated in the program. Feedback on the outcome of the services provided for the participants.</td>
</tr>
<tr>
<td>Proposed Program</td>
<td>Goals</td>
<td>Requirements</td>
</tr>
<tr>
<td>------------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>5 Correctional Treatment and Rehabilitative Program</td>
<td>Provide substance abuse treatment, domestic and family violence treatment, sex offender treatment, and terrorizing and assault treatment to adult offenders to reduce the recidivism rate upon release and to maintain a healthy lifestyle.</td>
<td>Project description must include: treatment program, including offender’s daily schedule. Criteria for successful and unsuccessful program completion.</td>
</tr>
<tr>
<td>6 Criminal Justice Records Improvement Program</td>
<td>Make systematic improvement in the quality, timeliness, and accuracy of Guam criminal history records to facilitate integration of information technology in the criminal justice system and to share information across systems</td>
<td>Projects will be given priority based on goals to integrate and query data (offenders) through the Message Switch via the Police (Arrests), Prosecution (Prosecution Status), Courts (Disposition), and Correction (Correctional Status) systems; and to allow for information sharing with state and federal law enforcement entities (NCIC, AEGIS, ACMIS, CJIS, and PCMIS).</td>
</tr>
<tr>
<td>7 Criminal Justice System Prevention &amp; Education Program</td>
<td>To develop a criminal justice education campaign program that will target school-based students to educate on the negative consequences of having a juvenile or prison record. The program is designed to deter and effect a positive impact on deterring the use of alcohol, drugs, and involvement in other risky behaviors among participants leading to a criminal justice record.</td>
<td>Development of comprehensive or multi-disciplinary network of criminal justice agencies and community services stakeholders; performance of needs assessment (identify risk and protective factors); development and implementation of Criminal Justice System Prevention and Education Program; development of a core of juvenile or adult offenders to promote successful integration by providing support, advocacy, and a way to be meaningfully accountable; number of prevention and education campaigns or outreach conducted in the schools, community events, print/media campaigns; number of participants; number of stakeholder participation; types of intervention services, referrals or programs provided to youths; Data capture to support outcome.</td>
</tr>
<tr>
<td>8 Reentry Program</td>
<td>To develop comprehensive and collaborative strategies to address reentry challenges for people who are assessed as having a medium to high risk of recidivism in the effort to improve inmates’ transition back to the community.</td>
<td>Development of Reentry Task Force/Committee; development of evidence-base intervention and services program; number of program staff (case workers) hired in DOC; type of training and number of staff trained; MOU with network partners; development of tailored pre- and post-release; data-capture to support outcome.</td>
</tr>
</tbody>
</table>
FY 2020 JAG APPLICATION CHECKLIST

Parts I, II, and III of the application must be submitted together. Check that the following have been completed.

1. **Part I. Title Page**
   a) items A to O are completed

2. **Part II. Description of Project**
   a) problem statement includes supporting data or facts
   b) goals are clearly defined
   c) objectives are specific and measurable
   d) activities demonstrate how objectives will be accomplished
   e) schedule and timeline are included
   f) defines the agency(s) and personnel that will manage and work on the project
   g) performance indicators/outcome measures are linked to the goals/objectives
   h) there is probability that the project can improve the criminal justice system

3. **Part III. Budget Detail and Explanation**
   Provide as much detail as possible, e.g. travel costs should be itemized by the number of trips and estimated cost per trip; equipment costs should contain descriptions and costs of specific items; etc., in the Budget Detail Worksheet.
   a) items A through I total the amount of the grant application
   b) budget explanation completed and attached
   c) budget clearly supports the project’s objectives and activities

4. The Application (Parts I Title Page, II Description of the Project, and III Budget Detail and Explanation) **must be saved on Microsoft Word** and **emailed to BSP in Microsoft word**.

5. Submit **one original and a digital copy in Microsoft Word format**.
APPLICATION CONTENTS: 2020 JAG PROJECT PROPOSALS

All proposals must use the following bold, underlined headings in the same order as presented. Respond to each bulleted question within the section asked.

PART I. TITLE PAGE CONTENTS

A. **Project Abstract**: Applicants must provide an abstract which includes the applicant's name, title of the project, a brief description of the problem to be addressed and target area and population, project goals and objectives, brief statement of proposed strategy or overall program, description of any significant partnerships, anticipated outcome and major deliverables. The abstract must not exceed one-half page or 500 words.

B. **Program Title**: Enter the proposed program title that the project falls under (Refer to Appendix A).

C. **Project Title**: Enter a brief descriptive title.

D. **Grantee Name**: Enter the name of the agency.

E. **JAG Program Area**: Identify the authorized JAG program area this project falls under (select one). The JAG Program Areas are as follows:
   - Law enforcement programs.
   - Prosecution and court programs.
   - Prevention and education programs.
   - Corrections and community corrections programs.
   - Drug treatment and enforcement programs.
   - Planning, evaluation, and technology improvement programs.
   - Crime victim and witness programs (other than compensation).

F. **Applicant Address**: Enter the full mailing and physical address.

G. **Applicant Agency DUNS Number**: All applicants under the 2020 Byrne Justice Assistance Grant Program Request for Proposal must include their entity’s unique DUNS (Data Universal Numbering System) number in their application in addition to the DUNS under DOA. **Applications without a DUNS number are incomplete and will not be reviewed**.

A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identified number is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and sub recipients.

*Please note that Government of Guam line agencies that use the “980018947” EIN number must use the “778904292” DUNS number to comply with GSC Circular 2008-02.*
Systems for Award Management: The Office of Justice Programs requires that all applicants for federal financial assistance maintain current registrations in the SAM database. The Central Contractor Registry (CCR) has been migrated to the System for Award Management (SAM). The SAM database is the repository for standard information about federal financial assistance applicants, recipients, and sub recipients. Please note that applicants must update or renew their SAM registration at least once per year to maintain active status.

You do not need to do anything in SAM at this time, unless a change in your business circumstances requires updates to your Entity record(s) in order for you to be paid or to receive an award or you need to renew your Entity(s) record prior to its expiration. SAM will send notifications to the registered user via email 60, 30, and 15 days prior to expiration of the Entity. To update or renew your Entity records(s) in SAM you will need to create a SAM User Account and link it to your migrated Entity records. You do not need a user account to search for registered entities in SAM by typing the DUNS number or business name into the search box. Please attach a copy of your updated or renewed SAM User Account.

Reports Required under the Federal Funding Accountability and Transparency Act (FFATA):

The Federal Funding Accountability and Transparency Act of 2006 (referred to as FFATA or The Transparency Act) requires the Office of Management and Budget to maintain a single, searchable website that provides the public with information about how tax dollars are spent and gives them the ability to hold the Federal Government accountable for each spending decision. That site is http://www.usaspending.gov.

Pass-through entities that award $25,000 or more to subrecipients are required to submit data in the FFATA Subaward Reporting System. Per 2 C.F.R. Volume 1, §170 (Reporting Subaward and Executive Compensation Information), prime grant recipients awarded a new Federal grant greater than or equal to $25,000 as of October 1, 2010 are subject to FFATA sub-award reporting requirements as outlined in the OMB guidance issued August 27, 2010. The prime awardee is required to file a FFATA sub-award report through the FFATA Subaward Reporting System (FSRS), located at www.fsrs.gov, by the end of the month following the month in which the direct recipient awards any sub-grant greater than or equal to $25,000. Pass-through entities should also review and carefully consider 2 C.F.R. § 200.330 (Subrecipient and Contractor Determinations), as it includes guidance in making an appropriate determination that is relevant not only with regard to subrecipient reporting under FFATA, but also is key to the proper financial and programmatic administration and management of federal award funds.

The reporting requirements for Federal award recipients of both formula and discretionary grants awarded on or after October 1, 2010 are:

- All subaward information must be reported by the Federal recipient.
- If the initial subaward is at least $25,000, the award recipient must report the subawards and the names and annual compensation of the subawardee’s five highest paid executives.
- If the initial award is below $25,000 but subsequent award modifications result in a total award equal to or over $25,000, the award will be subject to the reporting requirements as of the date the award reaches $25,000.
- If the initial award is equal to or greater than $25,000 but de-obligation of funding causes the total award amount to fall below $25,000, recipients will continue to be subject to the reporting requirements.

The reporting requirements do NOT apply to the following:

- Awards to individuals
- Recipients that had a gross income of $300,000 or less in their previous tax year
- Classified information.

Reporting requirements for DOJ awards may change from year to year. Please read the award documents carefully.

H. **Applicant Agency EIN Number:** An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number, and is used to identify a business entity.

Please note that the Government of Guam line agencies that use the “778904292” DUNS number must use the “980018947” EIN number.

I. **Location of Project:** If appropriate, identify the location(s) where the project will be implemented.

J. **Project Period:** Enter the expected starting and completion dates of the project. The time frame is limited to twelve (12) months but not to exceed September 30, 2022.

K. **Type of Application:** Indicate if this is a new application or a continuation application.

L. **Total Project Amount:** Enter the total grant cost that the applicant is applying for (round to the nearest dollar).

M. **Other Funding Sources.** Indicate whether an application has other funding sources or has been or will be submitted to other funding sources. Provide the funding amount and the source of funding and or the name of the source agency and the funding amount applying for.

N. **Project Director:** Enter the name, address, email address, telephone and facsimile numbers of the person who will be directly responsible for administering the project.
O. **Financial Officer:** Enter the name, address, email address, telephone and facsimile numbers of the person who will be directly responsible for the fiscal matters of the project. The Financial Officer and the Project Director should **not** be the same person.

**PART II. DESCRIPTION OF PROJECT CONTENTS**

This section is the most important part of the application because it not only describes what will be done and who will do it, but it also justifies the need for the project. The information requested in Sections A to K below must be described in detail. Please follow this order in describing the project.

**A. Problem Statement/Target Population**

Describe the nature and scope of the existing problem, including the present status of activities by the applicant or other law enforcement agencies regarding the problem. This section should clearly justify the reasons why the project is needed. If this is a continuation project, describe results/outcome of the previous project funded.

The following outline may be used as a guide:

- What specific problem(s) and/or target population will the project address? (Example: an increasing incidence of drug trafficking, an increase in domestic violence complaints, an increase in burglary in the village of Dededo, etc.)

- What is the scope of the problem?
  - Geographical
    - Is the problem concentrated in one location or in several with similar characteristics?
    - Is the problem statewide? Is the project either a statewide or model solution?
  
  - Criminal Justice System

- What segments of the criminal justice system are affected by this problem?

- What is the magnitude of the problem?

Include all available pertinent data (e.g., number of arrests, number of agency referrals, caseloads, clearance rates, etc.) as well as any other indicators that further define the problem.

- How many people are currently affected by the problem?

- How have state agencies dealt with this problem in the past? What were the limitations in that approach?
• Why is it important that the problem be addressed at this time? If this is a continuation project, include a brief statement discussing the current problems in light of the previous years’ accomplishments.

B. Project Description

Describe the plan of action that includes a description of the scope and detail of how the proposed project will address the problem identified in the problem statement section of the application. The application will be evaluated as to how effectively it:

• Describes the proposed activities and approach to be taken and clearly demonstrates how the identified problem will be addressed. The approach should seem logical.
• Discusses the necessary resources that are required to implement the approach or the response outlined in the proposed application. The resources should be reasonable given the scope and detail of the identified approach.
• Presents evidence to support the rationale for choosing the approach or response and how it is based on the demonstrated effectiveness of the proposed activity or activities similar to that proposed. The applicant should provide information showing that the approach or response has been shown to be effective or that there is a basis in professional experience to believe it will be effective.

C. Goals

A goal is the end result toward which an effort is directed. Project goals should be clearly stated and realistic, and limited to a precise statement of the specific project goals and objectives that will help to solve or overcome the problem(s) identified. Vaguely stated goals need to be assessed to determine whether reliable and valid measurement is possible. As a consequence, vague goals affect management’s ability to evaluate a project due to the lack of criteria for project effectiveness.

Goals should also be realistic ("achievable"). For instance, reducing the number of recidivism arrests of drug offenders may be an achievable goal, but eliminating recidivism may not be a realistic one, as it is nearly impossible to completely eliminate a problem. Additionally, goals must be distinguished from the project description itself because it is common to find goals stated in documents that are in fact project activities. For example, making arrests refers to what a multi-jurisdictional task force does, not what it intends to accomplish. The notion of goals should be used in reference to outcomes.

The following may serve as a guide with regard to definition of terms and contents:

1. A goal may be defined as a general statement of an undesirable condition to be improved or a desired state of affairs toward which to strive. Examples: Crime-oriented (i.e., to reduce the sale and distribution of illicit drugs); System Improvement (i.e., to improve the delivery of substance abuse treatment services to criminal justice clients).
2. An objective is a specific statement of a measurable end condition to be achieved within a stated period of time. Examples: Crime-oriented (i.e., to increase by 20% from the previous fiscal year the number of prescription forgeries detected during the project period); System Improvement (i.e., that 20% of the project participants, who receive substance abuse treatment, will not be rearrested during the project period).

D. Project Objectives

Describe the outcomes or changes anticipated as a result of the proposed project. The achievement of the objectives should provide an outcome that reflects a measurable change for the target population due to the services offered by the program. Provide two objectives, with performance measures and baseline numbers that further the goal of the selected Program Area. Applications will be evaluated on how effectively it: 1) clearly identifies project objectives (measured change as a result of implementing the proposed project), performance measures (how you will measure that change, what instruments and/or tools are to be used, etc.); and 2) any baseline data that exists. The project objectives should reflect an appropriate amount of change anticipated or accomplishments that are logical and clearly linked to the identified problem and the proposed approach/response as discussed in the previous sections of the application.

<table>
<thead>
<tr>
<th>EXAMPLE</th>
<th>OBJECTIVE</th>
<th>PERFORMANCE INDICATOR</th>
<th>BASELINE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measure of change that will result from the proposed project during project period.</td>
<td>Information collected to document expected changes.</td>
<td>Number documenting what occurred during the past year.</td>
<td></td>
</tr>
<tr>
<td>Increase by 10 the number of crime prevention programs presented to residents in the village of Dededo by December 31, 2020.</td>
<td>The type of crime prevention programs presented in the village of Dededo; the number of people who attended; number and type of informational materials distributed, etc.</td>
<td>Overall percentage in achieving objective and impact/outcome of prevention programs presented to residents between January 1, 2020 and December 31, 2020.</td>
<td></td>
</tr>
</tbody>
</table>

E. Project Activities

Program activities are those events that are expected to produce results which meet the stated goals and objectives. The project must have a realistic chance of attaining its specified goals and objectives if a meaningful assessment of a program's effectiveness is to occur. Therefore, the cause-and-effect relationship between program activities and goals and objectives must be identified and assessed.
Just as objectives are the means by which project goals can be assessed, project activities serve as the vehicle for assessing to what extent objectives are achieved. The clear description of the project activities provides the basis for developing procedures to measure project implementation.

Program activities must be developed within the confines of the project's resources. Consideration must be given to the amount of funds, personnel and time period that is available or can be obtained for use in the project. This should include those resources within the agency that can provide support and assistance toward the project. A realistic determination of resources should eliminate those activities that are impossible to achieve within the scope of the project.

To identify project activities, examine the project's objectives first, and then determine those activities that: (1) are more directly (plausibly) linked to the project's objectives; and (2) can produce the project's stated objectives. By analyzing these activities, they can be grouped under the project objectives from which they would logically flow. You may note that several of the project activities may be aligned under two objectives. This indicates that an activity has a causal linkage with, or can be expected to produce, both project objectives.

F. Performance Measures

Performance measures are used to determine the impact of the activities. They provide quantifiable information on the status of achievement for each objective. Performance measures clearly indicate whether or not the objective has been achieved, or, using gradations or increments, measure the degree to which the objective has been accomplished.

In addition to the program goals and requirements on pages 7 - 9 and the new JAG Performance Measures (Refer to Appendix B), you will need to include Guam’s performance measures (Refer to Strategic Plan at bsp.guam.gov/) and your organization’s performance measures to assess whether grant objectives are being met.

G. Impact/Outcomes, Evaluation, Sustainment and Description for the Collection of the Date required for the PMT

Explain how the program’s effectiveness will be demonstrated. Discuss the significance of the program’s impact to improve the functioning of the criminal justice system. To effectively assess the results of the project, the applicant should indicate: (1) the process in which the data will be collected (the type of information, method of recording, time frame for collection); (2) specific correlation to the goals and objectives for measurement; and, (3) the individual(s) responsible for the data collection and analysis.
H. Capabilities/Competencies & Project Partners

Fully describe the applicant capabilities to implement the proposed project successfully and the competencies of the staff assigned to the project. Describe the proposed management structure and project staffing. Include any information that is relevant to the planning of the project. Questions you may wish to answer include: “Who do we need as partners for this project?”, “How do we organize all partners to work effectively together?” and “By whom and how will this project be managed?”

I. Project Timeline

Attach a project timeline with each project goal, related objective, activity, expected completion date, and responsible person or organization. Describe how project activities and objectives will be reasonably achieved in the given project period. Applications will be evaluated as to how effectively it presents a comprehensive, thorough timeline that is well-defined and specifies what will be done, who (individuals and organizations) will do it, and when it will be accomplished. The timeline should be reasonable given the nature of the problem, the target population, and the approach/response discussed in earlier sections of the application.

If applicable, include any other deliverables that will be created and/or used throughout the project.

J. Budget and Budget Narrative

Provide a comprehensive budget and budget narrative that are complete, allowable, and justified on the proposed project (Refer to Appendix C).

Present a clear and detailed budget with a narrative that clearly explains and justifies the budget information. The costs of the proposed program and the costs are considered reasonable in view of the types and range of activities to be conducted, the number of participants to be served, and the expected results and benefits.

K. Position Description

If the project requires the employment of full time or part time personnel, contractual, or other related employment type, indicate the position(s) to be filled and, the duties or responsibilities of each. Please provide the position descriptions for all positions that the application seeks to fund under this grant.
COMPLIANCE WITH 2 CFR 200 UNIFORM ADMINISTRATIVE REQUIREMENTS

For all new grant programs beginning in FY 2015, the Office of Justice Programs Financial Guide, the Office of Management and Budget (OMB), circulars and government-wide common rules applicable to grants and cooperative agreements were incorporated into the New Uniform Grant Guidance, 2 CFR 200, also known as the “Super Circular” or “Uniform Guidance”. The new guide streamlines the Federal government’s guidance from eight OMB circulars (A-21, A-50, A-87, A-89, A-102, A-110, A-122, and A-133) into one document, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. The objectives of the guidance are to ease administrative burden and strengthen oversight of federal funds to reduce risks of waste, fraud and abuse. The Uniform Guidance has been in effect for all federal agencies.

Applicants are required to become familiar with the 2 CFR 200 Uniform Administrative Requirements, Subparts A-F in addition to the latest USDOJ Financial Guide for the implementation of allowable and unallowable project activities.

ALLOWABLE COSTS

Introduction

Federal grant funds are governed by the cost principles of 2 CFR 200, Subpart E. To be allowable under Federal awards, costs must be reasonable, allocable, and necessary to the project, and they must also comply with the funding statute requirements. In this section we highlight certain elements of allowable costs. For more information about specific factors that affect whether costs are allowable, refer to the appropriate cost principle-related section of 2 CFR 200, Subpart E Cost Principles.

Limit on Use of Award Funds for Employee Compensation

Federal grant funds may not be used to pay cash compensation (salary plus bonuses) to any employee at a rate that exceeds 110 percent of the annual maximum salary payable to a member of the Federal Government’s Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year.

The 2017 salary table for SES employees is available on the U.S. Office of Personnel Management’s 2017 Executive and Senior Level Employee Pay Tables web page.

A recipient may compensate an employee at a higher rate, provided the amount in excess of the limitation is paid with non-Federal funds. For employees who charge only a portion of their time to an award, the allowable amount to be charged to that award is equal to the percentage of time worked on the grant times the maximum salary limit (110% of SES salary).
Support of Salaries, Wages, and Fringe Benefits

Charges made to Federal awards for salaries, wages, and fringe benefits must be based on records that accurately reflect the work performed and comply with the established policies and practices of the organization. See 2 C.F.R. § 200.430.

- Charges must be supported by a system of internal controls that provides reasonable assurance that the charges are accurate, allowable and properly allocated.
- Documentation for charges must be incorporated into the official records of the organization.
- Support must reasonably reflect the total activity for which the employee is compensated by the organization and cover both federally funded and all other activities. The records may include the use of subsidiary records as defined in the organization’s written policies.
- Where grant recipients work on multiple grant programs or cost activities, documentation must support a reasonable allocation or distribution of costs among specific activities or cost objectives.
- In cases where two or more grants constitute one identified activity or program, salary charges to one grant may be allowable after written permission is obtained from the awarding agency.
- The recipient must complete and keep on file, as appropriate in accordance with Federal law, the U.S. Citizenship and Immigration Services’ Employment Eligibility Verification.
- Form I-9 for individuals working under the award. This form is to be used by recipients of Federal funds to verify that persons are eligible to work in the United States.
Overtime Compensation

Unless specifically exempted under the Fair Labor Standards Act, recipient and subrecipient employees should be compensated with overtime payments for work performed in excess of the established work week (usually 40 hours).

- Payment of more than occasional overtime is subject to periodic review by the awarding agency.
- In addition, overtime compensation is typically reviewed during site visits and audits.

Executives, administrative and professional employees who meet the criteria for an exemption from the overtime requirements of the Fair Labor Standards Act may not be reimbursed for overtime under grants and cooperative agreements. More information on overtime exemptions under the Fair Labor Standards Act is available on the Department of Labor’s website at https://www.dol.gov/whd/overtime_pay.htm.

FINANCIAL MANAGEMENT TIP

In no case is dual compensation allowable. That is, an employee may not receive compensation from his/her organization AND from an award for a single period of time (e.g., 1 to 5 p.m.), even though such work may benefit both activities.
Conferences and Workshops

Allowable costs for conferences may include amounts paid for the following:

- Conference or meeting arrangements
- Publicity
- Registration
- Salaries of personnel
- Rental of staff offices
- Conference space
- Recording or translation services
- Postage
- Telephone charges
- Travel expenses (this includes transportation and subsistence for speakers or participants)
- Lodging (restrictions apply—please see below)

<table>
<thead>
<tr>
<th>OJP SPECIFIC TIP</th>
</tr>
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<tbody>
<tr>
<td>All contracts under an award funded by OJP awards for events that include 30 or more participants (both Federal and non-Federal) must ensure that lodging costs for any number of attendees do not exceed the prevailing Federal per diem rate for lodging. If the lodging rate is not the Federal per diem rate or less, none of the lodging costs associated with the event are allowable costs to the award. As a result, the recipient would be required to pay for all lodging costs for the event with non-award funds, not just the amount in excess of the Federal per diem. For example, if the Federal per diem for lodging is $78 per night, and the event lodging rate is $100 per night, the recipient would be required to pay the full $100 per night, not just the difference of $22 per night.</td>
</tr>
</tbody>
</table>

Travel

Travel expenses are allowable costs for employees who are in travel status on official business related to the award. These costs must be reasonable and in accordance with the organization’s established travel policy. In absence of an established travel policy, the organization must comply with the Federal travel regulations. See 2 C.F.R. § 200.474.

- The DOJ awarding agency reserves the right to determine the reasonableness of an organization’s travel policy.
- Recipients and subrecipients must follow their own established travel policies.
- If a recipient or subrecipient does not have an established travel policy, they must abide by the Federal travel policy including per diem rates.
- The current travel policy and per diem rate information is available at the Per Diem rates section of the U.S. General Services Administration (GSA) website.

Foreign travel is defined as any travel outside of Mexico, Canada and the United States and its Territories and possessions.
• For an award recipient or subrecipient located outside Mexico, Canada and the United States and its Territories and possessions, foreign travel means travel outside that country.
• Prior approval is required for all foreign travel.

**Project Site**

The cost of space in privately or publicly owned buildings used for the benefit of the project is allowable subject to the conditions stated below:

• The total cost of space does not exceed the rental cost of comparable space and facilities in a privately owned building in the same locality.
• The cost of space procured for project usage is not charged to the program for periods of non-occupancy without authorization of the grant-making component.
• The rental cost for space in a privately owned building is allowable. Rental costs may not be charged to the grant if the recipient owns the building or has a financial interest in the property. However, the cost of ownership is an allowable expense.
• Cost of ownership expenses for a publicly owned building are allowable where “rental rate” systems, or equivalent systems that adequately reflect actual costs, are employed.
• Ownership expenses must be determined on the basis of actual cost (including depreciation based on the useful life of the building, operation and maintenance, and other allowable costs). Where these costs are included in rental charges, they may not be charged elsewhere.
• Rental costs may not be charged for building purchases or construction originally financed by the Federal Government.
• Costs for rental of any property (to include commercial or residential real estate) owned by individuals or entities affiliated with the recipient or subrecipient for purposes such as the home office workspace, are unallowable. The cost of related utilities are also unallowable.

The cost of utilities, insurance, security, janitorial services, elevator service, upkeep of grounds, normal repairs and maintenance, and the like are allowable to the extent they are not otherwise included in rental or other charges for space.

Costs incurred for rearrangement and alteration of facilities required specifically for the award program, or that materially increase the value or useful life of the facility, are allowable when specifically approved by the awarding agency. See 2 C.F.R. § 200.462.

Depreciation or use allowance on idle or excess facilities is NOT ALLOWABLE, except when specifically authorized by the Federal awarding agency. See 2 C.F.R. § 200.446.

The cost of space procured under rental-purchase or a lease-with-option to purchase agreement is allowable when specifically approved by the awarding agency. This type of arrangement may require application of special matching share requirements under construction programs.
Printing

The cost of electronic and print media, including distribution, promotion, and general handling, are allowable. If these costs are not identifiable with a particular project or cost activity, the costs should be allocated as indirect costs to all benefiting activities of the organization.

Pursuant to the Government Printing and Binding Regulations, no project may be awarded primarily or substantially for the purpose of having material printed for the awarding agency. The Government Printing and Binding Regulations allow:

- The issuance of a project for the support of non-Government publications, provided such projects were issued pursuant to an authorization of law, and were not made primarily or substantially for the purpose of having material printed for the awarding agency.
- The publication of findings by recipients/subrecipients within the terms of their project provided such publication is not primarily or substantially for the purpose of having such findings printed for the awarding agency.


Publication

Guidance for publication costs is set out in 2 C.F.R. § 200.461. To be considered allowable, publication costs must be incurred for work done according to a process that the recipient has described in writing. This process should include writing, editing, and preparing the illustrated material (including videos). Alternatively, it may include only the internal printing requirements from the recipients/subrecipients in accordance with the terms of the project.

- DOJ has authorized any recipient or subrecipient employee to make or have made by any means available to him or her, without regard to the journal copyright and without royalty, a single copy of any such article for his or her own use.

Recipients are encouraged to make the results and accomplishments of their activities available to the public. Recipients publicizing project activities and results must adhere to the following parameters:

- Responsibility for the direction of the project activity should not be ascribed to the grant-making component.
- The publication must include the following statement: “The opinions, findings, and conclusions or recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Justice or grant-making component.”
- The publication must not convey DOJ’s official recognition or endorsement of the recipient’s project simply based on having received funding.
• Recipients may file a separate application with the grant-making component requesting official recognition.
• In all materials publicizing or resulting from award activities, the awarding agency assistance must be acknowledged. An acknowledgement of support shall be made through use of the following or comparable footnote:
  • “This project was supported by Award No. XXXXX awarded by the (name of specific office/bureau), Department of Justice.”
• Recipients and any subrecipients are expected to publish or otherwise make widely available to the public, as requested by the awarding agency, the results of work conducted or produced under an award.
• All publication and distribution agreements with a publisher must include provisions giving the Federal Government a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use and to authorize others to use the publication for Federal Government purposes (see Chapter 3.7). The agreements with a publisher should contain information on the awarding agency requirements.
• Unless otherwise specified in the award, recipients/subrecipients may copyright any books, publications, films, or other copyrightable material developed or purchased as a result of award activities. Copyrighted material will be subject to the same provisions giving the Federal Government a license as described above.
• A publication and distribution plan should be submitted to the awarding agency before materials developed under an award are commercially published or distributed.
  • The plan must include a description of the materials, the rationale for commercial publication and distribution, the criteria to be used in the selection of a publisher, and, to assure reasonable competition, the identification of firms that will be approached.
  • Recipients/subrecipients must obtain prior agency approval of this plan for publishing project activities and results when it uses Federal funds to pay for the publication.

**OJP SPECIFIC TIP**

| Recipients/subrecipients are permitted to display the official awarding agency logo in connection with the activities supported by the award, with the prior approval of the awarding agency. In this respect, the logo must appear in a separate space, apart from any other symbol or credit.

The words “Funded/Funded in part by DOJ” shall be printed as a legend, either below or beside the logo, each time it is displayed. Use of the logo must be approved by the awarding agency.

**Duplication**

If recipients/subrecipients need to duplicate less than 5,000 units of only one (1) page, or less than 25,000 units in the aggregate of multiple pages, of its findings for the awarding agency, DOJ will not consider this duplication to constitute printing primarily or substantially for the awarding agency (e.g., 5,000 copies of 5 pages, etc.). Duplicated pages may not exceed a maximum image size of 10¾ by 14¼ inches.
Other Allowable Costs

- Recipients can expense costs associated with software development in the period the costs are incurred, subject to the limits outlined in the budget and budget narrative.
- Recipients may not use an accelerated method to calculate depreciation without clear evidence indicating that the expected consumption of the asset will be significantly greater in the early portion than in the later portion of its useful life.
- Post-employment benefits are allowable costs if funded in accordance with actuarial requirements.
- In accordance with 2 C.F.R. § 200.428, costs incurred by a non-Federal entity to recover improper payments are allowable as either direct or indirect cost, as appropriate.

UNALLOWABLE COSTS

Introduction

Federal awards generally provide recipients and/or subrecipients with the funds necessary to cover costs associated with the award program. There are other costs, however, categorized as unallowable costs, that will not be reimbursed. Non-Federal entities must not use award or match funding for unallowable costs any other unallowable costs considered inappropriate by the awarding agency. See 2 C.F.R. § 200.31 (Disallowed Costs). Standard unallowable costs are identified in 2 C.F.R. § 200, Subpart E - Cost Principles. Specific items of unallowable costs that may be of particular relevance for DOJ-funded programs are highlighted in the following.

Land Acquisition

No Federal funds that are awarded for renting, leasing, or construction of buildings or other physical facilities shall be used for land acquisition. See 2 C.F.R. § 200.439(b)(1).

Compensation of Federal Employees

This category of unallowable costs includes salary payments, consulting fees, or other compensation to full-time Federal employees.

Travel of Department of Justice (DOJ) Employees

Award funds may not be spent on transportation, lodging, subsistence, and related travel expenses of awarding agency employees.

- DOJ does consider to be allowable the travel expenses of other Federal employees, such as those persons serving on advisory committees or other program or project duties or assistance, if travel expenses have been:
  - Approved by the Federal employee's department or agency; and
Bonuses or Commissions

Recipients and subrecipients cannot pay any bonus or commission to any individual or organization to obtain approval of an application for award assistance.

Bonuses to officers or board members of for-profit or nonprofit organizations that are determined to be a profit, distribution of earnings, or fees are unallowable. See 2 C.F.R. § 200.430(g).

Some programs do not allow reimbursement for bonuses to employees.

Prohibited and Controlled Equipment

This category of unallowable costs may include items that are prohibited from purchase, such as certain types of firearms and tracked armored vehicles. Other military-type equipment, such as tactical wheeled vehicles and explosives and pyrotechnics are considered “controlled” and are only allowable for purchase if a jurisdiction submits a detailed justification noting need for the equipment and documenting controls in place to prevent misuse (such as training and use protocols).

Lobbying

Recipients and subrecipients must comply with the provisions in 2 C.F.R. § 200.450 (Lobbying), as appropriate. Also, see Chapter 2.1 of the current USDOJ Financial Guide for more specifics about restrictions on lobbying.

- The lobbying cost prohibition applies to all award recipients.
- Award funds cannot be used for the following purposes:
  - Attempting to influence the outcome of any Federal, State, or local election, referendum, initiative, or similar procedure, through in-kind or cash contributions, endorsements, publicity, or similar activity;
  - Establishing, administering, contributing to, or paying for the expenses of a political party, campaign, political action committee, or other organization established for the purpose of influencing the outcome of elections;

ACTION ITEM

Be sure to check the award document and, if applicable, financial clearance memorandum, to determine which salaries, fringe benefits, and other personnel costs are allowable under the specific award.
- Attempting to influence (a) the introduction of Federal or State legislation; or (b) the enactment or modification of any pending Federal or State legislation through communication with any member or employee of the Congress or State legislature (including efforts to influence State or local officials to engage in similar lobbying activity), (c) the enactment or modification of any pending Federal or state legislation by preparing, distributing, or using publicity or propaganda, or by urging members of the general public, or any segment thereof, to contribute to or participate in any mass demonstration, march, rally, fundraising drive, lobbying campaign or letter writing or telephone campaign, or (d) with any Government official or employee in connection with a decision to sign or veto enrolled legislation;
- Engaging in or supporting the development of publicity or propaganda designed to support or defeat legislation pending before legislative bodies;
- Paying, directly or indirectly, for any personal service, advertisement, telephone, letter, printed or written matter, or other device, intended or designed to influence a member of Congress or of a State legislature to favor or oppose, by vote or otherwise, any legislation or appropriation by either Congress or a State legislature, whether before or after the introduction of any bill or resolution proposing such legislation or appropriation;
- Engaging in legislative liaison activities, including attendance at legislative sessions or committee hearings, gathering information regarding legislation, and analyzing the effect of legislation, when such activities are carried out in support of or in knowing preparation for an effort to engage in unallowable lobbying;
- Paying a publicity expert for purposes unallowable under the anti-lobbying rules; or
  - Attempting to improperly influence, either directly or indirectly, an employee or officer of the executive branch of the Federal Government to give consideration or to act regarding a sponsored agreement or a regulatory matter.

  - These anti-lobbying restrictions are enforceable via large civil penalties, with civil fines between $10,000 and $100,000 per each individual occurrence of lobbying activity.
  - These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by **31 U.S.C. § 1352**.

- All grantees must understand that no federally appropriated funding made available under the grant program may be used, either directly or indirectly, to support the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government, without the express approval of DOJ.
- Any violation of this prohibition is subject to a minimum $10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB guidance.
• Any question(s) relating to the lobbying restrictions should be submitted in writing to the awarding agency’s ethics official (typically in the awarding agency’s Office of the General Counsel) through the DOJ program manager.

Fundraising

The costs of organized fundraising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions may not be charged as direct or indirect costs against awards. However, certain fund raising costs for the purposes of meeting the Federal program objectives may be allowable with prior approval of the DOJ awarding agency. See 2 C.F.R. § 200.442 for more details.

• The portion of a person's salary that covers time spent engaged in unallowable fundraising, and any indirect costs associated with those salaries, may not be charged to the award.
• An organization may accept donations (e.g., goods, space, services) towards fundraising, as long as the value of the donations is not charged as a direct or indirect cost to the award.
• Nothing in this section should be read to prohibit a recipient from engaging in fundraising activities, as long as such activities are not financed by Federal or matching funds.

Corporate Formation

The cost for corporate formation (startup costs) may not be charged as either direct or indirect costs against the award except with prior approval from the awarding agency.

State and Local Sales Taxes

Taxes that a governmental unit is legally required to pay are allowable, except for self-assessed taxes that disproportionately affect Federal programs or changes in tax policies that disproportionately affect Federal programs.

• This provision becomes effective for taxes paid during the governmental unit's first fiscal year that begins on or after January 1, 1998, and applies thereafter.
• This provision does not restrict the authority of Federal agencies to identify taxes where Federal participation is inappropriate.
• Taxes from which exemptions are available to the organization directly or which are available to the organization based on an exemption afforded the Federal government when the DOJ awarding agency makes available the exemption certificates are unallowable.
• Where the identification of the amount of unallowable taxes would require an inordinate amount of effort, the cognizant Federal agency for indirect costs may accept a reasonable approximation thereof.
Other Unallowable Costs

Other categories of unallowable costs include:

- Entertainment, including amusement, diversion, social activities, and any associated costs (i.e. tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are unallowable. Certain exceptions may apply when such costs have a programmatic purpose and have been approved by the awarding agency;
- Fines and penalties (except when incurred as a result of compliance with specific provisions of an award, contract or with written approval from the awarding agency);
- Home office workspace and related utilities;
- Honoraria is unallowable when the primary intent is to confer distinction on, or to symbolize respect, esteem, or admiration for the recipient of the honorarium. A payment for services rendered, such as a speaker’s fee under an award is allowable;
- Passport charges;
- Tips;
- Bar charges/alcoholic beverages, and
- Membership fees to organizations whose primary activity is lobbying.

Costs Incurred Outside the Project Period

Any costs that are incurred either before the start of the project period or after the expiration of the project period are not allowable, unless written approval covering pre-agreement costs is granted by the awarding agency.
APPENDIX A: PROPOSED JAG PROGRAMS

FY 2020 Justice Assistance Grant Proposed Program Priority
for Guam’s FY 2019-2022 Drug Control, Violent Crime, and Criminal Justice Systems Improvement Strategy
GUAM’S PRIORITY ISSUES AND PROPOSED PROGRAM RESPONSES

FY 2020 Funding Priority Issues

In line with the key points established by National Drug Control Strategy, Guam’s strategy was developed to continue to address and coordinate the following national priorities to also address the emerging opioid crisis:

- Strengthen Prevention and Education efforts to Prevent Drug Use and Crime Prevention in Our Communities;
- Integrate Treatment for Substance Use Disorders into Health Care, and Expand Support for Recovery;
- Break the Cycle of Drug Use, Crime Delinquency, and Incarceration;
- Improve access to services for offenders re-entering the community;
- Enhancing efforts to counter domestic drug trafficking networks and production; and
- Improve Information Systems for Analysis, Assessment, and Local Management.

Guam’s ultimate long-term goals are to eliminate drug use, to reduce violent crime and to improve the functioning of the criminal justice system. Guam’s statewide priorities that support the National Drug Control Strategy are the following:

- Law Enforcement Priority
- Treatment and Rehabilitation Priority
- Planning, Evaluation & Technology Improvement Priority
- Corrections and Community Corrections Priority
- Prevention and Education Priority

The data and analysis and the resource needs sections of the plan highlighted priority areas for use of Guam’s JAG funds. Programs selected for funding should focus on:

- Evidence-based initiatives
- A comprehensive response to sexual assault
- Enhance the ability of federal and state criminal justice agencies using jointly controlled operations to remove specifically targeted mid and upper-level narcotics trafficking through investigation, arrest, prosecution, and conviction to disrupt the drug market, reduce drug threats and drug related crimes
- Increase treatment and rehabilitation programs
- Develop effective criminal justice prevention and education campaigns
- Reduce recidivism rates and improve reentry efforts
- Improve criminal justice information sharing and integrated systems
Law Enforcement Priority

Multijurisdictional Drug Task Forces

Purpose Area: Law Enforcement Programs

Description of the Program:

This program calls for integrating Federal and local drug law enforcement and prosecution to enhance interagency coordination among the task forces; to facilitate multi-jurisdictional investigations to facilitate the curtailment of narcotics interdiction and money laundering activities on Guam through the apprehension, arrest, and conviction of individuals smuggling narcotics into Guam, and the seizure of assets acquired as a result of a controlled substance violation. In order to proactively interdict the narcotics distribution system and to seize assets gained through the sale of narcotics, there is need to continue to utilize interagency, multi-disciplinary task forces; to fund prosecutors to prosecute drug cases; and to increase the drug detector canine detection teams to detect narcotics.

Brief Analysis of the Need of the Program:

The growing availability and abuse of crystal methamphetamine or “ice” as well as other illegal drugs, to include the emerging opioid abuse, has been directly related to Guam’s growing crime rates. As such, it necessitates the pursuit of strong components to prevent controlled illicit substances from entering Guam, to detect and remove them from the streets, and to vigorously prosecute the drug traffickers. A need exists to ensure Guam’s drug task forces have the necessary resources to interdict illegal drugs on Guam and the available training to keep up with the latest trends and technology.

Program Goal:

The goal of the multi-jurisdictional task force programs is to integrate Federal and State law enforcement agencies for the purpose of enhancing interagency coordination and intelligence and facilitating multi-jurisdictional investigations in narcotics interdiction, asset seizing, prosecution, conviction and apprehension of individuals smuggling narcotics into Guam.

Objectives and Actions:

- Combat the threat, incidence, and prevalence of violent drug crime by leveraging strategic partnerships to investigate, arrest, and prosecute drug offenders and illegal firearms traffickers.
  - Establish and maintain an intergovernmental agreement between participating task force agencies.
Disrupt and dismantle major drug trafficking organizations to combat the threat, trafficking, and use of illegal drugs and the diversion of illicit drugs.
- Intercept drugs, drug proceeds, and associated instruments of violence at sea and air ports of entry, within territorial coastal waters and through international mail routes before they enter Guam’s drug distribution networks.
- Increase the number of surveillance activities or suspected narcotics dealers, couriers, etc.
- Enhance intelligence and information sharing capabilities and processes.
- Ensure the prosecution of all significant drug trafficking, money laundering, and weapons trafficking/smuggling cases.
- Strengthen communities and reduce the demand for drugs.

To ensure that Task Force personnel possess the expertise in drug detection, apprehension, prosecution and to ensure operating procedures are adhered to so that effective operations are accomplished.
- Determine types of specialized training in drug detection, apprehension, interdictions and prosecution
- Obtain specialized training in drug detection, apprehension, interdiction and prosecution.
- Enhance counterdrug technologies for drug detection and interdiction.

Guam’s Performance Measure:

- The number of enforcement operations conducted by the task forces.
- Number of marijuana plants eradicated.
- Number of drug arrests by drug type.
- Quantity of drugs seized by drug type and the value of drugs seized (in grams).
- Number of drug cases initiated.
- Number of drug cases closed.
- Number of drug trafficking organization investigated and penetrated (identify the level of the drug trafficking organization by street, low, mid, high and the ethnicity of the organization).
- Number of weapons and explosives seized (identify the type of weapon).
- Number of drug offenders prosecuted at the state level with conviction.
- Number of drug offenders prosecuted at the federal level with conviction.
- Number of offenders prosecuted for firearm violation at the state level with conviction.
- Number of offenders prosecuted for firearm violation at the federal level with conviction.
- Number of asset seizures and total value of funds and asset forfeited.
- Number of law enforcement officers, prosecutor trained during the reporting period (list training attended and the cost of each training).
- Number of enforcement assistance provided upon requests from local and federal law enforcement entities as well as communities.
Sexual Assault and Violent Crime Programs

Purpose Area: Law Enforcement Programs

Description of the Program:

The Healing Hearts Crisis Center (HHCC) is Guam’s only rape crisis center that provides comprehensive forensic medical examination on child and adult sexual assault victims to collect forensic evidence. The intent of the center is to provide survivors of sexual assault with "discrete, immediate, and full medical attention". To ensure the successful prosecution of perpetrators of sexual assault on children and adults, the collection of forensic evidence is critical to begin the healing process for victims.

Brief Analysis of the Need of the Program and Proposed Program Activities:

A growing concern on Guam is sexual assault cases involving minors. This is significant as Guam’s only rape crisis center serviced 59 sexual assault victims between the ages of 0 to 15 years of age in 2017. Overall, in 2017 HHCC serviced a total of 105 victims of sexual assault, a 14 percent increase over 2016 with 92 reported victims. Of the 105 victims that received services, 95 were female victims and 10 were male victims, 59 sexual assault victims were between the ages of 0 to 15 years of age, 42 sexual assault victims were between the ages of 16 to 50 years of age, 1 sexual assault victim over the age of 50 and 1 unknown who did not state his/or her gender. For the first six months of 2018, HHCC experienced a dramatic increase in the number of victims served compared with the past 5 years. HHCC reported a total of 90 victims that were served, of which 54 were between the ages of 0-15 years and 36 between 16-50+ years, with 84 being females and 6 being males.

Responding to victims of sexual assault requires a coordinated community effort. Local data continues to show the magnitude of this problem on Guam. According to the Guam Police Department Law Enforcement Records Management System, there are on average 255 Criminal Sexual Conduct arrests over the past 4 years. The Healing Hearts Crisis Center (HHCC) leads Guam's Sexual Assault Response Team (SART) which incorporates governmental and nonprofit agencies who provide services to victims of sexual assault and abuse.

HHCC works closely with the Guam Police Department, Child Protective Services, advocacy agencies such as Victim Advocates Reaching Out (VARO) to provide a full continuum of care to victims, to include the Office of the Attorney General for the prosecution of perpetrators charged with a sexual assault offense.

Program Goals:

The goals of sexual assault and violent crime programs are to provide comprehensive forensic medical examination services to victims of sexual assault and to improve the investigation and prosecution of child and adult sexual assault cases.
Objectives and Actions:

- Continue to improve policy, protocol and training with Guam Police Department, Department of Law, Child Protective Services, advocacy groups and Healing Hearts response to domestic and family violence with emphasis on child sexual assault victims.
  - Maintain and update Memorandum of Understanding regarding policy and protocol with respective sexual assault response agencies in handling sexual assault cases to minimize additional trauma during the investigation process and delivery of medical care, especially to children.

- Ensure all children referred to Healing Hearts for allegations of sexual assault/abuse will receive forensic medical legal examination with video colposcope to minimize additional anxiety/trauma sustained while collecting forensic evidence.
  - Hire of a Family Practitioner who will serve as the medical director and consultant for child rape cases, and oversee the medical-legal examination performed by forensic nurses.
  - Install and ensure and update standard operating procedures for video colposcope and all essential equipment and supplies to facilitate improved forensic evidence gathering and delivery of services.

- Acquire certification of staff forensic nurse and physician to perform medical-legal examinations on children and to utilize the video colposcope on a yearly basis.
  - Provide training to family practitioner and forensic nurse at Healing Hearts to perform medical-legal examinations on children, and to certify them to use the video colposcope.

- Ensure the successful prosecution of sexual assault on children and adults and related crimes through the hire of an experienced Sexual Assault Prosecutor with the Office of the Attorney General.
  - Hire an experienced Sexual Assault Prosecutor to present the state’s case against the accused and to establish that the accused is guilty of allegedly committing the sexual assault.

Guam’s Performance Measures:

- Number of victims referred to Healing Hearts for medical legal examinations broken down by age group and sex.
- Number of forensic examinations conducted on the victims broken down by age group and sex.
- Number of forensic examinations conducted on the victims using the video colposcope broken down by age group and sex.
- Number of staff on hand to provide and collect forensic evidence.
- Number of specialized training by staff in the collection of forensic evidence.
- Hire of a Sexual Assault Prosecutor
- Number of child and adult sexual assault cases that go to trial.
- Number of successful child and adult sexual assault cases prosecuted.
Treatment and Rehabilitation Priority

Therapeutic community or Aftercare and or Continued Care Programs

**Purpose Areas:** Drug Treatment and Enforcement Programs

**Program Description:**

The purpose of this program is to prevent further penetration into Guam’s criminal justice system by providing a continuum of care for adult offenders who have completed the Residential Substance Abuse Treatment Program and released from prison based on the level of care needed, and to link them with the services and supports needed to sustain their recovery as well as providing a continuum of care for the adult offenders with substance abuse problems and released from prison.

**Brief Analysis of the Need of the Program and Proposed Program Activities:**

Adult offenders with substance abuse problems need constant support and attention to prevent relapse. Relapse can occur at any point in the recovery process. Individuals and families who have completed a treatment regimen will have been exposed to relapse prevention strategies. However, even with this knowledge, relapse can occur due to a myriad of biological, physiological, psychological, emotional, life circumstance, societal or peer pressure. An aftercare or continue care or recovery component is needed that is especially sensitive to the way in which shame and embarrassment can be attached to relapse, and must have services that are non-judgmental, welcoming, flexible, supportive, and easily accessible and available. These services can take the form of case/care management, outreach, drop-in centers, or informal and formal support networks. Treatment programs utilizes self-help programs to provide recovery support. The primary focus for Continued Care programs is for providers to facilitate recovery plans and to further stability in patient lives.

The Guam Behavioral Health & Wellness Center and Alcohol Branch has taken the lead in implementing a transitional mechanism for adults who have completed the Residential Substance Abuse Treatment Program and being released from Corrections by linking them to established therapeutic community or Aftercare and or Continued Care Programs. The Program involves conducting an assessment two months prior to release. The assessment tool that will be used is the American Society of Addiction Medicine (ASAM) model. The assessment tool will determine the level of care needed for each RSAT client upon release.

The program will require a case manager to coordinate recovery support services (short term housing, transportation, faith-based services, basic needs, case management, childcare, and vocational and educational services) with public and private organizations on Guam; and peer specialists to provide peer mentoring as they undergo the requirements of aftercare and or continuum of care.
Program Goals:
The goal of the program is to improve the access to substance abuse services for adults who completed the Residential Substance Abuse Treatment Program and for adults have been referred by their case manager to provide a continuum of care and support services so they do not re-offend, and to maintain a healthy lifestyle and become productive citizens of the community with the aim to reduce recidivism.

Objective and Action:

- Implement a Recovery Oriented Systems of Care Model to provide access to intensive aftercare sessions, peer mentoring, and community support and other social service needs to adults who completed a Residential Substance Abuse Treatment and to adults incarcerated at one time who have a substance abuse issue and referred by a case manager.
  - Ensure collaboration with the Guam Behavioral Health & Wellness Center and Alcohol Branch, the Department of Corrections, the Department of Corrections Parole Services, the Judiciary of Guam Probation Division, the Department of Labor One Stop Career Center, the Guam Housing and Urban Renewal, faith-based organizations and nonprofit organizations to improve access for continued care services for adults who completed the Residential Substance Abuse Treatment Program and non-RSAT clients
  - Ensure experienced certified counselors to train peer specialist on reading ASAM results, progress notes, and treatment/recovery plans and other appropriate strategies to assist clients achieve treatment/recovery plans.
  - Peer Specialist will provide role modeling, self-help group support, and peer mentoring throughout the continued care and recovery process. In addition, assist clients develop and strengthen relapse prevention skills through self-efficacy and help build problem solving skills and assist with support services to housing, transportation, employment, access to healthcare, etc.
  - Provide random drug testing, maintain program data, and consumer satisfaction surveys. Surveys will request clients to provide feedback on the services received.

Guam’s Performance Measures:

- Interagency memorandum of understanding in place with the network agencies.
- Number of assessments completed.
- Drug testing results.
- Number of participants in the ROSC program.
- Number of participants provided referral services and type of services provided.
- Number of participants that have been successful in the program to become productive citizens in the community and maintain a healthy lifestyle one year after they have participated in the program.
- Feedback on the outcome of the services provided for the participants.
Correctional Treatment and Rehabilitation

**Purpose Areas:** Drug Treatment and Enforcement Programs

**Program Description:**

The purpose of this program is to provide intensive treatment and rehabilitation services to clients in the Department of Correction with serious drug, domestic and family and sexual assault violence problems. Clients are provided with a variety of treatment services such as clinical assessment of inmates’ needs and problem areas and planning of interventions and treatment goals to achieve while incarcerated to help prepare them to lead productive lives following release from prison. Following release from prison, strong community partners will help clients transition back to their families and community with continued treatment services, counseling, social services, employment and other services. The Department of Corrections will look to increase treatment providers and community partners in the providing the intensive treatment and rehabilitation services needed and will ensure staff continue to increase and enhance skills through specialized training programs.

**Brief Analysis of the Need of the Program and Proposed Program Activities:**

Guam has only one adult correctional facility. The facility is overpopulated with felony offenders, which include drug offenders, sex offenders and murderers, and holds a large misdemeanor offender population. Of the violent commitment offenses, criminal homicide and criminal sexual conduct are the two leading offenses of incarcerated inmates at the Guam Department of Corrections. From 2013 to 2017, criminal homicide averaged at 66 offenders incarcerated and has remained relatively constant over the years. From 2016 to 2017, criminal homicide decreased by 5 percent and criminal sexual conduct increased by 4 percent of offenders incarcerated. For non-violent commitment offenses, burglary and theft, Superior Court or Parole revocations by the Guam Parole Board, drug abuse, and alcohol and DUI are the leading offenses of incarcerated inmates. Of interest to note, approximately 63 percent of non-violent offenders are those court ordered or for parole revocations.

The trafficking and abuse of drugs within the facility is an ongoing problem that is now growing even more rapidly. The demand for illicit drugs is fueled by psychological and physiological addictions the drugs cause. In order for drug control efforts to be successful, demand must be eliminated through substance abuse treatment for adult drug dependent offenders. Although the Department of Corrections provides substance abuse assessments and treatment to prisoners, it is limited in the number of trained staff to meet the overall needs of the general population. Although interest in the Residential Substance Abuse Treatment Program increases for every RSAT Cycle, the program is limited to less than 18 participants due to space limitations and available bed space capacity and further challenged with available treatment providers and security personnel.
There is a need to provide domestic and family violence treatment to offenders while they are incarcerated, on probation, and on parole to ensure that their tendency to commit domestic and family violence against a family member or a person is minimized. In addition, a strong need also exists to provide treatment and services to domestic and family violence offenders immediately after they are released from prison.

A gap in service continues to exist with respect to an absence of specialized treatment for convicted sexual offenders. A need exists to provide treatment programs to sex offenders in order to reduce the incidence of sexual re-offense. Sexual assault is not a disease that can be cured. It can, however, be contained and managed through treatment. Specialized treatment in many states involves stringent credentialing criteria for practitioners, requiring documented and current training in specific areas to include sex offender evaluation and assessment, offender typologies, victim issues, treatment techniques/methods; and a minimum number of hours of clinical experience with the sex offender. The Department of Corrections with the more serious sex offenders who incarcerated will need to address trained staff to provide these specialized treatment services. The Guam Behavioral Health and Wellness Center also does not have the trained staff to provide treatment for this segment of the population.

Program Goals:

The goal of this program is to provide specialized treatment and rehabilitation services to adult offenders with serious drug, domestic and family and sexual assault violence to enable them to attain a lifestyle free of abuse, and upon release, maintain that lifestyle through strong community support programs to help with treatment needs, parenting classes, relationship classes, structured visits, education, employment and other services.

Objectives and Actions:

- Contract subject matter experts to assist with providing pre-release programs to help address the criminogenic needs of offenders who are assessed as medium to high risk for recidivism at the Department of Corrections. Subject matter expert providers are certified in Cognitive Behavioral Interventions for Offenders — A Comprehensive Curriculum (CBI-CC), Moral Reconciliation Therapy (MRT) and MRT-Domestic Violence and the Matrix Model for Criminal Justice (Matrix CJ) Settings to provide programs within DOC prior to release to reduce criminogenic risk behaviors and encourage healthy lifestyles. The CBI-CC, MRT/MRT-DV and Matrix CJ are all evidence-based programs proven to reduce offender risk, which in turn reduces new crime and improves public safety.
  - Type of Cognitive Behavioral Interventions implemented and tracking of participants enrolled in the programs.
  - Type of training and number of staff trained on Cognitive Behavioral Interventions programs to build capacity.
  - Memorandum of Understanding with agencies and support organizations for access to support services including the treatment of mental illnesses and substance use disorders
and assistance with housing, education, employment and other services.
- Development of pre- and post-program survey to be conducted prior to entry and upon completion or exit from the program to measure changes in the participant as a result of the program. Additionally, survey participants who completed conditions of supervised release to track long term outcomes to measure the goal of reducing criminogenic risk behaviors and adoption of a healthy lifestyle

- To reduce substance abuse and recidivism among eligible adult substance abusing offenders through drug testing and treatment services.
- Coordination with GBHWC to provide assessments for intensive inpatient therapy as well as supplemental outpatient and support services that incorporate education, group sessions and family involvement as outlined in treatment plan.

Guam’s Performance Measures:

- Type of Cognitive Behavioral Interventions implemented.
- Memorandum of Understanding with agencies and support organizations for access to support services including the treatment of mental illnesses and substance use disorders and assistance with housing, education, employment and other services.
- Reduce Recidivism Rate.
- Reduce Prison Population.
- Number of specialized treatment providers and community organizations.
- Number of clients who were assessed with a risk/needs assessment.
- Type of specialized training received by staff to increase and enhance knowledge and skills
- Number of clients with an individualized treatment plan and coordinated supervision.
- Number of clients receiving domestic and family violence treatment, sex offender treatment, and substance abuse treatment through prevention programs, including cognitive-based therapy, relapse prevention and others.
- Number of clients receiving community support programs to follow through with treatment needs, parenting classes, relationship classes, structured visits between inmates and their children, education, employment, etc.
- Feedback from pre- and post-program surveys on the outcome of the services provided to participants and tracking of long-term outcomes.
Corrections and Community Corrections Priority

Reentry Program

Purpose Areas: Corrections, Community Corrections and Reentry Programs

Program Description:

The purpose of this program is to prevent further penetration into Guam’s criminal justice system by reducing recidivism and improving and preparing inmates to transition back into the community. The program aims to help prisoners acquire marketable skills while incarcerated to improve their readiness for post-release employment and provide coordinated assistance with established community partners who can assist with locating, securing, and retaining employment.

Brief Analysis of the Need of the Program and Proposed Program Activities:

Guam’s correctional system needs a program in place to detect, counsel, monitor and rehabilitate offenders before they are released to the community to prevent further penetration into the criminal justice system. The Department of Corrections experienced a 3% decrease in its prison population with 722 in 2017 compared to 755 in 2016. Of the 2017 prison population, 36% or 259 offenders incarcerated received a conviction for a violent offense and 21% or 152 offenders incarcerated received a conviction for a non-violent offense.

The Guam Department of Corrections releases approximately 100-120 incarcerated inmates annually who complete the terms of their prison sentence. Within the next five years, DOC will release approximately 600 clients back to the community with the expectation that upon release they will become useful members to themselves and to society. Although the Department is mandated to provide the security, health and welfare to those under its care, the lack of adequate trained support staff, funding, and space has made it increasingly difficult to meet those mandates, and with recidivism at over sixty percent, the department also is challenged with how to supervise offenders returning back to the community after incarceration.

The traditional process for supervising offenders in the community is overwhelming with the lack of parole officers and in providing the kind of close supervision and coordinated services that are needed to protect our community from recidivism. Many offenders who are released are illiterate or undereducated and they have few job skills or life skills, little education, little work experience, and little prospect of legitimate success in the community into which they return.

There is a need to develop and implement a Reentry Program that will look at best practices being utilized that target those at the highest risk to reoffend, those with criminogenic needs, tailoring conditions of supervision, balancing surveillance with treatment, and incorporating skill-building, ongoing education, vocational training, and networking with established agencies and community partners who can assist offenders with job placement to include other services such
as substance abuse treatment, housing assistance, and family counseling to ease the challenges of reentry upon release.

Program Goal:

The overall goal of the program is to develop comprehensive and collaborative strategies to address reentry challenges for people who are assessed as having a medium to high risk of recidivism in the effort to improve inmates’ transition back to the community.

Objective and Action:

- Forming or supporting a reentry task force/committee to develop a reentry strategic plan.
  - Evaluating the jurisdiction’s approach to contracting reentry services and assessing whether or not contracted services are achieving positive results.

- Supporting a comprehensive range of reentry services that target criminogenic risk, including cognitive-behavioral programming; educational, vocational, and job placement services; transitional employment; substance use treatment; supportive housing; mental health and medical care; programs that promote family reunification; mentoring and peer support; and civil legal aid.
  - Targeting criminogenic needs through evidence-based interventions and services.
  - Provide sustained case planning and management in the Department of Corrections and community.
  - Providing staff training, coaching, and performance evaluations on adopted evidence-based practices.
  - Planning and implementing strategies to expand options for access to educational, vocational, and job placement services, transitional employment, substance use treatment, supportive housing, mental health and medical care.
  - Develop or enhancing data systems to capture and assess reentry data for planning purposes

- Comprehensive services for people returning to their communities from incarceration in order to increase accountability and lower overall recidivism.
  - Collaboration across agencies and systems, including mental health and substance use treatment providers, prosecutors, nonprofit organizations, and law enforcement.
  - Engagement with target populations to increase program retention, enhance community support, and respond with appropriate services before release, including the treatment of mental illnesses and substance use disorders and assistance with housing, education, and employment.
  - Development of tailored pre- and post-release program to address individual criminogenic needs that affect the risk of recidivism.
Guam’s Performance Measures:

- Development of Reentry Task Force/Committee and a reentry strategic plan.
- Development of evidence-base intervention and services program.
- Number of program staff (case workers) hired in DOC focused on providing reentry case planning and management.
- Type of training and number of staff trained on adopted evidence-based reentry programs/practices implemented.
- Memorandum of Understanding with agencies and support organizations for access to support services including the treatment of mental illnesses and substance use disorders and assistance with housing, education, and employment.
- Development of tailored pre- and post-release program to address individual criminogenic needs that affect the risk of recidivism.
- Reduce Recidivism Rate.
- Reduce Prison Population.
- Number of clients released who participated in the Reentry Program.
- Number of clients who participated in the Reentry program who were assessed with a risk/needs assessment/job skills assessment.
- Number of clients with an individualized reentry plan and coordinated supervision.
- Number enrolled in educational programs such as literacy classes, GED classes, peer tutoring, and adult basic education.
- Number of clients enrolled in employment programs with life skills and vocational training, and who received assistance with the job search process (skills assessments, drafting resumes, job-searching techniques, and interviewing skills).
- Number of clients receiving substance abuse treatment through prevention programs, including cognitive-based therapy, relapse prevention and others.
- Number of clients gainfully employed.
- Number of clients receiving community support programs such as housing, social services, health care, parenting classes, relationship classes, and structured visits between inmates and their children, etc.
Planning, Evaluation, and Technology Improvement Priority

Criminal Justice Records Improvement Program

**Purpose Area:** Planning, Evaluation, and Technology Improvement Programs

**Program Description:**

The purpose of this program is to improve Guam’s Criminal Justice Information Systems by integrating the police, court, prosecution, corrections criminal justice systems component to improve the quality, timeliness, and accuracy of Guam’s criminal history records.

**Brief Analysis of the Need of the Program and Proposed Program Activity:**

Technology system improvement applies to using technology to improve the criminal justice system. This includes improving management of criminal justice data that is current, accurate, and accessible in a timely manner by applicable criminal justice agencies. The lack of accurate, reliable criminal history information that can be shared expeditiously among a variety of stakeholders in the criminal justice community has been a significant obstacle to the effective apprehension and prosecution of offenders.

A need exists to eliminate the duplication of data entry by migrating the AEGIS data to the Office of the Attorney General Prosecution Case Management Information System and the Department of Corrections Adult Correctional Management Information System. Data should be captured once and used many times. Rather than have agencies duplicate data which has already been captured and automated by others, efforts should be implemented that will enable users to share common information and thereby eliminate the potential of subsequent data entry errors and delays in processing. Another need exists to integrate the State Identification Number and FBI number from the Guam Police Department AFIS System to populate the GPD AEGIS System, the OAG PCMIS System, the Judicial Case Management System, and the ACMIS System. Finally, a need exists to ensure resources are available for the annual maintenance of the law enforcement case management systems to improve criminal justice information sharing and integrated systems.

**Program Goal:**

The goal of the program is to make systematic improvement in the quality, timeliness, and accuracy of Guam criminal history records to facilitate integration of information technology in the criminal justice system and to share information across systems thus to improve criminal justice information sharing and integrated systems.
Objective and Actions:

- Ensure Prosecution Case Management Information System (PCMIS) annual upgrades for the efficient and effective prosecution of criminals; and provide training to keep abreast of upgrades and updates to the JustWare application.
- Ensure the Adult Correctional Management Information System (ACMIS) upgrade for the efficient and effective collection and reporting of inmate and detainee information.
- Upgrade of hardware and software of AFIS to improve and maintain the inputting of fingerprints, evidence prints, and criminal history data for the timely submission of fingerprints and criminal history information to the FBI CJIS.
- Ensure systematic improvement to the Police Records Management Information System (PRMIS) to effectively and efficiently generate and manage criminal justice information and allow electronic interface of arrest data to the Central Repository.
- Ensure the systematic improvement to the Criminal Justice Information System (CJIS) to facilitate the exchange of information among law enforcement systems through the Virtual Computerized Criminal History Record (VCCR).

Guam’s Performance Measures:

- Implementation of Guam’s integration of its law enforcement system to facilitate the exchange of information among law enforcement systems through the Virtual Computerized Criminal History Record (VCCR).
- Integration of GPD AEGIS data element with OAG PCMIS and DOC ACMIS.
- Implementation of ACMIS upgrades for efficient and effective collection and reporting of inmate and detainee information and integration with GPD AEGIS and OAG PCMIS and VCCH.
- Implementation of AFIS upgrades to meet Triple I compliance.
- Integration and automation of SID and FBI Number.
- Maintenance of Guam’s criminal justice information systems.
Video Conferencing Technology

Purpose Area: Planning, Evaluation, and Technology Improvement Programs

Program Description:

The purpose of this program is to allow for video conferencing capability that will enable face-to-face communication between two or more people in different locations. Video conferencing at the Judiciary of Guam, the Office of the Attorney General, the Department of Corrections, the Department of Youth Affairs, the Guam Police Department and the Public Defenders Service Corporation will allow for the opportunity to conduct court trials, civil hearings, case management conferences, expert testimony, legal consultation, overseas or remote witnesses or in any civil cases in which the courts direct the use of video and the parties involved consent to its use.

Brief Analysis of the Need of the Program and Proposed Program Activity:

Technology system improvement applies to using technology to improve the criminal justice system. Justice systems are some of the most important institutions in governments as they provide a process for handling criminal activity and civil disputes in a way that aims to be as fair as possible to everyone involved. Unfortunately, one of the biggest problems facing justice systems worldwide is the backlog of cases that keeps trials, hearings, and other court room proceedings to be conducted in a timely manner. Potential offenders must often wait months or even years to face trial for their actions. This causes all manner of concerns, from questions of public security to jail overcrowding and much more. Video Conferencing enables any person who has an interest in court proceedings to be involved in a hearing from a remote location. With the use of technology, video conferencing can enable courtroom practices to be more efficient, increase productivity, save time, reduce travel expenses, improve security and overall promote collaboration without requiring constant travel for face-to-face communication. Video conferencing is now being used all over the world as an alternative to travel and in-person interactions between inmates, defendants, and all parties related to trials and judgment. Because of distancing measures that have been put in place to help prevent and reduce the spread of the coronavirus, countries worldwide are now addressing the use of courtroom technology in supporting the criminal justice system.

Since 2002, video conferencing has been a critical tool in the Judiciary of Guam’s mission of administering justice by interpreting and upholding the laws, resolving disputes in a timely manner, and providing accessible, efficient, and effective court services. The use of video conferencing has helped a resource-challenged criminal justice system save money by decreasing transportation, court processing costs, and public safety risk by minimizing the number and frequency of inmates brought to the courthouse. Although initially used primarily for arraignment hearings, over the years the Judiciary has increased the use of video conferencing in trial courts, but on an as needed and extremely limited basis.

The worldwide COVID-19 pandemic has caused the Judiciary of Guam, Department of Corrections, Office of the Attorney General, Department of Youth Affairs, Guam Police
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Department and the Public Defenders Services Corporation to reevaluate its operations for the health and safety of all employees, patrons and those in confinement facilities. Remote hearings and consultations are primarily solutions for ensuring social distancing to prevent the spread of the coronavirus. Video conferencing is at the forefront of this solution. In 2014, the Byrne JAG allowed for the opportunity to equip trial and magistrate courtrooms with video conferencing systems, however, these systems need upgrading and additional equipment is needed to ensure court interpreter services are provided. Additionally, the video conferencing equipment needs of criminal justice partners at the Guam Police Department, Office of the Attorney General, Department of Youth Affairs, Department of Corrections, Public Defender Services Corporation and Alternate Public Defender must also be addressed for remote hearings to work. The use of video conferencing in court rooms improves security especially if any inmate is deemed to be dangerous or otherwise unstable, keeping him or her at the prison and connecting them to the court room via video conferencing is a more secure way of moving along trials and hearings.

The Department of Correction estimates that annual transportation and maintenance costs total $75,000 or more per year. Public safety is also an issue each time a detainee or inmate is taken out of the correctional facility, and courthouse security is equally heightened. Video conferencing helps reduce the possible risk of sending dangerous defendants to courts which in turn reduces the stress of insufficient police or corrections officer strength. and provides a safer environment for judges and justices, court patrons and employees. Further, Defense counsels have the opportunity to consult or confer with clients remotely at the Department of Corrections and Department of Youth Affairs, and appear remotely, upon consent, with defendants for court hearings.

In April 2020, the Judiciary conducted a survey of criminal justice and other stakeholders to assess their ability to participate in remote hearings. From the survey, a total of 52 respondents from 12 agencies participated in the survey, and no less than 85% replied that they have the equipment and internet connectivity to participate in remote hearings. However, 38% indicated that they do not have the resources needed to participate in multiple simultaneous remote hearings; and 62% of respondents needing resources to participate in multiple simultaneous remote hearings indicated they would need additional equipment. Equipment and services needed to support multiple simultaneous remote hearings are critical to ensuring cases are heard timely and that the Judiciary is able to continue to provide the access to justice that is the right of every person in our community.

Program Goal:

The goal of the program is to allow for the gradual development of video conferencing technology in Guam’s criminal justice system to improve efficiency in maintaining courts and processing civil and criminal cases.

Objective and Actions:

• Ensure the gradual development or upgrade of video conferencing technology at the Judiciary of Guam for civil and criminal cases.
• Ensure the gradual development or upgrade of video conferencing technology at the Office of
the Attorney General for civil and criminal cases, case management conferences, expert testimony, legal consultation, overseas or remote witnesses.

- Ensure the gradual development or upgrade of video conferencing technology at the Department of Corrections at the Male and Female Facilities and the Hagatna Detention Facility.
- Ensure the gradual development or upgrade of video conferencing technology at the Department of Youth Affairs at the Youth Detention Facility.
- Ensure the gradual development or upgrade of video conferencing technology at the Public Defenders Services Corporation to allow for remote conference or consultation with defendants confined at the Guam Department of Corrections or Youth in Custody at the Department of Youth Affairs or to allow for appearance at court hearings with consent of the defendant.
- Ensure the gradual development or upgrade of video conferencing technology at the Guam Police Department for testimony in criminal cases.

**Guam’s Performance Measures:**

- Implementation of Video Conferencing Equipment (computer workstations, mifi service, cameras, laptops).
- Integration of video conferencing systems within Guam’s Criminal Justice Systems.
- Data on number of civil and criminal cases heard via video conferencing.
- Information on improved efficiency in maintaining courts and processing civil and criminal cases, cost savings (travel expense, security).
- Data on number of consultations and or conference and appearance in court proceedings
- Data on number of testimonies in criminal cases, expert testimony, and remote witnesses.
**National Incident-Based Reporting System (NIBRS) Compliance**

**Purpose Area:** Planning, Evaluation, and Technology Improvement Programs

**Description of the Program:**

In FY 2016, the Federal Bureau of Investigation (FBI) formally announced its intention to sunset the Uniform Crime Reporting (UCR) Program’s traditional Summary Reporting System (SRS) and replace it with the UCR Program’s National Incident-Based Reporting System (NIBRS). By January 1, 2021, the FBI intends for NIBRS to be the law enforcement crime data reporting standard for the nation. In preparation for the FBI’s 2021 NIBRS compliance deadline, U.S. territories and tribal jurisdictions, BJA beginning in FY 2019 will require, through the application of a special condition, direct JAG award recipients not certified by the FBI as NIBRS compliant to dedicate 3 percent of their JAG award toward achieving full compliance with the FBI’s NIBRS data submission requirements under the UCR Program. The 3 percent requirement will assist state and local jurisdictions in working toward compliance, to ensure they continue to have critical criminal justice funding available through JAG when SRS is replaced by NIBRS in FY 2021.

Guam will use up to 4% of its award towards NIBRS compliance by January 01, 2021. The funds will be sub awarded to the Guam Police Department for contractual services to enhance the quantity, quality, and timeliness of crime data collected by law enforcement officers, and to improve the methodology used for compiling, analyzing, auditing, and publishing the collected crime data to achieve NIBRS certification.

**Brief Analysis of the Need of the Program and Proposed Program Activities:**

Guam is not certified by the FBI for NIBRS compliance. The Guam Police Department is currently utilizing the Uniform Crime Reporting (UCR) format. However, with the FBI’s sunset provision to transition to National Incident-Based Reporting System (NIBRS) by January 1, 2021, the Guam Police Department has initiated the planning process to ensure that the imposed deadline is met and all necessary training and equipment are in place.

To comply with the JAG solicitation requirements for FY 2019, Guam will use the 3 percent Byrne JAG set aside on activities intended to help the Guam Police Department meet the NIBRS compliance by January 1, 2021. The proposed funding will be used for project related cost to meet NIBRS implementation at the Guam Police Department to include training, contractual services, software enhancement, hardware upgrades and labor.

**Program Goal:** The goal of this program is to facilitate jurisdictions compliance with NIBRS.

**Guam’s Performance Measures:**

- Guam Police Department NIBRS status.
Prevention and Education Priority

Criminal Justice System Prevention & Education Program

**Purpose Area:** Prevention and Education Programs

**Program Description:**

The purpose of this program is to improve Guam’s Criminal Justice System by strengthening prevention efforts through school-based and community crime prevention programs or strategies that target changes in behavior, culture and community infrastructure of young adults to prevent or lead a life of crime resulting in an arrest.

When a young adult commits an act that would be criminal if committed by an adult, the juvenile is determined to be delinquent. Delinquent acts may include crimes against persons, crimes against property, drug offenses, and crimes against public order. Delinquency prevention efforts seek to redirect youth who are considered at-risk for delinquency or who have committed a delinquent offense from deeper involvement in the juvenile justice or criminal justice system.

**Brief Analysis of the Need of the Program and Proposed Program Activity:**

According to the 2017 *Crime in Guam Uniform Crime Report* a total of 9,517 offenses were reported in 2017. Of this total, 2,873 arrests were reported for violent and property crimes and other assaults. The total arrest for 2017 is a 12 percent increase from the 2,566 arrests reported in 2016. On average from 2013 to 2017, a total of 2,669 individuals are arrested on island for criminal offenses annually. Of the total offenders arrested, adult offenders represented 97 percent and juveniles represented 31 percent. The Department of Youth Affairs, a youth correctional facility, is responsible for the care and custody of both status offenders and delinquent offenders. From data available, DYA experienced a 20 percent increase in admissions from 396 in 2015 to 475 in 2016.

Most of the individuals arrested have had some sort of encounter with the criminal justice system, mostly for relatively minor, nonviolent offenses, and sometimes from decades in the past. Whether an arrest occurred recently or long ago, individuals with criminal records, and particularly recently incarcerated individuals, have a juvenile record and will face serious and complex obstacles to reentry into the community.

These barriers can ultimately contribute to a cycle of incarceration that makes it difficult for even the most well-intentioned individuals to stay on the right path and stay out of the justice system. Across the country, communities face high recidivism rates for a number of reasons. Many justices involved individuals return to the community with considerable deficits, such as limited education, few marketable job skills, no stable housing, chronic health issues, substance abuse needs, and fragile support networks.
The long-term impact of an individual’s criminal record prevents many motivated people from obtaining employment, housing, higher education, and a better way of life. These barriers affect returning individuals even if they have turned their lives around and are unlikely to reoffend.

The need exists to develop an effective Criminal Justice System Prevention and Education Program to redirect youth who are considered at-risk for delinquency or who have committed a delinquent offense from deeper involvement in the juvenile justice or criminal justice system. The diversity of approaches can include a network of law enforcement partners involved in neighborhood watch, community policing, and comprehensive or multi-disciplinary efforts. These strategies can engage residents, community and faith-based organizations, and local government agencies in addressing the factors that contribute to the community’s crime, delinquency, and disorder.

The program should be designed to: 1) increase students' perceptions of competence and self-worth; 2) improve participant identification with positive roles; 3) reduce disciplinary actions in school; 4) improve participants' communication and refusal skills; 5) increase knowledge of and negative attitudes about substance abuse and violence; 6) teach anger and impulse control for effective behavioral skills for reducing aggressive and delinquent behavior in promoting healthy youth development and reducing levels of youth drug use, violence, delinquency, and problems with the criminal justice system in the future; and 7) increase community involvement in promoting the healthy development of youth and the valuing of adolescents.

Program Goal:

The goal of the program is to develop a criminal justice education campaign program that will target school-based students to educate on the negative consequences of having a juvenile or prison record. The program is designed to deter and effect a positive impact on deterring the use of alcohol, drugs, and involvement in other risky behaviors among participants leading to a criminal justice record.

Objectives and Actions:

- Creation of a Youth Prevention and Education Committee to examine existing school-based and community crime prevention programs or strategies that target changes in behavior, culture and community infrastructure of young adults to prevent or lead a life of crime resulting in an arrest.
  - Evaluating the jurisdiction’s approach to youth prevention and education programs and assessing whether or not programs or services are achieving positive results.
  - Develop effective Youth Criminal Justice Prevention and Education Program
  - Planning and implementing strategies that target changes in behavior, culture and community infrastructure of young adults to prevent or lead a life of crime resulting in an arrest
- Develop or enhancing data systems to capture and assess effectiveness of program for planning purposes

- Comprehensive services for young adults returning to their communities from incarceration in order to increase accountability and lower overall recidivism.

- Collaboration across agencies and systems, including mental health and substance use treatment providers, prosecutors, nonprofit organizations, and law enforcement.
- Engagement with target populations to increase program retention, enhance community support, and respond with appropriate services before release, including the treatment of mental illnesses and substance use disorders and assistance with housing, education, and other services.
- Development of tailored pre- and post-survey instrument to evaluate effectiveness of youth prevention and education programs in reducing juvenile crime related offenses.

**Guam’s Performance Measures:**

- **Development of comprehensive or multi-disciplinary network of criminal justice agencies and community services stakeholders to include treatment providers, community groups, police services and other professionals in the community in the reduction of risk factors and social problems.**
- **Performance of needs assessment (identify risk and protective factors) to evaluate information about crime and delinquency, available resources, and previous interagency cooperation to determine what types of delinquent behavior and youth violence are causing the greatest concern in the community to help focus the intervention.**
- **Development and implementation of Criminal Justice System Prevention and Education Program.**
- **Development of a core of juvenile or adult offenders who will commit to promote successful integration into the community by providing support, advocacy, and a way to be meaningfully accountable.**
- **Number of prevention and education campaigns or outreach conducted in the schools, community events, print/media campaigns to effectively reduce, for example, anti-social behavior, aggression, delinquency, substance abuse and violent crime among adolescents; number of participants; number of stakeholder participation**
- **Types of intervention services, referrals or programs provided to youths.**
- **Data to support improved youth's school performance; reduction on reported violent and property crimes and other assaults; reduction in prison sentencing.**
APPENDIX B: NEW BJA PERFORMANCE MEASURES SYSTEM

The JAG accountability measures have been updated as a result of the JAG Validity and Reliability assessment. Please find the revised accountability measures for the Byrne Memorial Justice Assistance Grant (JAG) Program that relate to your project activities. The Bureau of Justice Assistance (BJA) recognizes the impact that evidence-based practices have on the success of criminal justice programs, and the JAG accountability measures were designed to further emphasize USDOJ’s commitment to capturing evidence-based practices, while easing grantee burden.

Please note that questions in the PMT may appear slightly different from the questionnaires. This is because the web-based nature of the PMT allows the information to be displayed in a dynamic way that in not possible with PDF questionnaires.

Starting with FY 2015 and future awards, recipients were required to report using the revised JAG Accountability Measures. These awards will require quarterly PMT and progress reporting. If your organization/agency received an award under the FY 2017 and 2018 Byrne JAG Programs and your project account has been established following an approved Memorandum of Understanding, you are required to report into the PMT on a quarterly basis. The Bureau will create your project account in the PMT with the name of your entity, the assigned Work Request number and the project award amount.

To review the NEW JAG accountability measures, all grantees and sub-grantees should begin with the file "01_JAG General Information Questionnaire". This questionnaire includes questions common to all grantees, regardless of their funding use. From here, the questionnaires will guide you through any other modules that may apply. Subgrantees are encouraged to view the on-line training sessions to understand the changes and requirements in order to successfully populate the data and complete the PMT. The training modules will allow you to familiarize yourself with the module, the subject links and the types of information needed in order to successfully complete the PMT reporting period. Information on trainings for the revised JAG Measures is posted on the JAG Training Page https://bjapmt.ojp.gov/help/jagtaining.html.

For grantees and sub-grantees with awards less than $25,000: You will be required to answer the General Information Questions and identify any programs you are funding through JAG. Every six months, you will also be asked to fill out the Project Progress Module. You do not need to complete the program area modules.

For grantees and sub-grantees with awards of $25,000 or more: The "01_JAG General Information Questionnaire" will direct grantees and sub-grantees with awards of $25,000 or more to complete the questionnaires that relate to their funding usage. These questionnaires are split up so that grantees will only have to download and complete the questionnaires that apply
to their grant award. Please read the definitions for the specific funding areas that are provided at the beginning of the "01_JAG General Information Questionnaire" to determine what funding areas apply to your grant award.

In addition to the quarter PMT report, successful applicants are also required to submit Quarter Progress Reports following the prescribe BJA questions provided below. Additional data may be requested in the Progress Report by BSP to satisfy the reporting requirements.

**BJA Prescribed Questions:**

1. What were your accomplishments within this reporting period?
   A. Open ended text response (5000 characters)

2. What goals were accomplished, as they relate to your grant application?
   A. Open ended text response (5000 characters)

3. What problems/barriers did you encounter, if any, within the reporting period that prevented you from reaching your goals or milestones?
   A. Open ended text response (5000 characters)

4. Is there any assistance that BJA can provide to address any problems/barriers identified in question #3 above?
   A. Yes/ No
   B. If yes, please explain.

5. Are you on track to fiscally and programmatically complete your program as outlined in your grant application? (Please answer YES or NO and if no, please explain.)
   A. Yes/ No
   B. If No, please explain (5000 characters)

6. What major activities are planned for the next 6 months?
   A. Open ended text response (5000 characters)

7. Based on your knowledge of the criminal justice field, are there any innovative programs/accomplishments that you would like to share with BJA?
   A. Open ended text response (5000 characters)
### Guam’s FY 2020 Edward Byrne Justice Assistance (JAG) Program

#### Name of Project

**Budget Detail Worksheet**

**A. Personnel**—List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

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<thead>
<tr>
<th>Position</th>
<th>Computation</th>
<th>Cost</th>
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Budget Narrative:

TOTAL PERSONNEL $0.00

**B. Fringe Benefits**—Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman’s Compensation, and Unemployment Compensation.

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<thead>
<tr>
<th>Position</th>
<th>Computation</th>
<th>Cost</th>
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Budget Narrative:

TOTAL FRINGE BENEFITS $0.00

**C. Travel**—Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meetings, etc. Show the basis of computation (e.g., six people 3-day training at $X airfare, $X lodging, $X subsistence). In training projects travel and meals for trainees should be listed separately. Show the number of trainees and unit cost involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.
### Purpose of Travel

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<th>Item</th>
<th>Computation</th>
<th>Cost</th>
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### Budget Narrative:

Location: Continental United States  
Government of Guam Travel Policy will be followed & Federal GSA Rates will be applied at time of travel.

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<th>Item</th>
<th>Computation</th>
<th>Cost</th>
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#### TOTAL TRAVEL $0.00

### D. Equipment-- List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of $5,000 or more per unit. (Note: Organization’s own capitalization policy may be used for items costing less than $5,000). Expendable items should be included either in the “supplies” category or in the “Other” category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high-cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the “Contractual” category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

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<th>Item</th>
<th>Computation</th>
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#### TOTAL EQUIPMENT $0.00

### E.-Supplies--List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

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<th>Computation</th>
<th>Cost</th>
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### Budget Narrative:

#### TOTAL SUPPLY $0.00
**F. Construction**-- As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Description of Work</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Not Applicable (N/A)</td>
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<td>$0.00</td>
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**TOTAL CONSTRUCTION** $0.00

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**G. Consultants/Contracts**-- Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisitions.

**Consultant Fee:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of $650 per day require additional justification and prior approval from OJP.

<table>
<thead>
<tr>
<th>Name of Consultant</th>
<th>Service Provided</th>
<th>Computation</th>
<th>Cost</th>
</tr>
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<tbody>
<tr>
<td>Not Applicable (N/A)</td>
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<td>$0.00</td>
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**Consultant Expenses**

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<th>Item</th>
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<th>Computation</th>
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**Contracts**

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**Budget Narrative:**

**TOTAL CONSULTANTS/CONTRACTS** $0.00

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**H. Other Costs**-- List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot rent, and provide a monthly rental cost and how many months to rent.
### Budget Narrative:

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<th>Item</th>
<th>Computation</th>
<th>Cost</th>
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<tbody>
<tr>
<td>TOTAL OTHER COSTS</td>
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<td>$0.00</td>
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#### I. Indirect Cost

Indirect costs are allowed only if the applicant has Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

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<tr>
<th>Item</th>
<th>Computation</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Not Applicable (N/A)</td>
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<tr>
<td>TOTAL INDIRECT COST</td>
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<td>$0.00</td>
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<tr>
<td>TOTAL FEDERAL REQUEST</td>
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<td>$0.00</td>
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