

**Iowa Office of Drug Control Policy**

**STATE FISCAL YEAR 2025  
EDWARD J. BYRNE MEMORIAL  
JUSTICE ASSISTANCE GRANT (JAG)  
PROGRAM**

**APPLICATION INFORMATION**

January 2024

**CFDA 16.738**

For application materials go to [www.iowagrants.gov](http://www.iowagrants.gov)

For other resources go to  
<https://odcp.iowa.gov/grants/byrne-jag>

*Updated 1/17/2024*

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## APPLICATION SUBMISSION

Applications for funding must be received by the Office of Drug Control Policy **by 4:30 p.m. March 8, 2024**. Applications will be submitted through [www.iowagrants.gov](http://www.iowagrants.gov), which is an online grant management tool. *Note: registration with [www.iowagrants.gov](http://www.iowagrants.gov) is required prior to submitting an application. Registration may take several days to complete.*

## ODCP CONTACTS

If you have questions related to the Byrne-JAG grant program, please contact:

**Dennis Wiggins**  
**Phone (515) 805-4141**  
**Email [wiggins@dps.state.ia.us](mailto:wiggins@dps.state.ia.us)**

**Iowa Office of Drug Control Policy**  
<https://odcp.iowa.gov>

# BYRNE-JUSTICE ASSISTANCE GRANT (JAG) APPLICATION STATE FISCAL YEAR 2025

## GENERAL GRANT PROGRAM INFORMATION

The Iowa Department of Public Safety, Office of Drug Control Policy (ODCP), under the Byrne-Justice Assistance Grant Program, provides financial assistance to support a broad range of activities to prevent and control crime and to improve the criminal justice system. The JAG program places an emphasis on violent crime, drug offenses, serious offenders, and justice system improvement.

Funding for this solicitation is available through Iowa's Byrne-Justice Assistance Grant allocation. Approximately \$1,800,000 will be committed through this competitive grant process for use in State Fiscal 2025. Of the JAG program funds, federal guidelines currently require a minimum of 61% to be passed through to local jurisdictions and a maximum of 39% to be passed to state agencies.

JAG funding can be used to support programs within six federally-approved "Program Purpose Areas":

- A. Law Enforcement Programs
- B. Prosecution and Court Programs
- C. Prevention and Education Programs
- D. Corrections and Community Corrections Programs
- E. Drug Treatment Programs
- F. Planning Evaluation and Technology Improvement Programs

*Examples of Possible Program Responses to address Crime and Substance Abuse Prevention, Intervention/Recovery/Treatment, Drug Enforcement and Supply Reduction Include, but are Not Limited to:*

- Multi-jurisdictional drug enforcement task forces
- Programs that promote data driven policy development
- Diversion to treatment for low-risk non-violent alcohol and other drug addicted offenders
- Programs to provide case management resources for community-based criminal offenders receiving treatment services
- Programs that use intelligence systems to increase law enforcement effectiveness
- Jail-based treatment programs
- Criminal justice training opportunities
- Crime lab enhancements which reduce the turnaround time for evidence analysis
- Programs that link correctional resources with other partner sectors to enhance correctional client compliance with the conditions of probation/parole
- Intensive supervision programs for drug and other high-risk probation/parole clients
- Programs to assist offender transition from jail/prison to the community
- Programs that increase treatment resources for juvenile or adult offenders
- Programs that provide substance/crime-free supervised transitional housing
- Co-occurring disorder community-based programs
- Programs that support mental health services to increase public safety/wellbeing
- Anti-drug/crime coalitions programs which establish environmental prevention strategies and activities
- Specialty court programs
- Prevention programs with local community coalition participation
- Programs which provide information to the public on emerging drugs
- Prevention and development services targeting high risk youth and their parents

- Programs that integrate substance use prevention services with other programs
- Programs that address underage and binge drinking
- Programs that improve early identification of substance use issues in high-risk populations
- Innovative programs that improve the operational effectiveness of the justice system

The [Iowa Byrne-JAG Strategy](#) is available for review on the ODCP website.

### **Evidence-Informed and Innovative Programs/Practices**

The Office of Drug Control Policy places strong emphasis on the use of data and evidence in policy making and programming. Applicants should document and describe, to the extent possible, a data/evidence focused response to particular crime and substance abuse problem(s) in their grant applications. Applicants are encouraged to propose initiatives that use sound criminal justice principles, and innovation to create strategies that are effective, economical, and sustainable in response to one or more of the priorities listed above.

For more information about evidence-based programs, as outlined by the U.S. Department of Justice, go to [www.crimesolutions.gov](http://www.crimesolutions.gov).

## **GRANT APPLICATION INSTRUCTIONS**

### **ELIGIBLE APPLICANTS**

Those eligible to receive grant funds from ODCP include state and local units of government, Indian tribes, faith-based organizations and nonprofit entities. A local unit of government is defined as a city, county, town, township or other general-purpose political subdivision of a state and includes Indian tribes that perform law enforcement functions as determined by the Secretary of the Interior. A city or county must be the legal applicant and recipient on behalf of city and county departments. Iowa faith based and nonprofit organizations are eligible to receive grant funding, but **application must be made through a state or local unit of government**. For purposes of the application, Iowa school districts, public universities and community colleges are considered eligible applicants.

### **APPLICATION DEADLINE**

Applications for state fiscal year 2025 funding must be received by ODCP through Iowa's enterprise grant management system ([www.iowagrants.gov](http://www.iowagrants.gov)) by **4:30 p.m. March 8, 2024**.

*\*Note: Registration with [www.iowagrants.gov](http://www.iowagrants.gov) is required prior to submitting an application. Registration may take several business days to complete. Do not wait until the last minute to begin your application. Difficulty with registration will not be an appealable hardship.*

### **APPLICATION PROCESS**

An online pre-application workshop is scheduled for January 17<sup>th</sup> at 9:30 a.m. [Register for the webinar here](#). Participation in the webinar is encouraged but not required.

Applications will be accepted through [www.iowagrants.gov](http://www.iowagrants.gov) which is an online grant management tool. Additional instruction specific to the use of the grant management system will be provided by the Office of Drug Control Policy January 24<sup>th</sup> at 9:30 a.m. [click here to register](#).

Additional technical assistance related to applying to the Office of Drug Control Policy can be arranged

by contacting Dennis Wiggins at 515-805-4141 or [wiggins@dps.state.ia.us](mailto:wiggins@dps.state.ia.us).

ODCP reserves the right to consider alternative sources of funding to support applications submitted through this solicitation.

Applications are public record. Do not include confidential information.

Each project requires a separate grant application.

### **“NEW” AND “CONTINUATION” GRANTEES**

For the purpose of completing this application, *New* projects will be those projects that have not received prior funding from ODCP, or did not receive grant funds during the current grant period, or are applying in their first year as an enhancement project. \**Continuation* projects are those projects that are currently receiving grant funds from ODCP.

The Office of Drug Control Policy requires different information from *new* applicants and those applying for *continuation* funding. The emphasis for *new* applicants is on the need for and the quality of the proposed project, including projected community impact. For *continuation* applicants the emphasis is on demonstrating measurable results.

Two Byrne-JAG funding opportunities are posted to [www.iowagrants.gov](http://www.iowagrants.gov):

- *New* Applicants are required to use the opportunity titled SFY 2025 Byrne-JAG – New Applicants.
- *Continuation* Applicants are required to use the opportunity titled SFY 2025 Byrne-JAG – Continuation Applicants.

*\*Continuation project applicants who have or anticipate significant changes to their project may be required to complete the application as a new applicant. If your continuation project anticipates significant changes, contact ODCP for guidance and authorization prior to application.*

### **FORTY-EIGHT MONTH FUNDING LIMITATION**

ODCP imposes a 48-month eligibility limit on Byrne JAG-funded projects that are not multi-jurisdictional drug task forces. Drug task forces were exempted from the limit by the original Byrne grant program, and ODCP continues an exception for them under Byrne JAG.

### **CASH MATCH**

Cash match is encouraged but not required for this solicitation. New applicants are required to describe a sustainability plan. Sustainability plans that include cash match will positively impact the reviewer scores for the budget.

### **NON-SUPPLANTING**

The applicant assures that federal funds made available under this formula grant will not be used to supplant any other funding source, but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for project activities.

### **ALLOWABLE/UNALLOWABLE EXPENSES**

Allowable expenses are listed below along with a list of unallowable expenses. Although not a complete

listing, the following is provided as a guide:

Allowable Expenses

Personnel costs

Equipment

Operating expenses

Building rental

Training (may require prior approval by the ODCP & the U.S DOJ, Bureau of Justice Assistance)

Overtime pay

Supplies

Travel (out of state travel requires prior approval by the ODCP Policy)

Professional services (requires prior approval by the ODCP)

Unallowable Expenses Include:

Land acquisition

Bonuses or commissions

Travel or compensation for federal employees

Military type equipment

Lobbying

Fundraising

Food (except travel related per diem)

Entertainment

Participation incentives/gifts

Due to federal restrictions and/or limited amounts of funding, as a general rule, ODCP does not fund projects for which a dedicated funding source is available, replace equipment/supplies which are normally part of a planned/scheduled replacement inventory, or provide continuation or stopgap funding for projects initiated with other grant funding. Grant funding does not support DARE personnel, canines, weapons/ammunition, bulletproof vests, tasers, basic law enforcement equipment, construction, drones, vehicles, and harm reduction programs that support “less harmful” drug use and/or criminal activity.

Grant funds will be issued to successful grant recipients on a reimbursement basis.

All requests must adhere to your agency’s approved policies and procedures.

**GRANT PERIOD**

Grants will be awarded by the Office of Drug Control Policy for a one (1) year period beginning July 1, 2024 through June 30, 2025. Grant projects are funded on a reimbursement basis. All projects awarded grant funds must complete and submit regular expenditure report forms requesting federal reimbursement, and quarterly progress report forms. Financial and progress reporting will be submitted through the electronic grant management system. Grantees may be required to use an electronic transfer of funds process for reimbursement.

**GRANT REVIEW AND SCORING**

As part of ODCP’s staff review of grant applications, input will be sought from peer advisors. All eligible applications will be evaluated using the criteria included in the application kit.

Following is a list of that criteria:

**Budget:**

Appropriateness of budgeted expenditures and justification.

New Applicant (15 points)

- The budget is appropriate and adequate for the project.
- The budget is clear and precise--there are no miscellaneous or unexplained expense.
- Proposed budget supplements - does not supplant existing efforts/budgets.
- The budget line items have been prioritized.
- Sustainability plan is clear and achievable

Continuation Applicant (5 points)

- The budget is appropriate and adequate for the project.
- The budget is clear and precise--there are no miscellaneous or unexplained expense.
- Proposed budget supplements - does not supplant existing efforts/budgets.
- The budget line items have been prioritized.

**Project Abstract:**

Clear descriptive summary of the project.

New Applicants (5 points)

- Abstract provides a brief description of the need/problem, key activities & expected outcomes.

Continuation Applicant (20 points)

- Grantee described the need/problem to be addressed by the project.
- Grantee described the key activities of the proposed project.
- Grantee described the expected outcomes of the project.

**Problem Statement/Need Assessment:**

Demonstrated need for the project in the area to be served.

New Applicant (25 points)

- The particular drug or violent crime problem is described and supported with adequate data.
- The need for this particular project is described.

Continuation Applicant (N/A)

**Goals and Objectives:**

The extent to which measurable goals and objectives are consistent with the program priorities, and are clearly stated.

New Applicant (15 points) - Continuation Applicant (5 points)

- The goals and objectives address the specific problem/need identified in the application.
- Are measurable,
- Are achievable,
- Are relevant,
- Have a time frame for completion.

**Project Administration/Coordination:**

Implementation, administration and key personnel involved in the proposed project.

New Applicant (10 points)

- The key elements, agencies, personnel or intricate parts that make up the project are described.
- The implementation plan is complete, reasonable, and achievable.
- The applicant has described how it will ensure coordination and cooperation with other criminal justice, substance abuse, school, and community agencies as appropriate.
- Letters of commitment/support outlining joint/collaborative efforts between agencies, OR copies of formal

agreements between agencies and jurisdictions are provided.

Continuation Applicant (N/A)

### **Project Evaluation/Outcomes:**

The extent to which the applicant is able to track and maintain program performance data/information to measure its success and demonstrate its impact on Iowans.

New Applicant (10 points)

- Performance indicators (criteria) are clearly defined and relative to the project.
- The person(s) responsible for collecting, maintaining, and reporting the data has been identified.
- The expected impact/outcomes of the project on the identified problem(s) is described and clear.
- The project is an innovative and/or evidence-informed response to substance abuse/crime issues.

Continuation Applicant (50 points)

- Project activity sufficiently addresses the needs/problems as described in the Abstract.
- Project performance indicators demonstrate significant grant funded activity.
- The project has demonstrated a significant impact on the community/problem.
- The description of the impact includes measurable outcomes/impact supported with adequate data.
- The project is an innovative and/or evidence-informed response to substance abuse/crime issues.

### **Reviewer Assessment and Recommendations:**

Overall impressions and recommendations of peer advisors.

New and Continuation Applicants (20 points)

- The proposal is a good presentation of the project.
- The project has a high potential for success.
- The project represents a good financial investment.
- The project is consistent with the solicitation priorities.
- The proposal is innovative and/or is consistent with sound criminal justice principles

### **APPLICANT INTEGRITY**

The Applicant shall promote effectiveness, efficiency, and accountability. The Applicant must serve the public in an ethical and transparent manner, including operating professionally, truthfully, fairly, and with integrity and accountability to uphold public trust.

The ODCP reserves the right to verify the contents of the application and any assertions, reporting, attestations, and submissions to the ODCP or any other governmental agency. If ODCP determines the Applicant has provided false, misleading, or inaccurate information to the ODCP or another governmental agency the application may be disqualified.

### **SOLICITATION UPDATES**

The ODCP may make changes to the solicitation requirements, extend the due date, cancel or re-release the solicitation for any reason. Changes to the solicitation will be noted in the Funding Opportunity Description in [www.iowagrants.gov](http://www.iowagrants.gov) as well as on the cover page of the application instructions (this document) also posted as an attachment in the Funding Opportunity in [www.iowagrants.gov](http://www.iowagrants.gov).

Those who have initiated a grant application in [www.iowagrants.gov](http://www.iowagrants.gov) at the time of the change will be notified via e-mail of the change. The notice will be sent to the individual identified as the Project Officer in the application.



## **THE GRANT AWARD PROCESS**

The following criteria shall be considered by the Office of Drug Control Policy (ODCP) in awarding federal JAG funds to applicants in Iowa:

- Availability of federal funds.
- Eligibility of applicant, based on U.S. Department of Justice guidelines.
- Priorities described in this solicitation.
- Prior measurable performance/effectiveness of programs, including those previously receiving federal funding through the Office of Drug Control Policy. Prior performance includes, but is not limited to, demonstratable program and financial management, program impact (ability to meet or exceed previously approved goals and objectives), and quality/timeliness of reporting.
- Data-based and/or evidence-informed merit of the proposal.

ODCP reserves the right to accept minor deviations from application requirements if such deviations are considered to be non-substantive.

## **APPEALS**

Grant awards will be made on or about May 3, 2024 . Preliminary notices will be sent to those individuals identified as project director in the applications. Any applicant whose proposal has been filed according to instructions contained herein, and who is aggrieved by the awards made, may request an appeal within ten working days of the date of the notification of preliminary awards, based on a showing that the instructions governing the grant selection process have not been properly applied. Such appeal can be made as provide in [Iowa Administrative Rule 661-10.301 et seq.](#)