



Speaker Won Pat <speaker@judiwonpat.com>

Messages and Communications

Speaker Won Pat <speaker@judiwonpat.com>
To: Guam Legislature Clerks Office <clerks@guamlegislature.org>

Tue, Mar 17, 2015 at 3:58 PM

3/17/2015 3/17/2015Guam State Clearing House Office of the Attorney General; SAI#11003151023N 33-15-0249

----- Forwarded message -----

From: **TrinaJae Apatang** <trinajae.apatang@guam.gov>
Date: Tue, Mar 17, 2015 at 3:39 PM
Subject: NOTICE OF FEDERAL GRANT APPLICATION, OAG 023N
To: Speaker Won Pat <speaker@judiwonpat.com>

Hafa Adai! Please see attached for federal grant application from the Office of the Attorney General. SAI # 11003151023N.

V/R,
Trina

Trinajae M. Apatang

Grant Specialist · Guam State Clearinghouse
OFFICE OF THE LIEUTENANT GOVERNOR
P.O.Box 2950 Hagåtña, Guam 96932
W. (671) 475-9384
F. (671) 472-2007



Office of the Governor of Guam.

Ricardo J. Bordallo Governor's Complex, Adelup, Guam 96910
Tel: (671) 472-8931 • Fax: (671) 477-4826 • governor.guam.gov

Estelle Baza Dated @eddiabazacaho @governorcalvo @governorofguam

Please consider the environment before printing this email.

Ufisinan I Etmás Ge'helo'Gi Liheslaturan Guáhan
Office of Speaker Judith T. Won Pat, Ed.D.
Kumiten Idukasion Tinakhelo', Kottura, Laibirihan Pubbleko siha yan Asunton Famalao'an
155 Hesler Place, Suite 201, Hagatna, Guam 96910
Tel: (671) 472-3586 Fax: (671) 472-3589
www.guamlegislature.com / speaker@judiwonpat.com

2 attachments

- NOTICE SPKR 023N.pdf
329K
- OAG 023N.pdf
2040K

2015 MAR 18 AM 8:25

33-15-0249
Office of the Speaker
Judith T. Won Pat, Ed.D

Date: 3/17/15
Time: 3:58 PM
Received By: CAPL SAN CHEZ MPA

0249



GUAM STATE CLEARINGHOUSE

P.O. Box 2950 Hagåtña, Guam 96932

Tel: (671) 475-9380

Website: www.gsc.guam.gov

Email: clearinghouse@guam.gov

EDDIE BAZA CALVO

I Maga'låhen Guahan

RAYMOND S. TENORIO

I Segundu Na Maga'låhen Guah

Kate G. Baltazar

Administrator

March 17, 2015

HONORABLE JUDITH T. WON PAT, Ed. D.

Speaker gi I Mina'Trentai Tres Na Liheslaturan Guåhan

155 Hesler Place

Hagåtña, Guåhan 96910

Ref: Office of the Attorney General; SAI#11003151023N

Hafa Adai Madam Speaker,

This letter is to respectfully notify you the Guam State Clearinghouse (GSC) has received a federal grant application from the Office of the Attorney General (OAG). The GSC has accepted the application, assigned the State Application Identifier (SAI) 11003151023N and has initiated the process for an area wide review. An abstract of the project is provided below.

Grantor: Department of Justice

Grant Title/ John R. Justice Grant Program

Project Title:

Details: Funding from this grant will be used towards providing prosecutors and public defenders the opportunity to have eligible loans paid down or off in exchange for three years of commitment to continue employment or become employment. The allocation is \$1, but the demand for the program will definitely exceed this funding level. This formula had been designed to distribute awards to applicants with the least ability to repay their student loans and to those who have received JRJ benefits in the prior fiscal years.

Start Date: 10/01/2015

End Date: 09/30/2016

Federal Grant: \$1.00

GSC conducts area wide reviews and solicits comments through electronic communication and this notice is sent to you as a part of the review process. A digital copy of the grant proposal is attached for your perusal. Please submit any comments you may have pertaining to this proposal to Trinajae M. Apatang by **April 03, 2015**, via email at trinajae.apatang@guam.gov.

Dangkolo Na Si Yu'os Ma'åse',

Kate G. Baltazar

Administrator

TMA
Cc: File



Office of the Attorney General of Guam

590 S. Marine Corps Dr., Ste. 706, Tamuning, Guam 96913



March 4, 2015

Elizabeth Barrett-Anderson
Attorney General
Phone: (671) 475-3324
ext. 5015/ 5030
Fax: 477-4703
law@guamag.org

Jacqueline Z. Cruz
Chief of Staff
Administration
ext. 5010
jzcruz@guamag.org

Phillip J. Tydingco
Chief Prosecutor
Prosecution
ext. 2410
ptydingco@guamag.org

Karl P. Espaldon
Deputy AG
Solicitors
ext. 3115
kespaldon@guamag.org

Kenneth D. Orcutt
Deputy AG
Civil Litigation
ext. 3225
korcutt@guamag.org

Fred S. Nishihira
Deputy AG
Consumer Counsel
ext. 3250
fnishihira@guamag.org

Rebecca M. Perez
Deputy AG
Child Support
ext. 1610
rebecca.perez@guamcse.net

Carol M. Hinkle-Sanchez
Deputy AG
Family/Juvenile
ext. 4040
csanchez@guamag.org

Pauline U. Camacho
Administrator
VWAS Unit / Notary Unit
ext. 5030
pcamacho@guamag.org

MEMORANDUM

To: Administrator, Guam State Clearinghouse

From: Attorney General

Reference: Intergovernmental Review – 2015 John R. Justice Prosecutors and Defenders Incentive Act Grant Program

Hafa A dai,

Attached herewith is the Office of the Attorney General's (OAG) grant application documents for the 2015 John R. Justice Student Loan Repayment Program for an intergovernmental review. The grant application is due to the United States Department of Justice Grants Management System (GMS) on or before April 13, 2015.

As per guidance from the United States Department of Justice, the final allocation amounts have not been determined. Therefore, the instructions were to put the value of one dollar (\$1.00) until such time that the amounts are finalized. The most recent past award was in the amount of \$10,103 and the Office expects the 2015 final award amount to be similar.

Should you have any questions, please contact Franklin P. Artero, Program Coordinator at 475-3324 extension 5435, by facsimile at 477-4703 or by email: fartero@guamag.org.

Senseramente,


Elizabeth Barrett-Anderson

Attachments



GUAM STATE CLEARINGHOUSE

03/09/15 2:41


SIGNATURE



GUAM STATE CLEARINGHOUSE

P.O. Box 2950 Hagåtña, Guam 96932
Tel: (671) 475-9380
Website: www.guamclearinghouse.com
Email: clearinghouse@guam.gov

EDWARD J.B. CALVO
I Maga'lâhen Guahan

RAYMOND S. TENORIO
I Segundu Na Maga'lâhen Guahan

Grant Project Application Notice of Intent to Apply for Federal Assistance GSC FORM REVISED 03/21/2012

Guam State Clearinghouse Use Only	
Date Received:	03/09/2015 2:41
Received By:	
SAI Number:	11003151023N

Type of Application New Grant* Continuing Grant** Supplemental Grant** Other*

A.) DUNS Number 855031761 B.) Date March 4, 2015

C.) Applicant/Department Name Office of the Attorney General

D.) Division Administration

E.) Applicant Address 590 South Marine Corps Drive, Suite 706 Tamuning, GU 96913-3537

F.) Applicant/Department Point of Contact Information
Contact Person Name Franklin P. Artero Phone Number 475-3324 ext. 5435

E-mail Address fartero@guamag.org

G.) Due Date to Federal Agency April 13, 2015

H.) Federal Funds

a.) Grant	\$1.00
b.) Other	\$0.00

I.) Non-Federal, Matching Funds

a.) Local	\$0.00
b.) In-Kind	\$0.00
c.) Other	\$0.00

J.) TOTAL FUNDS \$1.00

K.) CFDA/Federal Program Name 16.816/John R. Justice Grant Program

L.) Federal Agency Name Department of Justice

M.) Federal Agency Address 810 7th St. N.W., Washington, DC 20531

a.) Initial Grant Period

b.) Guam State Clearinghouse SAI Number

c.) Grant Year This Application Impacts

O.) Has the Federal Funding Agency been notified? YES NO

P.) During which Fiscal Year will this program be implemented? 2016

Q.) If the project requires local funding in addition to the federal funding requested, please specifically identify source and rationale:

N/A

R.) This program is: Budgeted - Please identify legal budget authority Non-Budgeted

S.) Will this program require the hiring of additional employees? Is YES, please provide the number of employees (both existing and new) and justification. YES - Existing New NO

T.) List Departments and Agencies that would be affected directly or indirectly by this application

1. Office of the Attorney General
2. Public Defender Service Corporation
3. Alternate Public Defender
4. Federal Public Defender's Office

U.) Please provide a Project Summary with supporting documents if needed.

See Attached Project Summary

- V.) Please answer the following:
- a.) Does this application require an Environmental Impact Study? YES NO
 - b.) Will this application conflict with any existing law? YES NO
 - c.) Is enabling legislation required? YES NO
 - d.) Will the program require a maintenance of effort? YES NO
 - e.) Are in-kind services allowed for this program? YES NO
 - f.) Does this program allow an indirect cost rate to be applied? YES NO

SUBMITTED AND APPROVED BY:

Printed Name, Position/Title of Authorized Representative Elizabeth Barrett-Anderson, Attorney General of Guam

SIGNATURE

Date

3/6/15
Doc. No. 38615-0249

Project Summary

16.816: 2015 John R. Justice Student Loan Repayment Program

Congress enacted the John R. Justice Student Loan Repayment Program (hereinafter referred to as the "Program"), codified at 42 U.S.C. §3797cc-21, and named for the late John Reid Justice of South Carolina, to encourage qualified attorneys to choose careers as prosecutors and public defenders and to continue in that service. The John R. Justice (JRJ) Student Loan Repayment Grant Program provides loan repayment assistance for local, state, and federal public defenders and local and state prosecutors who commit to continued employment as public defenders and prosecutors for at least three years. To administer this program, the Bureau of Justice Assistance (BJA) will award funds to each of the 50 states, five territories, and the District of Columbia to serve eligible recipients working within the state's, territory's, or District's jurisdiction.

The grant recipient, serving as the state administering agency for this program, will use the grant funds to establish a statewide JRJ Grant Program consistent with the Program's requirements and programmatic guidance provided by BJA. Once the grant award has been received, the state administering agency will be responsible for outreach, education, and solicitation of applications from eligible beneficiaries. The state administering agency will ensure grant funds for loan repayment are allocated equally between prosecutors and public defenders, with a priority placed on those eligible beneficiaries who have the least ability to repay their loans.

The project will provide loan relief to eligible public prosecutors and public defenders that encumbered student loans from eligible lending programs in obtaining their law degrees. The funds will pay back some of their loans in exchange for service commitment to the Office of the Attorney General, the Public Defender Service Corporation, the Alternate Public Defender and the Federal Public Defenders Office here on Guam.

Franklin Artero

From: Wilson, Latanza <Latanza.Wilson@usdoj.gov>
Sent: Thursday, February 19, 2015 6:53 AM
Subject: 2015 John R. Justice Solicitation Announcement
Attachments: 15JRJGuidance.pdf

Importance: High

Dear John R. Justice State Administering Agency:

The Bureau of Justice Assistance (BJA) would like to thank you for all of the hard work that you do to help BJA provide loan repayment assistance, under the JRJ Program, to qualified attorneys who have chosen careers as prosecutors and public defenders and continue in that service. State Administering Agencies (SAAs) continue to play a critical role in this joint effort to recruit and retain attorneys interested in public service and we appreciate your efforts at the local level.

Currently, the FY 2015 allocation amounts for each state and territory are unavailable and may not be available until after April 13, 2015. However, please note that the FY 2015 JRJ appropriation will resemble the amount made available for the JRJ Program in FY 2015. We request that you submit your JRJ application no later than April 13, 2015. Until allocation amounts can be made available, the dollar amount for your applications should be set at one dollar (\$1). Once the FY 15 allocation amounts are available, you will be notified and applications will be sent back to you for revisions and to update the dollar amount to the actual allocation your state or territory.

The FY 2015 JRJ Program Guidance (solicitation) was posted to the BJA website today, February 17, 2015. The JRJ application period will be open for a minimum of 60 days **until 8:00 p.m. eastern time on April 13, 2015, the application deadline**. The FY 2015 JRJ Program Guidance, Frequently Asked Questions (FAQs), and allocation amount table can be found on the JRJ page of the BJA website at: https://www.bja.gov/ProgramDetails.aspx?Program_ID=65.

Please note the following updates:

- Revised reporting requirements with new instructions to report the assessment of the JRJ Program's impact on recruitment and retention (page 13)
- Includes guidance developed in coordination with the Department of Education for coordinating with other repayment programs to optimize loan repayment benefits (page 19)
- Includes IRS Tax link to IRS Guidance on the tax consequences for JRJ beneficiaries in Appendix B, C, and D (JRJ Student Loan Repayment Program Service Agreements)

Additionally, if your agency determines that it does not plan to apply for FY 2015 funding, please provide a letter on your agency's letterhead signed by the Authorized Representative formally declining the FY 2015 John R. Justice funding opportunity by March 31, 2015.

Latanza Wilson is the Bureau of Justice Assistance (BJA) State Policy Advisor and Grant Manager for the John R. Justice (JRJ) Program. If you have any questions, please feel free to contact Latanza Wilson by phone at: 202-514-8267 or by email at: Latanza.Wilson@usdoj.gov.

Thank you & have a wonderful day

Latanza G. Wilson

State Policy Advisor

RI JAG, JRJ, JRI

☎202-514-8267 ☎202-354-0572

United States Department of Justice

Office of Justice Programs

Bureau of Justice Assistance (BJA)

810 7th St., N.W., Washington D.C. 20531

PLEASE INCLUDE YOUR AWARD or Application NUMBER IN ALL CORRESPONDENCE

WWW.CRIMESOLUTIONS.GOV WEBSITE LAUNCHED!

A One-Stop Shop for Programs that Work in Criminal Justice, Juvenile Justice and Crime Victim Services



BJA

Bureau of Justice Assistance
U.S. Department of Justice

BJA Grantee Resources: Send Accepted Award documents to:	http://www.ojp.usdoj.gov/BJA/resource/index.html	Fax: 1-202-353-9279
Grants Management System (GMS):	acceptance@usdoj.gov	Helpdesk: 1-888-549-9901 (option 3)
Reporting periods and due dates for FY 2009 and forward, including Recovery Act JAG:	https://grants.ojp.usdoj.gov	
Performance Measurement Tools (PMT):	http://www.ojp.usdoj.gov/BJA/grant/jag09/FY09_JAG_Reporting.pdf	
On-Line Training Tools for your GMS FAQ's:	https://www.bjaperformancetools.org/	Helpdesk: 1-888-252-6867
Office of the Chief Financial Officers Customer Service (For Financial Matters):	http://www.ojp.usdoj.gov/training/gms.htm	
ARRA 1512 Reporting:	Ask.OCFO@usdoj.gov	Helpdesk: 1-888-549-9901 (option 2)
Federal Funding Accountability and Transparency Act (FFATA) Sub Award Reporting System:	www.FederalReporting.gov	Helpdesk: 1-877-508-7386
Training and Technical Assistance Reporting System (TTARS):	https://www.fsr.gov	Helpdesk: 1-866-606-8220
Cooperative Agreements Conference Cost Approvals:	https://ttars.bjatools.org/	Helpdesk: 1-855-252-8822
Award Closeout Assisatnce:	BJAConferenceReport@usdoj.gov	Please submit your completed approval forms <u>at least 90 days before the date you confirm final event arrangements</u> with the conference space facilities, hotels, participants, etc. For information about BJA's conference reporting process, please contact your assigned BJA Grant Manager.
	CLOSEOUT INSTRUCTIONS	

APPLICATION FOR FEDERAL ASSISTANCE		2. DATE SUBMITTED	Applicant Identifier
1. TYPE OF SUBMISSION Application Non-Construction	3. DATE RECEIVED BY STATE		State Application Identifier
	4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier
5. APPLICANT INFORMATION			
Legal Name Office of the Attorney General		Organizational Unit Administration Division	
Address 590 South Marine Corps Drive, Suite 706 Tamuning, Guam 96913-3537		Name and telephone number of the person to be contacted on matters involving this application Artero, Franklin (671) 475-3324	
6. EMPLOYER IDENTIFICATION NUMBER (EIN) 98-0018947		7. TYPE OF APPLICANT US Territory or Possession	
8. TYPE OF APPLICATION New		9. NAME OF FEDERAL AGENCY Bureau of Justice Assistance	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 16.816 CFDA TITLE: 16.816 <i>John R. Justice</i>		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT BJA FY 15 John R. Justice Program	
12. AREAS AFFECTED BY PROJECT Guam			
13. PROPOSED PROJECT Start Date: October 01, 2015 End Date: September 30, 2016		14. CONGRESSIONAL DISTRICTS OF a. Applicant b. Project GU00	
15. ESTIMATED FUNDING		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? Program is not covered by E.O. 12372	
Federal	\$1		
Applicant	\$0		
State	\$0		
Local	\$0		
Other	\$0		

Program Income	\$0	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?
TOTAL	\$1	

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.

Close Window



Office of the Attorney General of Guam



590 S. Marine Corps Dr., Ste. 706, Tamuning, Guam 96913

**BJA FY 15 John R. Justice Grant Program
CFDA #16.816**

The Office of the Attorney General does not have pending applications submitted within the last 12 months for federally funded assistance 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 worksheet in the application under this solicitation.

**Elizabeth Barrett-Anderson
Attorney General of Guam**

2015 John R. Justice Prosecutors and Defenders Repayment Act

Abstract

(Attachment 1)

- Applicant Name:** Office of the Attorney General – Guam
- Goals:**
1. To encourage qualified attorneys to choose careers as prosecutors and public defenders and to continue in that capacity.
 2. To keep current prosecutors and public defenders employed in this capacity by assisting with the repayment of eligible student loan debt.
- Strategy:** Offer eligible attorneys and prospective applicants for prosecutors and public defenders the opportunity to have eligible loans paid down or off in exchange for three years of commitment to continue employment or become employed. Let eligible employees and prospective applicants also know that they will also gain salary increments as well as seniority within the organization they are employed with as they continue their employment and serve out their commitment.
- Demographics:** Total number of prosecutors, public defenders, and federal public defenders employed in the state prior to the availability of JRJ funds along with the current number employed for each.
- Prosecutors: 27 employed with the Office of the Attorney General
- Public Defenders: 15 employed with the Public Defender’s Office
- Federal Public Defenders: 2 employed with the Federal Public Defender
- Alternate Public Defenders: 5 employed with the Alternate Public Defender’s Office

**BJA FY 15 John R. Justice Program
(JRJ Grant Program)
Program Narrative for Guam
(Attachment 2)**

Program Overview

Guam is following a model that centralizes the administration of the program thereby allowing a consistent and standard approach. With this model, applicants apply directly to the Office of the Attorney General, which decides, based on the programmatic criteria set forth by the U.S. Department of Justice which applicants should receive funding.

The allocation for FY2015 is \$1.00. The demand for the program will definitely exceed this funding level. Therefore a formula has been designed to distribute awards to applicants with the least ability to repay their student loans and to those who have received JRJ benefits in the prior fiscal years (and have less than 3 years remaining on their JRJSLRP Service Agreement). Although the law permits an annual maximum award of \$10,000, the award is contingent on the amount of applications received and the ability to repay of applicants.

Program Structure

An overview of the structure of the program is as follows:

- (1) Allocation of program funds is dependent on the number of applicants. Should the number of eligible applicants exceed the allocation amount, the allocation will be prorated according to the number eligible prosecutors and public defenders who applied.
- (2) Individual prosecutors and public defenders will apply directly to OAG seeking benefits under the program.
- (3) Benefits to individual applicants will be awarded based on a formula that ranks each applicant according to the applicant's "ability to pay" his/her student loans, should the allocation amount be insufficient for all the applicants. If the allocation amount is

sufficient for all the applicants, then the maximum award per program year will be given provided that the loan amount is in excess of the \$10,000 allotted.

Applicant Eligibility

- A qualified applicant must be an attorney continually licensed to practice law and shall:
 - be a full-time employee of the Guam Office of the Attorney General who prosecutes criminal or juvenile delinquency cases at the local government level, including supervision, education, or training of other persons prosecuting such cases. Prosecutors who are employees of the federal government are not eligible; OR
 - be a full-time employee of the Public Defender Service Corporation who provides legal representation to indigent persons in criminal or juvenile delinquency cases including supervision, education, or training of other persons providing such representation; OR
 - be a full-time employee of a nonprofit organization operating under a contract with Guam or unit of local government who devotes substantially all of the employee's full-time employment to providing legal representation to indigent persons in criminal or juvenile cases including supervision, education, or training of other persons providing such representation; OR
 - be employed in Guam as a full-time federal public defender attorney in a public defender organization pursuant to Subsection (g) of section 3006A of Title 18, United States Code, that provides legal representation to indigent persons in criminal or juvenile delinquency cases;
 - have an outstanding balance on an eligible educational loan;
 - not be in default on repayment of any federal student loans; and make an initial commitment to a three-year service agreement when initial benefits are received.

Thereafter, continue to be employed for the duration of the service commitment period with an eligible office.

Attorneys who are in private practice and not a full-time employee of a non-profit organization, even if individually or part of a firm that is under contract with the state of Guam or court appointed to provide public defense services do not qualify as public defenders and are not considered to be qualified applicants.

Program Procedures

a. Eligible educational loans include:

- Federal Stafford Loans;
- Federal Graduate PLUS Loans;
- Federal Consolidation Loans; and
- Federal Perkins Loans.

b. Non-eligible loans include:

- Federal Parent PLUS Loans;
- Federal Consolidation Loans used to repay Federal Parent PLUS Loans;
- any eligible loans that have been paid in full; and
- non-federal student loans.

c. All applicants must complete an application, a Service Agreement and must provide documentation about the applicant's eligible educational loan debt obligations. By signing the application, the applicant is agreeing to the requirements and provisions of the program. By signing the Service Agreement, the applicant is acknowledging the program requires a three-year service commitment, the benefit is in the form of a loan that must be repaid if the

service commitment is not fulfilled, and all other stipulations as described in the Service Agreement.

- The application and Service Agreement will be provided to each current eligible prosecutor or public defender and be made available to applicants of the respective eligible entities (Guam Office of the Attorney General, Public Defender Service Corporation, Federal Public Defender, Alternate Public Defender.
- If the application or Service Agreement is incomplete, the OAG will notify the applicant who will have an opportunity to furnish the missing information. Consideration for the benefit is given only if both documents are complete and received prior to the deadline date of submission. The OAG reserves the right to request documentation to verify data reported on the application.
- Applications received after the date of awarding will be considered only if funds remain available.
- The application will require the applicant's employer (or future employer in the case of recruited attorneys) to certify the following:
 - The employer is an eligible employing entity under the John R. Justice Prosecutors and Defenders Incentive Act;
 - The attorney seeking benefits meets the definition of "prosecutor" or "public defender" under the Act; and
 - The employer verifies employment (or an accepted offer of employment in the case of a recruited attorney) for the individual who seeks repayment benefits.

d. Selection of Recipients

- The OAG shall select recipients from those who have submitted a complete application and Service Agreement with all required documentation.
- Priority consideration will be given to applicants who file renewal applications by the published due date, have complied with the information in subsection (c), and receive an award according to the formula. Selection is then made from among qualified applicants.
- The total number of payments made for qualified applicants in a given fiscal year is contingent upon available funding. If funding is insufficient to make awards to all eligible applicants, first preference is given to renewal applicants who meet the requirements as outlined above.
- Priority, in combination with the following criteria, is then given to those who file timely applications and are considered the least able to pay their student loans.
 - Benefits to individual applicants will be awarded based on a formula that ranks each applicant according to the applicant's "ability to pay" his/her student loans. The formula is detailed in Appendix B.
 - Each qualified applicant is ranked according to the "ability to pay" formula (with separate rankings for the prosecutor side and the defender side, if applicable). Awards are then made to individuals, starting with those individuals that the formula has determined are least able to pay and moving down the list. Those not receiving benefits under another program that provides loan repayment assistance for the eligible educational loans

listed in a) under Program Procedures will be considered before those who are receiving such benefits.

- Once all the money allocated has been exhausted on the prosecutor ranking list or the defender list, the awarding will cease.
- In the event that not enough applicants apply for the program, then the funds will be awarded according to the employees ratio score (ensuring the prosecutor/defender allocated funds remain in balance, if necessary). Should there be sufficient funds for all applications to receive the maximum award per year; the OAG will make the awards.
- e. The amount for each recipient shall not exceed \$10,000 per year, up to an aggregate total of \$60,000. The annual amount may be reduced in order to make more loan repayment assistance awards when funding is insufficient to honor all applicants.
- f. Proceeds will be remitted directly to the holder of the loans to be repaid.
- g. A recipient must continue to make regular student loan payments.
- h. A recipient must respond to any notifications from the OAG and must notify the OAG of changes to his or her address, employment status or loan status (default) within 10 days of the change.
- i. The Service Agreement describes periods for which the service completion must be extended and those periods of absence that do not require extension.
- j. If an individual becomes ineligible or does not complete the requisite three-year commitment due to voluntary separation or involuntary separation for misconduct or unacceptable performance, the recipient can no longer receive benefits and must repay

any amounts received under the program. Arrangements for repayment will be made with the U.S. Department of Justice.

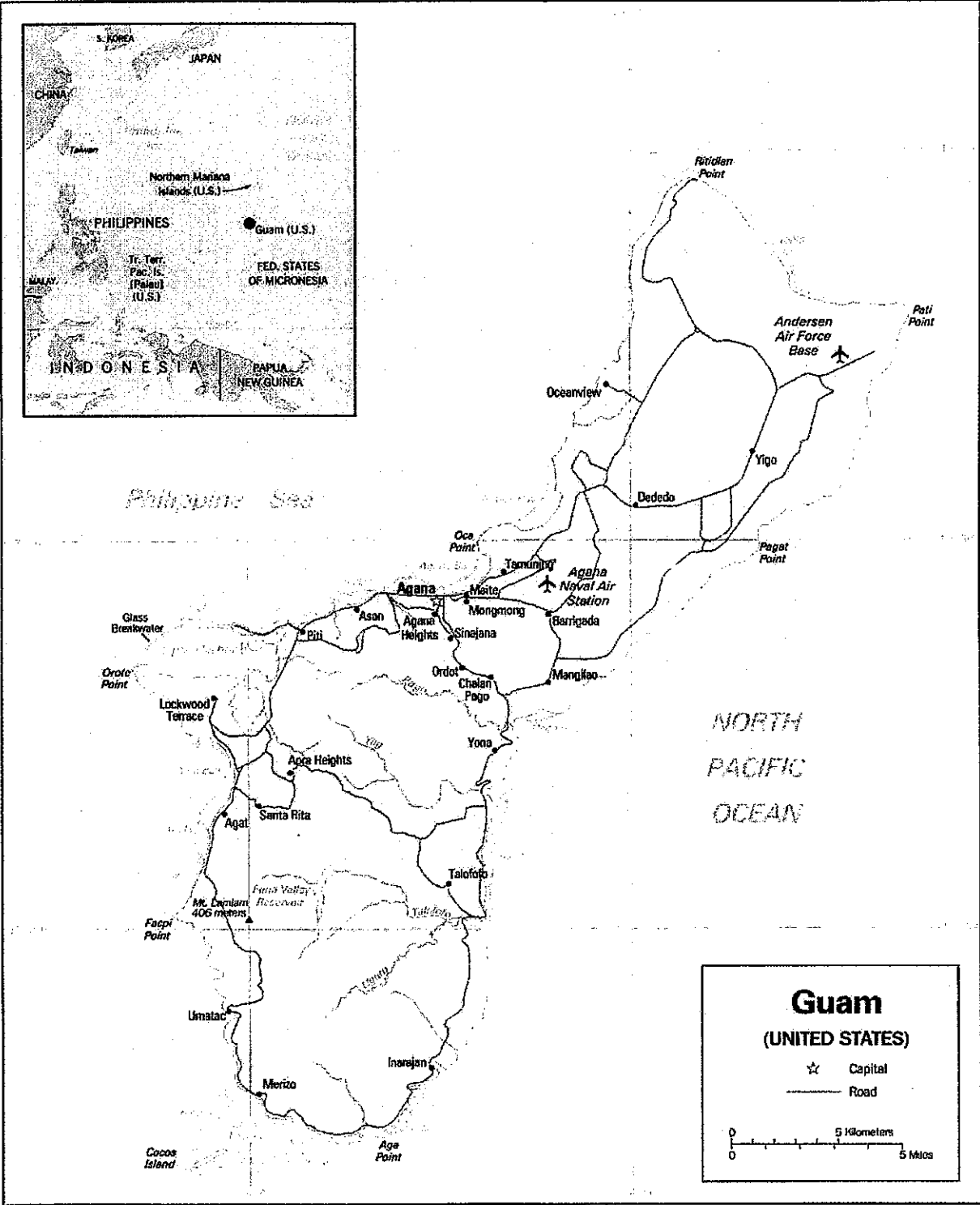
Outreach Plans for Guam

The information will be made available via email, in person and phone calls as Guam is small and the administering agency has made personal contact with eligible entities. It has also obtained emails for prospective eligible applicants.

Public Defender Outreach Plan - Guam has three target groups of eligible beneficiaries among public defenders. The first of those three groups is the employees of the Public Defender Service Corporation, which provides representation on behalf of criminal defendants. The second target group is the Federal Public Defender's Office which provides representation to criminal defendants accused of federal crimes. The third group is the Alternate Public Defender's Office. Outreach to all three identified groups would employ phone calls and emails to provide information.

Prosecutors Outreach Plan - The Guam Office of the Attorney General is the only entity that employs Guam prosecutors. It will notify and assist those prosecutors by utilizing its email and personal communication processes for informing prosecutors about the JRJ program.

Word of mouth: Guam is small enough that the word of mouth can be utilized to provide sufficient information so if a prosecutor or public defender is interested, he or she will be directed to the contact person.



Base 501522 (E00281) 1-9

Eligibility Calculation for John R. Justice Grant Program for FY2014

Data and documents required:

- a. 2014 Guam Income Tax Return
- b. Loan payment documents and amount

Step 1. Identify Taxable Income (TI) on Income Tax Return

2014 FED 1040 Line 43 Taxable Income

2014 FED 1040A Line 27 Taxable Income

2014 FED 1040EZ Line 6 Taxable Income

Step 2. Indicate total monetary amount of Student Loans (SL)

Step 3. Determine the ratio of SL to TI x 100 (SL / TI = Ratio x 100)

* Ratio must equal a minimum of 10% to qualify

Appendix B

Office of the Attorney General of Guam

Elizabeth Barrett-Anderson – Attorney General of Guam

Jacqueline Z. Cruz – Chief of Staff, Office of the Attorney General

Phillip J. Tydingco – Chief Prosecutor, Office of the Attorney General

Franklin P. Artero – Program Coordinator, Federal Grants

EDDIE BAZA CALVO
Governor



RAY TENORIO
Lieutenant Governor

Office of the Governor of Guam

FEB 25 2014

ATTACHMENT 3

Cory D. Randolph
State Policy Advisor/Grant Program Manager
U.S. Department of Justice
Office of Justice Programs
810 7th Street, NW
Washington, D.C. 20531

Dear Mr. Randolph

I hereby designate the **Office of the Attorney General of Guam (OAG)** as the **State Administering Agency (SAA)** of the Government of Guam responsible for applying to and administering the **John R. Justice (JRJ) Grant Program**, under the United States Department of Justice, Office of Justice Programs-Bureau of Justice Assistance.

I understand that the OAG has successfully administered this grant, providing loan repayment assistance to locally qualified prosecutors and public defenders. If this program is awarded again, it will assist the agency in recruiting and retaining attorneys dedicated to public service on our island.

Thank you in advance for your continued assistance and efforts.

Sincerely,

A handwritten signature in black ink, appearing to be "Ray Tenorio", written over a horizontal line.

RAY TENORIO
Acting Governor of Guam

**2015 John R. Justice Student Loan Repayment Program
(JRJ Grant Program)
Budget Narrative for Guam**

(Attachment 4)

Guam proposes to utilize the award amount in the following manner:

Eligible Prosecutors: \$0.50

Eligible Federal and/or Local Public Defenders: \$0.50

Administration Funds: \$0.00

Indirect Cost: \$0.00

Should there be insufficient applications in either categories, Guam will utilize the funds to maximize each award to eligible applicants.



OMB APPROVAL
NUMBER 1121-0140

EXPIRES 03/31/2016

STANDARD ASSURANCES

The Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Ex. Order 12372 (intergovernmental review of federal programs); and 28 C.F.R. pts. 66 or 70 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the awarding agency or the Government Accountability Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.
4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63, and the award term in 2 C.F.R. § 175.15(b).
5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).
6. It will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).
7. If a governmental entity:
 - a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
 - b. it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

Close Window

**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE CHIEF FINANCIAL OFFICER**

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Acceptance of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," 2 CFR Part 2867, "DOJ Implementation of OMB Guidance on Nonprocurement Debarment and Suspension," and 28 CFR Part 83, "Government-wide Debarment and Suspension," and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

Pursuant to Executive Order 12549, Debarment and Suspension, implemented at 2 CFR Part 2867, for prospective participants in primary covered transactions, as defined at 2 CFR Section 2867.20(a), and other requirements:

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Have not within a two-year period preceding this application been convicted of a felony criminal violation under any Federal law, unless such felony criminal conviction has been disclosed in writing to the Office of Justice Programs (OJP) at Ojpcompliancereporting@usdoj.gov, and, after such disclosure, the applicant has

received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Government in this case.

(d) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and

(e) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. FEDERAL TAXES

A. If the applicant is a corporation, the applicant certifies that either (1) the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or (2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to OJP at Ojpcompliancereporting@usdoj.gov, and, after such disclosure, the applicant has received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Government in this case.

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

4. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 83, Subpart F, for grantees, as defined at 28 CFR Sections 83.620 and 83.650:

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN:

Control Desk, 810 7th Street, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Close Window

U.S. Department of Justice

Office of Justice Programs
Bureau of Justice Assistance

OMB No. 1121-0329
Approval Expires 07/31/2016



The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) is seeking applications for the John R. Justice (JRJ) Grant Program which provides loan repayment assistance for local, state, and federal public defenders and local and state prosecutors who commit to continued employment as public defenders and prosecutors. This program furthers the Department's mission by enhancing the criminal justice system by assisting with the recruitment and retention of qualified public defenders and prosecutors.

John R. Justice (JRJ) FY 2015 Program Application Guidance

Eligibility

Eligible applicants are agencies, as designated by the Governor of the state, territory, or the Mayor of Washington, D.C., to serve as the JRJ-specific administering agency and to which BJA will award funds to serve eligible recipients working within the respective state's, territory's, or District's jurisdiction.

Deadline

Applicants must register in the Grants Management System (GMS) prior to submitting an application for this funding opportunity. Select the "Apply Online" button associated with the solicitation title. (See "How To Apply," page 14.) All registrations and applications are due by 8:00 p.m. eastern time on April 13, 2015. (See "Deadlines: Registration and Application," page 4.)

Contact Information

For technical assistance with submitting the application, call the Grants Management System Support Hotline at 1-888-549-9901, option 3, or via e-mail to GMSHelpDesk@usdoj.gov. The GMS Support Hotline hours of operation are Monday-Friday from 6:00 a.m. to 12 midnight eastern time, except federal holidays.

For assistance with any other requirements of this solicitation, contact Latanza Wilson, BJA State Policy Advisor, by telephone at 202-514-8267, or by e-mail at Latanza.Wilson@usdoj.gov.

Release date: February 17, 2015

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John R. Justice (JRJ) FY 2015 Program Application Guidance (CFDA #16.816)

A. Program Description

Overview

One pressing challenge facing our criminal justice system today is the recruitment and retention of qualified prosecutors and public defenders, who serve every day to ensure that our communities are protected, the rule of law is upheld, and the rights of the citizenry are safeguarded. Both prosecutor and public defender offices consistently find it difficult to attract and retain talented attorneys. Driven by educational debt, attorneys interested in public interest law often forego opportunities to work in these offices in order to seek more lucrative private sector positions. Attorney shortages in these offices can result in overworked attorneys handling unmanageable caseloads, potentially affecting public safety, the administration of justice, and ultimately the public's confidence in our justice system.

Student loan debt is consistently cited as the overwhelming reason why many attorneys decline or leave positions as prosecutors and public defenders. The vast majority of law students borrow to finance their legal education and the rising costs have imposed staggering debt. Furthermore, public defender and prosecutor salaries have failed to keep pace with the escalating cost of education. As a result, talented lawyers who would otherwise consider a career in this critical public service are often unwilling to accept or remain in attorney positions as prosecutors or public defenders, creating real challenges for those offices in their quest to hire and retain capable attorneys.

Acknowledging this challenge, the John R. Justice Prosecutors and Defenders Incentive Act (hereinafter referred to as the "Act"), codified at 42 U.S.C. §3797cc-21, and named for the late John Reid Justice of South Carolina, was enacted to encourage qualified attorneys to choose careers as prosecutors and public defenders and to continue in that service. The JRJ Grant Program (also referred to as the John R. Justice Student Loan Repayment Program or JRJSLRP) provides loan repayment assistance for local, state, and federal public defenders and local and state prosecutors who commit to continued employment as public defenders and prosecutors. To administer this program, BJA will fund the designated JRJ administering agency for each of the 56 states and territories to serve eligible recipients ("beneficiaries").

For each state and territory that is eligible for funding under the JRJ Grant Program, BJA will make awards to agencies designated by the Governor of those states or territories (or in the case of the District of Columbia, by the Mayor) to administer the JRJ Grant Program within the state or territory. These Governor-designated agencies shall establish and maintain a statewide JRJ Grant Program consistent with the guidance contained in this document and the Act.

B. Federal Award Information

The Bureau of Justice Statistics has calculated a minimum base allocation for each state, territory, and the District of Columbia. This minimum base allocation will then be enhanced by

an amount proportional to that state's or territory's share of the national population. BJA reserves the right to reallocate unrequested funding in any fiscal year for use by participating states and to reduce future awards by amounts unexpended from prior year, all based upon such reasonable formulae as is necessary to extend accessibility to program funding.

Agencies designated by the Governor of a state or territory, including the Mayor of the District of Columbia, to administer the JRJ funding are eligible for the state allocation determined by the allocation process described above. Awards will be for 1 year.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Type of Award¹

BJA expects that it will make any award from this announcement in the form of a grant.

Match Requirement

This program does not require a match. However, if a successful application proposes a voluntary match amount, the match amount incorporated into the OJP-approved budget becomes mandatory and subject to audit.

Pre-Agreement Cost Approvals

OJP does not typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, pre-agreement costs could be paid from grant funds consistent with a grantee's approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP's consideration as pre-agreement costs, the applicant should contact the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval. See the section on Costs Requiring Prior Approval in the [OJP Financial Guide](#), for more information.

Limitation on Use of Award Funds for Employee Compensation; Waiver

With respect to any award of more than \$250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The 2015 salary table for SES employees is available at www.opm.gov/salary-tables.) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit the budget.

¹ See generally 31 U.S.C. §§ 6301-6305 (defines and describes various forms of federal assistance relationships, including grants and cooperative agreements (a type of grant)).

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work that is to be done.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully—before submitting an application—the OJP policy and guidance on “conference” approval, planning, and reporting available at www.ojp.gov/funding/confcost.htm. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most such costs for cooperative agreement recipients and of some such costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

Costs Associated with Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section under "Solicitation Requirements" in the [OJP Funding Resource Center](#).

Performance Measures

To assist in fulfilling the Department's 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 who receive funding under this program must provide data that measures the results of their work done under this solicitation. Post award, recipients will be required to submit quarterly performance metrics through BJA's online Performance Measurement Tool (PMT), located at www.bjaperformancetools.org. Applicants should review the complete list of JRJ performance measures at: www.bjaperformancetools.org/help/JRJgrid.pdf. (Note: Due to ongoing review, the performance measures for this program may change slightly within the next year.)

OJP does not require applicants to submit performance measures data with their applications. Instead, applicants should discuss their proposed methods for collecting data for performance measures in their application. Refer to the section “What an Application Should Include” (page 6) for additional information.

C. Eligibility

Refer to the title page for eligibility under this program.

D. Application and Submission Information

What an Application Should Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified, its elements may negatively affect the review of the application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information. Please review the “Note on File Names and File Types” under How to Apply to be sure applications are submitted in permitted formats.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., “Program Narrative,” “Budget Detail Worksheet and Budget Narrative,” “Timelines,” “Memoranda of Understanding,” “Resumes”) for all attachments. Also, OJP recommends that applicants include resumes in a single file.

Grant recipients are required to comply with the information in Appendix A: Guidance on State Implementation of the JRJ Program.

1. Information to Complete the Application for Federal Assistance (SF- 424)

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from the applicant’s profile to populate the fields on this form. When selecting “type of applicant,” if the applicant is a for-profit entity, select “For-Profit Organization” or “Small Business” (as applicable).

2. Project Abstract (Attachment 1)

Applicants should provide an abstract that includes the applicant’s name, goals of the program, and a description of the strategy to be used. The abstract should also list the total number of prosecutors, public defenders, and federal public defenders employed in the state prior to the availability of JRJ funds along with the current number employed for each. The abstract should not exceed 1 page and must be double-spaced.

3. Program Narrative (Attachment 2)

Applicants must submit a program narrative that generally describes the proposed program activities for the 1-year grant period. The program narrative must be double-spaced, using a standard 12-point font (Times New Roman is preferred) with not less than 1-inch margins, and must not exceed 15 pages. Number pages “1 of 15,” “2 of 15,” etc.

The narrative must include:

a. Outreach Plan

Applicants must submit a plan outlining their outreach strategy for prospective eligible beneficiaries (including current and continuing beneficiaries) in their state. This plan must reflect an equal emphasis on outreach to both prosecutors and public defenders. In conducting outreach, BJA encourages agencies that administer JRJ Grant Programs to publicize the availability of the Income-Based Repayment (IBR) plan, Public Service

Loan Forgiveness (PSLF), and other available loan repayment assistance programs (LRAPs) that may apply.

b. Program Plan Overview

Applicants must provide a brief overview to explain how beneficiaries will apply for loan repayment, how decisions will be made as to eligibility and awards, and how data will be collected and assessed for performance measure evaluation. This overview should include details about:

- Evaluation criteria used to determine applicant eligibility and least ability to repay.
- General grant application process.
- Technical application process (e.g., how prospective beneficiaries will submit their application).
- Attachments that prospective beneficiaries will be required to submit with their applications (e.g., loan documents, debt obligation data, proof of employment, income verification, transcripts, job evaluations, etc.).
- Proposed process and method for awarding additional JRJ benefits on behalf of individuals who have already completed the initial 3-year term of service of their original JRJSLRP Service Agreement and would like to apply for additional benefits in exchange for additional terms of service.
- Proposed methods for collecting data for performance measure evaluation.

c. Compliance with Statutory Requirements

Applications must address a JRJ agency's plan to comply with the statutory requirement that priority consideration be given to those with "the least ability to repay" their loans. Applicants may use their own discretion in identifying a methodology that best identifies a person's ability to repay their loans; however, at a minimum, this plan must include an assessment of the following:

- The beneficiary's total educational debt. (The beneficiary's total educational debt, not just monthly student loan payment(s) should be considered.)
- The beneficiary's gross or net income; or, if married, household gross or net income.
- An adjustment for the cost of living.

Applicants may also wish to give consideration to additional factors in identifying those potential beneficiaries who have "the least ability to repay" their loans, such as:

- The ratio of the beneficiary's total education debt to total assets.
- Number of dependents claimed by the beneficiary.
- The beneficiary's non-educational debt financial obligations.

d. Distribution of Funding

The application must include a statutory compliance plan that addresses a JRJ agency's plan to consider a fair distribution of funding based on geography and population density. Applications should ensure that funding is not isolated or heavily concentrated in any particular metropolitan area or geographic section of the state or territory. The plan should also address how much of the current award will be used to meet the statutory requirement found in 42 U.S.C. §3797cc-21(f)(2), which provides that priority be given to those individuals who: (a) have received repayment benefits in the prior fiscal year (FY 2014) and (b) who have completed less than 3 years of their initial JRJSLRP Service Agreement.

4. Designated Agency Representative Letter (Attachment 3)

Applicants should include a copy of the most recent letter from the Governor of the state, territory, or the Mayor of the District of Columbia (or person expressly designated by the Governor or Mayor) designating a JRJ agency to administer these funds as Attachment 3. A new Designated Agency Representative Letter is only required if there is a change in designated agency.

5. Budget Detail Worksheet and Budget Narrative (Attachment 4)

Applicants must submit a budget detail worksheet and budget narrative outlining how JRJ funds, including administrative funds, if applicable, will be used to support and/or implement the program. The Governor-designated JRJ agency may use up to 10 percent of the state award for costs associated with administering the program within the state or territory. Among the administrative costs that would be considered are costs incurred in producing outreach materials (e.g., marketing materials, web sites, brochures, briefings, surveys, and analyses to measure the impact of the program).

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet.

For questions pertaining to budget and examples of allowable and unallowable costs, see the OJP Financial Guide at www.ojp.gov/financialguide/index.htm.

b. Budget Narrative

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should 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 be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. 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.

c. Non-Competitive Procurement Contracts In Excess of Simplified Acquisition Threshold

If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at \$150,000, the application should address the considerations outlined in the [Financial Guide](#).

d. Pre-Agreement Costs

For information on pre-agreement costs, see "Pre-Agreement Cost Approvals" under Section B. Federal Award Information.

6. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) 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. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/funding/pdfs/indirect_costs.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. Unlike the Excluded Parties List, 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. Applicant Disclosure of Pending Applications

All applicants are to disclose whether they have pending applications for federally funded assistance 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 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 be subawarding federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- The federal or state funding agency
- The solicitation name/project name

- The point of contact information at the applicable funding agency

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Applicants should include the table as a separate attachment, with the file name "Disclosure of Pending Applications," to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in a separate attachment page. (e.g., "[Applicant Name] does not have pending applications submitted within the last 12 months for federally funded assistance 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 worksheet in the application under this solicitation."), with the file name "Disclosure of Pending Applications," to their application.

9. Accounting System and Financial Capability Questionnaire

Any applicant (other than an individual) that is a non-governmental entity and that has not received any award from OJP within the past 3 years must download, complete, and submit this [form](#).

10. Disclosure of Lobbying Activities

Any applicant that expends any funds for lobbying activities is to provide the detailed information requested on the form, Disclosure of Lobbying Activities ([SF-LLL](#)).

How to Apply

Applicants must submit applications through the [Grants Management System \(GMS\)](#), which provides cradle to grave support for the application, award, and management of awards at OJP. Applicants **must register in GMS for each specific funding opportunity**. Although the registration and submission deadlines are the same, OJP urges applicants to **register promptly**, especially if this is their first time using the system. Find complete instructions on how to register and submit an application in GMS at www.ojp.usdoj.gov/gmscbt/. Applicants that experience technical difficulties during this process should e-mail GMS.HelpDesk@usdoj.gov or call 888-549-9901 (option 3), Monday – Friday from 6:00 a.m. to midnight, Eastern Time, except federal holidays. OJP recommends that applicants **register promptly** to prevent delays in submitting an application package by the deadline.

Note on File Types: GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

All applicants should complete the following steps:

1. **Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their application for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the

universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and sub-recipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1-2 business days.

2. **Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the SAM database. Applicants must **update or renew their SAM registration annually** to maintain an active status.

Information about SAM registration procedures can be accessed at www.sam.gov.

3. **Acquire a GMS username and password.** New users must create a GMS profile by selecting the "First Time User" link under the sign-in box of the [GMS](#) home page. For more information on how to register in GMS, go to www.ojp.usdoj.gov/gmscbt/.
4. **Verify the SAM (formerly CCR) registration in GMS.** OJP requests that all applicants verify their SAM registration in GMS. Once logged into GMS, click the "CCR Claim" link on the left side of the default screen. Click the submit button to verify the SAM (formerly CCR) registration.
5. **Search for the funding opportunity on GMS.** After logging into GMS or completing the GMS profile for username and password, go to the "Funding Opportunities" link on the left side of the page. Select BJA and BJA FY14 John R. Justice.
6. **Register by selecting the "Apply Online" button associated with the solicitation title.** The search results from step 5 will display the solicitation title along with the registration and application deadlines for this funding opportunity. Select the "Apply Online" button in the "Action" column to register for this solicitation and create an application in the system.
7. **Follow the directions in GMS to submit an application consistent with this solicitation.** Once submitted, GMS will display a confirmation screen stating the submission was successful. **Important:** In some instances, applicants must wait for GMS approval before they can submit an application. OJP urges applicants to submit the application at **least 72 hours prior** to the due date of the application.

Note: Duplicate Applications

If an applicant submits multiple versions of an application, BJA will review only the most recent system-validated version submitted. See Note on "File Names and File Types" under [How to Apply](#).

Experiencing Unforeseen GMS Technical Issues

Applicants that experience unforeseen GMS technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the BJA contact identified in the Contact Information section on page 2 **within 24 hours after the application deadline** and request approval to submit their application. The e-mail must describe the technical difficulties and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any GMS Help Desk or SAM tracking number(s). **Note: BJA**

does not approve requests automatically. After the program office reviews the submission, and contacts the GMS Help Desk to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- Failure to register in SAM or GMS in sufficient time
- Failure to follow GMS instructions on how to register and apply as posted on the GMS web site
- Failure to follow each instruction in the OJP solicitation
- Technical issues with the applicant's computer or information technology environment, including firewalls.

Notifications regarding known technical problems with GMS, if any, are posted at the top of the OJP funding web page at www.ojp.gov/funding/Explore/CurrentFundingOpportunities.htm.

E. Application and Submission Information

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. BJA reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the program guidance. BJA will review applications for formula awards to ensure statutory requirements have been met.

Absent explicit statutory authorization or written delegation of authority to the contrary, the Assistant Attorney General will make all final award decisions.

F. Federal Award Administration Information

Federal Award Notices

OJP award notification will be sent from GMS. Recipients will be required to login; accept any outstanding assurances and certifications on the award; designate a financial point of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document by the authorized representative and the scanning of the fully-executed award document to OJP.

Administrative, National Policy, and other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements, including but not limited to OMB, DOJ or other federal regulations which will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award. OJP strongly encourages prospective applicants to review the information pertaining to these requirements prior to submitting an application. To assist applicants and recipients in accessing and reviewing this information, OJP has placed pertinent

information on its [Solicitation Requirements](#) page of the [OJP Funding Resource Center](#) webpages.

Please note in particular the following two forms, which applicants must accept in GMS prior to the receipt of any award funds, as each details legal requirements with which applicants must provide specific assurances and certifications of compliance. Applicants may view these forms in the Apply section of the [OJP Funding Resource Center](#) and are strongly encouraged to review and consider them carefully prior to making an application for OJP grant funds.

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)
- [Standard Assurances](#)

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document contains award terms and conditions that specify national policy requirements² with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in OJP solicitations and program announcements, and other requirements which may be attached to appropriated funding. For example, certain efforts may call for special requirements, terms, or conditions relating to intellectual property, data/information-sharing or -access, or information security; or audit requirements, expenditures and milestones, or publications and/or press releases. OJP also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

Prospective applicants may access and review the text of mandatory conditions OJP includes in all OJP awards, as well as the text of certain other conditions, such as administrative conditions, via OJP's [Mandatory Award Terms and Conditions](#) page of the [OJP Funding Resource Center](#).

Once an award is accepted, the designated JRJ administering agency must submit quarterly financial status reports, quarterly performance metrics reports in BJA's Performance Measurement Tool (PMT), and semi-annual progress reports. Incorporated into the PMT reporting process, administering agencies will be required to provide information related to the impact of the JRJ Grant Program on the recruitment and retention of prosecutors and public defenders in the state allowing for a more consistent and robust evaluation and analysis of such impact. Additionally, BJA requires that JRJ administering agencies submit copies of the executed JRJ Student Loan Repayment Program (JRJSLRP) Service Agreements to BJA and maintain standard documentation verifying both a recipient's eligibility and loan eligibility under the JRJ Grant Program guidelines. Executed JRJSLRP agreements and related addenda (including JRJSLP agreement modifications) must be submitted via the Grants Management System (GMS) as a "Special Report."

² See generally 2 C.F.R. 200.300 (provides a general description of national policy requirements typically applicable to recipients of federal awards, including the Federal Funding Accountability and Transparency Act of 2006 (FFATA)).

Appendix A

Guidance on State Implementation of the JRJ Program

The JRJ administering agency shall conduct outreach and education and begin or continue soliciting applications from eligible beneficiaries. States and territories are encouraged to design their JRJ Grant Program based on their experience in administering the program in previous years, along with similar state-run programs and should consider the purpose of the Act in the planning and implementation process.

I. JRJ Administering Agency Program Model Considerations

In developing criteria and formulating a plan for the administration of a state-administered JRJ program, JRJ agencies are strongly encouraged to consider replicating the methodology of existing, analogous loan repayment programs in their respective states. The methodology must be consistent with the requirements of this solicitation, but it is anticipated that the expertise derived from previous administration of a state program will be useful in the administration of this program. In order to provide for the equitable distribution of funds, any award selection committees must be comprised of an equal number of prosecutors and public defenders. For federal defender applicants, the state in which the attorney practices is the appropriate state in which to apply for an award. (Federal prosecutors are not eligible under the JRJ statute, though other similar funding opportunities may exist from other, non-OJP sources).

JRJ agencies should continue to govern their program in one of the following manners:

- Applicants apply directly to the governor-designated JRJ administering agency, which decides (based on the programmatic criteria set forth herein) which applicants should receive funding; or
- A governor-designated JRJ administering agency, maintaining centralized control of funding and eligibility determinations: (1) develops a basis for the fair distribution of funding to state prosecutor and defender offices throughout the state; (2) coordinates the solicitation of applications by those offices and (3) collects nominations from those offices of persons within their employment who are recommended to the JRJ administering agency for consideration for awards (based upon the programmatic criteria set forth herein).

Regardless of the model ultimately selected, all final JRJ beneficiary selection decisions will be made by the Governor-designated JRJ administering agency.

When developing a program model, JRJ agencies must ensure that funding for loan repayment is allocated equally between prosecutors and public defenders. To comply with this requirement, a JRJ agency must demonstrate that the total amount of loan repayment funding awarded to eligible prosecutors is equal to the total amount awarded to eligible public defenders. This equal allocation requirement applies only to the total amounts repaid on behalf of the two categories of eligible beneficiaries. States are not required to make an equal number of awards to eligible beneficiaries of each category. For example, if a gross sum of \$50,000 is awarded to prosecutors, a gross sum of \$50,000 must also be awarded to public defenders. While not required, states are encouraged to also strive for an equal number of awards between

prosecutors and defenders, however it is recognized that various factors may affect the ability of a state to achieve 100 percent equality in the number of repayment distributions.

If a JRJ administering agency demonstrates good cause, a waiver of the equal allocation requirement may be granted, but only at the discretion of the BJA Director. The waiver request must be submitted to BJA in writing, at the time of application and prior to any funding commitments. In order to demonstrate "good cause," an application for such a waiver must, at a minimum, include documentation of the JRJ agency's efforts to comply with the equal distribution requirement (including outreach efforts) and state the reasons for its inability to comply. In the event that a waiver is granted, the equal allocation requirement shall be suspended and a JRJ agency shall be permitted to make a disproportionate funding distribution to prosecutors and public defenders. Such a waiver shall pertain only to the fiscal year in which it is granted and shall not, under any circumstances, be construed as a waiver of any other requirement of this program.

II. Factors to Consider in Assessing Eligible Beneficiaries

Eligible Beneficiaries

The purpose of this program is to encourage qualified individuals to enter and continue employment as prosecutors and public defenders. JRJ agencies must give top consideration to those eligible beneficiaries who have the least ability to repay their loans, and to those who have received JRJ benefits in the prior fiscal year (and have less than 3 years remaining on their JRJSLRP Service Agreement). Individuals are permitted to apply for JRJ funding only from the state where they are employed. The JRJ agency must accept applications from federal defenders who practice in that state, regardless of where the applicant is licensed to practice law.

For purposes of this program the following persons shall be considered eligible:

Prosecutor—full-time employee of a state or unit of local government (including tribal government) who is continually licensed to practice law and prosecutes criminal or juvenile delinquency cases at the state or unit of local government level (including supervision, education, or training of other persons prosecuting such cases). 42 U.S.C. §3797cc-21(b)(1). Prosecutors who are employees of the federal government are not eligible.

Public Defender—an attorney who is continually licensed to practice law and is a full-time employee of a state or unit of local government (including tribal government) who provides legal representation to indigent persons in criminal or juvenile delinquency cases including supervision, education, or training of other persons providing such representation; is a full-time employee of a nonprofit organization operating under a contract with a state or unit of local government who devotes substantially all of the employee's full-time employment to providing legal representation to indigent persons in criminal or juvenile delinquency cases including supervision, education, or training of other persons providing such representation; or employed as a full-time federal defender attorney in a defender organization pursuant to Subsection (g) of section 3006A of Title 18, United States Code, that provides legal representation to indigent persons in criminal or juvenile delinquency cases. 42 U.S.C. §3797cc-21(b)(2).

Full-time employment is considered “not less than 75 percent of a 40 hour work week” for the purpose of this solicitation.

NOTE: Attorneys who are in private practice and not a full-time employee of a non-profit organization, even if individually or part of a firm that is under contract with a state or court-appointed to provide public defense services, do not qualify as “public defenders” and therefore are not considered to be eligible as beneficiaries under this solicitation.

BJA, in its discretion, has determined that policy and ethical considerations preclude elected officials from being eligible. This prohibition does not extend to persons who hold elected offices other than as a prosecutor or public defender (e.g., city council member status unrelated to prosecutor/public defender position), provided: (1) a reasonable person could conclude that the individual’s elected status did not form a basis for their selection for JRJ benefits; (2) that the person did not use their office to influence a decision pertaining to the application; and (3) that the person’s obligations to his/her elected office do not interfere with the fulfillment of the JRJ service obligation.

JRJ agencies are encouraged to use their expertise and discretion in identifying factors to be considered in the evaluation of applicant beneficiaries. In addition to the requirement of giving consideration to an applicant’s ability to repay his/her student loan obligations, the JRJ administering agency may wish to consider the following additional factors:

- Salary cap for initial applicants.
- Distribution of awards to ensure a range of geographic and demographic representatives (i.e., distribution amongst all quadrants of a state and between rural and urban areas).
- Assistance from other sources.
- Amount of total qualifying loan debt.
- Amount of the repayment benefit (statutorily limited to \$10,000 per beneficiary in a calendar year/\$60,000 aggregate per beneficiary).
- Consideration of academic achievement (e.g., class rank, GPA, academic honors).
- Meritorious service (e.g., high mark job evaluations).

JRJ administering agencies may accord each factor a different weight when selecting eligible beneficiaries, but should ensure that such weighing of factors does not disproportionately favor one group of eligible beneficiaries.

JRJ administering agencies must keep on record, available for audit and, if necessary, collection purposes, any record relied upon by the JRJ agency to support its funding decisions, including:

- (1) Applications received.
- (2) Income, debt, and loan data provided as part of each such application.
- (3) Documentation of outreach efforts implemented to distribute funding amongst a wide range of employing agencies within the state.
- (4) Documentation of decisional processes in the evaluation of an individual’s ability to repay his/her loan obligations.
- (5) Documentation of decisional processes in the evaluation of an individual’s meritorious service (including military service) (if applicable).
- (6) Proof of an individual’s eligibility under the statutory definitions of “prosecutor” or “public defender.”

(7) Proof of an individual's debt obligations under a "qualifying loan."

BJA maintains the right to request from the JRJ administering agency any other records that are reasonably required to determine compliance with statutory obligations, and the JRJ agency, in receiving funds, will agree to cooperate to the fullest extent possible in producing all such records.

Additionally, once an eligible applicant is approved for JRJ student loan repayment, according to statute, the beneficiary should be given priority consideration to receive funding during the second and third years of the three-year service agreement, pending the availability of funds. Renewal is not automatic and nothing shall obligate the state to renew a benefit in the same (or greater) amount previously received by a beneficiary. Beneficiaries should consult their state guidance and follow any renewal request process established therein. States may consider developing separate renewal forms. Priority consideration granted in the second and third year of an initial JRJSLRP Service Agreement obligation will ordinarily satisfy the priority consideration requirement. Priority consideration beyond the third year is not required.

A lateral move, provided the beneficiary maintains his/her status as an eligible beneficiary (as defined above), should not affect renewal eligibility during the course of an existing service obligation, unless the availability of funds and/or the beneficiary's eligibility status is otherwise compromised by the beneficiary changing his/her employment to a state other than the state from which the benefit was paid on his/her behalf. Note, however, that a person who is initially eligible, but changes his/her employment to a position that renders him/her ineligible (e.g., a transfer from a state public defender office to a private firm contracted by the state to provide public defense services) will lose their status as an "eligible beneficiary."

III. Factors to Consider in Assessing Eligible Student Loans

Loans eligible for repayment are defined as, and limited to the following:

Student Loan:

- (1) A loan made, insured, or guaranteed under part B of subchapter IV of chapter 28 of Title 20 (Federal Family Education Loan Program);
- (2) A loan made under part C or D of subchapter IV of chapter 28 of Title 20 (William D. Ford Federal Direct Loan and Federal Perkins Loans);
- (3) A loan made under section 1078-3 or 1087e(g) of Title 20 (Federal consolidation loans and Federal Direct Consolidation loans, respectively).

Ineligible Loans

The term "student loan" does not include any of the following loans:

- (1) A loan made to the parents of a dependent student under section 428B of the Higher Education Act of 1965 (20 U.S.C. 1078-2).
- (2) A Federal Direct PLUS Loan made to the parents of a dependent student.
- (3) A loan made under section 428C or 455 (g) of the higher Education Act of 1965 (20 U.S.C. 1078-3 (Federal consolidation loans) and 1087e(g) (Federal Direct Consolidation loans) to the extent that such loan was used to repay a loan described in clause (1) or (2).

As a condition precedent to the payment of any benefit under this program, all selected

beneficiaries must sign the "Service Agreement" included as part of this solicitation as Appendix B. Appendix B is an agreement between the eligible beneficiaries selected by the JRJ agency and the Department of Justice, and as such, may not be modified by the JRJ agency or anyone else without the express written authorization of the BJA Director, and DOJ (through BJA) will not accept or consider variances of the terms or form of Appendix B. The JRJ agency must provide a copy of the properly executed original service agreement and any subsequent service agreements to BJA for each JRJ Student Loan Repayment Program beneficiary. Upon completion of the original 3-year service obligation, subsequent agreements may be entered into for additional obligations of service in consideration for future grant awards. The terms of additional service obligations are addressed in Appendix C (JRJSLRP Service Agreement – Secondary Term of Service). The Appendix C form should be exclusively used by the state JRJ administering agencies in situations under which the selected beneficiary has both: a) successfully completed his/her initial 3-year term of service obligation, and b) been selected to have additional JRJ benefits paid on his/her behalf. See BJA-promulgated JRJ Grant Program FAQs for further information.

Through the first 3 years of the program, JRJ beneficiaries had been subject only to one JRJSLRP Service Agreement, executed at the time that the JRJ beneficiary first entered into the JRJ program. BJA is aware that, in certain cases, some JRJ beneficiaries have been asked to, and have subsequently signed, additional JRJSLRP Service Agreements even though the date of such execution occurred within the original 3-year term of the JRJ beneficiary's obligation of service. Such subsequent "agreements" should not be understood to extend the original term of the service obligation, but rather serve as a reaffirmation and acknowledgement of the original signed agreement and its terms and conditions. Beginning in fiscal year 2013, any JRJ beneficiary who enters into a JRJSLRP Service Agreement – Secondary Term of Service (i.e., an additional year or years of service after the original 3-year term has been satisfied), however, will agree to extend the beneficiary's term of service obligation by the period of time expressed therein, in exchange for the receipt of additional JRJ benefits. State JRJ agencies should immediately cease the practice of having JRJ beneficiaries execute additional JRJSLRP Agreements during the second and third year of a JRJ beneficiary's original Service Agreement, and instead have the beneficiary execute the JRJSLRP Acknowledgment of Benefit form (see Appendix D) on an annual basis during the course of the beneficiary's original Service Agreement.

Grant funds received by any agency designated by the Governor (or Mayor in the case of D.C.) can only be paid to the institution holding the qualifying loan. In accordance with 42 U.S.C. § 3797cc-21(c), no funds may be paid directly to the beneficiary. Payments made on behalf of approved beneficiaries cannot exceed the total qualifying loan balance. The beneficiary remains responsible for any remaining payments or balances. Neither the Department of Justice nor the state will be held responsible for any late fees assessed by the lending institution. The amount paid by any state shall not exceed \$10,000 for any individual in any calendar year or an aggregate total of \$60,000 in the case of any individual. The JRJ administering agency determines award payment amounts and payment dates in accordance with their programmatic needs, this solicitation and the legislative authority. Within the parameters of this solicitation, JRJ agencies are encouraged to maximize the number of beneficiaries who receive program benefits. It is left within the discretion of the JRJ administering agency to determine the number and amount of payments(s) made to the lending institutions on behalf of each beneficiary.

Disqualifying Conditions

An attorney must not be in default on repayment of any federal student loans. States may use discretion in applying other considerations for beneficiary continuation in the program, such as merit, etc.; however, states must ensure that any such considerations do not disproportionately affect one type of beneficiary (i.e., prosecutors v. public defenders) over another.

Coordination with other Repayment Programs

While BJA encourages agencies that administer JRJ Grant Programs to publicize the availability of the Income-Based Repayment (IBR) plan, Public Service Loan Forgiveness (PSLF), and other available loan repayment assistance programs (LRAPs) that may apply, BJA also encourages JRJ administering agencies to coordinate the interplay between such programs to promote the optimum benefit to the recipient when at all possible. The following articulates how lump sum payments and monthly payments of JRJ benefits may interplay with PSLF program and how to improve the coordination between the two programs.

To be eligible for PSLF program, a borrower must make 120 “separate, monthly” payments. When a loan servicer receives a lump sum payment – which is to say, a payment in excess of what the borrower is obligated to pay for the month – the loan servicer assumes that the excess, while immediately applied to reduce outstanding interest and principal on the loan, is intended to cover future installments. When future installments are satisfied, the borrower is no longer obligated to make monthly payments for the number of months for which the installment has been fully satisfied. This presents two problems for PSLF.

- The first is that the lump sum payment, while satisfying more than one month’s payment obligation, is not a “separate payment”. Therefore, it can only count as one PSLF payment.
- The second problem is that, by removing the borrower’s obligation to make future monthly payments, the borrower cannot, for those months, make a “monthly payment” in some cases – even if the borrower voluntarily remits money.

The second problem can be remedied by providing payment instructions with the payment. Specifically, the payor/borrower should state that the excess is not intended to cover future installments, which will ensure that the borrower continues to be obligated to make future payments over subsequent months. Each loan servicer provides, on the billing statement, information regarding how the borrower/payor must provide payment instructions. Therefore, JRJ recipients should be advised, to maximize the amount of credit they may receive from PSLF program while working in employment that also entitles them to JRJ program benefits, to provide special payment instructions associated with their JRJ Program award. Borrowers should also be able to provide these instructions for a payment that has already been applied, provided that it is done promptly after the payment is applied.

Note to JRJ State Administering Agencies: the following form should be used only in cases wherein a JRJ program applicant has been selected to participate for the first time.

Appendix B

John R. Justice Student Loan Repayment Program (JRJSLRP) Service Agreement

NAME: _____

In consideration of the student loan repayment incentive for which I have been offered under 42 U.S.C. §3797cc-21, I hereby agree as follows:

1. I will remain employed as a prosecutor or public defender for a period of service of not less than three years (36 months) unless involuntarily separated from my employment.

In accordance with 42 U.S.C. §3797cc-21(b)(1), the term "prosecutor" is understood to mean a full-time employee of a State or unit of local government who—

- (A) is continually licensed to practice law; and
- (B) Prosecutes criminal or juvenile delinquency cases at the State or unit of local government level (including supervision, education, or training of other persons prosecuting such cases).

In accordance with 42 U.S.C. §3797cc-21(b)(2), the term "public defender" is understood to mean an attorney who—

- (A) Is continually licensed to practice law; and
- (B) Is—
 - (i) a full-time employee of a State or unit of local government who provides legal representation to indigent persons in criminal or juvenile delinquency cases (including supervision, education, or training of other persons providing such representation);
 - (ii) a full-time employee of a nonprofit organization operating under contract with a State or unit of local government, who devotes substantially all of the employee's full-time employment to providing legal representation to indigent persons in criminal or juvenile delinquency cases (including supervision, education, or training of other persons providing such representation); or
 - (iii) employed as a full-time Federal defender attorney in a defender organization established pursuant to section 3006A of Title 18, that provides legal representation to indigent persons in criminal or juvenile delinquency cases.

2. I understand that JRJSLRP funds are a supplement to, not a substitute for, my personal student loan obligations. I understand that amounts to be paid on my behalf are subject to the availability of funds and my continued eligibility. I understand that if I do not remain eligible, then further loan repayment benefits may be denied although the service obligation will remain in force. I understand that the award of JRJSLRP in any fiscal year does not guarantee benefits in future fiscal years, and that awards are subject to the

availability of appropriations. I understand that any loan repayments made on my behalf may be taxable and subject to withholding.

3. I authorize the Department of Justice and/or the designated JRJSLRP State administrative agency, to verify the status, payment history, and outstanding balance of each qualifying loan, and to discuss the terms with the lender or note holder, or predecessors or successors in interest.

The term "qualifying loan" is understood to have the same meaning as "student loan" in 42 U.S.C. §3797cc-21(b)(3):

- (1) A loan made, insured, or guaranteed under part B of subchapter IV of chapter 28 of Title 20;
- (2) A loan made under part C or D of subchapter IV of chapter 28 of Title 20; and
- (3) A loan made under section 1078-3 or 1087e(g) of Title 20.

Further, the term "qualifying loan" is expressly understood not to include any of the following loans:

- (1) A loan made to the parents of a dependent student under section 1078-2 of Title 20.
 - (2) A Federal Direct PLUS Loan made to the parents of a dependent student.
 - (3) A loan made under section 1078-3 or 1087e(g) of Title 20 to the extent that such loan was used to repay a loan described in sub. (1) or (2) above.
4. I will notify the designated JRJSLRP State administrative agency, without delay, in writing, of any transfer to a new position or employing agency, identifying myself as a JRJSLRP beneficiary.
 5. I will notify the designated JRJSLRP State administrative agency, without delay, in writing, of my intention to voluntarily separate, resign, or retire from my position as an eligible beneficiary before completing my service obligation under paragraph 1 above.
 6. I will notify the designated JRJSLRP State administrative agency, without delay, in writing, of my status in default of any loan obligation with respect to a qualifying "student loan," as defined in 42 U.S.C. §3797cc-21(b)(3)(A).
 7. In the event I voluntarily leave my position as an eligible beneficiary, or in the event I am involuntarily separated for misconduct or unacceptable performance before completing the agreed upon period of service, I will be indebted to the Federal government and must reimburse the Department of Justice for the full amount of any student loan repayments made on my behalf under this service agreement. I further acknowledge that a sum equal to the amount that I am required to repay shall be recoverable by the Federal government from me (or my estate, if applicable) by such methods as are provided by law for the recovery of amounts owed to the Federal government.
 8. I understand and affirm that I remain responsible for making regular student loan payments, that such responsibility is not abated by selection for participation in the JRJSLRP, and that I am required to continue to make personal payments toward my qualifying loans to remain eligible for the JRJSLRP in the future. I understand that JRJSLRP payments will be made directly to the holder of my qualifying loan(s) and that I will not be the direct recipient of any such funds.

9. Loan repayments made on my behalf pursuant to this agreement do not exempt me from responsibility and/or liability for the full amount of any loan in which I am the debtor.
10. I am responsible for any income tax obligation resulting from the student loan repayments made on my behalf.

The Bureau of Justice Assistance does not provide legal advice on possible tax obligations resulting from receipt of JRJ benefits. The following is provided for informational purposes only. Beneficiaries of JRJ Student Loan Repayment Program benefits remain personally responsible for, and should consult with their tax advisors for advice on, any tax obligations resulting from benefits paid on their behalf.

*As a courtesy to JRJ beneficiaries and state administering agencies, BJA has requested information from the Internal Revenue Service (IRS) that may be helpful to beneficiaries and JRJ state administering agencies (SAAs) in determining tax consequences of JRJ benefits. The IRS provided a response to that request and a copy of both the inquiry and response are available on our web site at:
www.bja.gov/ProgramDetails.aspx?Program_ID=65.*

11. I understand that, by law, repayment benefits made on my behalf cannot exceed \$10,000 in any calendar year or an aggregate total of \$60,000. This limitation should not, under any circumstances, be construed as an obligation of said benefits. This agreement may be modified by the parties, subject to the limitations of 42 U.S.C. §§ 3797cc-21(d) and (e), to provide additional student loan repayment benefits without the need for an entirely new agreement. Such modifications include, but are not limited to, the possibility of payment increases, or the extension of benefits beyond the initial three-year service obligation, in consideration for additional service commitment by the beneficiary, based upon terms to be determined by the parties.
12. Periods of leave without pay, or other periods during which I am not in a pay status do not count toward the completion of the required service period upon reemployment. The service completion date must be extended by the total time spent in non-pay status. However, absence because of uniformed service in a recognized branch of the United States military, authorized maternity/paternity, FMLA, or due to compensable injury is considered creditable (within the sole discretion of the Director of BJA) toward the required service period upon reemployment.
13. This agreement is null and void if I am not selected for JRJSLRP in the year I sign and date this agreement.
14. Privacy Act Notification: This information is provided pursuant to the Privacy Act of 1974 (Public Law 94-579), as amended, for individuals supplying information for inclusion in a system of records. The authority for the collection of this information is 42 U.S.C. §3797cc-21. The purpose of the John R. Justice Loan Repayment for Prosecutors and Public Defenders statute is to encourage qualified individuals to enter and continue employment as prosecutors and public defenders. This Agreement and related data are made part of the file to be used within the Department of Justice for record-keeping and management while participating in the John R. Justice Loan Repayment program. The information also may be disclosed outside the Department, as permitted by the Privacy Act and Freedom of Information Act, to the Congress, the Internal Revenue Service, and

pursuant to court order. You are asked to provide your Social Security Number. Please note that if you do not provide this information, and you are selected to participate in the John R. Justice Loan Repayment program, your Social Security Number will be required later to enable the Department to verify your eligibility status. Failure to submit this information will render this Agreement incomplete and you will be considered ineligible to participate in the program.

I, _____, agree to the terms of this Service Agreement.

SIGNATURE

DATE

Note to JRJ State Administering Agencies: the following form should be used only in cases wherein a previously selected JRJ beneficiary has fulfilled his/her initial 3-year service obligation, has been selected again by the JRJ State Administering Agency to receive additional JRJ benefits and has agreed to commit to an additional 1 year of service obligation in exchange for those additional benefits.

Appendix C

**U.S. Department of Justice
John R. Justice Student Loan Repayment Program (JRJSLRP)
Service Agreement – Secondary Term of Service**

NAME: _____

In consideration of the student loan repayment incentive for which I may qualify under 42 U.S.C. §3797cc-21, such incentive having been offered above and beyond the incentive(s) from which I have already benefitted from in exchange for a term of service that I have fulfilled, I hereby agree as follows:

1. I will remain employed as a prosecutor or public defender for a period of service of not less than one year (12 months), unless involuntarily separated from my employment.

In accordance with 42 U.S.C. §3797cc-21(b)(1), the term “prosecutor” is understood to mean a full-time employee of a State or unit of local government who—

- (C) is continually licensed to practice law; and
- (D) prosecutes criminal or juvenile delinquency cases at the State or unit of local government level (including supervision, education, or training of other persons prosecuting such cases).

In accordance with 42 U.S.C. §3797cc-21(b)(2), the term “public defender” is understood to mean an attorney who—

- (C) is continually licensed to practice law; and
- (D) is—
 - (iv) a full-time employee of a State or unit of local government who provides legal representation to indigent persons in criminal or juvenile delinquency cases (including supervision, education, or training of other persons providing such representation);
 - (v) a full-time employee of a nonprofit organization operating under contract with a State or unit of local government, who devotes substantially all of the employee’s full-time employment to providing legal representation to indigent persons in criminal or juvenile delinquency cases (including supervision, education, or training of other persons providing such representation); or
 - (vi) employed as a full-time Federal defender attorney in a defender organization established pursuant to section 3006A of Title 18, that provides legal representation to indigent persons in criminal or juvenile delinquency cases.

2. I understand that JRJSLRP funds are a supplement to, not a substitute for, my personal student loan obligations. I understand that amounts to be paid on my behalf are subject to the availability of funds and my continued eligibility. I understand that if I do not remain eligible, then further loan repayment benefits may be denied although the service obligation will remain in force. I understand that the award of JRJSLRP in any fiscal year does not guarantee benefits in future fiscal years. I understand that any loan repayments made on my behalf may be taxable and subject to withholding.
3. I authorize the Department of Justice and/or the designated JRJSLRP State administrative agency, to verify the status, payment history, and outstanding balance of each qualifying loan, and to discuss the terms with the lender or note holder, or predecessors or successors in interest.

The term "qualifying loan" is understood to have the same meaning as "student loan" in 42 U.S.C. §3797cc-21(b)(3):

- (4) A loan made, insured, or guaranteed under part B of subchapter IV of chapter 28 of Title 20;
- (5) A loan made under part C or D of subchapter IV of chapter 28 of Title 20; and
- (6) A loan made under section 1078-3 or 1087e(g) of Title 20.

Further, the term "qualifying loan" is expressly understood not to include any of the following loans:

- (4) A loan made to the parents of a dependent student under section 1078-2 of Title 20.
- (5) A Federal Direct PLUS Loan made to the parents of a dependent student.
- (6) A loan made under section 1078-3 or 1087e(g) of Title 20 to the extent that such loan was used to repay a loan described in sub. (1) or (2) above.

4. I will notify the designated JRJSLRP State administrative agency, without delay, in writing, of any transfer to a new position or employing agency, identifying myself as a JRJSLRP beneficiary.
5. I will notify the designated JRJSLRP State administrative agency, without delay, in writing, of my intention to voluntarily separate, resign, or retire from my position as an eligible beneficiary before completing my service obligation under paragraph 1 above.
6. I will notify the designated JRJSLRP State administrative agency, without delay, in writing, of my status in default of any loan obligation with respect to a qualifying "student loan," as defined in 42 U.S.C. §3797cc-21(b)(3)(A).
7. In the event I voluntarily leave my position as an eligible beneficiary, or in the event I am involuntarily separated for misconduct or unacceptable performance before completing the agreed upon period of service, I will be indebted to the Federal government and must reimburse the Department of Justice for the full amount of any student loan repayments made on my behalf under this service agreement, to include any collection fees associated therewith. I further acknowledge that any said sum shall be recoverable by the Federal government from me (or my estate, if applicable) by such methods as are provided by law for the recovery of amounts owed to the Federal government.

8. I understand and affirm that I remain responsible for making regular student loan payments, that such responsibility is not abated by selection for participation in the JRJSLRP, and that I am required to continue to make personal payments toward my qualifying loans to remain eligible for the JRJSLRP in the future. I understand that JRJSLRP payments will be made directly to the holder of my qualifying loan(s) and that I will not be the direct recipient of any such funds.
9. Loan repayments made on my behalf pursuant to this agreement do not exempt me from responsibility and/or liability for the full amount of any loan in which I am the debtor.
10. I am responsible for any income tax obligation resulting from the student loan repayments made on my behalf.

The Bureau of Justice Assistance does not provide legal advice on possible tax obligations resulting from receipt of JRJ benefits. The following is provided for informational purposes only. Beneficiaries of JRJ Student Loan Repayment Program benefits remain personally responsible for, and should consult with their tax advisors for advice on, any tax obligations resulting from benefits paid on their behalf.

*As a courtesy to JRJ beneficiaries and state administering agencies, BJA has requested information from the Internal Revenue Service (IRS) that may be helpful to beneficiaries and JRJ state administering agencies (SAAs) in determining tax consequences of JRJ benefits. The IRS provided a response to that request and a copy of both the inquiry and response are available on our web site at:
www.bja.gov/ProgramDetails.aspx?Program_ID=65.*

11. I understand that, by law, repayment benefits made on my behalf cannot exceed \$10,000 in any calendar year or an aggregate total of \$60,000. This limitation should not, under any circumstances, be construed as an obligation of said benefits. This agreement may be modified by the parties, subject to the limitations of 42 U.S.C. §3797cc-21(d) and (e), to provide additional loan repayment benefits without the need for an entirely new agreement. Such modifications include, but are not limited to, the possibility of payment increases, or the extension of benefits beyond the initial three-year service obligation, in consideration for additional service commitment by the beneficiary, based upon terms to be determined by the parties.
12. Periods of leave without pay, or other periods during which I am not in a pay status do not count toward the completion of the required service period upon reemployment. The service completion date must be extended by the total time spent in non-pay status. However, absence because of uniformed service in a recognized branch of the United States military, authorized maternity/paternity, FMLA, or due to compensable injury is considered creditable (within the sole discretion of the Director of BJA) toward the required service period upon reemployment.
13. This agreement is null and void if I am not selected for JRJSLRP in the year I sign and date this agreement.

14. Privacy Act Notification: This information is provided pursuant to the Privacy Act of 1974 (Public Law No. 94-579), as amended, for individuals supplying information for inclusion in a system of records. The authority for the collection of this information is 42 U.S.C. §3797cc-21. The purpose of the John R. Justice Loan Repayment for Prosecutors and Public Defenders statute is to encourage qualified individuals to enter and continue employment as prosecutors and public defenders. This Agreement and related data are made part of the file to be used within the Department of Justice for record-keeping and management while participating in the John R. Justice Student Loan Repayment program. The information also may be disclosed outside the Department, as permitted by the Privacy Act and Freedom of Information Act, to the Congress, the Internal Revenue Service, and pursuant to court order. You are asked to provide your Social Security Number. Please note that if you do not provide the information, and you are selected to participate in the John R. Justice Student Loan Repayment program, your Social Security Number will be required later to enable the Department to verify your eligibility status. Failure to submit this information will render this Agreement incomplete and you be considered ineligible to participate in the program.

I, _____, agree to the terms of this Service Agreement.

SIGNATURE

DATE

Note to JRJ State Administering Agencies: the following form should be used only in cases where a current JRJ beneficiary has not yet fulfilled his/her initial 3-year service obligation, but remains eligible for JRJ benefits. Upon fulfilling his/her initial 3-year service obligation, the JRJ beneficiary may exit the program or, if selected to receive additional JRJ benefits, should execute the JRJSLRP – Secondary Term of Service document (see Appendix C above).

Appendix D

John R. Justice Student Loan Repayment Program (JRJSLRP) Service Agreement Acknowledgment of Benefit

I, _____, hereby acknowledge the following:
NAME

1. I have personally executed a JRJSLRP Service Agreement and the term of obligated public service thereunder (as designated in said Service Agreement) has not yet expired as of the date of execution hereunder.
2. Additional JRJSLRP benefit payments have been made on my behalf during the fiscal year in which this document is executed.
3. I remain bound by the terms of my JRJSLRP Service Agreement.
4. At the expiration of my term of obligated public service (as designated in the JRJSLRP Service Agreement to which I am currently subject), I may enter into a separate agreement that will govern the terms and conditions of the receipt of any additional JRJSLRP benefits received on my behalf outside the terms and conditions of the JRJSLRP Service Agreement to which I am now subject.

The Bureau of Justice Assistance does not provide legal advice on possible tax obligations resulting from receipt of JRJ benefits. The following is provided for informational purposes only. Beneficiaries of JRJ Student Loan Repayment Program benefits remain personally responsible for, and should consult with their tax advisors for advice on, any tax obligations resulting from benefits paid on their behalf.

As a courtesy to JRJ beneficiaries and state administering agencies, BJA has requested information from the Internal Revenue Service (IRS) that may be helpful to beneficiaries and JRJ state administering agencies (SAAs) in determining tax consequences of JRJ benefits. The IRS provided a response to that request and a copy of both the inquiry and response are available on our web site at: www.bja.gov/ProgramDetails.aspx?Program_ID=65.

SIGNATURE

DATE

Application Checklist

John R. Justice FY 2015 Program Application Guidance

This application checklist has been created to assist in developing an application.

Eligibility Requirement: *Eligible applicants are the agencies designated by the Governor of the state, territory, or the Mayor of as the JRJ agency for each of the 50 states, five territories, and the District of Columbia which the Bureau of Justice Assistance (BJA) will award funds to serve eligible recipients working within the state's, territory's, or District's jurisdiction.*

_____ The federal amount requested is within the allowable limit(s) of the FY 2015 JRJ state allocation amount.

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (See page 6)
- _____ Abstract (See pages 6)
- _____ Program Narrative (See page 6 – 7)
- _____ Designated Agency Representative Letter (See page 7 – 8)
- _____ Budget Detail Worksheet (See page 8)
- _____ Budget Narrative (See page 8)
- _____ Indirect Cost Rate Agreement (*if applicable*) (See pages 9)
- _____ Applicant Disclosure of Pending Applications (See page 9)
- _____ Accounting System and Financial Capability Questionnaire (*if applicable*) (See pages 10)

Provide Feedback to OJP on This Program Guidance

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this program guidance, the application submission process, and/or the application review/peer review process. Feedback may be provided to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This email is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or email listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your resume to ojppeerreview@lmbps.com. The OJP Solicitation Feedback email account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.