

Byrne Justice Assistance Grant (JAG) Application Assistance Webinar



Executive Office of Public Safety & Security (EOPSS)
Terrence Reidy, Secretary

Office of Grants & Research (OGR)
Kevin Stanton, Executive Director

May 22, 2025



Agenda

Welcome and Introductions

Purpose

Eligibility

Statutory Program Areas

EOPSS OGR Areas of Emphasis

Application Components

Budget Category Highlights

Unallowable Costs

Submission Materials

Helpful Tips

Deadlines

Questions



Office of Grants and Research (OGR)

- OGR is the State Administering Agency (SAA) for federal funds received from the Department of Justice, National Highway Traffic Safety Administration and Department of Homeland Security.
- Justice & Prevention Division (JPD) administers the Byrne JAG, as well as several other federal and state grants and consists of the following personnel.
 - Elizabeth Flynn, Division Manager
 - Samantha Frongillo, Special Projects Manager
 - Jim Houghton, Grant Manager
 - Emily Haines, Grant Manager
 - Jenny Barron, Grant Manager
 - Victoria Gouveia, Grant Manager
 - Allison Garvey, Grant Manager
 - Jackie Philyaw, Grant Manager



Byrne JAG Funding Purpose

The purpose of this grant opportunity is to assist eligible local police departments and state agencies in their efforts to address unmet public safety needs.

All proposals must have a law enforcement, criminal justice nexus and be structured with a primary focus on impacting a specific public safety need in order to be considered for funding. Applicants may request funds aimed at:

- Prevention/Intervention,
- Diversion, and/or
- Suppression/Enforcement.

On May 7th, two separate Availability of Grant Funding Opportunities were posted:

- Local Law Enforcement Opportunity
- State Agency Opportunity



Local Law Enforcement Eligibility

- ▶ Only a Local Law Enforcement Agency may apply.
- ▶ All local police departments of ANY size are eligible to apply.
- ▶ OGR strongly encourages smaller cities and towns to apply.
- ▶ Only one application may be submitted per municipality.
- ▶ Maximum award of \$40,000.
- ▶ A local police department must be the primary applicant, however, the applicant may subaward grant funds to outside partners as need to fulfill the project's mission.
- ▶ This AGF will permit Massachusetts to meet its federally mandated variable pass-through obligation.
 - ▶ The federal law requires that states pass-through a federally predetermined percentage of funds, known as “variable,” to local units of government and additionally requires that funds must be allocated specifically to communities known as “less than \$10,000 jurisdictions.”



State Agency Eligibility

- ▶ Only a State Agency may apply.
- ▶ Such agencies include, but are **not** limited to, those that are under the umbrella of the Executive Office of Public Safety and Security (EOPSS), Sheriff's Departments, District Attorney's Offices and Campus Police Departments for a State College/University.
- ▶ A state agency with a law enforcement nexus must be the primary applicant, however, the applicant may subaward grant funds to outside partners as need to fulfill the project's mission.
- ▶ Only one application may be submitted per agency.
- ▶ Maximum award of \$60,000.



Byrne JAG Statutory Program Areas

- Law Enforcement Programs
- Prosecution & Court Programs
- Prevention & Education Programs
- Corrections & Community Corrections Programs
- Drug Treatment & Enforcement Programs
- Planning, Evaluation, & Technology Improvement Programs
- Crime Victim & Witness Programs

When applying you will be required to choose at least one statutory program area that best fits your project. If awarded, this will also be your program area when completing the federal PMT report.



EOPSS OGR Areas of Emphasis

Combatting Drug Use
such as Cocaine,
Methamphetamine,
Fentanyl, Heroin,
and other Opioids.

Human Trafficking,
Domestic Violence,
and Sexual Assault.

Gang and Gun
Violence.

Missing Person
Cases.

Hate Crimes.

Technology
Upgrades,
Investigative Tools,
and Protective Gear.

School Safety and
Security.



Application Components

All applications and application materials are to be submitted through the online application. Hard copies are NOT required and will not be accepted.

- ▶ Applicant Contact Information (Authorized Official/Programmatic & Fiscal Contact)
- ▶ Project Summary (250 characters)
- ▶ Statutory Program Area Selection (minimum of 1)
- ▶ Needs Assessment (3-pages)
 - ▶ **A maximum of 2 pages of charts/graphs may be uploaded in this section and does not count against the 3-page limit**
- ▶ Project Description (3-pages)
- ▶ Goals, Objectives, Outcomes & Timeline (3-pages)
- ▶ Plan for Collecting Data to Submit Performance Measures (1-page)
- ▶ Budget Narrative providing an overall description and justification of each cost category (2-pages)
- ▶ Budget Excel Worksheet

Please note: The amounts requested in the budget section of the online application MUST match the amounts in the uploaded budget Excel worksheet.



Application Components: Needs Assessment

- ▶ Always provide local data and, when relevant, neighboring city/town data as well.
- ▶ Clearly identify your need based upon the data.
- ▶ Identify geographic area, target population and specific issues to be addressed.
- ▶ Gather, analyze and interpret data to identify priorities and gaps in service.
- ▶ Determine the most pressing need(s) and align your project to meet those needs.
- ▶ Describe any challenges faced such as budget cuts, limited resources with a small operating budget, etc.



The Bruins were one of the NHL's worst offensive teams at even strength this season.

Using the right data can clearly show what your needs are. For example, this data clearly shows the Bruins have a strong need for a scorer.

Stat	Bruins	NHL Rank (out of 32 teams)
Shot attempts	3,859	28th
Shots on net	1,769	29th
Scoring chances	1,748	26th
High-danger chances	684	30th
Goals	180	20th



Application Components: Project Description

- ▶ The narrative should provide specific detail as to how the activities/purchases relate to the needs assessment.
- ▶ Do not just simply state facts, please tell a story to the reviewers about the importance of your project and the impact it will have on your agency and community.
- ▶ The Project Description should outline the general plan of work, including the broad design of activities to be undertaken.
- ▶ Proposers should address what they want to do, why they want to do it, how they plan to do it, how they will know if they succeed, and what benefits could accrue if the project is successful.



Application Components: Goals

- ▶ Goals are broad statements that describe the program's intentions and desired outcomes. They suggest the desired end to which the program is directed.
- ▶ The goals of your program should be clearly stated, realistic and must be attainable and measurable.
- ▶ For Example:
 - ▶ Goal 1: Focus on Evidenced-Based Strategies That Reduce Violent Crime and Prevent Future Violent Crimes.

Bruins Goals





Application Components: Objectives

- ▶ Ensure your project objectives accurately represent the activities your grant funding will support.
- ▶ Remember that objectives are about performance, so make them achievable - they'll be the benchmarks used to assess your project if it's funded.
- ▶ For Example:
 - ▶ Targeting known, repeat offenders and hot spots to reduce violent crime and narcotics distribution.
 - ▶ Holding “intervention meetings” with offenders and community partners to convey that continued criminal activity will be met with swift and severe consequences, but those that stop their criminal activities will be offered services and support from the community.
 - ▶ Provide services to those that want to change.
 - ▶ Swiftly crackdown on those who continue their criminogenic behavior.



Bruins Objectives





Application Components: Outcomes

- ▶ Outcomes focus on the bigger picture, the lasting effects of the project.
- ▶ Outcomes describe what changes occurred as a result of your work.
- ▶ Outcomes should be measurable, allowing for tracking of progress and evaluation of impact.
- ▶ Measuring outcomes helps organizations stay on track and focus on what matters.
- ▶ For Example:
 - ▶ Reduced rates of violent crime in identified neighborhoods.
 - ▶ Increased number of offenders seeking services and abandoning their previous criminogenic behavior.
 - ▶ Arrest and prosecution for those that do not change their ways.
 - ▶ Improved relations between the police and community.



Bruins Outcomes





Application Components: Timeline



Include the planned start date, activity, responsible party, completion date, milestones, and deliverables/products.



Ensure your schedule is detailed and clear, effectively communicating the project's activities to the reviewers.



In this section, you should discuss:

How the project will be managed by your organization;

How project services will be delivered, and

Who will be in charge.



Application Components: Performance Measures

- ▶ The applicant should demonstrate who and how they will gather the appropriate data to complete and submit:
 - ▶ OGR quarterly progress reports and
 - ▶ Quarterly and semi-annual BJA Performance Measures.

Awardees will need to submit these reports no later than the due dates to ensure compliance.

- ▶ **Note:** An applicant is not required to submit performance data with the application. Subaward recipients will be required to submit the above listed reports in order to be in compliance with the subaward conditions.



Budget Category Highlights

Budget Category Changes:

- **Contractors:** Contractors are entities hired to provide specific goods or services to support the project, without substantial involvement in the project's overall goals.
- **Consultants:** An individual or company retained to provide professional advice or services on a project for a fee. The maximum rate for consultants is \$650 for an eight-hour day or \$81.25 per hour.
- **Subawards:** A subaward is an award to an organization that receives funds to carry out a significant portion of a larger project's goals, essentially acting as a partner in the project. Under a subaward, the award recipient transfers its responsibility to perform part of the project to another entity.



Budget Category Highlights: Equipment

- ▶ *Equipment* is defined as tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the recipient or subrecipient for financial statement purposes, or \$10,000; inclusive of any accessory items essential to the equipment's operation.

Rented or leased equipment costs should be listed under “contracts”



Unallowable Costs

- Prizes, rewards, entertainment, client stipends, gift cards, trinkets or any type of monetary incentive.
- Unmanned aerial vehicle/unmanned aircraft, aircraft system, or aerial vehicles (UA/UAS/UAV).
- Extended warranty/service plan above and beyond the cost of the item (after the contract end date).
 - Non-compliant Communication Devices
 - Standard Firearms or Ammunition
 - Food or Beverage
 - Luxury Items
 - Construction, Office Furniture, or Like Purchases

This is not an all-inclusive list.
Refer to the AGF for more details.



Grant Eligibility for Bulletproof Vests and Body-Worn Cameras

Bullet Proof Vests (BVP)

- State Agencies may apply for BVP (state agency law enforcement officials only).
- LLE agencies with a population of 100,000+ may request BVP's through this solicitation.

Body Worn Cameras (BWC)

- State Agencies may apply for BWC.
- LLE agencies are ineligible to apply for BWC through this solicitation due to separate state funding opportunities.



Submission Materials

Local Law Enforcement

Required:

- ▶ Submitted Online Application
- ▶ Budget Excel Worksheet
- ▶ Risk Assessment Form

If applicable:

- ▶ Interoperable Communications Investment Proposal (ICIP) form
- ▶ Fringe Rate
- ▶ Federally Approved Indirect Rate Agreement

State Agency

Required:

- ▶ Submitted Online Application
- ▶ Budget Excel Worksheet
- ▶ Risk Assessment Form
- ▶ Federally Approved Indirect Rate Agreement

If applicable:

- ▶ Interoperable Communications Investment Proposal (ICIP) form
- ▶ Fringe Rate



Helpful Tips



A well-prepared budget should be reasonable and demonstrate that the requested funds will be used wisely.



The budget should be as concrete and specific as possible in its estimates. Make every effort to be realistic, to estimate costs accurately.



Your budget should justify all expenses and be consistent with the program narrative.



Contracts or Subawards: Describe the product or service to be procured by contract, or subawarded, and provide a detailed estimate of the cost. Break down each expense. Do not just enter Agency A - Implement Project - \$20,000.



Remember to include computations that clearly show how the costs were derived.



Helpful Tips



Anticipate questions that reviewers may ask themselves and answer them in your narrative.



Reviewers may not be experts in your field so ensure they are able to grasp and explain what you propose.



The AGF lists all the review criteria, make it clear how well your project fits all the criteria.



If you cannot find answers/responses to the requested criteria after reviewing your proposal prior to submission, then neither can the reviewers.



Deadlines

- All applications are due by Friday, June 13, 2025, by 4 p.m.
- Questions must be typed and emailed to Jim Houghton at james.Houghton@mass.gov no later than May 30, 2025, at 4:00pm.
- All questions and answers will be posted on both the LLE and State Agency webpages by June 2, 2025.
- Award announcements are anticipated in August 2025.
- Anticipated Award Period is September 1, 2025 - August 31, 2026.
- Please remember to check our website often for any important updates or notifications regarding the AGFs:

<https://www.mass.gov/view-current-ogr-grant-opportunities>



Questions

Byrne/JAG OGR Grant Contacts:

- ▶ James.Houghton@mass.gov
- ▶ Samantha.Frongillo@mass.gov

Link to sign up for notifications of grant opportunities from OGR:

[Sign up for Emails from the Office of Grants and Research | Mass.gov](#)