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Governor of Guam

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GHH 34-18-2240

AUG 21 2018

Speaker Benjamin J.F. Cruz

AUG 22 2018
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Received By

The Honorable Benjamin J.F. Cruz
Speaker
I Liheslaturan Guåhan
I Mina' Trentai Kuattro Na Liheslaturan Guåhan
Committee on Culture and Justice
163 Chalan Santo Papa
Hagatna, GU 96910

Dear Speaker Cruz:

Håfa Adai! The Bureau of Justice Assistance has announced the solicitation for the FY 2018 Edward Byrne Memorial Justice Assistance Grant Program (JAG). As the State Administrative Agency of the JAG program, the Bureau has prepared Guam's *draft* FY 2018 JAG Program Narrative. The application submission deadline to the Bureau of Justice Assistance through the Grant Management System is August 22, 2018.

In compliance with the solicitation requirements to ensure the opportunity to comment on the application is made available for review to the governing body of the state, the public and criminal justice stakeholders, enclosed is Guam's Fiscal Year 2018 JAG Program Narrative for your review.

2018 AUG 22 PM 2:51

Guam's plan reflects how the FY 2018 Edward Byrne Justice Assistance Grant Program will be used to address improving the functioning of Guam's criminal justice system. Funding under the FY 2018 Byrne JAG Program will be used to address programs under the following priorities defined in Guam's FY 2013-2016 Multi Year Strategy for Drug Control, Violent Crime and Criminal Justice Systems Improvement: law enforcement, sexual assault and violent crime, treatment and rehabilitation, and technology improvements. In addition to the priority areas for funding under the FY 2018 Byrne JAG Program, Guam will use up to 4% of its award to meet compliance with the Federal Bureau of Investigations (FBI) Uniform Crime Reporting (UCR) Program's National Incident-Based Reporting System (NIBRS) by January 01, 2021. The funds will be sub awarded to the Guam Police Department for contractual services to enhance the quantity, quality, and timeliness of crime data collected by law enforcement officers, and to improve the methodology used for compiling, analyzing, auditing, and publishing the collected crime data to achieve NIBRS certification.

Should you have any comments or concerns with Guam's FY 2018 JAG Program Narrative, please provide your written comments to the Bureau by no later than 5:00 pm on Friday, September 21, 2018. If we do not receive any comments by then, the Bureau will assume that you concur with the updated plan.

Your continued support of our programs is greatly appreciated. Should you require additional information, please do not hesitate to contact Ms. Lola E. Leon Guerrero, Chief Planner, at 472-4201/2/3 or by email at lolalg@bsp.guam.gov. *Si Yu'os Ma'åse.*

Sincerely,

CARL V. DOMINGUEZ

2240

Enclosure

BUREAU OF STATISTICS AND PLANS
Government of Guam
August 2018

Edward Byrne Memorial Justice Assistance Grant (JAG) Program

Draft
Guam's FY 2018 Byrne JAG Grant Application
Program Narrative

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Doc. No. 34GL-18-2240.

EXECUTIVE SUMMARY

The Bureau of Justice Assistance (BJA) requires applicants for the FY 2018 Edward Byrne Memorial Justice Assistance Grant (JAG) Program to submit a program narrative that identifies the state's strategy/funding priorities and provide descriptions of the sub-grant process, the programs to be funded, the state's strategic planning process, any additional coordination efforts, and to identify how performance measure data will be collected and reported.

The JAG Program is the primary provider of federal criminal justice funding to state and local jurisdictions. JAG funds support all components of the criminal justice system from multijurisdictional drug task forces to courts, corrections, treatment, and justice information sharing initiatives. JAG funded projects may address crime through the provision of services to individuals and/or communities and by improving the effectiveness and efficiency of criminal justice systems, processes, and procedures. The JAG Program allows states and local jurisdictions to support a broad range of activities to prevent and control crime based on their own local needs and conditions and provide agencies with the flexibility to prioritize and place justice funds where they are most needed.

Guam's Fiscal Year 2019-2024 Strategy for Drug Control, Violent Crime and Criminal Justice Systems Improvement is currently in the process of being developed to address improving the effectiveness and efficiency of Guam's criminal justice systems. The Guam Bureau of Statistics and Plans (Bureau), designated SAA, held a stakeholders meeting on October 2016 to begin the planning process to identify the priority areas to be addressed in the new strategic plan. Coordination with criminal justice, law enforcement and other resource partners are on-going.

In the interim, Guam's current Fiscal Year 2013 – 2016 Strategy for Drug Control, Violent Crime and Criminal Justice Systems Improvement, which was finalized in August 2013 and revised in June 2014, remains current and effective and will be used to guide the FY 2018 Byrne Justice Assistance Grant Program funds in support of critical programs needed to prevent or reduce crime and violence on Guam.

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INTRODUCTION

State Administering Agency

The Governor of Guam has designated the Bureau of Statistics and Plans as the state administering agency (SAA) to apply for and administer the Edward Byrne Justice Assistance Grant Program. Specifically, the SAA is responsible for coordination of JAG funds among Guam's justice initiatives, preparation and submission of the Guam's JAG application, administration of JAG funds including establishing funding priorities, ensuring an inclusive planning process to include consultation with criminal justice stakeholders, distributing funds, monitoring sub-recipients' compliance with all JAG special conditions and provisions, and providing ongoing assistance to sub-recipients, and submitting quarterly financial reports (FFR425) and performance metrics reports, annual programmatic reports, and annual sub-grant information.

Initially created under Public Law 12-200, the Bureau of Planning's mission was redefined during 1990 by Public Law 20-147. In 2002 it was once again redefined by Public Law 26-76 and its name was changed to the Bureau of Statistics and Plans.

Public Law 20-147, as amended by Public Law 26-76, stipulates in statute that it is the Bureau of Statistics and Plans' responsibility to undertake any planning activity that is not being carried out or that is not the function of another department. The Bureau has the legislative flexibility to appraise, coordinate, prepare and assist in the development of a wide range of plans, policies and studies that further economic, social, land use, environmental and infrastructure goals, priorities and planning activities. This flexibility is reflected in the Bureau's mission statement. It is further mandated to disseminate and make available economic, social, and physical data and information for researches, policy makers and the public.

The Bureau of Statistics and Plans' mission is to ensure Guam's resources are effectively used for the benefit of present and future generations by ensuring consistency among various plans, policies and programs. In order to do this, the Bureau is committed to:

- Serve as a catalyst for planned and balanced economic, social, environmental and physical growth;
- Advise the Governor during the formulation of policies and on the interrelationships among laws, plans, policies and programs;
- Provide oversight during the formulation and integration of plans, policies and programs which further social, economic, environmental and physical development goals and priorities;
- Encourage private/public partnerships in the formulation and implementation of plans, policies and programs;
- Ensure the availability of information generated by the Government of Guam for policy and plan development;
- Provide technical support to other Government of Guam entities in order that they can meet their missions; and
- Ensure the availability of timely and accurate statistical indices that are required to make sound decisions to improve Guam's economic viability.

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PROGRAM NARRATIVE

Statement of the Problem

Guam's State Strategy / Funding Priorities / Project Identifiers

Guam's Fiscal Year 2019-2024 Strategy for Drug Control, Violent Crime and Criminal Justice Systems Improvement is currently in the process of being developed to address improving the effectiveness and efficiency of Guam's criminal justice systems. The Guam Bureau of Statistics and Plans, designated SAA, held a stakeholders meeting on October 2016 to begin the planning process to identify the priority areas to be addressed in the new strategic plan. Coordination with criminal justice, law enforcement and other resource partners is on-going.

Guam's FY 2013–2016 Multi Year Strategy for Drug Control, Violent Crime and Criminal Justice System Improvement Strategy identified several funding priorities based on the needs of the criminal justice programs throughout the island. The priority areas identified are Sexual Assault, Technology Improvement, Treatment and Rehabilitation, Law Enforcement, and Violent Crime. The stakeholders involved in the development of the 2013-2016 Multi Year Strategy include the Office of the Attorney General, Guam Police Department, Department of Corrections, Judiciary of Guam, Department of Youth Affairs, Guam Customs and Quarantine Agency, Guam Behavioral Health and Wellness Center, Department of Public Health and Social Services, Guam Homeland Security, Jose D. Leon Guerrero Port Authority of Guam Security Police, A.B. Won Pat Guam International Airport Authority Security Police, Public Defender Services Corporation, 32nd Guam Legislature Committee on Guam U.S. Military Relocation, Homeland Security, Veteran's Affairs and Judiciary.

The funding priorities identified in the 2013-2016 Multi Year Strategy continue to remain effective and critical in addressing Guam's criminal justice needs and will guide the development and implementation of Guam's FY 2018 Byrne JAG Program.

Guam's Priority Issues, Proposed Program Responses and Project Identifiers

In line with the key points established in the 2016 National Drug Control Strategy, Guam's 2013-2016 Multi Year Strategy continues to address and coordinate the following national priorities:

- Preventing drug use in our communities;
- Seeking early intervention opportunities in health care;
- Integrating treatment for substance use disorders into health care and supporting recovery;
- Breaking the cycle of drug use, crime, and incarceration;
- Disrupting domestic drug trafficking and production;
- Strengthening international partnerships; and
- Improving information systems to better address drug use and its consequences.

Guam's long term goals are to eliminate drug use, to reduce violent crime and to improve the functioning of the criminal justice system. The project objectives to achieve these goals include

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the following: (1) establishing funding priorities, distribute funds, and provide ongoing monitoring and assistance to sub recipients; (2) reducing the violent index crime rate by 5% for Guam by September 30, 2021; (3) reducing the property index crime rate by 5% for Guam by September 30, 2021; (4) implement Guam's Criminal Justice Records Improvement Integration Project by September 30, 2019; and 5) implement the Federal Bureau of Investigation's (FBI) National Incident-Based Reporting System (NIBRS) by January 01, 2021.

In FY 2016, the Federal Bureau of Investigation (FBI) formally announced its intention to sunset the Uniform Crime Reporting (UCR) Program's traditional Summary Reporting System (SRS) and replace it with the UCR Program's National Incident-Based Reporting System (NIBRS). By January 1, 2021, the FBI intends for NIBRS to be the law enforcement crime data reporting standard for the nation. In preparation for the FBI's 2021 NIBRS compliance deadline, Guam will use close to 3.89% under the FY 2018 Byrne JAG Program towards achieving full compliance with the FBI's NIBRS data submission requirements under the UCR Program.

Guam's statewide priorities that support the National Drug Control Strategy are the following:

- Law Enforcement Priority
- Sexual Assault Priority
- Treatment and Rehabilitation Priority
- Technology Improvement Priority
- Violent Crime Priority

The applications that are funded will need to identify one of the purpose areas and at least one of the priority areas identified. Projects that are selected for funding should focus on:

- Evidence-based initiatives;
- A comprehensive response to sexual assault and to monitor sex offenders;
- Enhance the ability of federal and state criminal justice agencies using jointly controlled operations to remove specifically targeted mid and upper-level narcotics trafficking through investigation, arrest, prosecution, and conviction to disrupt the drug market, reduce drug threats and drug related crimes;
- Reduce recidivism rates and improve re-entry efforts; and
- Improve criminal justice information sharing and integrated systems.

The project identifiers associated with the proposed project activities are as follows:

Prosecution, justice information sharing, drug testing, drug treatment, computer software and hardware, canines, reentry, conferences and training, equipment – general, systems improvement.

Sub-Grant Award Process and Timeline

The Bureau of Statistics and Plans sub grant award process is as follows:

Project solicitation: After the grant award is received, the Bureau announces the availability of funds to eligible state agencies and nonprofit organizations through a request for proposal process.

The application deadline is established and an application kit with instructions is prepared and disseminated to all eligible state agencies and nonprofit organizations. The announcement is also posted on the Bureau's website for interest. The prospective applicant(s) are encouraged to submit applications for evidence based programs and or practices and or data driven strategies as noted in the application kit and instructions.

The solicitations identifies the following: JAG program areas, project proposal deadline, a listing of the JAG proposed programs, goals and requirements, application contents (program abstract, program title, project title, grantee name, JAG program area, applicant agency and address, applicant agency DUNS number, applicant agency EIN number, location of project, project period, type of application, total project amount, other funding sources, project director, financial officer, project approach type (PMT, JAG activity type, recipient type, population services, target geographic location, crime type), description of project contents (problem statement, goals and objectives, project activities, performance indicators/outcome measures and BJA PM, organizational capabilities, project timeline, position descriptions, and probability to improve the criminal justice system) and budget and budget narrative contents.

Review Process: Once the applications have been received by the deadline, the application content is thoroughly reviewed, evaluated, and scored by the Bureau's staff. Applications that are not complete are returned back to the agency and not evaluated. Once this is done, the budget for each application is entered into an excel spreadsheet by requested line item. After this is completed, the Bureau will consult with the Bureau of Budget and Management Research (BBMR) Budget Analyst that has oversight of the applicants locally funded budget and law enforcement and resource agencies that administer federal funds. This collaboration ensures there is no duplication of funding efforts. Please note applicants must identify in their application under 'Other Funding Source" if they have requested similar funding for this project. Upon evaluation of the application and budget breakdown consultation, the Bureau's staff will go over the funding recommendation with the Director. The Director will make the final decision on the applications to be funded based on the scoring, the impact the project will have upon reducing crime, and if the proposed funded project permits capacity building that could not have otherwise have been implemented because of the lack of local resources. The following is the outline for the spreadsheet to guide in the funding recommendations.

Priority Area	Project Brief	Department	Item	Funding Request	Recommended for Funding	Not Recommended for Funding	Comments	Note

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Project timeline for the implementation of the FY 2018 Byrne JAG Program:

Edward Byrne Memorial Justice Assistance Grant Program Timeline
Fiscal Year 2018 - 2022

	2018		2019				2020				2021				2022			
	Jul - Sep	Oct - Dec	Jan -Mar	Apr - Jun	Jul - Sep	Oct - Dec	Jan -Mar	Apr - Jun	Jul - Sep	Oct - Dec	Jan -Mar	Apr - Jun	Jul - Sep	Oct - Dec	Jan -Mar	Apr - Jun	Jul - Sep	Oct - Dec
Bureau of Statistics and Plans (SAA) Grant Administration Activities																		
The Bureau of Statistics and Plans (BSP) will develop the FY 2018 *draft* Edward Byrne JAG Application	x																	
BSP will coordinate the Public Review of the FY 2018 *Draft* JAG Application	x																	
BSP will submit the FY 2018 *draft* Byrne JAG Program Narrative via the USDOJ Grants Management System (GMS) by due date.	x																	
BSP completes the Public Review period and will incorporate any suggested changes to the FY 2018 JAG Program.	x																	
FY 2018 JAG Program award is released; BSP will accept federal funding award.		x																
BSP will establish the FY 2018 JAG Program account with the Guam Department of Administration (local OMB)		x																
BSP (SAA) will prepare and submit quarter Performance Measurement Tool (PMT) and the semi-annual reports via the		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x

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Edward Byrne Memorial Justice Assistance Grant Program Timeline
Fiscal Year 2018 - 2022

	2018		2019				2020				2021				2022			
	Jul - Sep	Oct - Dec	Jan -Mar	Apr - Jun	Jul - Sep	Oct - Dec	Jan -Mar	Apr - Jun	Jul - Sep	Oct - Dec	Jan -Mar	Apr - Jun	Jul - Sep	Oct - Dec	Jan -Mar	Apr - Jun	Jul - Sep	Oct - Dec
Grant Management System (GMS).																		
BSP Administrative Services Officer will prepare and submit the quarter FFR 425		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
BSP (SAA) will initiate the close-out process for the grant program and will ensure final financial, final progress are completed and compliance with special award conditions.																		x
Goal: To eliminate drug use, to reduce violent crime and to improve the functioning of the criminal justice system																		
Objective 1: To establish funding priorities, distribute funds, and provide ongoing monitoring and assistance to sub recipients																		
BSP will develop the Request for Proposal (RFP) and announcement of available funds under the FY 2018 Byrne JAG Program – Modification of current JAG announcement listing of who can apply, purpose of funds, restrictions on funding, required performance measures and reporting requirements.			x															
BSP will announce the RFP to invite prospective sub grantees to submit an application for the 2018 JAG award (announcement emailed; instructions and application placed on			x															

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Edward Byrne Memorial Justice Assistance Grant Program Timeline
Fiscal Year 2018 - 2022

	2018		2019				2020				2021				2022			
	Jul - Sep	Oct - Dec	Jan -Mar	Apr - Jun	Jul - Sep	Oct - Dec	Jan -Mar	Apr - Jun	Jul - Sep	Oct - Dec	Jan -Mar	Apr - Jun	Jul - Sep	Oct - Dec	Jan -Mar	Apr - Jun	Jul - Sep	Oct - Dec
BSP website) that identifies the approved priority areas of sexual assault, law enforcement, treatment and rehabilitation, technology and improvement and violent crime.																		
BSP application deadline from prospective Subgrantees			x															
BSP will review project applications and determine project funding sub awards				x														
BSP will notify successful applicants; BSP will develop the Memorandum of Understanding; initiate MOU review and approval process; establishment of project account				x	x													
BSP will conduct a Subgrantee Administrative Workshop with Subgrantee Project Director, Financial Officer and Procurement Officer to outline responsibility for managing a JAG subgrant at a fiscal and programmatic level, including required performance measures and reporting requirements					x													

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Edward Byrne Memorial Justice Assistance Grant Program Timeline
Fiscal Year 2018 - 2022

	2018		2019				2020				2021				2022			
	Jul - Sep	Oct - Dec	Jan -Mar	Apr - Jun	Jul - Sep	Oct - Dec	Jan -Mar	Apr - Jun	Jul - Sep	Oct - Dec	Jan -Mar	Apr - Jun	Jul - Sep	Oct - Dec	Jan -Mar	Apr - Jun	Jul - Sep	Oct - Dec
Objective 2: To reduce the violent index crime rate by 5% for Guam by September 30, 2020.																		
Objective 3: To reduce the property index crime rate by 5% for Guam by September 30, 2020.																		
Objective 4: To implement Guam's Criminal Justice Records Improvement Integration Project by September 30, 2019.																		
Objective 5: To implement the FBI's NIBRS compliance deadline by January 01, 2021.																		
Subgrantee to begin implementation of subgrant MOU and work request (October 1, 2019 to September 30, 2022) and grant funded program activities that address the priority areas of sexual assault, law enforcement, treatment and rehabilitation, technology and improvement and violent crime.						X	X	X	X	X	X	X	X	X	X	X	X	X
To implement the FBI's NIBRS compliance deadline by January 01, 2021.						X	X	X	X	X	X	X	X	X	X	X	X	X
Subgrantees Quarter Financial Feporting. Subgrantees required to submit all supporting documents (invoices, purchase orders, price quotations, payments, etc.) regarding expenditure of funds following prescribed procurement policies. *(subgrantees submits report 15 days after the quarter period ends.)*						X	X	X	X	X	X	X	X	X	X	X	X	X

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Edward Byrne Memorial Justice Assistance Grant Program Timeline
Fiscal Year 2018 - 2022

	2018		2019				2020				2021				2022			
	Jul - Sep	Oct - Dec	Jan -Mar	Apr - Jun	Jul - Sep	Oct - Dec	Jan -Mar	Apr - Jun	Jul - Sep	Oct - Dec	Jan -Mar	Apr - Jun	Jul - Sep	Oct - Dec	Jan -Mar	Apr - Jun	Jul - Sep	Oct - Dec
Subgrantees Quarter and Semiannual Program Reporting. Subgrantees required to report progress and assessment of project activities in addressing the FY 2018 Byrne JAG Program goals and objectives as it relates to sexual assault, law enforcement, treatment and rehabilitation, technology and improvement and violent crime. (*subgrantee submits report 15 days after the quarter and semiannual period ends.)*						x	x	x	x	x	x	x	x	x	x	x	x	x
Subgrantees submit Performance Measurement Tool (PMT) data on-line that measure the results of their work through activities funded under their award. *(subgrantee submits report 15 days after the quarter ends)*. The SAA will ensure the review of the subgrantee PMT and submit by no later than 25 days after the quarter period ends.						x	x	x	x	x	x	x	x	x	x	x	x	x
Subgrantee will submit final Quarter, PMT and Semi-Annual reports in compliance with the closeout process.																		x

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Edward Byrne Memorial Justice Assistance Grant Program Timeline
Fiscal Year 2018 - 2022

	2018		2019				2020				2021				2022			
	Jul - Sep	Oct - Dec	Jan -Mar	Apr - Jun	Jul - Sep	Oct - Dec	Jan -Mar	Apr - Jun	Jul - Sep	Oct - Dec	Jan -Mar	Apr - Jun	Jul - Sep	Oct - Dec	Jan -Mar	Apr - Jun	Jul - Sep	Oct - Dec
(subgrantee submits reports 15 days after project period end date)																		

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Description of the Programs to be funded

The projects to be funded will need to fall within one of the priority areas described and programs identified. In the past, JAG funds have supported a multitude of projects that prevented and/or reduced crime and violence throughout Guam. These projects included:

- U.S. Immigration and Customs Enforcement: Drug Interdiction, Money Laundering and Asset Forfeiture
- Drug Detector Dog Unit Task Force
- Violent Street Crime Prosecution Task Force
- Sex Offender Registry National Act Compliance Initiative
- Criminal Justice Records Improvement Integration
- Prosecution Case Management Information System
- Adult Correctional Management Information System
- Police Records Management Information System
- Forensic Laboratory Management Information System
- Crisis Center Enhancement of the Forensic Evidence in the Sexual Assault Medical-Legal Rape Examination
- Adult Drug Court
- Juvenile Drug Court
- Recovery Oriented System of Care Program for Substance Abuse Offenders

Guam's priority areas for FY 2018 Byrne JAG Program are the following:

- Law Enforcement Priority
- Sexual Assault Priority
- Treatment and Rehabilitation Priority
- Technology Improvement Priority
- Violent Crime Priority

In addition to the priority areas for funding under the FY 2018 Byrne JAG Program, Guam will use up to 4% of its award towards NIBRS compliance by January 01, 2021. The funds will be sub awarded to the Guam Police Department for contractual services to enhance the quantity, quality, and timeliness of crime data collected by law enforcement officers, and to improve the methodology used for compiling, analyzing, auditing, and publishing the collected crime data to achieve NIBRS certification.

The project identifiers associated with the proposed project activities are as follows:

Prosecution, justice information sharing, drug testing, drug treatment, computer software and hardware, canines, reentry, conferences and training, equipment – general, systems improvement.

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Law Enforcement Priority

Multijurisdictional Drug Task Forces Program

Purpose Area: Law Enforcement Programs

Description of the Program:

This program calls for integrating Federal and local drug law enforcement and prosecution to enhance interagency coordination among the task forces; to facilitate multi-jurisdictional investigations to facilitate the curtailment of narcotics interdiction and money laundering activities on Guam through the apprehension, arrest, and conviction of individuals smuggling narcotics into Guam, and the seizure of assets acquired as a result of a controlled substance violation. In order to proactively interdict the narcotics distribution system and to seize assets gained through the sale of narcotics, there is need to continue to utilize interagency, multi-disciplinary task forces; to fund prosecutors to prosecute drug cases; and to increase the drug detector canine detection teams to detect the narcotics.

Brief Analysis of the Need of the Program:

The growing availability and abuse of crystal methamphetamine or "ice" as well as other illegal drugs has been directly related to Guam's growing crime rates. As such, it necessitates the pursuit of strong components to prevent controlled illicit substances from entering Guam, to detect and remove them from the streets, and to vigorously prosecute the drug traffickers. A need exists to ensure Guam's drug task forces have the necessary resources to interdict illegal drugs on Guam and the available training to keep up with the latest trends and technology.

Program Goal:

The goal of the multi-jurisdictional task forces is to interdict illegal drugs at our ports of entry, to reduce the availability and use of illegal drugs and money laundering activities on Guam through collaborative investigations with State and Federal agencies in order to apprehend, arrest, and convict the individuals, and to seize assets acquired as a result of controlled substance violations thus to disrupt the drug market, reduce drug threats and drug related crimes on Guam.

Guam's Performance Measure:

- The number of enforcement operations conducted by the task forces
- Number of marijuana plants eradicated
- Number of drug arrests by drug type
- Quantity of drug seized by drug type and the value of drugs seized (in grams)
- Number of drug cases initiated
- Number of drug cases closed
- Number of drug trafficking organization investigated and penetrated (identify the level of the drug trafficking organization by street, low, mid, high and the ethnicity of the organization)

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- Number of weapons and explosives seized (identify the type of weapon)
- Number of drug offenders prosecuted at the state level with conviction
- Number of drug offenders prosecuted at the federal level with conviction
- Number of offenders prosecuted for firearm violation at the state level with conviction
- Number of offenders prosecuted for firearm violation at the federal level with conviction
- Number of asset seizures and total value of funds and asset forfeited
- Number of law enforcement officers, prosecutor trained during the reporting period (list training attended and the cost of each training)

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Sex Offender Registration Management Program

Purpose Area: Law Enforcement Program

Description of the Program:

The program calls for enhancing Guam's sex offender registry by continuing to maintain the requirements of the Sex Offender Registration and Notification Act (SORNA) under Adam Walsh Act (AWA) through coordinated and collaborative efforts with the Sex Offender Registration Management Office, Judiciary of Guam, the Office of the Attorney General, the Guam Police Department, and the Department of Corrections in order to protect the public from sex offenders and offenders against children through effective sex offender registration and notification.

Brief Analysis of the Need of the Program and Proposed Program Activities:

Although Guam is in compliance with AWA/SORNA with the passage of Public Law 30-223, a need exists to continue to maintain our status as substantially implemented the provision of the Sex Offender Registration and Notification Act (SORNA) as well as to continue to work towards meeting the provisions of SORNA as they continue to evolve and to work with the SMART office personnel to bring Guam into full compliance with SORNA.

To increase public safety and to improve the monitoring of sex offenders, the federal Jacob Wetterling Crimes Against Children and Sexual Violent Offender Registration Program, enacted in 1994, requires states to establish registration programs for persons who have been convicted of certain sex crimes. Guam's Sex Offender Registry (SOR) was enacted in November 1999 under Public Law No. 25-75. This law was repealed by the federal Adam Walsh Child Protection and Safety Act of 2006, also known as the Sex Offender Registration and Notification Act (SORNA). The Act re-established and expands the Jacob Wetterling, Megan Nicole Kanka and Pam Lychner Sex Offender Registration and Notification Program and sets forth strict guidelines for jurisdictions to develop and maintain a jurisdiction wide sex offender registry.

Program Goal:

The goal of this program is to facilitate substantial jurisdictional compliance with SORNA by providing support for coordinated interagency efforts to comply and implement the SORNA requirements; and to enhance Guam's efforts to ensure victims and public safety.

Guam's Performance Measures:

- Number of SORNA meetings held (indicate dates meetings have been held) and the outcome of the meetings. Provide the names of the individuals that attended the meetings.
- Number of policies/procedures or laws established or amended to comply with SORNA.
- Number of SORNA requirement implemented.
- Number of jurisdiction personnel trained on SORNA compliance.
- Number of records/data to include sex offender case files, registration information, finger/palm print cards, DNA captured.

Sexual Assault and Violent Crime Priority

Forensic Medical Examination of Sexual Assault Program

Purpose Area: Law Enforcement Program

Description of the Program:

Healing Hearts Crisis Center is Guam's only rape crisis center that provides comprehensive forensic medical examination on child and adult sexual assault victims to collect forensic evidence. The collection of forensic evidence is critical to the successful prosecution of the perpetrators of sexual assault on children.

Brief Analysis of the Need of the Program and Proposed Program Activities:

Another growing concern on Guam is sexual assault cases involving a child. The Crime in Guam 2015 Uniform Crime Report reported a 40 percent increase in reported rape offenses from 118 reported rape offenses in 2014 to 160 reported rape offenses in 2015. Guam's only rape crisis center serviced 140 sexual assault victims in 2015, a 23 percent increase over the 113 victims that received services from the center in 2014. It is important to note that 71 percent of the 140 victims serviced were between the ages of zero to fifteen. A need continues to exist to collect the forensic evidence from the victims in a safe and comfortable environment, to conduct the multidisciplinary team interview, to increase sexual assault awareness to the community, and to provide counseling services to the victim.

Program Goals:

The goals of the project are to improve the collection of evidence in sexual assault cases that will assist with the successful prosecution of criminal sexual assault cases; and to ensure that survivors of sexual assault are provided with the necessary support/resources to report and participate in the investigation and prosecution of criminal sexual conduct cases.

Guam's Performance Measures:

- Number of victims referred to Healing Hearts for medical legal examinations broken down by age group and sex.
- Number of forensic examinations conducted on the victims broken down by age group and sex.
- Number of forensic examinations conducted on the victims using the video colposcope broken down by age group and sex.
- Number of victims referred out and received counseling broken down by age group and sex
- Number of sexual assault cases that go to trial.
- Number of staffs on hand to provide and collect forensic evidence.

Sexual Assault Prosecution Program

Purpose Area: Prosecution and Court Program

Description of the Program:

The purpose of this program is to increase the operational effectiveness of the Office of the Attorney General by providing resources to prosecute sexual assault cases and noncompliant sex offenders.

Brief Analysis of the Need of the Program and Proposed Program Activities:

Sexual assault crimes continue to be a major community and criminal justice issue on Guam. There is a need to fund prosecutor to prosecute the growing number of sexual assault cases and to prosecute sex offenders who failed to update and verify the information on Guam's sex offender registry.

Program Goal:

The goal of this program is to prosecute sexual assault cases and convict the offender; and to prosecute sex offenders who fail to update and verify their information on the registry.

Guam's Performance Measures:

- Improve the investigation and prosecution of sexual assault cases
- Number of sexual cases prosecuted at the state level with conviction
- Number of sex offenders prosecuted for not complying with Guam's sex offender registry
- Resources implemented
- Report the change in the prosecution caseload of rape cases

Doc. No. 34GL-18-2240.

Treatment and Rehabilitation Priority

Correctional Treatment and Rehabilitative Program

Purpose Areas: Corrections and Community Corrections Programs

Program Description:

The purpose of this program is to prevent further penetration into Guam's criminal justice system by improving and providing therapeutic treatment programs in the areas of substance abuse, violent tendencies abuse, and family violence.

Brief Analysis of the Need of the Program and Proposed Program Activities:

The nature of violent offender, drug offender and family violence offender is presenting unique problems to the Guam correctional system. Guam's correctional system needs program in place to detect, counsel, monitor and rehabilitate violent, drug abusing, and domestic and family violence offender before they are released to the community to prevent further penetration into the criminal justice system.

Program Goals:

The goals of the program are to provide substance abuse treatment, domestic and family violence treatment, sex offender treatment, and terrorizing and assault treatment to adult offenders to reduce the recidivism rate upon release and to maintain a healthy lifestyle.

Guam's Performance Measures:

- Reduce Recidivism Rate
- Reduce Prison Population

Doc. No. 34GL-18-2240.

Recovery Oriented System of Care Program for Substance Abuse Offenders Program

Purpose Areas: Corrections and Community Corrections Programs

Program Description:

The purpose of this program is to prevent further penetration into Guam's criminal justice system by providing a continuum of care for the adult offenders who have completed the Residential Substance Abuse Treatment Program and released from prison based on the level of care needed, and to link them with the services and supports needed to sustain their recovery as well as providing a continuum of care for the adult offenders with substance abuse problems and released from prison.

Brief Analysis of the Need of the Program and Proposed Program Activities:

A need exist to implement a Recovery Oriented Systems of Care for substance abuse offenders who have been released from prison as the outcome of the program have been proven effective. There are two specific target group for this program and they are the adult offenders that have completed the Residential Substance Abuse Treatment Program, and adult offenders that have been referred by their case workers. ROSC will require collaboration with the Department of Mental Health and Substance Abuse Drug and Alcohol Branch, the Department of Corrections, the Department of Corrections Parole Services, the Judiciary of Guam Probation Division, the Department of Labor One Stop Career Center, the Guam Housing and Urban Renewal, faith based organizations and nonprofit organizations in the planning of a ROSC Program. The Department of Mental Health and Substance Abuse Drug and Alcohol Branch has taking the lead in implementing a transitional mechanism for adults who have completed the Residential Substance Abuse Treatment Program and being released from Corrections by linking them to established therapeutic community or Aftercare and or Continued Care Programs. The Program involves conducting an assessment two months prior to release. The assessment tool that will be used is the American Society of Addiction Medicine (ASAM) model. The assessment tool will determine the level of care needed for each RSAT client upon release.

The program will require a case manager to coordinate recovery support services (short term housing, transportation, faith based services, basic needs, case management, childcare, and vocational and educational services) with the public and private organizations on Guam for the RSAT client; and peer specialists to provide peer mentoring for the RSAT client while they proceed through the aftercare and or continuum of care.

Program Goals:

The goal of the program is to improve the access to substance abuse services for adults who completed the Residential Substance Abuse Treatment Program and for adults have been referred by their case manager to provide a continuum of care and support services so they do not re-offend, and to maintain a healthy lifestyle and become productive citizen of the community with the aim to reduce recidivism.

Guam's Performance Measures:

- Interagency memorandum of understanding in place with the network agencies
- Number of assessments completed
- Drug testing results
- Number of participants in the ROSC program
- Number of participants provided referrals services and type of services provided
- Number of participants that have been successful in the program to become productive citizens in the community and maintained a healthy lifestyle one to year after they have participated in the program
- Feedback on the outcome of the services provided for the participants

Doc. No. 34GL-18-2240.

Drug Court Program

Purpose Areas: Prosecution and Court Programs

Program Description:

Drug Court is a Court-supervised, comprehensive drug-alcohol treatment program for non-violent offenders. The goal of the program is to help the offender achieve total abstinence from drugs and alcohol, with the final responsibility of program completion being with the offender. The focus of the Drug Court is on replacing addictive behaviors with a clean and sober lifestyle.

Brief Analysis of the Need of the Program and Proposed Program Activities:

There is a need to expand the Drug Court Program to allow other clients who have not been charged for drug possession but have been charged for burglary to support their habits to enter the program; and to create a track to treat repeat and long time drug offenders. A need still exists to continue to provide for the recreational therapeutic component of the Drug Court.

Program Goal:

The goal of this program is to reduce substance abuse and recidivism among non violent adult substance abusing offenders.

Guam's Performance Measures:

- Number of clients participating in program
- Number of clients graduated from drug court program
- Number of review/status hearings conducted
- Number of drug testing conducted and the frequency conducted
- Number of positive drug results
- Number of negative drug results
- Sanctions imposed on negative results
- Sanctions imposed on positive results
- Number of participants that were terminated from the program. Why were they terminated from the program

Doc. No. 34GL-18-2240.

Technology Improvement Priority

Criminal Justice Records Improvement Program

Purpose Area: Planning, Evaluation, and Technology Programs

Program Description:

The purpose of this program is to improve Guam's Criminal Justice Information Systems by integrating the police, court, prosecution, corrections criminal justice systems component to improve the quality, timeliness, and accuracy of Guam's criminal history records.

Program Goal:

The goal of the program is to make systematic improvement in the quality, timeliness, and accuracy of Guam criminal history records to facilitate integration of information technology in the criminal justice system and to share information across systems thus to improve criminal justice information sharing and integrated systems.

Brief Analysis of the Need of the Program and Proposed Program Activity:

Technology system improvement applies to using technology to improve the criminal justice system. This includes improving management of criminal justice data that is current, accurate, and accessible in a timely manner by applicable criminal justice agencies. The lack of accurate, reliable criminal history information that can be shared expeditiously among a variety of stakeholders in the criminal justice community has been a significant obstacle to the effective apprehension and prosecution of offenders.

A need exist to eliminate the duplication of data entry by migrating the AEGIS data to the Office of the Attorney General Prosecution Case Management Information System and the Department of Corrections Adult Correctional Management Information System. Data should be captured once and used many times. Rather than have agencies duplicate data which has already been captured and automated by others, efforts should be implemented that will enable users to share common information and thereby eliminate the potential of subsequent data entry errors and delays in processing. Another need exist to integrate the State Identification Number and FBI number from the Guam Police Department AFIS System to populate the GPD AEGIS System, the OAG PCMIS System, the Judicial Case Management System, and the ACMIS System. Finally, a need exist to ensure resources are available for the annual maintenance of the law enforcement case management systems to improve criminal justice information sharing and integrated systems.

Guam's Performance Measures:

- Implementation of Guam's integration of its law enforcement system to facilitate the exchange of information among law enforcement systems through the Virtual Computerized Criminal History Record.
- Integration of GPD AEGIS data element with OAG PCMIS and DOC ACMIS.

- Integration and automation of SID and FBI Number.
- Maintenance of Guam's criminal justice information systems.

Doc. No. 34GL-18-2240.

National Incident-Based Reporting System (NIBRS) Compliance

Purpose Area: Planning, Evaluation, and Technology Improvement Programs

Description of the Program:

In FY 2016, the Federal Bureau of Investigation (FBI) formally announced its intention to sunset the Uniform Crime Reporting (UCR) Program's traditional Summary Reporting System (SRS) and replace it with the UCR Program's National Incident-Based Reporting System (NIBRS) by January 1, 2021, the FBI intends for NIBRS to be the law enforcement crime data reporting standard for the nation.

Brief Analysis of the Need of the Program and Proposed Program Activities:

Guam is not certified by the FBI for NIBRS compliance. Guam will use the 3 percent Byrne JAG set aside on activities intended to help the Guam Police Department meet the NIBRS compliance by January 1, 2021. The proposed funding will be used for project related cost to meet NIBRS implementation at the Guam Police Department to include training, contractual services, software enhancement, hardware upgrades and labor.

Program Goal:

The goal of this program is to facilitate jurisdictions compliance with NIBRS.

Guam's Performance Measures:

- Guam Police Department NIBRS status.

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PROJECT DESIGN AND IMPLEMENTATION

Guam's Strategic Planning Process

In light of the Bureau of Statistics and Plans mission, the Bureau is responsible for development of Guam's drug control, violent crime and criminal justice systems strategic plan in consultation and coordination with Guam's officials whose duty it is to enforce drug and criminal law and direct the administration of justice. Moreover, the Bureau closely monitors its strategies to ensure that Guam is able to effectively and efficiently combat drug and violent crime and improve the criminal justice system to ensure that the activities conducted by one component of the criminal justice system do not adversely impact upon another. In addition to formulating Guam's strategy, the Bureau also makes funding decisions. The Bureau determines which projects are to be funded and the specific items to be funded for each of the approved programs by addressing projects which have an impact upon reducing crime and which permit capacity building, that could not have otherwise have been implemented.

Annually, information on the resource needs, gaps in services and data as it relates to the overall operation of the criminal justice system are solicited and collected from Guam's criminal justice entities and the Bureau's resource entities. The information provided by the organization and the professional they represent are analyzed and utilized to support the overall plan development.

The Bureau's partners in planning are the following law enforcement entities and resource partners:

- Office of the Attorney General
- Guam Police Department
- Department of Corrections
- Judiciary of Guam
- Department of Youth Affairs
- Guam Customs and Quarantine Agency
- Guam Behavioral Health and Wellness Center
- Department of Public Health and Social Services
- Guam Homeland Security
- Jose D. Leon Guerrero Port Authority of Guam
- A.B. Won Pat Guam International Airport Authority
- Guam Housing and Urban Renewal Authority
- Department of Public Works Office of Highway Safety
- Governor's Federal Program Office
- Guam Department of Education
- Public Defender Services Corporation
- 34th Guam Legislature Committee on Guam U.S. Military Relocation, Homeland Security, Veteran's Affairs & Judiciary
- 34th Guam Legislature Committee on Public Safety, Infrastructure & Maritime Transportation
- 34th Guam Legislature on Health & Human Services, Health Insurance Reform, Economic Development, & Senior Citizens

Guam's Fiscal Year 2019-2024 Strategy for Drug Control, Violent Crime and Criminal Justice Systems Improvement is currently in the process of being developed to address improving the effectiveness and efficiency of Guam's criminal justice systems. The Guam Bureau of Statistics and Plans, designated SAA, held a stakeholders meeting on October 2016 to begin the planning process to identify the priority areas to be addressed in the new strategic plan. Coordination with criminal justice, law enforcement and other resource partners is on-going.

On April 2013, the Bureau held a Stakeholders meeting with criminal justice and law enforcement resources partners to identify the priorities to address in Guam's FY 2013–2016 Multi Year Strategy for Drug Control, Violent Crime and Criminal Justice System Improvement Strategy. The criminal justice and law enforcement resource partners included the Office of the Attorney General, Guam Police Department, Department of Corrections, Judiciary of Guam, Department of Youth Affairs, Guam Customs and Quarantine Agency, Department of Mental Health and Substance Abuse, Guam Behavioral Health and Wellness Center, Guam Homeland Security, Jose D. Leon Guerrero Port Authority of Guam Security Police, A.B. Won Pat Guam International Airport Authority Security Police, Public Defender Services Corporation, 32nd Guam Legislature Committee on Guam U.S. Military Relocation, Homeland Security, Veteran's Affairs and Judiciary and Non Profit Organization.

The funding priorities identified in the 2013-2016 Multi Year Strategy will continue to remain effective and critical in addressing Guam's criminal justice needs and will guide the development and implementation of Guam's FY 2018 Byrne JAG Program. The priority areas include the following:

- Sexual Assault
- Technology Improvement
- Treatment and Rehabilitation
- Law Enforcement
- Violent Crime

In addition to the priority areas for funding under the FY 2018 Byrne JAG Program, Guam will use up to 4% of its award towards NIBRS compliance by January 01, 2021. The funds will be sub awarded to the Guam Police Department for contractual services to enhance the quantity, quality, and timeliness of crime data collected by law enforcement officers, and to improve the methodology used for compiling, analyzing, auditing, and publishing the collected crime data to achieve NIBRS certification.

The FY 2018 Edward Byrne JAG Program will be subawarded to selected law enforcement or criminal justice, non-profit or faith-based organizations that meet the program criteria and addresses one of the purpose areas and at least one of the priority areas identified in the 2013-2016 Multi Year Strategy. A subrecipient that is selected for a subaward will ensure to have a valid DUNS number, especially for non-line agency, non-profit or faith-based organizations. However, as the Guam Department of Administration (DOA) is the recognized central accounting agency for the Government of Guam, all line agencies for the Government of Guam are under the Guam Department of Administrations Employee Identification Number (EIN) of 980018747 and DUNS number of 778904292. As the funds will be subawarded, the detailed description to carry out the

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award and reporting requirements are depicted in the Project Timeline, the Budget Detail Worksheet and the Budget Narrative. The Bureau of Statistics and Plans qualifications is noted in the Organizational Capabilities and Competencies section of the narrative.

Data and Analysis

Guam's strategic planning process involved the collection and analysis of data from several resources to define the problem statement from these resources: GPD's Crime In Guam Uniform Crime Reporting (UCR) Report; Guam's Corrections population data; Office of the Attorney General Sexual Assault Data; U.S. District Court Criminal Caseload Statistics; Judiciary of Guam Caseload Statistics; Sub grantee Quarter Progress Reports; Multi jurisdictional Task Force data; GPD's Forensic Science Narcotics Control Data; and Environmental "scans" of other criminal justice system issues derived from routine contacts with other state agencies.

Resource Needs and Gaps in Services

Since the development of Guam's plan and discussions with Guam's criminal justice entities, the assessment of Guam criminal justice system resource needs has continually evolved, especially with changes in technology and the lack of local resources. The identification of gaps in services and areas where additional resources are needed to develop Guam's strategic plan were categorized under prevention, law enforcement, adjudication, corrections and treatment, and information systems and technological improvement.

Guam's resource needs and gaps was developed by soliciting input from Guam's law enforcement entities, education entities, prevention entities, substance abuse entities, and Guam legislature. Coordination of JAG funds with State and Related Justice Funds Efforts have been initiated to establish coordination with other federal funded programs whose purpose is focused in drug abuse prevention, early intervention and treatment, education, prevention and other criminal justice related areas. The Bureau of Statistics and Plans is in a good position to coordinate Byrne-funded programs with other federally funded programs in Guam as we only have one level of government and we work collaboratively with these entities, particularly those supporting state drug abuse treatment, education, prevention and other criminal justice related areas.

In addition, the Bureau of Statistics and Plans is a member in the Public Safety Semi- Monthly meetings, the Guam's Criminal Justice Automation Commission, the State Epidemiology Outcome Work Group, Guam's Sex Offender Registry Committee, and Prison Rape Elimination Act Committee. The Bureau's staff also keeps abreast of issues pertaining to Guam's Sexual Assault Steering Committees, Guam's Family Violence Sexual Assault Task Force, and Guam Coalition against Sexual Assault and Family Violence in consultation with our sub grantees.

Furthermore, as a member of the Guam State Clearinghouse Review process, the Bureau of Statistics and Plans reviews all drug, education, treatment, prevention, and criminal justice related grant applications to coordinate the availability of grant monies to state entities from these sources to reduce duplication and fragmentation.

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CAPABILITIES AND COMPETENCIES

Coordination Efforts

Developing, planning, and coordinating and facilitating multi agency statewide efforts on criminal justice issues and funding remains a primary focus of the State Administrative Agency. Efforts have been initiated to establish coordination with other justice related federally funded programs. The Bureau of Statistics and Plans reviews all proposed programs and projects for the territory wide impacts and relationship to comprehensive plans, policies, or laws through the Intergovernmental Review of Federal Programs (State Executive Order 12372) process. The department will continue to emphasize coordination and collaboration as it works to implement and administer this grant program.

Federal Participation in Strategy Development:

Federal participation in state law enforcement no longer means merely supplying money and the policy attached to it. Federal participants have become significant suppliers of expertise to Guam's governments. The Bureau of Statistics and Plans considers it both desirable and important for all concerned to have federal participation in the strategy development process through the input of U.S. Attorney Office, the Drug Enforcement Administration, the U.S. Immigration and Customs Enforcement Agency, and Bureau of Alcohol, Tobacco Firearms and Explosives. The Bureau of Statistics and Plans coordinates with these entities in the review of the Strategy.

Coordination with Other State Agencies and Funded Programs:

The Bureau of Statistics and Plans also actively pursues a cooperative, collaborative relationship with the following departments of Guam's government which receive federal funds for drug education, treatment and prevention, as well as criminal justice related issues: Office of the Attorney General, Guam Police Department, Department of Corrections, Judiciary of Guam, Department of Youth Affairs, Guam Customs and Quarantine Agency, Guam Behavioral Health and Wellness Center, Department of Public Health and Social Services, Guam Homeland Security, Guam Housing and Urban Renewal Authority, Department of Public Works Office of Highway Safety, Jose D. Leon Guerrero Port Authority of Guam, A.B. Won Pat Guam International Airport Authority, Governor's Federal Program Office, Guam Department of Education, and the Public Defender Services Corporation.

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PLAN FOR COLLECTING FY 2018 BYRNE JAG PROGRAM PERFORMANCE MEASUREMENT TOOL (PMT) DATA

To assist in fulfilling the accountability objectives of the JAG Formula Grant Program, as well as USDOJ's responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work by reporting the data on the BJA online Performance Measurement Tool (PMT). The BJA Performance Measurement Tool supports BJA grantees ability to identify, collect, and report performance measurement data on activities funded by their award.

Performance Measurement Tool

Once the Memorandum of Understanding has been established for subawards, the Bureau will create and assign a user name and password for each sub grantee. Prior to creating and assigning the user name and password, the Bureau will populate each sub grant general award information, target population, and performance indicators specific to the project. The sub grantee's project director or designated staff will then be responsible to log on to the PMT database and enter the performance indicator data 15 days after the quarter ends for the Bureau's review. The sub grantee must also attach a copy of the PMT data elements to the quarterly progress reports.

The Bureau will be responsible for collecting and reporting the outcome data for each sub grant on the PMT as this data is not readily available to the sub grants. The Bureau will review all sub grant reports on the PMT and submit the reports by no later than 30 days after the quarter ends.

Quarterly Progress Report

Quarterly Progress Report forms have been developed by the Bureau. Sub grantees must submit quarterly progress reports on funded project activities to the Bureau. The quarterly progress report is due no later than 15 days after the end of each report period that the project is funded. The report shall contain information describing progress, accomplishments, activities, problems during the reporting period, and any additional information specified by the Bureau. The sub grantee must report on the following information to the Bureau:

- Provide a brief description of the project.
- List each goal and objective, and describe the progress made towards achieving each of them.
- Describe the project activities that were accomplished during this reporting period (i.e. services/interventions provided).
- Report performance measures that document the accomplishment of the objectives. (Describe project outputs or completion of tasks (Give numeric values to: client served, individuals arrested, classes taught, etc.)) If this is the final report, describe how the project impacted/improved the criminal justice system.
- Describe in detail the outcomes related to your project. What was the results/impact of the services being provided and how was this information collected? (Again there may be a numeric value given to this information collected and a description of how it was collected.)

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- Describe any problems encountered, how they impacted the program and how they were resolved.
- Are you on track to fiscally and programmatically complete your program as outlined in your project application? (Please answer YES or NO and if no, please explain.)
- What major activities are planned for the next 6 months?
- Based on your knowledge of the criminal justice field, are there any innovative programs/accomplishments that you would like to share with BJA?

Semi-Annual Performance Narrative Report

Sub grantee must submit a Semi-Annual Performance Narrative Report concerning the project activities occurring during the period of January 1st through June 30th and July 1st to December 31st to the Bureau. The information requested in the quarterly progress report is the same information requested in the semi-annual performance narrative report. The semi-annual performance narrative report is due by absolutely no later than January 10 and July 10. The Semi-Annual Performance Narrative Report assists the Bureau in documenting the impact of Byrne Program funding in State and local criminal justice operations.

The Bureau will create the Program Performance Measures and Narrative on the PMT for the January to June and July to December reporting period and upload the report on the GMS.

Law Enforcement Agency Training Information

The Bureau will ensure that any law enforcement agency receiving sub awarded JAG funding will submit quarterly accountability metrics data related to the training on the use of force, racial and ethnic bias, de-escalation of conflict, and constructive engagement with the public that officers have received.

BUDGET DETAIL WORKSHEET AND BUDGET NARRATIVE

State Administrative Agency Cost

Guam's State Administering Agency (SAA) is the Bureau of Statistics and Plans. The FY 2018 JAG administrative funds will be used by the SAA as follows: salaries for staff to implement and administer the programmatic and financial aspects of the grant program; general agency operating expenses (office supplies, telephones, copier lease, internet service, printer maintenance service, and NCJA membership dues); to provide information to criminal justice agencies statewide and applicable entities on topics and emerging issues relevant to the JAG program; and sub grant training, technical assistance, and resource materials. The maximum allowable Administrative Costs for the FY 2018 Byrne JAG is $64,219.00.

Personnel

The State Administering Agency will use the administrative funds to budget for an administrative assistant who will be responsible for providing administrative and office support services for the financial responsibilities of the Edward Byrne Memorial Justice Assistance Grant. The individual will be responsible for preparing the original and amended work requests for the projects, sending out the final correspondence to the sub recipients, reviewing the financial expenditures of the projects, and maintaining the sub recipient grant files. The Administrative Assistant is a letter Grade J Step 10 at $42,660.80 per annum when referencing the Civil Service Commission's Grade A-X of the Competitive Wage Act Schedule. The Administrative Assistant salary will be prorated among current JAG active grants. The estimated total for Administration Assistant salary is $21.16 x 80 hours x 26 pay periods = $44,015 x 50% = $22,008 (rounded to the nearest dollar). Year 1 at 50% (2019: $22,008) and Year 2 at 50% (2020: $22,008). The estimated total for salary is $22,008.

Fringe Benefits

The Administrative Assistant fringe benefits will total approximately $8,770 for the life of the grant and prorated for the two years among current JAG active grants at 40 hours per pay period for 13 pay periods. The fringe benefits breakdown include the following (rounded to the nearest dollar):

1) Retirement: $6,273 prorated for the next two years (Year 1 (2019: $22,008 x 28.50% = $6,273) and Year 2 (2020: $22,008 x 28.50% = $6,273)).
2) Medicare: $320 prorated for the next two years (Year 1 (2019: $22,008 x 1.45% = $320) and Year 2 (2020: $22,008 x 1.45% = $320)).
3) Life: $89 prorated for the next two years (Year 1 (2019: $178 x 50% = $89) and Year 2 (2020: $178 x 50% = $89)).
4) Medical: $1,970 prorated for the next two years (Year 1 (2019: $3,940 x 50% = $1,970) and Year 2 (2020: $3,940 x 50% = $1,970)).
5) Dental: $120 prorated for the next two years (Year 1 (2019: $240 x 50% = $120) and Year 2 (2020: $240 x 50% = $120)).

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Travel

The State Administering Agency (SAA) will use the administrative funds to budget for BJA Sponsored Training events, technical assistance events or conferences held by BJA or its designees; or the National Criminal Justice Association (NCJA) Conference; or a Department of Justice (DOJ) Financial Management Training; or a NCJA Regional Strategic Planning Training. The estimated airfare for Full Y Fare is $2400 x 2 = $4800. The venue will either be in Washington, D.C. and the per diem is estimated at $250 lodging + $69 M&IE x 3 days (2 training days plus 1 travel day) = $957 x 2 = $1,914) or in Western Region (California) and the per diem is estimated at $173 lodging + $64 M&IE x 3 days (2 training days plus 1 travel day) = $711 x 2 = $1422). The Government of Guam Formal Travel Policy will be followed and Federal GSA Rates will be applied at the time of travel.

Funding will also be budgeted for registration fees for BJA Sponsored Training events, technical assistance events or conferences held by BJA or its designees; or National Criminal Justice Association (NCJA) Conference; or a DOJ Financial Management Training; or NCJA Regional Strategic Planning Training. The estimated total for registration fee is $525.00.

The estimated total cost for travel (airfare, per diem, and registration) is $8,661.00

Supplies

Office supplies will be used by the SAA for the general administration of the Edward Byrne JAG Program to include binders, file folders, photo copy paper, printer toner, post-it-notes, pens, flash drives, external drive and other office supplies needed for the administration of the grant at $100 x 24 months. Funds will be budgeted for computer workstations with applicable software and power battery back-ups. The estimated office supplies budget is $8,364.

Contracts

Telephones are budgeted at $1,092 for two regular extensions for fifteen (15) months for the Chief Planner and Administrative Assistant ($42 x 24 months x 2 lines). Estimated total cost for telephone service is $2,016.

Internet service provider cost is budgeted at $1,751 for the life of the grant. It is necessary to access the OJP website, communication with OJP Managers and other USDOJ Byrne JAG network partners and subgrantees, the GMS and the Performance Measurement Tool for reporting purposes. A portion of the true cost for ISP services will be charged based on estimated usage ($467 x 24 months = $11,208 x 25% = $2,802 ($116.75 x 24 months). The estimated total cost is $2,802.

Copier lease cost is budgeted at $2,378 for the life of the grant for reproducing documents related to the general administration of the program. A portion of the true cost for copier lease services will be charged based on the estimated usage ($634 x 24 months = $15,216 x 25% = $3,804 ($158.50 x 24 months). The estimated total cost for copier lease is $3,804.

Printer Support Maintenance Plan cost is budgeted at $1,973 for the life of the grant to include HP printer supplies. A portion of the true cost for printer support maintenance plan services will be charged based on the estimated usage ($526 x 24 months = $12,624 x 25% = $3,156 ($131.50 x 24 months). The estimated total cost for printer support maintenance plan services is $3,156.

Microsoft Exchange Email Account User Access annual fee is budgeted at $475 for staff directly involved with the administration of the Byrne JAG Program to have access to their email accounts for communication purposes with USDOJ, subrecipients and network partners ($95 x 4 = $475).

The State Administering Agency will use the administrative cost to budget for Guam's Annual NCJA Membership Dues. NCJA serves as the voice of state, tribal, and local governments and criminal justice practioners on issues of crime control and public safety. As the representative of state, tribal and local criminal justice practioners, the NCJA works to promote a balanced approach to communities' with complex public safety and criminal justice system problems. The NCJA recognizes the importance of interrelationships among criminal justice agencies and between these agencies and the community and a strong, steady advocate necessary to achieve comprehensive planning and policy coordination goals. The NCJA serves as its members' formal mechanism for informing on Congress, state, tribal and local criminal justice needs and accomplishments. The estimated total cost for NCJA Membership Dues is $1,960.

The State Administering Agency will use the administrative cost to budget for indirect costs associated with total direct salaries and wages, excluding fringe benefits. The estimated total Indirect Cost is $2,201.

Sub recipient Cost - Contracts

The Bureau of Statistics and Plans has not sent out the request for proposals at this time. The Bureau anticipates announcing the requests for proposals for the FY 2018 Edward Byrne Justice Assistance Grant Program upon approval by the USDOJ of the grant program application.

The State Administering Agency will allocate funds towards a Guam NIBRS Compliance Project to achieve full compliance with the FBI's NIBRS data submission requirements under the UCR Program by January 01, 2021. The estimated cost for a proposed subrecipient funding for NIBRS Compliance is $25,000.

The proposed JAG funding of $552,973 will be allocated across the following approved JAG purpose area by the following anticipated approved programs: Multi jurisdictional Drug Task Force Program, Correctional Treatment and Rehabilitative Program, Recovery Oriented System of Care Program for Substance Abuse Offenders, Drug Court Program and Criminal Justice Records Improvement Program.

NIBRS Compliance	$25,000
Law Enforcement Programs	$165,000
Multi jurisdictional Task Force Program	
Sex Offender Registration Management Program	
Sexual Assault and Violent Crime Programs	$145,000

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Forensic Medical Examination of Sexual Assault Program	
Sexual Assault Prosecution Program	
Treatment and Rehabilitation Programs	$137,570
Guam Correctional Treatment and Rehabilitative Project	
Recovery Oriented Systems of Care for Substance Abuse Offenders	
Drug Court Program	
Technology Improvement Priority	$105,403
Criminal Justice Records Improvement Program	

The estimated total cost for implementation of the NIBRS Compliance and the Subrecipient Proposed 2018 Programs is $577,973.

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Guam's FY 2018 Edward Byrne Justice Assistance (JAG) Program
Budget Detail Worksheet - August 22, 2018

A. Personnel--List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Position	Computation	Cost
SAA: Guam Bureau of Statistics and Plans (Administrative Cost)		
(111) Administrative Assistant (J,11)	$21.16 per hour x 1040 hours	$22,008.00
	Sub Total Administrative Assistant Salaries	$22,008.00

Budget Narrative: The State Administering Agency will use the 10% administrative cost to budget for an Administrative Assistant position. The Administrative Assistant is responsible for providing administrative and office support services for the financial responsibilities of the Edward J. Byne Memorial Justice Assistance Grant. Responsibilities include preparing the original and amended work requests for the projects, sending out the final correspondence to the sub recipients, obtaining price quotations and encumber funds for administrative cost, reviewing the financial expenditures of the projects, and maintaining the sub recipient grant files. The Administrative Assistant salary will be prorated among current JAG active grants up to 1040 hours or 50% for the life of the grant.

TOTAL PERSONNEL **$22,008.00**

B. Fringe Benefits--Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Position	Computation	Cost
SAA: Guam Bureau of Statistics and Plans (Administrative Cost)		
(113) Administrative Assistant Fringe Benefits		$8,772.00
(113) Administrative Assistant Retirement	$22008 x 28.50% = $6273	
(113) Administrative Assistant Medicare	$22008 x 1.45% = $320	
(113) Administrative Assistant Life	$178 x 50% = $89	
(113) Administrative Assistant Medical (Premium)	$3940 x 50% = $1970	
(113) Administrative Assistant Dental (Premium)	$240 x 50% = $120	

Budget Narrative: The State Administrating Agency will use the10% administrative cost for Fringe benefits. Fringe benefits will include retirement, medicare, life, medical and dental for an Administrative Assistant. Fringe benefits will be prorated based on the hours charged to the current JAG grants up to 1040 hours or 50% for the life of the grant.

TOTAL FRINGE BENEFITS **$8,772.00**

C. Travel-- Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meetings, etc. Show the basis of computation (e.g., six people 3-day training at $X airfare, $X lodging, $X subsistence). In training projects travel and meals for trainees should be listed separately. Show the number of trainees and unit cost involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Item	Computation	Cost
SAA: Guam Bureau of Statistics and Plans (Administrative Cost)			
(220) BJA Sponsored Training events, technical asssitance events or conferences held by BJA or its designees; or National Criminal Justice Association (NCJA) Conference; or DOJ Financial Management Training; or NCJA Regional Strategic Planning Training			$8,136.00
	Airfare: $2400 x 2	$4,800.00	
	Per Diem for lodging and meals:	$3,336.00	
	Washington, D.C.: ($250 lodging + $69 M&IE) x 3 days = $957 x 2		
	Western Region (California): ($173 lodging + $64 M&IE) x 3 days = $711 x 2		

Budget Narrative: The State Administering Agency will use the 10% administrative cost for the Chief Planner, Planner IV, Planner II, Adm Asst and or ASO providing the programmatic and financial support to the Byrne JAG grant to attend BJA Sponsored Training events, technical asssitance events or conferences held by BJA or its designees or National Criminal Justice Association (NCJA) Conference or DOJ Financial Management Training or NCJA Regional Strategic Planning Training located in Washington, D.C. or in the Western Region. The estimated travel cost is $8,136 inclusive of airfare, per diem.

Location: Continental United States
Government of Guam Formal Travel Policy will be followed & Federal GSA Rates will be applied at time of travel

	TOTAL TRAVEL	**$8,136.00**

D. Equipment-- List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of $5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than $5,000). Expendable items should be included either in the "supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
N/A Not Applicable		$0.00
	TOTAL EQUIPMENT	**$0.00**

E.-Supplies--List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Item	Computation		Cost
SAA: Guam Bureau of Statistics and Plans (Administrative Cost)			$8,364
(240) Office Supplies			
(240) 1 case 10 ream copier paper	8 x $45	$360	

(240) 1 box 10 pcs folders	4 x $75	$300
(240) 1 dozen pens black	2 x $30	$60
(240) 1 dozen pens blue	2 x $30	$60
(240) Binder view 1 inch	12 x $6	$72
(240) Post-it-pads, assorted	4 x $17	$68
(240) Flash drives	4 x $25	$100
(240) External Drive	2 x $150	$300
(240) Toners (2 Black, Cyan, Magenta, Yellow)	5 x $136	$680
(250) Computer Workstation to include Applications and Power Battery Back-ups	2 x $3182	$6,364

Budget Narrative: The State Administering Agency will use the 10% administrative cost to budget for general office supplies such as photo copy paper, binders, file folders, toner, post-it notes, pens, flash drive and external drivefor the general operations of the program. Funds will be budgeted for computer workstations with applicable software and power battery back-ups. The estimated office supplies budget is $8366.

TOTAL SUPPLY **$8,364.00**

F. Construction-- As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost
Not Applicable (N/A)		$0.00

TOTAL CONSTRUCTION **$0.00**

G. Consultants/Contracts-- Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisitions.

Consultant Fee: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of $450 per day require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation	Cost
Not Applicable (N/A)			
		Sub Total Consultant Fee	$0.00

Consultant Expenses

Item	Location	Computation	Cost
Not Applicable (N/A)			
		Sub Total Consultant Expenses	$0.00

Contracts

Item		Cost
SAA: Guam Bureau of Statistics and Plans (Administrative Cost)		
(230) Internet Service Provider Agreement	$467 x 24 months = $11208 x 25% = $2802($116.75 x24 months)	$2,802.00

Budget Narrative: The State Administering Agency will use the 10% administrative cost to budget for ISP services for the life of the grant. A portion of the true cost for ISP services will be charged based on the estimated usage for twenty-four (24) months at 25% of the monthly cost. The estimated cost for internet service provider is $2802.		
SAA: Guam Bureau of Statistics and Plans (Administrative Cost)		
(230) Copier Lease Agreement	$634 x 24 months = $15216 x 25% = $2804 ($158.50 x 24 months)	$3,804.00
Budget Narrative: The State Administering Agency will use the 10% administrative cost to budget for copier lease for the life of the grant. A portion of the true cost for copier lease will be charged based on the estimated usage for twenty-four (24) months at 25% of the monthly cost. The estimated cost for copier lease is $3804.		
SAA: Guam Bureau of Statistics and Plans (Administrative Cost)		
(230) Printer Support Maintenance Plan	$526 x 24 months = $12624 x 25% = $3156 ($131.50 x 24 months)	$3,156.00
Budget Narrative: The State Administering Agency will use the 10% administrative cost to budget for Printer Support Service Plan Maintenance for HP printers. The maintenance plan is inclusive of HP printer supplies. A portion of the true cost for printer support plan maintenance will be charged based on the estimated usage for twenty-four (24) months at 25% of the monthly cost. The estimated cost for printer support plan maintenance is $3156.		
SAA: Guam Bureau of Statistics and Plans (Administrative Cost)		
(230) Contractual: Microsoft Exchange Email Account User Access	$95 x 5 users	$475.00
Budget Narrative: The State Administering Agency will use the 10% administrative cost to budget for Microsoft Exchange Email Account User Access annual fee. The estimated cost for user access fee is $475.		
	Sub Total Administrative Contractual Costs	$10,237.00
(280) Proposed 2017 Programs for Subrecipients		
Required Compliance: National Incident-Based Reporting System (NIBRS) Set-		$25,000.00
Law Enforcement Priority		$165,000.00
Multi Jurisdictional Drug Task Force Programs Sex Offender Registration Management Program		
Sexual Assault and Violent Crime Programs		$145,000.00
Forensic Medical Examination of Sexual Assault Program Sexual Assault Prosecution Program		
Treatment and Rehabilitation Programs		$137,570.00
Guam Correctional Treatment and Rehabilitative Project Recovery Oriented Systems of Care for Substance Abuse Offenders Drug Court Program		
Technology Improvement Priority		$105,403.00
Criminal Justice Records Improvement Program		

Budget Narrative: The State Administering Agency will allocate funds towards achieving full compliance with the FBI's NIBRS data submission requirements under the UCR Program by January 01, 2021. The estimated cost for a proposed subrecipient funding for NIBRS Compliance is $25,000. The State Administering Agency will allocate funds to the following proposed 2018 Priority Programs in support of criminal justice and law enforcement activtieis: Law Enforcement Priority, Sexual Asault and Violenct Crime Programs, Treatment and Rehabilitation Programs, and Technology Improvement Priority. The estimated cost for Proposed Subrecipient funding is $552,973.	
Sub Total Proposed Subrecipeint Contract Costs	**$577,973.00**
TOTAL STATE ADMINISTERING AGENCY AND SUBRECIPIENT CONTRACT COSTS	**$588,210.00**

H. Other Costs-- List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot rent, and provide a monthly rental cost and how many months to rent.

Item	Computation	Cost
SAA: Guam Bureau of Statistics and Plans (Administrative Cost)		
(220) Registration Fee for BJA Sponsored Training events, technical asssitance events or conferences held by BJA or its designees; or National Criminal Justice Association (NCJA) Conference; or DOJ Financial Management Training; or NCJA Regional Strategic Planning Training	$525 x 1 registration fee	$525.00
Budget Narrative: The State Administering Agency will use the administrative cost for the Chief Planner, Planner IV, Planner II, Adm Asst and or ASO providing the programmatic and financial support to the Byrne JAG grant registration fee for one of the BJA Sponsored Training events, technical asssitance events or conferences held by BJA or its designees or National Criminal Justice Association (NCJA) Conference or DOJ Financial Management Training or NCJA Regional Strategic Planning Training. The estimated registration fee is $525.		
SAA: Guam Bureau of Statistics and Plans (Administrative Cost)		
(230) National Criminal Justice Association Membership Dues (July 1, 2019 to June 30, 2020)	$1960 x 1 year	$1,960.00
Budget Narrative: The State Administering Agency will use the administrative cost for Guam's Annual NCJA Membership Dues. NCJA serves as the voice of state, tribal, and local governements and criminal justice practioners on issues of crime control and public safety. As the representative of state, tribal and local criminal justice practioners, the NCJA works to promote a balanced approach to communities' with complex public safety and criminal justice system problems. The NCJA recognizes the importance of interrelationships among criminal justice agencies and between these agencies and the community and a strong, steady advocate necessary to achieve comprehensive planning and policy coorination goals. The NCJA serves as its members' formal mechanism for informing on Congress, state, tribal and local criminal justice needs and accomplishments. The estimated cost for NCJA Membership Dues is $1960.		
SAA: Guam Bureau of Statistics and Plans (Administrative Cost)		
(363) Telephone Lines	$42 x 24 months x 2 lines	$2,016.00

Budget Narrative: The State Administering Agency will use the administrative cost for monthly telephone costs for two (2) telephone extensions ($42 x 24 months x 2) for Planner I and the Administrative Assistant. The estimated cost for the telephone lines is $2016.

TOTAL OTHER COSTS	**$4,501.00**

I. Indirect Cost--Indirect costs are allowed only if the applicant has Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's 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 costs categories.

Item	Computation	Cost
SAA: Guam Bureau of Statistics and Plans (Administrative Cost)		
Indirect Cost allocation of 10%	$22008 x 10% = $2201	$2,201.00

Budget Narrative: The State Administering Agency will use the administrative cost budget to budget for indirect costs associated with total direct salaries and wages, excluding fringe benefits. The estimated Indirect Cost is $2133.

TOTAL INDIRECT COST	**$2,201.00**

TOTAL FEDERAL REQUEST **$642,192.00**

Guam's FY 2018 Edward Byrne Justice Assistance Grant Program

Summary Budget Detail Worksheet - August 22, 2018

	Budget Category	Amount
		Federal
A.	Personnel	$22,008.00
B.	Fringe Benefits	$8,772.00
C.	Travel	$8,136.00
D.	Equipment	$0.00
E.	Supplies	$8,364.00
F.	Construction	$0.00
G.	Consultants/Contracts	$588,210.00
H.	Other	$4,501.00
I.	Indirect Cost	$2,201.00
	TOTAL:	**$642,192.00**

APPENDICES

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