

Grant Application Package

Recovery Act: Connecticut Local Pass- Through Justice Assistance Grant (CT Local JAG) SFY09/10

STATE OF CONNECTICUT



**M. JODI RELL
GOVERNOR**

**Office of Policy and Management
Robert L. Genuario
Secretary**

Eligibility

Applicants are limited to Connecticut Local Governments.

Deadlines

Local governments must register with OPM's Grants Portal by June 15, 2008 in order to submit an electronic application.

Local governments must obtain a DUNS number from Dun and Bradstreet and register with the federal Central Contractor Registration (CCR) database in order to receive a grant.

Applications must be submitted to the OPM Grants Portal by July 08, 2009 in order to be considered for a grant "start" date of August 01, 2009. Applications received between July 09, 2009 – August 26, 2009 may have a "start date" of October 01, 2009 or later.

All grants will end by December 31, 2010.

www.ct.gov/opm/recovery

Contact Information

For assistance with the requirements of this grant application, contact: OPM Criminal Justice Policy and Planning Division at opm.jagrecovery@ct.gov

This application must be submitted electronically through the [OPM Grants Portal](#)

For assistance with submitting the application, contact:

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Important Note to Prospective Applicants

This grant application is issued pursuant to the *American Recovery and Reinvestment Act of 2009 (Public Law 111-5)*, which was signed into law by President Obama on February 17, 2009.

As of the date this application package was released, government-wide guidance was forthcoming on various aspects of the Act.

Applicants are strongly advised to check the OPM recovery webpage www.ct.gov/opm/recovery (including before submitting an application) for updates to this grant application package and its associated requirements. Additional information may become available that could affect project proposal narratives, timelines, budget requests, certifications, and other matters related to applications.

Award recipients will be required to follow any applicable provisions of government-wide guidance that may be issued pursuant to the Recovery Act.

TABLE of CONTENTS

Section I: Background	4
Section II: Program Rules	6
Section III: Reporting Requirements, Contract Compliance and Penalties	14
Section IV: Options for Towns with Resident State Troopers or State Police Patrol	18
Section V: Application Instructions and Forms	19

STATE OF CONNECTICUT OFFICE OF POLICY AND MANAGEMENT

**Application
For
Recovery Act: Connecticut Local Pass-Through Justice Assistance Grant
(CT Local JAG)**

Section I: Background

American Recovery and Reinvestment Act of 2009 (the "Recovery Act")

On February 17, 2009, President Obama signed into law the landmark American Recovery and Reinvestment Act of 2009 (the "Recovery Act" - Public Law 111-5).

The stated purposes of the Recovery Act are to preserve and create jobs and promote economic recovery; to assist those most impacted by the recession; to provide investments needed to increase economic efficiency by spurring technological advances in science and health; to invest in transportation, environmental protection, and other infrastructure that will provide long-term economic benefits; and to stabilize state and local government budgets, in order to minimize and avoid reductions in essential services and counterproductive state and local tax increases.

Accountability and Transparency

The Recovery Act places great emphasis on accountability and transparency in the use of taxpayer dollars. Among other things, it creates a new Recovery Accountability and Transparency Board at the federal level and a new federal website <http://www.recovery.gov/> to provide information to the public, including access to detailed information on grants and contracts made with Recovery Act funds.

To ensure transparency and accountability at the state level, Governor Rell issued an Executive Order to establish multiple levels of oversight and accountability throughout state government to ensure federal stimulus dollars are used prudently and within the strict timeframes mandated under the American Recovery and Reinvestment Act. Under Governor Rell's Executive Order, all state agencies are required to post detailed information concerning grants and contracts supported by the Recovery Act funds to the State of Connecticut Recovery website www.ct.gov/recovery.

Federal Funding Source

The Recovery Act authorizes federal funding for the Edward Byrne Memorial Justice Assistance Grant (BYRNE JAG) which is administered by the U.S. Department of Justice, Office on Justice Programs (USDOJ OJP). The Byrne JAG Program provides grants to state and local governments to prevent crime and reduce violence. Each State is eligible to receive funding according to a formula. The funds are granted to a "State Administrative Agency" (SAA) which is responsible for oversight and management of the funds. The SAA for Connecticut is the Office of Policy and Management.

The federal program regulations require that the State "pass-through" \$4.3 million in the State JAG Formula funds to local governments. The list of grants for each local government may be viewed at <http://www.ct.gov/opm/recovery>. The funds will be available to those towns that qualified for a JAG grant directly from USDOJ (known as the "Local Direct JAG" program), as well as those local governments that were deemed ineligible for direct funding from USDOJ.

Those towns that receive police services from the State Police or a Resident State Trooper will have the option of waiving their allocation of funds to the State Police.

Purpose of Funds

Local governments must allocate their funds to services and activities that support the goals of the Recovery Act. Funds may be used for 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 the following components of the criminal justice system:

- Law enforcement programs.
- Prevention and education programs.
- Community corrections programs.
- Drug treatment and enforcement programs.
- Planning, evaluation, and technology improvement programs.
- Crime victim and witness programs (other than compensation).

Recovery Act: Connecticut Local Pass-Through Justice Assistance Grant (CT Local JAG)

Section II: Program Rules

Eligibility

All local governments in Connecticut are eligible for the **CT Local JAG Program**. To view the eligibility and allocation list, click this link: [CT Local JAG Allocations](#)

Purpose of the Funds

The stated purposes of the Recovery Act funds are to preserve and create jobs and promote economic recovery; and stabilize state and local government budgets, in order to minimize and avoid reductions in essential services and counterproductive state and local tax increases.

Grant Amount

Local governments may apply for funds up to the maximum allocation identified in the eligibility and allocation list: [CT Local JAG Allocations](#)

Local Match

There is no match requirement.

Deadline: June 15, 2009 Authorization to Access the OPM Grant Portal

All applicants must register with OPM by June 15, 2009 in order to submit an electronic application through the OPM Grants Portal. The Chief Elected Official (CEO) may designate up to three authorized users to access the OPM Grant Portal: CEO, Financial Officer and Project Officer.

Authorization Procedure:

1. CEO must use the electronic *Password Authorization* form (emailed to the CEO on May 20, 2009) to send OPM the name and contact information for up to three authorized users.
2. OPM will send a confirmation message to each user which will include a **USER ID** along with instructions on creating a unique **Password**.

Deadline: July 08, 2009 DUNS and CCR Registration Requirements

All Applicants Must Have a DUNS Number and Active CCR to Receive a Grant

3. DUNS (Data Universal Numbering System)

All entities that receive federal funds through the State or directly from a federal agency must have a **DUNS (Data Universal Numbering System)**. The DUNS number must be included on the *CT Local JAG* application and used throughout the grant life cycle. To obtain a DUNS number, please visit federal websites <http://fedgov.dnb.com/webform>

4. Central Contractor Registration (CCR)

In addition to the DUNS number requirement, all applicants must have a **current updated registration** in the federal **Central Contractor Registration (CCR)** database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients.

To register in the CCR, please visit the federal website: <http://www.ccr.gov/>

IMPORTANT: If your town/city received federal funds within the past 3-4 years, you may already have a DUNS number and **current** CCR registration -- please check with your Financial Officer.

OPM will be unable to issue a grant award to any town or city that doesn't have a DUNS number or an active CCR status.

Rolling Application Due Dates: July 08, 2009 through August 26, 2009

Applications will be accepted on a “rolling” basis.

- Applications submitted by **July 08, 2009** and subsequently approved will have a grant period of **August 01, 2009 through December 31, 2010**.
- Applications received between **July 09, 2009 and August 26, 2009** may have a start date of **October 01, 2009** or later.
- All grants will have an “end date” of **December 31, 2010**.

Use of Funds

The grant may support eligible crime prevention, community safety, education and law enforcement activities which will stimulate economic recovery, create and preserve jobs and stabilize state and local government budgets, minimize and avoid reductions in essential services and counterproductive state and local tax increases.

Funds may be used for Technical Assistance, Training, Personnel, Equipment, Supplies, Contractual Support for programs or services. Examples of eligible use of funds:

- Enhance community safety and improve the quality of life.
- Build local level capacity to prevent crime and reduce violence.
- Develop, install or expand communication systems to support public safety.
- Build partnerships among law enforcement and community-based organizations to educate the public and engage community members in prevention.
- Improve traffic enforcement, safety and control: signage, barriers, lights, radar guns and speed trailers.
- Vandalism and theft prevention: security systems, lighting systems for town-owned properties such as schools, public works garage, recreation spaces and buildings, parks and office buildings.

- Improve or enhance the administration and operations of the local law enforcement functions.
- Increase capacity to implement a “community policing” model.
- Improve or expand law enforcement initiatives to increase apprehension of offenders.
- Develop, train or expand specialized units of law enforcement officers to respond to specific community safety needs.
- Create, enhance or expand multi-jurisdictional drug task force.
- Improve or enhance the sharing of information within the criminal justice system.
- Develop or expand data collection systems to link law enforcement agencies with other criminal justice agencies.

- Support the replication of promising strategies to prevent youth violence, community violence, gang activity and drug-related crime.
- Develop and distribute multi-media crime prevention materials to the community members and community based providers.
- Expand or enhance specialized prevention services for youth that promote healthy and positive behaviors; including alternative recreation programs, academic enrichment; mentoring; substance abuse services; life skills development and job training.
- Expand or enhance specialized “aftercare” services or addiction treatment services for youth recently released from a juvenile justice program or a juvenile detention facility.

- Improve or enhance the administration and operations of programs that supervise and monitor offenders in the community;
- Expand or improve offender community reentry initiatives.
- Address the issue of justice system and mental health needs through training and technical assistance.
- Support greater collaboration between law enforcement and correctional system personnel for purposes of reducing crime and managing offender populations.

Funding for Personnel or Positions

Grant funds may be used to create new positions or fill existing vacancies that are no longer funded in an agency's budget; or rehire personnel who have been laid off as a result of state or local budget cuts unrelated to the receipt of grant funding; or rehire personnel who are scheduled to be laid off on a specific future date as a result of state or local budget cuts unrelated to the receipt of grant funding. (See section on "Prohibition Against Supplanting" for further guidance.)

Grant funds may be used for "special over-time" that is consistent with the purpose areas of the Recovery Act and the JAG program purpose areas. Special over-time must be dedicated to activities or duties not performed during "regular time". All supplanting rules would apply; refer to section "Prohibition Against Supplanting".

Documentation of Personnel Charges

Sub-grantees must implement a system for tracking and documenting the amount of time personnel spend on grant activities. Only hours that have been validated by a tracking system will be reimbursed by the grant.

No Future Funding

There is no funding available beyond the approved grant period. Local governments are encouraged to budget funds for "one-time" activities that will not require federal or state funds in the future.

Prohibition Against Supplanting of Funds

Federal law (" 42 U.S.C. § 3752) law provides that Federal funds may "not be used to supplant State or local funds, but will be used to increase the amounts of such funds that would, in the absence of Federal funds, be made available for law enforcement activities."

Funds from this program may not be used to supplant existing funds. Supplanting is defined as the use of grant funds in place of other funds currently budgeted for an activity and thereby reducing the expenditure of other funds for that activity. Supplanting can also be defined as removing other funds from an activity supported by grant funds with the effect that the activity is not increased or enhanced by the full value of the grant funds applied.

For further guidance please refer to the attached page "Examples of Supplanting" or [Office of Justice Programs: Recovery Act Information](#)

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 USDOJ certifies that extraordinary and exigent circumstances exist, making them essential to the maintenance of public safety and good order:

- Out-of-state travel
- Confidential funds ("buy" money)
- Vehicles (excluding police cruisers), vessels (excluding police boats), or aircraft (excluding police helicopters). All-terrain vehicles (ATV) require prior approval from USDOJ. Unmarked police cars require prior approval from USDOJ.
- Luxury items
- Real estate.
- Construction projects, such as casino or other gambling establishment, aquarium, zoo, golf course or swimming pool (penal or correctional institutions are exempt).
- Any similar matters.

Administrative Expenses

Grantees may use up to 10 percent of the award for costs associated with administering JAG funds. Grantees must use good judgment. Grantees cannot report administrative or incidental costs paid for by non-Recovery Act funds in a way that it would make these costs look like Recovery Act funds. Some prohibited administrative expenses include: paper for copy machines, telecommunications services or IT desktop support services.

Local Government Responsibilities

The CEO of each local government must designate the person responsible for serving as the **Grant Project Officer**. **The Grant Project Officer is responsible for management and oversight of all components of the grant project including project activities and financial matters. The grant project officer must provide OPM with information on the status of the grant project as well the status of expenditures relative to the project budget.**

Responsibilities and Duties of the Grant Project Officer:

- Prepare and submit a grant application and budget to OPM.
- Ensure ‘on-time’ submission of the Progress Reports and Financial Reports.
- Manage the financial and programmatic components of the grant; including oversight and coordination of the fiscal components of the grant
- Prepare and submit progress and financial reports in accordance with guidelines issued by the Office of Policy and Management and the U.S. Department of Justice.
- Organize, manage and coordinate the operation of the grant project and work in compliance with grant requirements from OPM and U.S. Department of Justice.
- Monitor the use of grant funds for eligible activities.

Federal Financial Rules

All grantees are obligated to read and follow the **U.S. Department of Justice Financial Guide**. The following hyperlink will take you directly to the [Office of Justice Programs Financial Guide](#). A link to the guide can also be found on the OPM grant reports and forms page. Any requirements from OPM are in addition to the DOJ Financial Guide requirements.

The *Financial Guide* serves as a primary reference manual to assist award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and ensure funds are used for the purposes for which they were awarded. The Guide should serve as a day-to-day management tool for OPM award recipients. The provisions of the Guide apply to all grantees receiving awards.

Consultant Rates

Consultant Rates are only one of a list of costs requiring prior approval by OPM and the DOJ. The OJP [Financial Guide Part III, chapter 15](#), states that rates exceeding \$450 per eight-hour day, excluding travel and sustenance costs, require PRIOR APPROVAL from the awarding agency. Please read the entire section for the complete listing of all costs requiring prior approval.

Accounting Practices

Grantee must maintain accounting practices to segregate the obligations and expenditures related to the funding under the Recovery Act. Financial and accounting systems should be revised as necessary to segregate, track, maintain and report the RECOVERY funds apart and separate from other revenue streams. No part of the funds from the Recovery Act shall be commingled with any other funds or used for a purpose other than that of making payments for costs allowable for Recovery Act projects.

The RECOVERY Act CT Local JAG funds must not be co-mingled with other federal JAG funds that a local government received directly from USDOJ or a state agency.

Performance Measures

All grantees are required to collect and submit data documenting the outcome or impact of the grant funded activities. In addition, all grantees must submit information and data as required by the US Department of Justice.

Expenditure Deadline

ALL GRANT FUNDS MUST BE OBLIGATED BY THE END OF THE PERIOD OF AWARD AND EXPENDED WITHIN **30** DAYS OF THE GRANT END DATE. If this cannot be accomplished, grantees should request an extension from OPM. Programs concluding before the end of the period of award are expected to submit final reports as soon as available, or in accordance with the reporting schedule.

Buy American

No funds may be used for a project for construction, alteration, maintenance, or repair of a public building or public work unless all of the iron, steel, and manufactured goods used in the project are produced in the United States.

The only exceptions to this rule would be if iron, steel, and relevant manufactured goods are not produced in the United States in sufficient and reasonably available quantities and of satisfactory quality; or inclusion of iron steel and manufactured goods produced in the United States will increase the cost of the overall project by more than 25 percent. <http://www.ojp.usdoj.gov/recovery/solicitationrequirements.htm>

Small Business Participation

Small businesses play a critical role in stimulating the economic growth and creating jobs. They are the engine of our economy. Practicable opportunities should be given for small businesses to compete as prime contractors and subcontractors, while ensuring that services are at fair market prices.

Wage Rates

All laborers and mechanics employed by the Grantees or Grantees' contractors and subcontractors on projects funded directly by or assisted in whole or part of this funding, shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality. <http://www.ojp.usdoj.gov/recovery/solicitationrequirements.htm>

Misuse of Award Funds

Grantee understands and agrees that misuse of award funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recouping of monies provided under award, and civil and/or criminal penalties.

Access to Records

All grantees must allow OPM and USDOJ (including OJP and the Office of the Inspector General (OIG)), and its representatives, and the Government Accountability Office (GAO), to have access to and the right to examine all records (including, but not limited to, books, papers, and documents) related to this Recovery Act award, including such records of any subrecipient, contractor, or subcontractor.

The recipient also understands and agrees that OPM, USDOJ and the GAO are authorized to interview any officer or employee of the recipient (or of any subrecipient, contractor, or subcontractor) regarding transactions related to this Recovery Act award.

False Claims Act and Fraud, Waste and Similar Misconduct

Grantee shall promptly refer to the Department of Justice (DOJ) or the Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, contractor, sub-grantee, subcontractor or other person has submitted a false claim under the False Claims act or has committed a criminal or civil violation of laws pertaining to fraud, conflict or interest, bribery, gratuity or similar misconduct involving those laws.

The OIG address is:
Office of the Inspector General
US, Department of Justice
Investigation Division
950 Pennsylvania, N.W.
Room 4706
Washington, DC 20530

e-mail: oig.hotline@usdoj.gov

hotline: (Contact information in English y and Spanish): 800-869-4499

hotline fax: 202-616-9881

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

Protecting State and Local Government and Contractor Whistleblowers

Grantees must recognize that the Recovery Act provides certain protections against reprisals for employees of non-Federal employers who disclose information reasonably believed to be evidence of gross mismanagement, gross waste, substantial and specific danger to public health or safety, abuse of authority, or violations of law related to contracts or grants using Recovery Act funds. For additional information, refer to section 1553 of the Recovery Act. The text of Recovery Act is available at www.ojp.usdoj.gov/recovery.

Updates, grant documents, forms and other grant-related news will post on www.ct.gov/opm/recovery and [Connecticut Recovery Initiative](#). In addition, OPM will email information directly to the CEO, Project Officer and Financial Officer.

Examples of Supplanting

For additional guidance, please see: [Office of Justice Programs: Recovery Act Information](#)

What is Supplanting?

General Definition. For a State or unit of local government to reduce State or local funds for an activity specifically because federal funds are available (or expected to be available) to fund that same activity. When supplanting is not permitted, federal funds must be used to **supplement** existing State or local funds for program activities and may not replace State or local funds that have been appropriated or allocated for the same purpose. Additionally, federal funding may not replace State or local funding that is required by law. In those instances where a question of supplanting arises, the applicant or grantee will be required to substantiate that the reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds. (See "Documentation and Record Retention," below.)

Program-specific statutory restrictions on supplanting (with examples)

A. Edward Byrne JAG Formula Program (State and Local)

The Byrne JAG law provides that Federal funds may "not be used to supplant State or local funds, but will be used to increase the amounts of such funds that would, in the absence of Federal funds, be made available for law enforcement activities." 42 U.S.C. § 3752.

Examples - Recovery Act Byrne JAG program

Example 1 For FY 2009, City A appropriates a total of \$25 million for law enforcement activities, including salary and benefits for 100 police officers and purchase of 5 police cruisers. In FY 2009, City A is awarded federal Recovery Act JAG formula funds, which it uses to hire 5 police officers, in addition to 10 hired with local funds, and purchases 2 new police cruisers, in addition to 5 purchased with local funds. City A expends all of the \$25 million in local funds appropriated for FY 2009 for law enforcement activities.

In this scenario, City A has not used Recovery Act JAG formula funds to supplant State or local funds, but rather has used the funds "to increase the amounts of such funds that would, in the absence of federal funds, be made available for law enforcement activities." Supplanting has **not** occurred.

Example 2 For FY 2009, City B appropriates a total of \$15 million in local funds for law enforcement activities, of which \$75,000 is budgeted for equipment for training of new police recruits. In FY 2009, City B is awarded federal Recovery Act JAG formula funds. It uses the federal funds to purchase the training equipment and hire additional officers, and uses the \$75,000 in local funds originally budgeted for equipment to hire a dispatcher. Total expenditures of local funds for law enforcement activities remain constant.

Under these circumstances, supplanting has **not** occurred. Despite the fact that local funds were shifted from equipment to hiring, the amount of State or local funds that would, in the absence of Federal funds, be made available for law enforcement activities has not changed.

Example 3 For FY 2009, City C appropriated \$15 million in local funds for law enforcement activities, including salary and benefits for 80 police officers. Due to anticipated revenue shortfalls in FY 2010, City C intends to lay off 10 police officers at the end of FY 2009 (facts that City C is able to substantiate). In FY 2009, City C is awarded federal Recovery Act JAG formula funds, which it proposed to use for the hiring of 5 police officers. For FY 2010, City C appropriates funds to pay salary and benefits for 70 police officers. At the start of FY 2010, City C lays off five of its 80 police officers and uses federal Recovery Act JAG funds to continue the salary and benefits for 5 other officers.

In this scenario (which assumes that City C can document that the planned layoff of 10 officers was not made in anticipation of the availability of federal funds), City C will use federal Recovery Act JAG formula funds to pay the salary and benefits for 5 police officers who would

have been laid off but for the availability of federal funds. Local funding for law enforcement activities has been reduced, but not because of the availability (or anticipated availability) of Recovery Act JAG funds. Therefore, supplanting has **not** occurred.

Example 4 State X's initial FY 2009 appropriation for law enforcement activities is sharply reduced due to an across-the-board cut in the State budget. This results in a hiring freeze. When the State receives federal Recovery Act JAG formula funding, it uses federal Recovery Act funds to fill 15 correctional officer positions that were included in the initial budget but were vacant due to the hiring freeze.

The total amount of State funds available for law enforcement activities in State X has been reduced, but not because of the availability (or anticipated availability) of Recovery Act JAG formula funds. Therefore, supplanting has **not** occurred.

Example 5 For FY 2009, State Y budgeted \$1 million in State funds to be used for renovation of a particular prison. Later in FY 2009, in response to enactment of the Recovery Act, the State determines that it will use Recovery Act JAG formula funds for the prison renovation, and will use the funds the State had budgeted for the prison renovation instead to provide health services for infants and children. No additional State funds were added to the State budget in any other law enforcement category.

Under these circumstances, supplanting **would have** occurred, as there would have been a decrease in "the amounts of ... funds that would, in the absence of Federal funds, be made available for law enforcement activities."

Section III: Reporting Requirements, Contract Compliance and Penalties

As of the date this application package was released, government-wide guidance was forthcoming on various aspects of the Act.

Additional information may become available that could affect reporting requirements, data collection, timelines and other matters related to project assessment and documentation.

Award recipients will be required to follow any applicable provisions of government-wide guidance that may be issued in the future pursuant to the Recovery Act.

Accountability and Transparency

All files, progress reports, financial reports, documents and data pertaining to the grant will be posted on federal and state websites for public viewing. The federal law mandates substantial reporting and documentation of funded activities as well as more intensive monitoring and audit.

Given that the federal law imposes serious consequences for non-compliance with the program requirements, all applicants are strongly encouraged to become familiar with the Recovery Act restrictions and requirements.

Additional sources of Recovery Act information are available at:

[Recovery.gov](#), [Office of Justice Programs: Recovery Act Information](#), [Connecticut Recovery Initiative](#), [OPM: Byrne Main](#)

Separate Tracking and Reporting of Recovery Act Funds and Outcomes

All grantees must track, account for, and report on all funds from this Recovery Act award, **including specific outcomes and benefits attributable to Recovery Act funds**, separately from all other funds, including USDOJ award funds from non-Recovery Act awards awarded for the same or similar purposes or programs.

- Recovery Act funds may be used in conjunction with other funding as necessary to complete projects, but tracking and reporting of Recovery Act funds must be separate.
- Accordingly, the grantee's accounting systems must ensure that funds from the Recovery Act award are not commingled with funds from any other source.
- All grantees must ensure that personnel whose activities are to be charged to the award will maintain timesheets to document hours worked for activities related to this award and non-award-related activities.

Quarterly Progress and Financial Reports: Due Seven Days After End of the Quarter

Grantees must prepare and submit **Quarterly Progress Reports** and **Quarterly Financial Reports** which are due within **SEVEN** days after each quarter.

- Grantees must submit financial and progress reports at the end of each quarter **even if no activity or expenditures occurred**.
- Reports must be submitted electronically to OPM through the Grants Portal

Jobs Performance Measures Report: Due Seven Days After End of the Quarter

As required by the Recovery Act, all Recovery JAG grantees are to report on two performance measures related to jobs: **1) Number of jobs created, and 2) Number of jobs retained**.

- Job creation and retention are not mandatory usages of funds, but they are encouraged.
- Grantees are required to submit these measures on a quarterly basis (even if the answer is 0).
- These measures will be collected **SEVEN DAYS** after the end of the quarter using an electronic reporting form developed by USDOJ.

JAG Programmatic Measures: Due 15 Days After End of the Quarter

In addition, there are **JAG Programmatic Measures** required. USDOJ has developed a list of measures that may be “customized” for each grantees’ project (click link to view). (Please note these are draft measures and may change slightly based on feedback from the field and the Office of the Inspector General (OIG). This version of the measures is accurate as of May 11, 2009.)

- Grantees will report on programmatic measures for only those activities funded by Recovery dollars.
- Grantees are not required to report on all programmatic measures; only those applicable to your grant.
- These programmatic measures will be collected quarterly 15 DAYS after the end of the quarter using an electronic tool developed by USDOJ.

Property Inventory Report: Due 15 Days After End of Grant Period

Grantees must prepare and submit a **Property Inventory Report** if necessary at the end of the grant period.

FINAL Progress and Financial Reports: Due 15 Days After End of Grant Period

Grantees must submit FINAL reports that summarize the activities and outcomes of the grant project as well as report on the final status of expenditures and obligations.

Compliance Requirements and Penalties

Receipt of funds will be contingent on meeting the Recovery Act reporting requirements.

- Recovery Act grant recipients may expect that the information posted by the federal and state agency will identify grantees that are delinquent in their reporting.
- In addition, grant recipients who do not submit required reports by the due date will not be permitted to draw down funds thereafter, during the pendency of the delinquency, and may be subject to other appropriate actions by OPM or USDOJ including, but not limited to, restrictions on eligibility for other federal awards, restrictions on draw-down on other federal awards, and suspension or termination of the Recovery Act award.

Federal Data and Information System Compliance

All grantees must comply with all reporting, data collection and evaluation requirements, as prescribed by law and detailed by the USDOJ in program guidance for the Justice Assistance Grant (JAG) Program. Compliance with these requirements will be monitored by OPM and USDOJ.

All grantees must ensure that any information technology system funded or supported by the JAG funds will comply with 28 C.F.R. Part 23, Criminal Intelligence Systems Operating Policies, if USDOJ determines this regulation to be applicable. Should USDOJ determine 28 C.F.R. Part 23 to be applicable, USDOJ may, at its discretion, perform audits of the system, as per the regulation.. Should any violation of 28 C.F.R. Part 23 occur, the recipient may be fined as per 42 U.S.C. 3789g(c)-(d). Recipient may not satisfy such a fine with federal funds.

Recipient and Sub recipient Obligations

Recipients and sub recipients of Recovery Act funds or other Federal financial assistance must comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and a variety of program-specific statutes with nondiscrimination requirements.

Other civil rights laws may impose additional requirements on recipients and sub recipients. These laws include, but are not limited to, Title VII of the Civil Rights Act of 1964 (prohibiting race, color, national origin, religion, and sex discrimination in employment), the Americans with Disabilities Act (prohibiting disability discrimination in employment and in services provided by State and local governments, businesses, and non-profit agencies), and the Fair Housing Act (prohibiting discriminatory housing practices based upon race, color, religion, sex, national origin, disability, or familial status), as well as any other applicable civil rights laws.

- The Omnibus Crime Control and Safe Streets Act of 1968, as amended, which prohibits discrimination on the basis of race, color, national origin, religion, or sex, in OJP and COPS funded programs or activities. ([42 U.S.C. § 3789d](#) and [28 C.F.R. §42.201 et seq.](#))
- Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color or national origin in OJP and COPS funded programs or activities. ([42 U.S.C. § 2000d](#) and [28 C.F.R. §42.101 et seq.](#))
- Section 504 of the Rehabilitation Act, which prohibits discrimination on the basis of disability in OJP and COPS funded programs or activities. ([29 U.S.C. § 794](#) and [28 C.F.R. § 42.501 et seq.](#))
- Section 1407 of the Victims of Crime Act (VOCA), which prohibits discrimination on the basis of race, color, national origin, religion, sex, or disability in VOCA funded programs or activities. ([42 U.S.C. § 10604](#))

- Title II of the Americans with Disabilities Act of 1990, as it relates to discrimination on the basis of disability in OJP or COPS funded programs or activities. ([42 U.S.C. § 12132](#) and [28 C.F.R. Pt. 35](#)).
- Title IX of the Education Amendments of 1972, as it relates to discrimination on the basis of sex in OJP and COPS funded training or educational programs. ([20 U.S.C. § 1681](#) and [34 C.F.R. Pt. 106](#)).
- The Age Discrimination Act of 1975 as it relates to services discrimination on the basis of age in OJP or COPS funded programs or activities. ([42 U.S.C. § 6102](#) and [28 C.F.R. § 42.700 et seq.](#))

Section IV: Options for Towns with Resident State Troopers or State Police Patrol

Towns that receive police services from a Resident Trooper or a State Police Troop have the option of waiving the grant to the Department of Public Safety.

If a town elects to waive funds, it must write a waiver letter to the Office of Policy and Management. These funds would then be awarded to Department of Public Safety. The Department of Public Safety will make every effort to use funds for troop services or equipment in each town's respective area. However, there is no guarantee that any town will receive exactly \$9,100.00 worth of services.

If the town elects to keep the grant, then it must apply for funds and be subject to all grant conditions, including submitting reports. The town may use the funds for any eligible purpose area: personnel, equipment, training, technical assistance, supplies and contractual support.

The town may use the grant to fund "straight time" or "over-time" for Resident State Trooper or State Police services. All supplanting rules would apply; refer to section "Prohibition Against Supplanting". The town must provide documentation and justification that the "over-time" addresses the purpose of Recovery Act funds: create or retain jobs, stabilize local or state budget, avoid reductions in essential services and stimulate economy. The town will be billed by DPS in accordance with their existing contract. In addition, towns may be assessed charges for "fringe".

Each town will have a deadline of August 26, 2009, to submit a waiver letter. If a letter or an application is not received by this date, it will be deemed that the town has waived these funds.

Section V: Application Instructions and Forms

- **Applications Must be Submitted Electronically Through the OPM GRANTS PORTAL (OGP)**

- **Applications Must be Uploaded by the Person Designated as the “Grant Project Officer”. (The System only allows uploads by the USER ID and PASSWORD associated with the Project Officer).**

- **Rolling Application Due Dates: July 08, 2009 through August 26, 2009**

- **Applications should be submitted to the OPM GRANTS PORTAL (OGP) as THREE separate “uploads”:**
 - 1) **Project Narrative**
 - 2) **Project Budget**
 - 3) **Contract Compliance: Corporate Resolution**

Recovery Act: Connecticut Local Pass-Through Justice Assistance Grant

Instructions for Preparing the “Narrative”

- The Narrative must be prepared as an electronic text document using word processing software.
- All grant text documents must be converted to PDF file format (.pdf) so that they can be uploaded into the OPM Grants Portal:
 - STEP #1: First convert the word processing document using PDF conversion software (.pdf)
 - STEP#2: "SAVE" the PDF file to your hard drive. (Remember where you put it!)
- Navigate to your Town grant home page and then navigate to the document upload page.
- Upload the Narrative PDF file (.pdf) from your hard drive into the OPM Grants Portal. Upload instructions will be posted on the portal.

Applicants must complete each of the following sections. **It is the responsibility of the applicant to ensure that the application is complete. Please be sure to number each page of the Narrative.**

Format Requirements:

- PDF file format (.pdf)
- Double spaced
- One inch margins
- 10-12 point font
- Page numbers
- Printable to “letter” size
- Label the top of every page with: Town/City of XXXXX CT Local JAG Narrative

1) Indicate the “Type(s)” of services or activity to be funded:

- Community education and crime prevention
- Youth crime or violence prevention, education and intervention
- Community-based offender supervision and monitoring
- Law enforcement operations and administration
- Specialized law enforcement unit (s)
- Specialized law enforcement operation or initiative
- Law enforcement training
- Community policing model
- Traffic enforcement and road safety
- Multi-jurisdictional drug task force
- Information and data technology systems
- Communication systems
- Research and Evaluation
- Crime Victim and Witness services

- 2) **Indicate the Recovery Act Purpose Area(s) Addressed by the Project:**
Create job(s) Retain job(s) Stabilize state or local budgets Stimulate economy
Avoid reduction in essential services
- 3) **What are the goals and objectives for the project? The goals should be clearly stated, realistic and achievable. (Maximum 1 paragraph)**
- 4) **Describe how the project addresses one or more the Recovery Act purpose areas. (Maximum 2 paragraphs)**
- 5) **How will the project address the gaps, problems or issues identified in items #3? (Maximum 2 paragraphs)**
- 6) **What is the target population for the project and the numbers of persons to be served by the project? (Maximum 1 paragraph)**
- 7) **What are the expected outcomes of the project? (Maximum 1 paragraph)**
- 8) **Will the project enhance, improve or expand an existing activity, service or function? If so, list the activity, service or function. (Maximum 1 paragraph)**
- 9) **Will the project create a new activity, service or function? If so, list the activity, service or function. (Maximum 1 paragraph)**
- 10) **Identify the person (name and title) who will serve as the Grant Project Officer and responsible for the duties listed in Section II Local Government Responsibilities.**
- 11) **Provide a timeline for the overall project. Identify target dates for major project components. Examples: hiring contractors, delivery of grant funded services, purchase equipment, collection of data to measure performance, etc. (Maximum 2 paragraphs)**
- 12) **Describe how the grant funded activities will be evaluated or assessed to determine the extent to which activities have achieved stated goals and objectives. Please include a description of how the data and information will be collected, the source of the data, and the person/ agency/ organization responsible for collecting the data. (Maximum 2 paragraphs)**

13) Will grant funds support purchase of equipment? If so, state the purpose of the equipment and who will use the equipment. (Present information in table format)

Equipment	Purpose	Primary User

14) Present the following “Jobs” information in table format:

- Describe the positions to be charged to the grant. Identify by type of position or job title and indicate the function or role in the grant project. Include *all positions listed in the grant budget.*
- Indicate if the grant funds will:
 - create a new position/job
 - fill an existing vacancy no longer funded in the town/city budget
 - re-hire laid-off personnel.
- Provide an *estimate* of the total number of hours to be worked during a full fiscal quarter (three months) of the grant period.

Type of Position or Job Title	Function/ Role	<u>New Position/Job</u> Est. Total # work hours per fiscal quarter	<u>Vacant Position</u> Est. Total # work hours per fiscal quarter	<u>Re-hire</u> Est. Total # work hours per fiscal quarter

15) Will the town/city sub-grant or sub-contract the grant funds? If so, please identify the type of sub-grantee/contractor, briefly describe their services and deliverables. (Present this information in table format)

Type of Sub-grantee/contractor	Services	Deliverables

RECOVERY ACT: CT Local Pass-Through JAG Program

INSTRUCTIONS: How to Prepare the Budget

Budget Submittal

- The Budget for the CT Local Pass-Through Grant must be submitted on-line, through an interactive "fillable" PDF (.pdf) form.
- You **MUST** have a PDF viewer/reader software application (e.g., Adobe Reader or similar) installed on your PC to complete this task.
- If you require assistance with PDF software installation, please check with your IT administrator. If you do not have an IT administrator (or similar), please determine if you can get help from any available local resources (e.g. local library, etc.). If those resources are not available to you, you can call John Forbes (OPM) at 860-418-6271 for assistance.
- The Budget submittal process is a timed application. Your access to the on-line budget form will "time out" in approximately 20 minutes. If this task is not completed within 20 minutes, your information will be lost and you will have to restart the process.
- Therefore, please use the blank **Worksheet** form (also a .pdf file), which is downloadable from the Budget web page to **DRAFT** your budget off-line - in its entirety - before attempting to submit your budget through the on-line portal.
- Once the DRAFT budget worksheet is completed, select the link "**Click here to submit a Budget**" and the **on-line PDF budget form** will appear on screen. Use the standard Windows "Cut and Paste" operation to transfer numbers and text from your DRAFT budget form to the FINAL, on-line fillable budget form. This task must be done in 20 minutes, or less.
- When completed, select the "Submit" button on page 3 to upload the budget document. Once submitted, your budget document is not accessible for revisions. It can be viewed, but not changed.
- Should a revision be required, the budget document must be reviewed by OPM staff before another version of the document can be uploaded.
- To Print a copy of your submitted budget, select the link "Click here to view Budget PDF", and use the normal Print function of the software to print a copy

All budget items should relate directly to the scope of activities and services described in the "Project Narrative".

A. Personnel

When providing information in **Personnel Line Item**, list the following for each position charging to the grant:

- Job Title
- Function (Roles and responsibilities should be described in greater detail in the "Project Narrative")
- Pay Rate
- Time to be charged (# of hours or # of days)

Example

A. Personnel			
Job Title	Job Function	Calculation	Federal Funds
Officer	Serve Warrants for Task Force	\$55/hour Overtime X 10 hours/week X 4 weeks = \$2,200	\$2,200

“Personnel” expenses may include the costs to implement the grant funded activities as well as costs to administer the grant. These include costs to:

- Administer and manage the grant project including personnel to prepare progress and financial reports, travel and grant expenses etc.
- Attend training events and meetings.
- Supervision and oversight of grant funded positions.
- Personnel to implement grant funded services and activities
- Grant funds shall not be used to supplant existing funds that support current positions and duties.

Note: Personnel time and attendance records must be kept for auditing purposes.

B. Travel and Training Expenses

- Out-of-state travel is not allowed.
- Includes costs to attend training, seminars or workshops (mileage, subsistence, registration or tuition costs).
- Includes mileage for grant project staff to conduct grant related activities or provide services.
- Mileage expenses should be those normally allowed by the applicant agency, but must not exceed federal rates. The amount allowed per mile by the applicant agency must be stated on the budget itemization.
- Costs for attending training should be included here. However, costs for conducting a training event should be included in Category G. Other

Note: Records of travel expenditures must be kept on file for auditing purposes.

Example:

B. Travel and Training		
Travel Description	Travel Calculation	Federal Funds
SA Youth Counselor	Provide in-home prevention and intervention services: 45 cents/mile X 50 miles/week X 10 weeks= \$225	\$225
Training Description	Training Calculation	Federal Funds
Cyberstalking Training	5 Officers: 45 cents/mile X 50 miles round trip, \$125 Registration fee X 5 Officers = \$738	\$738

C. Equipment Purchases

List all proposed equipment and the amount per unit (e.g. 2 laptops @ \$2,000 each). The costs for each item should include taxes (if applicable), delivery, installation, and all other related charges, except the leasing or rental of equipment, which should be entered in Budget Category E, Consulting and Contractual. Detailed inventory records must be maintained on all equipment to allow for the exercise of proper controls and to expedite the grantee's filing of reports during and at the expiration of the period of award.

Note: Equipment with an initial purchase price of less than \$25 per item should be listed in Section D, Supplies.

Example

Description	Quantity	Unit Price	Federal Funds
Task Force Patrol Cars	2	\$35,000	\$70,000

D. Supplies

Enter the item, quantity and total purchase price. Consumable expenses include office supplies, postage, and reproduction and printing costs. Include equipment items with an initial purchase price of less than \$25 per item. Enter supplies total.

E. Consulting and Contractual

- Contractual agreements are arrangements in which there is a written agreement specifying the provision of goods and services in exchange for financial reimbursement. Enter the type of service to be purchased and the fee or rate of payment intended.
- Fees for consultants or contractors cannot exceed the federal limit of \$450.00 per day.
- Exceptions to this limit either as a per diem rate or as a result from competitive bidding must be approved by DOJ through the Office of Policy and Management. Please review the OJP Financial Guide (Office of Justice Programs) for further information.
- Describe the type of goods or services, cost, and duration of contract. **Scope of services and deliverables must be described in greater detail in the "Project Narrative".**

Note: All grantees should contact OPM for information concerning procurement and contract procedures and the maximum allowable payments for specified services.

Example:

Contractual & Consulting

Type of Good or Service	Cost	Duration	Federal Funds
Tri-Town Youth Club: provide tutoring and mentoring services	\$550/student X 65 students	Sept. 2009 – December 2009	\$35,750

F. Facilities: Indicate the actual cost of any rented or leased space, whether for office, residence or any other purpose.

G. Other

Use the Other category for line items that cannot be assigned to another category. Federally approved indirect costs fall under this category. For an explanation of indirect costs, click on this link to [Federal Indirect Costs](#) in the Office of Justice Programs Financial Guide. Enter total "Other" amount.

**STATE OF CONNECTICUT OFFICE OF POLICY AND MANAGEMENT
GRANT APPLICATION BUDGET
RECOVERY ACT
CT Local Pass-Through JAG Program**

**PROJECT BUDGET: All Budget items must be described in the "Project Narrative"
Please refer to the "Instructions" document for information on mandatory data to be included in the Budget**

Project Title:	
Grant ID:	

A. Personnel			
Job Title	Job Function	Calculation	Federal Funds
			0
			0
			0
			0
			0
			0
			0
Salaries Sub Total:			0
Job Title	Salary	Fringe	
			0
			0
Fringe Benefits Sub Total:			0
Personnel Total:			0

B. Travel & Training		
Travel Description	Travel Calculation	Federal Funds
		0
		0
Travel Total:		0
Training Description	Training Calculation	
		0
		0
Training Total:		0
Travel & Training Total:		0

**STATE OF CONNECTICUT OFFICE OF POLICY AND MANAGEMENT
GRANT APPLICATION BUDGET
RECOVERY ACT
CT Local Pass-Through JAG Program**

PROJECT BUDGET: All Budget items must be described in the "Project Narrative"
Please refer to the "Instructions" document for information on mandatory data to be included in the Budget

Project Title:	
Grant ID:	

C. Equipment Purchases			
Description	Quantity	Unit Price	Federal Funds
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
Equipment Purchase Total:			0

D. Supplies			
Description	Quantity	Unit Price	Federal Funds
			0
			0
			0
			0
			0
Supplies Total:			0

**STATE OF CONNECTICUT OFFICE OF POLICY AND MANAGEMENT
GRANT APPLICATION BUDGET
RECOVERY ACT
CT Local Pass-Through JAG Program**

**PROJECT BUDGET: All Budget items must be described in the "Project Narrative"
Please refer to the "Instructions" document for information on mandatory data to be included in the Budget**

Project Title:	
Grant ID:	

E. Contractual & Consulting			
Type of Good or Service	Cost	Duration	Federal Funds
			0
			0
Contractual & Consulting Total:			0

F. Facilities	
Description	Federal Funds
	0
	0
Facilities Total:	0

G. Other		
Description	Calculation	Federal Funds
		0
		0
		0
Other Total:		0
Project Total:		0

Download Fill-able Form From OPB GRANTS PORTAL

Budget Summary	
Personnel:	0
Travel & Training:	0
Equipment Purchases:	0
Supplies:	0
Contractual & Consulting:	0
Facilities:	0
Other:	0
Project Total:	0

Recovery Act: Connecticut Local Pass-Through Justice Assistance Grant

Instructions for Preparing the “Corporate Resolution”

The Corporate Resolution for the CT Local Pass-Through Grant must be submitted in PDF file (.pdf) format so that it can be uploaded into the OPM Grants Portal.

The State of Connecticut requires a corporate resolution from each municipality we grant funds to in order to verify that the town council, board of selectman, etc., has authorized the town/city to enter into an agreement to receive funds from the State. The agreement must signed by the appropriate local authority.

STEP #1: Execute a signed copy of a Corporate Resolution with the appropriate local authority in your town/city.

STEP #2: You MUST provide us with a **SIGNED** copy of the Corporate Resolution. Therefore, you must **SCAN** a version of the signed copy and create a PDF copy of this document.

STEP #3: If you require assistance with scanning documents to create a PDF file, please check with your IT administrator. If you do not have an IT administrator (or similar), please determine if you can get help from any available local resources (e.g. local library, etc.). If those resources are not available to you, please call John Forbes (OPM) at 860-418-6271 for assistance.

STEP #4: Once you have a PDF version of the Corporate Resolution, "SAVE" the PDF to your hard drive (Remember where you put it!)

STEP #5: Access the OPM Grants Portal; Navigate to your Town home page; Navigate to the Submit Application page.

STEP #6: Select the "Browse" button associated with the Corporate Resolution from the upload documents form; Navigate to the Directory on your hard drive; Select your PDF file of the Corporate resolution; the file path will appear in the textbox; Select "Upload" button to upload the document into the OPM Grants Portal