

NORTH DAKOTA OFFICE OF ATTORNEY GENERAL  
EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT FY2016  
DRUG CONTROL AND VIOLENT CRIME STRATEGY  
ABSTRACT

**ATTACHMENT #1**  
**EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) ABSTRACT**  
**APPLICATION FY2016**

The primary objective of the Drug Control and Violent Crime Strategy is to create a comprehensive, systematic approach to eradicating drug abuse and trafficking, and significantly decrease violent crime in the state of North Dakota. The best way to get an overall picture of the priorities for the JAG funds is to maintain a close working relationship with all local law enforcement agencies, state's attorneys' offices, domestic violence and victim assistance programs, the courts, and numerous other agencies and programs. Coordination is achieved by encouraging these agencies to participate in the development of the North Dakota Drug Control and Violent Crime Strategy. This allows the officials to discuss proposed activities, share intelligence and resources, and prevent possible future conflicts with other agencies.

The North Dakota Drug Control and Violent Crime Strategy identified narcotics enforcement, through the utilization of multi-jurisdictional narcotics task forces, as the primary focus for the use of JAG funds in the state of North Dakota. The existence of eleven narcotics task forces is crucial to North Dakota, which has seen drug use, trafficking, distribution, and clandestine manufacturing increase with recent population growth. The task forces have had great success in the seizure of illegal drugs throughout the state and continue to strive to meet the demands put on them by the increased population. The goal of the task forces is to provide dedicated investigations in the area of controlled substance trafficking. Rural officers often work with low budgets, few staff, and limited equipment. The task forces provide these smaller agencies with a network to share resources. The implementation of multi-jurisdictional narcotics task forces has improved coordination of drug control efforts through the sharing of information and planning of investigative activities among the agencies involved.

Funding for services provided to victims of violent crime has also remained an integral part of the statewide strategy. These programs provide a wide range of services including court assistance, support, shelter, protection order preparation, relocating, children's medical and forensic examinations, and advocacy. The emphasis of these programs is to promote awareness, prevention, and involvement in the community through educational materials and presentations.

FY 2016 JAG Project Identifiers:

Drug Market Intervention

Drug Offenders

Prescription Drugs

Violence - Domestic Violence

Violence – Violent Crime

**ATTACHMENT #2  
EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG)  
PROGRAM NARRATIVE  
APPLICATION FY2016**

**State's Strategy/Funding Priorities**

Energy production has brought many changes and challenges to North Dakota. While the energy boom has brought the state growth, job opportunities, and economic benefits, it has also resulted in increasing crime and drug abuse issues. North Dakota is largely known as a rural state with few jurisdictions larger than 55,000 people. Many of the local law enforcement agencies are small, one to two-person departments, and struggle to keep up with the influx of new people. The competition for tax dollars among all governmental agencies, coupled with the current trend of shrinking tax bases and transient nature of energy boom workers, makes fewer dollars available to law enforcement agencies. Regardless, criminals continue to remain a danger to the community until law enforcement conquers the overwhelming task of keeping up with population explosion, and the costs associated with advances in science and technology.

Priorities for the JAG funds include maintaining a close working relationship with all local law enforcement agencies, state's attorneys' offices, domestic violence and victim assistance programs, the courts, and numerous other agencies and programs. Past coordination involved encouraging these agencies to participate in the development of the North Dakota Drug Control and Violent Crime Strategy. The primary objective of the Drug Control and Violent Crime Strategy is to create a comprehensive, systematic approach to eradicating drug abuse and trafficking, and significantly decrease violent crime in the state of North Dakota. The process allows officials to discuss proposed activities, share intelligence and resources, and prevent possible future conflicts with other agencies.

The Drug and Violent Crime Policy Board oversees the use of Edward Byrne Memorial Justice Assistance Grant (JAG) funds in North Dakota. The Board is made up of representatives from law enforcement, victim and witness assistance, and prosecution. The board does not fund projects based solely on stats. As a result of the reduction in federal funding, the Board has decided to concentrate its efforts in the following areas:

**Law Enforcement**

The North Dakota Drug Control and Violent Crime Strategy identified narcotics enforcement, through the utilization of multi-jurisdictional narcotics task forces, as the primary focus for the use of JAG funds in the state of North Dakota. The existence of eleven narcotics task forces are especially crucial in a state like North Dakota, which has seen a large increase in methamphetamine, heroin, cocaine, marijuana, and prescription drug use, trafficking, distribution, and clandestine manufacturing. The task forces have had great success in the seizure of illegal drugs throughout the state. The goal of the task forces is to provide dedicated investigations in the area of controlled substance trafficking. There are often very small budgets, smaller amounts of personnel, and little equipment in rural areas. The task forces provide these smaller agencies with a network in which to share resources. The implementation of multi-jurisdictional narcotics

task forces has improved coordination of drug control efforts through the sharing of information and planning of investigative activities among the agencies involved.

### **Prevention and Education**

Funding for services provided to victims of violent crime remains an integral part of the statewide strategy. Now more than ever, these programs are depended upon to provide a wide range of services to North Dakota's ever increasing population, including court assistance, support, shelter, protection order preparation, relocation, children's medical and forensic examinations, and advocacy. The emphasis of these programs is to promote awareness, prevention, and involvement in the community through educational materials and presentations.

### **Strategic Planning**

We do not currently have a strategy put together. A current tool available to us is a comprehensive status and trends report that the Office of Attorney General puts together. We plan to visit with our administration in July 2016 on updating a statewide strategy. Our discussion will focus on updating the prior strategy to include a comprehensive, systematic approach to eradicating drug abuse and trafficking, and significantly decreasing violent crime in the state of North Dakota. BCI will continue to maintain a close working relationship with all local law enforcement agencies, state's attorneys' offices, domestic violence and victim assistance programs, the courts, and numerous other agencies and programs. We will propose working with the Drug and Violent Crime Policy Board and reaching out to these agencies to participate in the updating of the North Dakota Drug and Violent Crime Strategy. This combined effort will allow officials to discuss proposed activities, share intelligence and resources, and prevent possible future conflicts with other agencies.

### **Performance Measurement Data**

Performance measurement data will be collected from sub grantees through the Performance Measurement Tool (PMT) system. The information will then be compiled and reported to the Office of Justice Programs.

The Bureau of Criminal Investigation division manages the state Uniform Crime Reporting (UCR) program, which involves the collection and analysis of crime statistics reported by local law enforcement agencies in North Dakota. The UCR program compiles the statistics into the annual Crime and Homicide reports.

### **Gaps and Needs**

As mentioned previously, BCI personnel regularly attend state wide meetings. Some of the meetings attended are the Association of Sheriffs meetings, the Association of Police Chiefs meetings, and the Association of States Attorneys meetings. Management also meets periodically with criminal justice leaders. With being such a small state, we are fortunate to have close connections throughout the state. Through these close connections are also the opportunities to work closely with federal partners throughout the state.

NORTH DAKOTA OFFICE OF ATTORNEY GENERAL  
 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM STATE SOLICITATION  
 FY 2016 BUDGET  
 ATTACHMENT #3

**A. Personnel**

<b>Personnel</b>	<b>Computation</b>	<b>Cost</b>
<i>Grant Manager</i>	$\$25/\text{hr} \times 1400\text{hrs}$	\$35,000

<b>Total Personnel:</b>	<b>\$35,000</b>
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**B. Fringe Benefits**

<b>Fringe Benefits</b>	<b>Computation</b>	<b>Cost</b>
<i>Grant Manager</i>		
<i>Health Insurance</i>	$\$392/\text{month} \times 12 \text{ months}$	\$4,704
<i>Retirement</i>	$12.26\% \times \$25/\text{hr} \times 1400\text{hrs}$	\$4,291
<i>SEC 125</i>	$.50\% \times \$25/\text{hr} \times 1400\text{hrs}$	\$ 175
<i>Life</i>	$.01\% \times \$25/\text{hr} \times 1400\text{hrs}$	\$ 3
<i>EAP</i>	$.04\% \times \$25/\text{hr} \times 1400\text{hrs}$	\$ 14
<i>FICA</i>	$7.15\% \times \$25/\text{hr} \times 1400\text{hrs}$	\$2,502

<b>Total Personnel:</b>	<b>\$11,689</b>
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**C. Travel**

*Includes travel for one grant manager to the financial management training.*

<b>Travel</b>	<b>Computation</b>	<b>Cost</b>
<i>Airfare</i>	$1 \text{ trips} \times \$771/\text{ticket} \times 1 \text{ staff}$	\$771
<i>Hotel</i>	$1 \text{ trips} \times \$150/\text{night} \times 3 \text{ nights} \times 1 \text{ staff}$	\$450
<i>Meals</i>	$1 \text{ trips} \times \$50/\text{day} \times 4 \text{ days} \times 1 \text{ staff}$	\$ 200
<b>Total Travel:</b>		<b>\$1,421</b>

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 FY 2016 BUDGET  
**ATTACHMENT #3**

**D. Equipment**

*N/A*

**E. Supplies**

*N/A*

**F. Rent**

*N/A*

**G. Consultants/Contracts**

<b>Item</b>	<b>Computation</b>	<b>Cost</b>
<i>JAG Subgrants</i>		
<i>Required VPT</i>	$(\$412,360 - \$48,110) \times 51.1\%$	<i>\$186,043</i>
<i>State Police</i>		
<i>Analyst Salary</i>	$\$24.50/\text{hr} \times 2808\text{hrs}$	<i>\$ 68,796</i>
<i>Analyst Health Insurance</i>	$\$501.11/\text{month} \times 12 \text{ months}$	<i>\$ 6,013.32</i>
<i>Analyst Retirement</i>	$12.26\% \times \$24.5/\text{hr} \times 2808\text{hrs}$	<i>\$ 8,434.39</i>
<i>Analyst SEC 125</i>	$.50\% \times \$24.5/\text{hr} \times 2808\text{hrs}$	<i>\$ 343.98</i>
<i>Analyst Life</i>	$.01\% \times \$24.5/\text{hr} \times 2808\text{hrs}$	<i>\$ 6.88</i>
<i>Analyst EAP</i>	$.04\% \times \$24.5/\text{hr} \times 2808\text{hrs}$	<i>\$ 27.52</i>
<i>Analyst FICA</i>	$7.15\% \times \$24.5/\text{hr} \times 2808\text{hrs}$	<i>\$ 4,918.91</i>
<i>State (or additional local)</i>	$\$481,103 - \$48,110 - \$186,043 - \$88,541$	<i>\$158,409</i>
<b>Total Consultants/Contracts:</b>		<b>\$ 432,993</b>

**H. Other Costs**

*N/A*

**I. Indirect Costs**

*N/A*

NORTH DAKOTA OFFICE OF ATTORNEY GENERAL  
EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM STATE SOLICITATION  
FY 2016 BUDGET  
**ATTACHMENT #3**

**Budget Summary**

<b>Budget Category</b>	<b>Amount</b>
A. Personnel	\$35,000
B. Fringe Benefits	\$11,689
C. Travel	\$1,421
D. Equipment	\$0
E. Supplies	\$0
F. Rent	\$0
G. Consultants/Contracts	\$432,993
H. Other	\$0
I. Indirect Costs	\$0
Total Project Costs	\$481,103
Federal Request	\$481,103
Non-Federal Amount	\$0

**ATTACHMENT #4**  
**EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG)**  
**BUDGET NARRATIVE**  
**APPLICATION FY2016**

The North Dakota Drug and Violent Crime Policy Board set up priority guidelines in which to use the \$432,993 allocation to fund law enforcement programs and prevention & education programs. The DVC policy board members award entities with ongoing successful projects.

The required variable pass through funding will be awarded out to local entities with ongoing successful projects. These local entities include law enforcement and community services. Because of the limited amount of funding we receive, these dollars have been primarily used to fund narcotics task forces and domestic violence prevention programs.

The state police funding is used for projects that benefit law enforcement across the entire states. These funds are entirely managed by our office (technically awarded to us), and are used to pay expenses (i.e. salary & fringe of an analyst) of the North Dakota State and Local Intelligent Center (SLIC). This is a statewide intelligence of that is part of the North Dakota Office of Attorney General.

The state (or additional local) funding is available for state level criminal justice entities, and are used to fund state level criminal justice projects. This has typically been used to fund state level agent overtime, training, equipment, etc., all of which is used to enhance narcotics enforcement across the state. It has also been used to fund a state level program for tactical team services. In the past, we used funds to support state level corrections, judicial, crime prevention, and other approved purpose areas. At this time, we do not have sufficient funding for those purposes, however, we would not rule out the possibility over the course of 3-4 years that this need could arise.

This will leave us with 10% to use for administrative funds of \$48,110. The administrative funds will be used for salary and fringe for the grant manager's position, travel to BJA conferences/training/meetings, and travel to site visits where the grants officer will monitor sub grantee programs, perform evaluations, conduct audits, and review the overall implementation of the programs.

**ATTACHMENT #6**  
**EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) APPLICANT**  
**DISCLOSURE OF PENDING APPLICATIONS**  
**APPLICATION FY2016**

The North Dakota Office of Attorney General, Bureau of Criminal Investigation does not have pending applications submitted within the last 12 months for federally funded assistance that include request for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.



**FINANCIAL MANAGEMENT AND SYSTEM OF INTERNAL CONTROLS QUESTIONNAIRE**

The financial management system of each non-Federal entity must provide for the following

- Retention requirements for records
- Requests for transfer of records
- Methods for collection, transmission and storage of information
- Access to records
- Restrictions on public access to records

(1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, name of the Federal agency, and name of the pass-through entity, if any.

(2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.

(3) Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

(4) Effective control over, and accountability for, all funds, property, and other assets. The non-Federal entity must adequately safeguard all assets and assure that they are used solely for authorized purposes

(5) Comparison of expenditures with budget amounts for each Federal award.

(6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from the United States Treasury or the pass-through entity and the disbursement by the non-Federal entity whether the payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, or payment by other means

(7) Written procedures for determining the allowability of costs.

**APPLICANT ORGANIZATIONAL INFORMATION**

1. Name of Organization and Address: North Dakota Office of Attorney General-Bureau of Criminal Invest

P.O. Box 1054  
Bismarck, ND 58502-1054

2. Authorized Representative's Name and Title: Dallas Carlson, Director

3. Phone: 701 - 328 - 5500 ext.      4. Fax: 701 - 328 - 5510      5. Email: dcarlson@nd.gov

6. Year Established: 1889      7. Employer Identification Number (EIN): 45 - 310764      8. DUNS Number: 2 - 765 - 7951

9. Type of Organization:

- State     Municipality     Non-Profit     Higher Education     Tribal     For-Profit     Other



**AUDIT INFORMATION**

An audit is conducted using generally accepted auditing standards (GAAS) or Generally Accepted Governmental Auditing Standards (GAGAS) and results in an audit report with an opinion.

10. The organization has had the undergone the following types of audit(s)(Please check all that apply):

- OMB A-133 Single Audit     Financial Statement Audit     Defense Contract Agency Audit (DCAA)
- None
- Programmatic Audit & Agency: \_\_\_\_\_
- Other Audit & Agency: \_\_\_\_\_

11. Fiscal Year of Last Audit:  
2014

Name of Audit Agency/Firm:  
State Auditor's Office

**AUDITOR'S OPINION:**

12. On the most recent audit, what was the auditor's opinion?

- Unqualified Opinion     Qualified Opinion     Disclaimer, Going Concern or Adverse Opinions

Please enter the number of findings: n/a

Please enter the amount of questioned costs: \$ 0

Were material weaknesses noted in either the Financial Statement or Single Audit?     Yes     No

**ACCOUNTING SYSTEM**

13. Which of the following best describes your accounting system:

- Manual     Automated     Combination

14. Does the accounting system identify the receipt and expenditure of program funds separately for each grant?     Yes     No     Not Sure

15. Does the accounting system provide for the recording of expenditures for each grant/contract by budget cost categories shown in the approved budget?     Yes     No     Not Sure

16. Does your accounting system have the capability to document the recording of cost sharing or match for each grant? Can you determine if documentation is available to support recorded match or cost share?     Yes     No     Not Sure

17. Are time distribution records maintained for each employee that specifically identify effort charged to a particular grant or cost objective?     Yes     No     Not Sure

18. Does the accounting/financial system include budgetary controls to preclude incurring obligations or costs in excess of total funds available or by budget cost category (e.g. Personnel, Travel, etc.)?     Yes     No     Not Sure

19. Is the organization familiar with the existing Federal regulation and guidelines containing the Cost Principles and procedures for the determination and allowance of costs in connection with Federal grants?     Yes     No     Not Sure



**PROPERTY STANDARDS, PROCUREMENT STANDARDS,  
AND TRAVEL POLICIES**

**PROPERTY STANDARDS**

20. Does your property management system(s) provide for maintaining: (1) a description of the equipment; (2) an identification number; (3) source of the property, including the award number; (4) where title vests; (5) acquisition date; (6) federal share of property cost; (7) location and condition of the property; (8) acquisition cost; & (9) ultimate disposition information?  Yes  No  Not Sure

**PROCUREMENT STANDARDS**

21. Does your organization maintain written procurement procedures which (1) avoid unnecessary purchases; (2) provide an analysis of lease and purchase alternatives; and (3) provide a process for soliciting goods and services?  Yes  No  Not Sure

22. Does your procurement system provide for the conduct to determine selection on a competitive basis and documentation of cost or price analysis for each procurement action?  Yes  No  Not Sure

23. Does your procurement system include provisions for checking the "Excluded Parties List" system for suspended or debarred sub-grantees and contractors, prior to award? <https://www.sam.gov/>  Yes  No  Not Sure

**TRAVEL POLICY**

24. Does your organization:  
(a) maintain a standard travel policy?  Yes  No  
(b) adhere to the Federal Travel Regulation? (FTR)  Yes  No

**SUBRECIPIENT MANAGEMENT AND MONITORING**

25. (For Pass-through entities only). Does your organization have controls in place to monitor activities of subrecipients, as necessary, to determine that Federal awards are used for authorized purposes in compliance with laws, regulations, and the provisions of the award and that performance goals are achieved (2 CFR200)?  Yes  No  Not Sure  
 N/A (Your organization does not make subawards.)

**STANDARDS FOR FINANCIAL MANAGEMENT SYSTEMS  
AND APPLICANT CERTIFICATION**

I certify that the above information is complete and correct to the best of my knowledge. This document must be certified by the organization's Authorized Representative, Executive Director, Chief Financial Officer, Chairman of the Board of Directors, or similar position.

Name: Kathy Roll Date: 3/28/2016  
Title:  Executive Director  Chief Financial Officer  Chairman  Other: \_\_\_\_\_  
Phone: 701 - 328 - 3622 ext.

**2016 DVC Policy Board Members**

**JAG/Lottery**

**Board Chairman**

**Julie Lawyer - Assistant State's Attorney**

**Committee 1--Law Enforcement**

<b>Wade Enget</b>	<b>Mountrail Co.</b>
Arland Rasmussen	Cass Co. Commissioner
Lonnie Grabowska	Deputy Director-BCI
Dave Todd	Chief-Fargo PD

**Committee 2-Community Services**

<b>Aaron Birst</b>	<b>Association of Counties</b>
Janelle Moos	NDCAWS
Pat Rummel	Billings Co.
Terry Traynor	Association of Counties

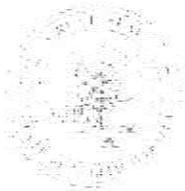
**Advisors**

Dallas Carlson	Director-BCI
Ginny Peterson	Bus. Serv. Manager-BCI
Tonya Forderer	Grant Manager-BCI
Ann Scott	Grant Manager-BCI

**Alternates**

Phil Pfenning	Chief Agent-BCI
Mark Sayler	Chief Agent-BCI

Names in **BOLD** denote Committee Chairs



Wayne Stenejem  
ATTORNEY GENERAL

STATE OF NORTH DAKOTA  
**OFFICE OF ATTORNEY GENERAL**

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BISMARCK, ND 58505-0040  
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4205 STATE STREET, PO BOX 1054  
BISMARCK, ND 58502-1054  
(701) 328-5500 FAX (701) 328-5510  
1-800-472-2185 (Toll Free)

May 9, 2016

Ms. Heather Wiley  
State Policy Advisor  
Office of Justice Programs  
Bureau of Justice Assistance

Dear Ms. Wiley:

In North Dakota, agents (sworn officers) of the Office of Attorney General, Bureau of Criminal Investigation division (NDBCI), fulfill the function of what is traditionally considered state police. NDBCI is the only law enforcement agency in the state with authority to perform police and investigative duties across the entire state. Agents perform all of the functions in 42 U.S.C. § 3796b(6), which defines a "law enforcement officer" as an individual involved in crime and juvenile delinquency control or reductions, or enforcement of the criminal laws (including juvenile delinquency), including, but not limited to, police, corrections, probation, parole, and judicial officers.

Some states have one agency functioning as state police, which performs duties such as highway patrol functions, and statewide investigations. Other states, like North Dakota, have a highway patrol with limited jurisdiction, and a separate agency performing statewide police and investigative functions (NDBCI). With that, NDBCI assists local police with investigations and emergencies that extend beyond the resources and jurisdictional boundaries of the local agency. We also assist all levels of law enforcement (local, state and federal) in criminal and drug enforcement investigations, maintenance of the criminal history and sex offender registration systems, training for law enforcement officials, and presentations to the public on current criminal justice trends.

If there are any further questions on our agency's function and authority, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Dallas L. Carlson".

Dallas L. Carlson, Director  
Bureau of Criminal Investigation