

THE PRICE OF JUSTICE: RETHINKING THE CONSEQUENCES OF JUSTICE

FINES AND FEES: GRANT APPLICATION STEPS

GOALS, OBJECTIVES, AND DELIVERABLES:

The goal of this program is to encourage and disseminate best practices for coordinated and appropriate justice system responses to justice-involved individuals' inability to pay fines, fees, and related charges, including eliminating unnecessary and unconstitutional confinement. The objectives of the program are the following:

- Increase corrections costs saved or avoided by reducing unnecessary confinement.
- Support the use of data analysis upon which fair and effective policies and practices related to criminal justice financial obligations can be based.
- Promote and increase collaboration and data sharing among criminal justice agencies and officials regarding assessment, collection, prioritization, and tracking of fines, fees, and related costs, including state and local policymakers, law enforcement, prosecution, defense, pretrial, courts, probation, treatment, corrections, reentry, and parole.
- Support tailored alternatives to fines, fees, and costs that promote, rather than undermine, rehabilitation, reintegration, and community trust.

REQUESTED APPLICATION INFORMATION:

1. SF-424- Standard form cover sheet.

2. Project Abstract- 400 words or less summary shall include the following:

- Brief description of the problem to be addressed and target area and population (geographical)
- Project's goals and deliverables (anticipated outcomes and major deliverables)
- Brief statement of project strategy or overall program
- Project's design elements – which includes the allowable use of funds that will be incorporated into the project
- Description of any significant partnerships
- Projected number of participants to be served through the project

3. Program Narrative- The narrative should contain the following:

- Statement of the Problem –
 - a. Use relevant data to describe the problem that the consortium of stakeholders aim to address. Include in the problem statement data regarding the number and percentage of BJA-2016-9144 26 the jail population that is confined due to inability to pay and information regarding fines and fees imposed and collected, if known, and any limitations in the ability to collect this information.
 - b. Describe efforts to date to improve policies, practices, and collaboration related to criminal justice financial obligations, and to offer tailored alternatives to fines, fees, and costs that promote, rather than undermine, rehabilitation and reintegration.
 - c. Describe challenges faced in achieving intended outcomes that this project is designed to address.
 - d. Explain the inability to fund the project adequately without federal assistance.
- Project Design and Implementation –
 - a. Describe specifically which activities the proposed project will undertake (i.e., specify which of the “Allowable Uses for Award Funds” on page 7 the proposal incorporates).
 - b. Clearly articulate the goals established for this project and connect them to the overarching goals of the solicitation set forth on page 6.
 - c. Use data to support the project design.
 - d. If applicable, indicate the number of people who would receive services if this proposal is funded.

- Capabilities and Competencies
 - a. Describe the management structure and staffing of the project, identifying the agency responsible for the project and the grant coordinator. The grant coordinator must be a knowledgeable primary point of contact for the TA provider, BJA, and all project partners and must ensure effective communication and prompt deliverables throughout the life of the grant. Materials that will be considered in scoring this criterion include an organizational chart, position descriptions, and resumes (see “Additional Attachments” on page 20).
 - b. Demonstrate the capability of the applicant to ensure proper fiscal and programmatic oversight of the grant, make and administer subgrants as appropriate, and manage the collaborative partnerships involved, if applicable.
 - c. List the partners (governmental and non-governmental, if applicable) and describe their competencies, the relationship of those agencies to the applicant, and the history of collaboration among the partners. Relevant letters of support will be considered in scoring this criterion (see “Additional Attachments” on page 20).

- Impact/Outcomes, Evaluation, and Sustainment-
 - a. Identify goals and objectives for project development, implementation, and outcomes.
 - b. Describe how performance will be documented, monitored, and evaluated, and identify the impact of the strategy once implemented.
 - c. Outline what data and information will be collected and describe how evaluation and collaborative partnerships will be leveraged to build long-term support and resources for the project.
 - d. Discuss how this effort will be integrated into the state or tribal justice system plans or commitments, how the project will be financially sustained after federal funding ends, and the expected long-term results for the program.

- Plan for Collecting the Data Required for this Solicitation’s Performance Measures-
 Describe the process for assessing the project’s effectiveness through the collection and reporting of the required performance metrics data (see Performance Measures on pages 15-17), as well as any additional performance measures the applicant proposes to collect. Describe how data will be captured and who will be responsible for collecting data and assessing and addressing data quality. (To demonstrate program progress and success, as well as to assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111– 352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. Performance measures for Category 1 of this solicitation are as follows:
 - a. Total correction costs and total correction costs attributable to population confined due to failure to pay - prior to project implementation and same data during the reporting period (during the grant period)
 - b. Number of new admissions to jail or prison for failure to pay, number released where reason was for failure to pay, Last day of previous fiscal year- number of individuals confined in jail or prison, As of last day of previous fiscal year- number of individuals confined in jail or prison for failure to pay- stats for previous fiscal year and then during the reporting period
 - c. Number of strategies implemented to reduce unnecessary confinement
 - d. Number of new or updated analyses, policies, procedures, strategies, or interventions implemented to address issues identified through analyses

****** This data is not required unless we get the grant – but we will need to look into how we will be able to get the data (from prior fiscal year). If we haven’t been tracking this data (jail time or incarcerations for failure to pay), then can we go back retroactively and do it?**

- 4. Budget Detail Worksheet- Budgets should itemize the project’s spending plan for the project period.** Submit a budget that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget Narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget Narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.
- 5. Budget Narrative- Should thoroughly describe every category of expense listed in the Budget Detail Worksheet. Should demonstrate how we will maximize cost effectiveness of grant expenditures and generally describe cost effectiveness in relation to potential alternatives and the goals of the project.** For example, a Budget Narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality. The narrative should explain how the applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.
- 6. Indirect Cost Rate Agreement (if applicable) -** Indirect costs are allowed only under the following circumstances: (a) The applicant has a current, federally approved indirect cost rate; or (b) The applicant is eligible to use and elects to use the “de minimis” indirect cost rate described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.414(f). Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their 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 cost categories. For the definition of Cognizant Federal Agency, see the “Glossary of Terms” in the Financial Guide. For assistance with identifying your cognizant agency, please contact the Customer Service Center at 800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf.
- 7. Applicant Disclosure of High Risk Status -**Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must email the following information to OJPComplianceReporting@usdoj.gov at the time of application submission:
 - The federal agency that currently designated the applicant as high risk.
 - Date the applicant was designated high risk.
 - The high risk point of contact name, phone number, and email address, from that federal agency.
 - Reasons for the high risk status. OJP seeks this information to ensure appropriate federal oversight of any grant award. Disclosing this high risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.
- 8. Additional Attachments -**
 - Letters of Support from chief executives of all key partner organizations, including presiding judge or other leadership from the relevant court, detailing the commitment to work with the applicant to promote the mission of the project.
 - Position Descriptions for key positions and Resumes for personnel in those positions.
 - Organizational Chart and accompanying text explaining governance structure of the project and relationships among participating stakeholders.
- 9. Applicant Disclosure of Pending Applications -** Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the

identical cost items outlined in the Budget Narrative and Budget Detail Worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will subaward federal funds).

10. Financial Management and System of Internal Controls Questionnaire - In accordance with the Part 200 Uniform Requirements at 2 C.F.R. 200.205, federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a federal award. To facilitate part of this risk evaluation, all applicants (other than an individual) are to download, complete, and submit this form.

11. Disclosure of Lobbying Activities - All applicants must complete this information. Applicants that expend any funds for lobbying activities are to provide the detailed information requested on the form Disclosure of Lobbying Activities (SF-LLL). Applicants that do not expend any funds for lobbying activities are to enter "N/A" in the text boxes for item 10 ("a. Name and Address of Lobbying Registrant" and "b. Individuals Performing Services").

WHERE TO APPLY: www.Grants.gov BJA strongly encourages all prospective applicants to sign up for Grants.gov email notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be automatically notified. Note on Attachments: Grants.gov has two categories of files for attachments: mandatory and optional. OJP receives all files attached in both categories. Please ensure all required documents are attached in the mandatory category.

DEADLINE FOR SUBMISSION: MAY 12, 2016

4 Awards of up to \$500,000 36-Month Project Period beginning on or about October 1, 2016

Contact Information:

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via email to support@grants.gov. The Grants.gov Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays. Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must email the contact identified below within 24 hours after the application deadline and request approval to submit their application. Additional information on reporting technical issues is found under "Experiencing Unforeseen Grants.gov Technical Issues" in the How To Apply section. For assistance with any other requirement of this solicitation, contact the National Criminal Justice Reference Service (NCJRS) Response Center: toll-free at 800-851-3420; via TTY at 301-240-6310 (hearing impaired only); email grants@ncjrs.gov; fax to 301-240-5830; or web chat at <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>. The NCJRS Response Center hours of operation are 10:00 a.m. to 6:00 p.m. eastern time, Monday through Friday. Grants.gov number assigned to this announcement: BJA-2016-9144. Release date: March 14, 2016