



**County of Volusia
Edward Byrne Memorial Justice Assistance Grant (JAGC)
Countywide Application FY 2013/2014**

General Instructions:

Please read the questions carefully. The application will be scored on the completeness of your response to the questions. Be concise, avoid redundancy but provide enough detail to describe your proposed JAGC project and your scope of work. Always use current statistical information in your narrative and please do not use acronyms. JAGC awards are for a period not to exceed twelve months, typically beginning on October 1 and ending September 30. Match is not required for this grant.

Amounts requested for JAGC projects are subject to modification by the Substance Abuse Policy Advisory Board (SAPAB), Volusia County Council and the Florida Department of Law Enforcement (FDLE).

Complete the application in 12-point font, single-spaced, with double-spaces between paragraphs. Please follow the format of the application to ensure all of the answers are completed. Do not exceed the maximum amount of characters allowed for each section.

Please submit the following:

1. One application electronically via e-mail to mgaziano@volusia.org
2. Mail one application to: Volusia County Community Assistance Division
110 W. Rich Avenue
DeLand, FL 32720-4213
Attention: Myra Gaziano, Grants Coordinator

**APPLICATION DEADLINE:
June 20, 2013 by 12:00 Noon**

If you have questions or need assistance, contact Myra Gaziano by phone at the following numbers:

386-736-5955 Ext. 12324 (DeLand)
386-254-4648 Ext 12324 (Daytona Beach)
386-423-3375 Ext. 12324 (New Smyrna Beach)

Prohibited Uses of JAGC Funds

JAG funds cannot be used directly or indirectly for security enhancements or equipment to nongovernmental entities not engaged in criminal justice or public safety. Based on extraordinary and exigent circumstances making the use of funds essential, FDLE may certify a request to use funds for:

- a. **Vehicles (excluding police cruisers), vessels (excluding police boats), or aircraft (excluding police helicopters)
- b. Luxury items
- c. Real estate
- d. Construction projects, other than penal or correctional institutions
- e. Any similar matters

** A police cruiser is defined as a vehicle, marked or unmarked, used in the ordinary course of business by police forces for law enforcement activities such as patrolling, temporarily detaining and transporting individual prisoners, and including a police pursuit vehicle (PPV) or a system support vehicle (SSV). Examples include sedans and sport utility vehicles (SUVs).

Agency Name: _____

Agency Address: _____

Project Title: _____

Contact Person: _____

Email Address: _____

Telephone Number: _____ **Fax Number:** _____

Total JAGC Amount Requested : \$ _____

**Please provide a brief abstract, no more than 100 words,
of your proposed JAGC project**

Problem Identification:

The problem identification is a brief description of the problem to be addressed with JAG funds. Be aware that this text entry area is limited to approximately 7,000 characters. Be sure to address the following items:

1. What is the problem to which your project is responding? Define the problem as it relates to the program area for which you are seeking funding. Be concise, avoid redundancy, but give enough detail to allow the reviewer to understand the problem.
2. Why is this problem significant? Identify who is affected by the problem including the specific types of individuals who contribute to and/or who are negatively affected by the problem. Write for an audience that knows nothing about the problem and explain why it is important that the proposed project address this problem at this time.
3. Identify the current scope of the problem. Support your problem statement(s) with factual information. Use both quantitative and descriptive data that relates to your specific geographic area(s) and problem. Highlight the identified unmet needs the project will address this year. If this is a continuation of a pre-existing JAG grant, provide a brief summary of project accomplishments in meeting identified needs to date.

Project Description/Solution:

The Project Solution is a brief description of how the proposed project will focus on the problem. Be aware that this text entry area is limited to approximately 7,000 characters. Be sure to address any of the following items that are relevant to your project:

1. What will your project accomplish?
2. Who will receive services?
3. Who will provide services?
4. What other agencies will participate in the project and what services will they provide to help the project succeed?
5. How will the project link with existing services within the community/neighborhood and describe the interaction the program will have with the targeted community.
6. If your project includes significant equipment purchases, describe the equipment to be purchased and how it will be used in project operations.

Measures and Goals:

JAG funds can be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice for any one or more of the following **Purpose Areas**:

- 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

In completing the application:

- a. Choose **ONLY** one Federal Purpose Area for your project.
- b. Choose as many State Purpose Areas as fit your project.
- c. For each State Purpose Area selected, choose as many objectives and measures as fit your project. The objectives are based on mandatory federal performance metrics and provide information that FDLE must report to USDOJ. You will report your progress in achieving objectives on a quarterly basis.
- d. Purpose Areas, Objectives, and Measures, Activities, Target Groups and Geographic Locations selected must be appropriate for the proposed project.
- e. For specific information about purpose areas, objectives, and measures, please refer to the **FY 2013 JAG Performance Instructions** found at: www.volusia.org/community_assistance/applications.htm .

Project Budget Narrative for Contracted Services:

Total JAGC Project Cost: \$_____

1. Please include the type of service, the number of units of service, the unit cost of the service, and the total cost for the service.
2. Please define the unit of service. Include the basis for the unit costs, such as salaries and benefits, supplies and equipment, and other costs associated with the cost for each service.

Budget Example:

Total project budget: \$37,600

1. Type of Service: Parent Education
Number of Units: 752
Unit Cost: \$50
Total cost/service: \$37,600
Definition of the unit of service: One unit of parent education is defined as a one hour meeting/event/program
2. Basis for the unit cost includes:
Total salaries and benefits \$33,207 (salaries-\$28,867 and benefits-\$4,340):
2 field directors-\$20,207
1 program director-\$8,000
1 counselor-\$5,000
Educational supplies-\$967
Staff training-\$393
Local mileage-\$1,013
Postage-\$375
Liability insurance-\$1,045
Phone service-\$600

Please include a spreadsheet and any necessary narrative for budget justification.

Since the budget includes services based on unit costs be sure to provide a definition and cost for each service and to describe the basis for unit costs.

Remember to describe the line items in each applicable budget category for which you are requesting funding. Provide sufficient detail to show cost relationships to project activities. Do not use model/brand names.

Costs must not be allocated or included as a cost to any other federally financed program.

Federal funds must not be used to supplant state or local funds; this includes overtime pay for a given activity. For additional guidance, please refer to the USDOJ *Financial Guide* at <http://www.ojp.usdoj.gov/financialguide/index.htm>.

Costs are necessary and reasonable for proper and efficient project administration and implementation and not a general expense to carry out a grantee's overall responsibilities

Costs are authorized by Federal or Florida Statutes or local laws and regulations that are in effect at the time the grant is awarded. Costs are treated consistently with policies, regulations, and procedures that apply uniformly to other grantee activities

Costs reflect the net of all applicable credits. Applicable credits means receipts or reduction of expenditure transactions that offset or reduce expense items. Applicable credits may include purchase discounts, rebates or allowances, recoveries or indemnities on losses, sales of publications, etc. Applicable credits may also occur when the grantee or implementing agency receives federal funds from sources other than this grant to finance operations or capital items.

Food and/or beverages for meetings, conferences, trainings, or other events are NOT allowable.