



STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT
CRIMINAL JUSTICE POLICY AND PLANNING DIVISION

TO: Chief Elected Officials

FROM: Brian Austin, Jr.
Undersecretary
Criminal Justice Policy and Planning Division

DATE: May 20, 2009

RE: Time Sensitive Information Due June 03, 2009: Grant Opportunity for Local Governments
Connecticut Local Pass-Through Justice Assistance Grant (CT Local JAG)

We are pleased to inform you that your town may apply for a grant from the **Recovery Act Connecticut Local Pass-Through Justice Assistance Grant (CT Local JAG) Program**. The *CT Local JAG Program* is administered by the *State of Connecticut Office of Policy and Management (OPM)*. The program provides funding to support all components of the criminal justice system while achieving the Recovery Act's goals of creating and preserving jobs, as well as promoting economic recovery. Local governments may use the funds to address local needs for community safety measures, crime prevention initiatives and local police services.

There are five "Pre-Application Steps" that must be completed prior to submitting a grant application. We strongly encourage all towns and cities to *immediately* undertake these "steps" to ensure that the mandatory registrations are in place to allow for submission of an application.

Applications will be accepted on a "rolling" basis starting June 08, 2009. Applications submitted by July 08, 2009 and subsequently approved will have a grant period of August 01, 2009 through December 31, 2010. Applications received after July 08, 2009 may have a start date of October 01, 2009 or later.

Pre-Application Steps

1. Mandatory Applicant Technical Assistance Session

Registration Due by June 03, 2009

All local government applicants must attend an **Applicant Technical Assistance Session** to learn about program requirements and application process. Please send no more than three representatives to one of the sessions listed below. Your representatives should be the key people responsible for management and oversight of the grant project.

IMPORTANT: Attendees must register using the attached Session Registration form which is due by June 03, 2009. Email form to: opm.jagrecovery@ct.gov

June 08, 2009 1:00 PM to 3:00 PM at the Senior Center in Norwich
[Rose City Senior Citizens Center in Norwich Directions](#)

June 09, 2009 1:00 PM to 3:00 PM at Ansonia High School Auditorium
[Ansonia High School Directions](#)

June 10, 2009 1:00 PM to 3:00 PM at Rentschler Stadium in East Hartford
[Rentschler Field Directions and Parking](#)

June 11, 2009 10:00 AM to 12:00 PM at Merritt Hall, CT Valley Hospital in Middletown
[DMHAS: CVH Directions](#)

2. Send OPM Information on Your “Project Officer “and “Financial Officer”

Due to OPM by June 03, 2009

Applications, grant reports and other documents must be submitted electronically to OPM through a new grant administration portal. Access to the portal will be restricted to authorized users whom received a USER ID and Password.

Each town may designate up to three authorized users to access the OPM Grant Administration portal: CEO, Financial Officer and Project Officer.

IMPORTANT: Please send us information on your designees using the attached **OPM Password Authorization** form which must be returned to OPM by June 03, 2009. Email the form to: opm.jagrecovery@ct.gov

3. User ID and Passwords

After we receive the Password Authorization form with your designees' information, we will send an email message to the CEO, Financial Officer and Project Officer which will include a USER ID along with instructions on creating a unique password. Authorized users will receive additional instructions on how to submit a grant application.

4. Key Applicant Requirements

Applicants Must Have a DUNS Number and Active CCR to Submit an Application

A. 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>

B. 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.

5. Transparency and Reporting Requirements

Please note that the *CT Local JAG* program is funded by the *American Recovery and Reinvestment Act of 2009 (Recovery Act)*. The Recovery Act requires full transparency for all grant programs. All files, documents and data pertaining to the grant will be posted on federal and state websites for public viewing. The Recovery Act includes substantial reporting requirements with a mandate for strong oversight and monitoring. Given that the federal law imposes serious consequences for non-compliance with the program requirements, we strongly encourage all local governments to become familiar with the Recovery Act restrictions and requirements. Details on the reporting requirements will be included in the grant application package. Additional information is available on federal and state websites:

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

Towns Served by Resident State Trooper or State Police

The towns served by State Police or Resident State Troopers may waive access to the grant funds and opt to have the Department of Public Safety administer the grant on behalf of the town. The town must submit a waiver letter to OPM.

OPM Updates

OPM will post updates and other grant-related news 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.

Questions and Assistance

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OVERVIEW

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

Eligibility: All local governments in Connecticut are eligible for the **CT Local JAG Program**; including those municipalities that received funding directly from USDOJ under the federal Local JAG program.

Source of Funds: The **CT Local JAG Program** is funded by the pass-through component of the State's JAG Formula grant. The formula grant requires the State to pass-through 39% of the State Jag Grant to local governments. <http://www.ojp.usdoj.gov/BJA/recoveryJAG/JAGrecoveryState.pdf>

Purpose of the Funds: The stated purposes of the Recovery Act funds are to preserve and create jobs and promote economic recovery.

Use of Funds: The grant may support eligible crime prevention, community education and law enforcement activities which will stimulate economic recovery, create and preserve jobs. Funds may be used for technical assistance, training, personnel, equipment, contractual support, technology and information systems for criminal justice, as well as criminal justice-related evaluation activities.

Registration and Certification Requirements: Applicants must obtain a **DUNS** (Data Universal Numbering System) number and register with the federal **Central Contractor Registration (CCR)** registrant database. A DUNS number is a unique identifier that helps track the distribution of federal grant money. The CCR is a central repository of organizations which receive federal funds as a primary recipient or as sub-grantee or sub-contractor.

Mandatory Applicant Technical Assistance Session: All applicants must attend a technical assistance session that will provide details on the application procedure, reporting requirements, eligible use of fund, payment procedures, monitoring process and documentation requirements. **The schedule and location of Applicant Technical Assistance sessions are posted on [OPM Recovery website](http://www.ct.gov/opm/recovery)**

Application Process: Local governments must submit electronic applications to OPM through a new grant administration portal. OPM will send the CEO a form to register up to three authorized users for the grants portal: CEO, Financial Officer and Project Officer.

Application Due Dates: Applications will be accepted on a "rolling" basis starting June 08, 2009. Applications submitted by July 08, 2009 and subsequently approved will have a grant period of August 01, 2009 through December 31, 2010. Applications received after July 08, 2009 may have a start date of October 01, 2009 or later.

Grant Amount: Local governments may apply for funds up to the maximum allocation identified in the table [CT Local JAG Allocations](#)

Reporting Requirements: All files, 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. Details on the reporting requirements will be included in the grant application package. Additional sources of Recovery Act information are:

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

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.