

Polycom Grant Assistance Program  
Get a Plan. Get a Grant. Get Connected.

## Getting Grant Ready for JAG



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**In Fiscal Year (FY) 2010, the Bureau of Justice Assistance (BJA) processed 1,577 local and 56 state applications totaling more than \$456 million in JAG funding (approximately \$301 million to states and territories and \$153 million to local units of government). This guide will highlight important grant information and provide next steps for putting together a successful JAG proposal that incorporates technology solutions.**

*“From courtrooms to corrections, Polycom solutions are used every day by virtually every state and federal courts around the globe for countless applications.”*

# Edward Byrne Memorial Justice Assistance Grant (JAG) Overview

The Edward Byrne Memorial Justice Assistance Grant (JAG) Program, administered by the Bureau of Justice Assistance (BJA), is the leading source of federal justice funding to state and local jurisdictions. All 56 states and territories are eligible, as well as units of local government.

## Purpose

JAG funds may be used for state and local initiatives that include provisions for technical assistance, training, personnel, equipment, supplies, contractual support, and criminal justice information systems that will improve or enhance such areas as:

- Law enforcement programs
- Prosecution and court programs
- Prevention and education programs
- Correctional and community corrections programs
- Drug treatment and enforcement programs
- Planning, evaluation, and technology improvement programs
- Crime victim and witness programs (other than compensation)

## Deadline for Application

Applicants for JAG state awards are limited to states, the District of Columbia, the Commonwealth of Puerto Rico, the Northern Mariana Islands, the Virgin Islands, Guam, and American Samoa. Applicants for JAG local awards are limited to units of local government appearing on the JAG Allocations List found on the JAG Website. Both these applications are typically due at the end of June.

All jurisdictions not receiving a direct federal award must apply for JAG funding through the single state administrative agency (SAA) responsible for administering JAG funding in each state. The deadlines for state competitions vary by state. To find contacts by state for JAG administrative agencies, go to: <http://www.ojp.usdoj.gov/saa/index.htm>

To view the award allocation lists for current and past fiscal years, go to: <http://www.ojp.usdoj.gov/BJA/grant/jag.html>

## Matching Dollars Not Required

There are no matching or cost share requirements for eligible applicants applying directly to the U.S. Department of Justice. However, some state pass-through agencies may impose matching requirements on sub-grantees. BJA encourages match as an effective strategy for states and units of local government to expand justice funds and build buy-in for local criminal justice initiatives.

## Who Can Apply

Eligible applicants are states, tribes and local governments, and state and local criminal justice agencies. Some states allow non-profit criminal justice agencies, such as law enforcement associations, to apply. For the federal solicitation, a unit of government is defined as a town, township, village, parish, city, county, borough, or other general purpose political subdivision of a state; or a federally recognized Indian tribe that performs law enforcement functions is eligible.

# Possible JAG Programs that Incorporate Technology Solutions

## *Telejustice*

- Video arrangements, prosecution and court programs
- Attorney/client meetings
- Video visitation
- Planning, evaluation and technology improvement programs
- Crime victim and witness programs
- Collaboration between agencies (corrections, healthcare, justice)

## *Distance Learning*

- Creating live and video-on-demand programs for basic and continuing education for criminal justice purposes, including but not limited to, law enforcement, prosecutor, court and correctional staff training needs
- Offender training such as GED, college and vocational training for re-entry programming

## *Telehealthcare*

- Psychiatry
- Mental health assessments
- Primary care
- Drug treatment and enforcement programs
- Chronic disease management

## *Justice Management and Operations*

- Criminal justice committee meetings and video-based judge transfer programs
- Emergency response and coordination efforts
- Public transparency by supporting live video streaming of important public meetings and events such as high profile judicial cases and state Supreme Court and Appellate Court oral arguments.

## Polycom Solutions for JAG

Almost any criminal justice grant has the potential to be leveraged for telejustice efforts. The use of video conferencing is a strategy to address problems in a variety of purpose areas. From serving as a less adversarial and confrontational way to allow child victims and domestic violence victims to testify in court to providing new and continuing educational training to criminal justice personnel, video conferencing is a cost effective way to meet the demanding needs of criminal justice agencies.

Polycom telecommunications technology provides High Definition audio and video conferencing equipment as an easy solution to reduce inmate transportation costs, increase public safety, lessen agencies' costs in correctional facilities, courts, and healthcare provider locations, and increase efficiencies in the judicial process.

To learn more, read the Polycom Telejustice at Work White Paper at:

[http://www.polycom.com/global/documents/whitepapers/telejustice\\_at\\_work.pdf](http://www.polycom.com/global/documents/whitepapers/telejustice_at_work.pdf)

Download the Polycom brochure on telejustice solutions:

<http://www.polycom.com/global/documents/solutions/industry/brochures/polycom-telejustice-solutions-brochure.pdf>

Find additional resources at [www.polycom.com/government](http://www.polycom.com/government)

# Eligible Polycom Technology

## High Definition Video Conferencing & Telemedicine Practitioner Cart

The Polycom® HDX® series has standards-based presence capabilities that enable correctional facilities, courts, healthcare providers and other partnering agencies and organizations for one-click dialing from an office or from a mobile laptop. The HDX solution provides easy access to quality video conferencing sessions across the network or over public internet. This application is able to share content virtually and can be used for everything from video arraignments to providing offenders access to health care providers. The telemedicine cart can provide health care professionals virtual access to patients in jails and correctional facilities, eliminating the need to transport offenders. Medical peripherals such as stethoscopes and otoscopes and other devices can be attached to the video conferencing equipment. Mental health assessments and counseling are also popular uses for video conferencing in criminal justice agencies.



## Recording and Streaming Technology

The Polycom RSS™ server is a recording and streaming platform that offers participants of video conferencing sessions the ability to record and review a video call or to view a live stream from their computer. With the use of a common Web browser, the Polycom RSS server can record or stream multiple video conferences simultaneous. This application is important for the viewing of archived video conferencing sessions. Recording and steaming educational curriculum, public meetings, court hearings and oral arguments are just a few of the ways this equipment can help support your communications needs.

## Bridging Technology

The Polycom RMX® video conferencing bridge allows separate video conference locations to simultaneously participate in a call. The RMX platform extends the reach of correctional facilities and courts to allow inmates, judges, attorney and other personnel to connect from remote locations in real time, and to share high resolution content. Content can include presentations (such as Microsoft® PowerPoint® slides), medical images, and the use of peripheral devices (for example, a document camera, laptop, and a microscope). Users can be assigned their own -personal conference room location on the bridge, similar to a personal audio conference bridge number.



## Content Management Application

The Polycom Converged Management Application™ (CMA®) solution assists in the management of the video conferencing sessions. The CMA management platform allows scheduling of video conferencing sessions, manages the usage and reporting of the video conferencing sessions, troubleshoots problems, and automates the dialing of the video conferencing units during a scheduled call. The Polycom CMA solution streamlines deployment, management, and provisioning of visual communications equipment.

Additionally as part of the CMA platform, a client desktop video conference software application (the Polycom CMA Desktop solution) allows for efficient integration with existing and future telecommunication devices and allows personnel from partnering agencies to access the end-points from their desktops on their laptops or PCs, as well as from video conferencing and distance learning rooms.

## High Profile

With the first and only H.264 High Profile implementation for real-time video, customers can immediately begin saving on bandwidth costs—up to 50 percent (50%)! High Profile technology enables a dramatic reduction in the network resources necessary to video-enable organizations. It allows CIOs to meet budget challenges and power visual communication with fewer resources, thus limiting or avoiding costly network upgrades—all while remaining standards-based.

# Tips for Writing an Effective and Successful JAG Proposal

1. Acquire a DUNS (Data Universal Numbering System) Number – required to submit an application in the Grant Management System for JAG. [www.dunandbradstreet.com](http://www.dunandbradstreet.com).
2. Acquire or renew registration with the Central Contractor Registration (CCR) Database. CCR registration is required to receive funding. [www.ccr.gov](http://www.ccr.gov).
3. Acquire a GMS username and password. Go to [www.ojp.usdoj.gov/gmscbt](http://www.ojp.usdoj.gov/gmscbt).
4. Be sure all items in your budget are allowable and reasonable and that all calculations are correct.
5. Before submitting the application, ask a colleague to review it for accuracy and check spelling and grammar.
6. Write a clear and concise problem statement that connects to the need for the project and the proposed solution.
7. Develop measurable outcomes with S.M.A.R.T. objectives.
8. Create an implementation plan and timetable for completion of the project.
9. Formalize all partnerships with a Memorandum of Understanding (MOU).
10. Identify cost savings that will be realized as a result of the JAG award.

**Here is a list of principles for clear grant writing:**

- Keep sentences short.
- Draft simple versus complex sentences.
- Use familiar words.
- Use action verbs.
- Avoid jargon and acronyms.
- Write the way that you talk.
- Use words that your reader can “picture.”
- Tie into your readers’ experiences.
- Use variety.
- Write to express, not impress.
- Avoid common application mistakes.
- Include a source for each factual citation.

To find more valuable advice, download BJA’s Grant Writing Manual:

<http://www.ojp.usdoj.gov/BJA/resource/GrantWritingManual.pdf>

**JAG Program Contact Information**

For assistance with the requirements of the State or Local JAG Solicitations, contact your State Policy Advisors:

<http://www.ojp.usdoj.gov/BJA/resource/ProgramsOffice.html>

To find contacts by state for JAG administrative agencies, go to: <http://www.ojp.usdoj.gov/saa/index.htm>

For technical assistance with submitting a grant, contact the Grants Management System Support Hotline at 1-888-549-9901 or [GMS.HelpDesk@usdoj.gov](mailto:GMS.HelpDesk@usdoj.gov).

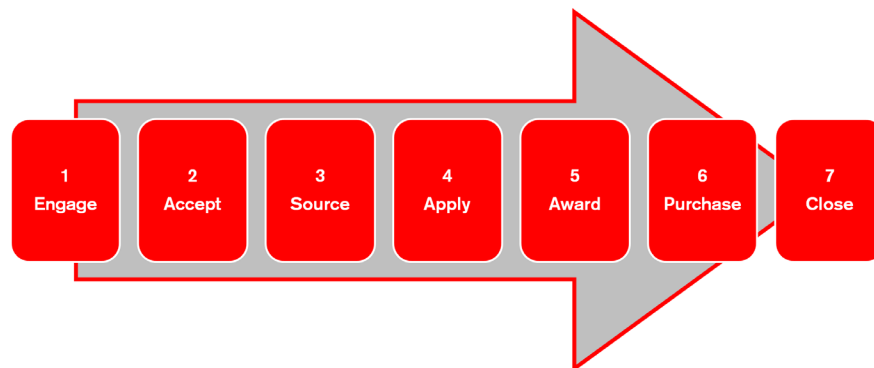
# Federal JAG Application Checklist for State and Local Solicitations

(requirements for individual state competitions will vary)

<b>Eligibility Requirements</b>		✓
The jurisdiction listed as the legal name on the application corresponds with the eligible jurisdiction listed on BJA Web page.		
The federal amount requested is within the allowable limit of the JAG allocations listed on the BJA JAG Web page.		
<b>Application Components</b>		✓
Program Narrative		
Budget and Budget Narrative		
Review Narrative (the date the JAG application was made available to the governing body for review and that it was provided to the public for comment.)		
Abstract		
Memorandum of Understanding (MOU), if in a funding disparity		
<b>Program Narrative Format</b>		✓
Double-spaced		
12-point standard font		
Not less than 1" margins		
<b>Abstract Format</b>		✓
12-point standard font		
Not less than 1" margins		
½ page or less		
<b>Other</b>		✓
Standard 424 Form		
DUNS Number		
CCR Registration		

# Polycom Grant Assistance Program & the Polycom 7-Step Grant Assistance Process™

## Get a Plan. Get a Grant. Get Connected.



The Polycom Grant Assistance Program has successfully assisted customers all across the country with preparing and writing successful grant proposals. Utilize the customizable Polycom® 7-Step Grant Assistance Process™ for your program's specific needs to build a competitive JAG grant proposal.

### **Polycom® 7-Step Grant Assistance Process™**

#### **What Polycom Can Do For You**

The Polycom Grant Assistance Program is a free service that helps organizations identify grant opportunities and submit successful grant applications to purchase and implement telecommunication solutions—that is, telehealth, telejustice, distance learning, job training, video conferencing, and more.

We help you by:

- Working with a team of grant researchers, grant writers and technology experts to provide you with customized support based on your organization's assistance needs
- Providing training and assistance on grant resources and requirements

#### **Learn More**

To learn more about how we can help you apply for JAG or any other grant, please visit our Website at [www.Polycom.com/Grants](http://www.Polycom.com/Grants) or contact your advisor at [Grants@Polycom.com](mailto:Grants@Polycom.com)

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