

OFFICE OF THE GOVERNOR
STATE OF MONTANA

BRIAN SCHWEITZER
GOVERNOR



JOHN BOHLINGER
LT. GOVERNOR

SENT BY E-MAIL ONLY

MEMORANDUM

TO: Preeti P. Menon, MA, Policy Advisor for Adjudication, Bureau of Justice Assistance, Office of Justice Programs, USDOJ
Jacquelyn L. Rivers, Special Assistant to the BJA Director, Bureau of Justice Assistance, Office of Justice Programs, USDOJ

FROM: Governor Brian Schweitzer 

DATE: June 22, 2010

RE: Agency Designation for Administration of JRJ Grant Program

Please be advised that I have designated the Board of Crime Control as the Montana state agency responsible to apply for funding that is available under the John R. Justice (JRJ) Grant Program and to administer the program in Montana.

Contact information for the Board of Crime Control is as follows:

Roland Mena
Executive Director
Board of Crime Control
P.O. Box 201408
Helena, MT 59620-1408
406.444.3604
rmena@mt.gov

cc: Roland Mena

John R. Justice Grant Program

CFDA#: 16.816

Deadline July 27, 2010

Awards will be for a **1 year period**

Equal sums required to be split between Prosecutors and Public Defenders

Program Narrative (Attachment 1)

Applicants must submit a program narrative that generally describes the proposed program activities for the 1-year grant period. The narrative must include:

1. A plan outlining the state's outreach strategy (see page 6).
2. An overview (program plan) explaining how beneficiaries will apply for loan repayment and how decisions will be made as to eligibility and awards (see page 6).
 - Evaluation criteria for applicants.
 - General grant application process.
 - Technical application process (e.g., how will applicants submit their application?).
 - Attachments that applicants will be required to submit with their applications (e.g., loan documents, debt obligation data, proof of employment, income verification, transcripts, job evaluations, etc.).
3. The state agency's plan to comply with the statutory requirement that priority consideration be given to those with "the least ability to repay" their loans (see page 6).

This plan should include an assessment of the following:

- The beneficiary's total educational debt.
 - The beneficiary's gross or net income; or, if married, household gross or net income.
 - An adjustment for the cost of living.
 - States may also wish to give consideration to additional factors in identifying those applicants who have "the least ability to repay" their loans, such as:
 - The ratio of the beneficiary's total education debt to total assets
 - Number of dependents claimed by the beneficiary
 - The beneficiary's non-educational debt financial obligations
4. The state agency's plan to consider a fair distribution of funding based on geography and population density (see page 6).
 - The application must also address a state agency's plan to consider a fair distribution of funding based on geography and population density. In other words, states should ensure that funding is not isolated or heavily concentrated in any particular metropolitan area or geographic section of

the state, but ensure that distribution is as widespread as possible. This statutory compliance plan must be included as part of the Program Narrative (Attachment 1).

5.

Budget and Budget Narrative (Attachment 2):

- How the funds will be used to support and implement the program

Governor designation letter (Attachment 3):

- Designated Agency letter—A letter from the Governor of the state designating the MBCC as the administrator of the funds must be included as Attachment 3 in the application.

Abstract (Attachment 4):

- Double Spaced, not to exceed 1 page
- Name, goals of the project, description of the strategy

Reporting:

Once an award is accepted, the designated state agency must submit quarterly financial status reports, quarterly performance metrics reports, and semi-annual progress reports. State administering agencies must annually assess, by engaging with prosecutor and public defender offices, the impact of the John R. Justice Grant Program on the recruitment and retention of prosecutors and public defenders in the state. This may be accomplished qualitatively, through surveys, leader interviews, a focus group or other methods. (page 8 of the guidance document)

What the state has to record per awarded candidate: (page 5 of the guidance document)

State agencies must keep on record, available for audit purposes, any record relied upon by the state agency to support its funding decisions, including:

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

Performance Measures:

Objective	Performance Measure	Data Grantee Provides
<p>To encourage qualified individuals to enter and continue employment as prosecutors and public defenders.</p>	<p>Number and amount of loan repayments awarded.</p> <p>Percent increase in outreach to eligible beneficiaries .</p> <p>Average number of days between application for repayment benefits and the loan repayment occurring.</p>	<p>Number of loan repayments awarded to public defenders.</p> <p>Dollar value of loan repayments awarded to public defenders.</p> <p>Number of loan repayments awarded to prosecutors.</p> <p>Dollar value of loan repayments awarded to prosecutors.</p> <p>Number of outreach materials (e.g., marketing materials, web sites, brochures, briefings) developed.</p> <p>Total number of days that elapsed between receipt of applications by Governor-designated state agency and disbursement of loan repayment on behalf of selected beneficiary.</p> <p>Total number of applicants who are recipients of loan repayments.</p> <p>Dollar amount the state grantee spent for management and administration of loan repayments this reporting period.</p> <p>Dollar amount of non-federal contributions to this program during this reporting period (if applicable).</p> <p>Number of loan repayment applications from eligible public defenders.</p> <p>Number of loan repayment applications from eligible prosecutors.</p>