Kentucky Justice & Public Safety Cabinet
125 Holmes Street
Frankfort, KY 40601

GRANTS MANAGEMENT BRANCH

JUSTICE ASSISTANCE GRANT PROGRAM

PROGRAM & FINANCIAL GUIDELINES

Catalog for Federal Domestic Assistance (CFDA) #16.738

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JUSTICE ASSISTANCE GRANT
PROGRAM REQUIREMENTS

Administering Agency: Kentucky Justice & Public Safety Cabinet
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INTRODUCTION

This document is prepared by the Kentucky Justice & Public Safety Cabinet (JPSC), Grants Management Branch (GMB), and is consistent with that developed by the Bureau of Justice Assistance to establish program and financial policy and administrative guidance for the management of the Justice Assistance Grant (JAG) Program, authorized by the Consolidated Appropriations Act of 2005. This document also describes procedures and requirements to apply for and manage grant funds.

KEY IMPLEMENTATION ELEMENTS

Coordination

The fight against drugs requires coordination and cooperation of all levels. The development of the Commonwealth's strategy for statewide drug control and violent crime prevention includes the participation of federal, state, and local criminal justice agencies. The Justice and Public Safety Cabinet is charged with increasing coordination among the criminal justice, treatment and education systems to achieve a comprehensive and effective approach to drug control, and violent crime prevention. Multi-jurisdictional and interagency activities that result in increased coordination and cooperation among criminal justice agencies are a priority of this program.

PURPOSE

The purpose of the JAG Program is to assist state agencies and units of local government in carrying out specific programs which offer a high probability of improving the functioning of the criminal justice system. Funding may be requested for projects conforming to one of the seven federally defined purpose areas. Those areas are:

- Law enforcement programs

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

The Justice and Public Safety Cabinet places special emphasis on regional and multi-jurisdictional programs and projects that advance statewide drug control priorities. In addition to multi-jurisdictional task forces, the JPSC will focus on portions and/or combinations of the following priorities: education and prevention concerning drug and alcohol use, treatment and alternatives to incarceration, and enforcement and prosecution improvement projects.

The US Department of Justice has recently moved towards an emphasis of integration of evidence-based practices for all federally funded programs. As a result of this initiative, the Kentucky Justice and Public Safety Cabinet will focus on integration of these practices for multi-jurisdictional drug task force programs initially. In future years, all JAG funded programs may become subject to this type of requirement.

ADMINISTRATIVE REQUIREMENTS

Eligible Applicants

Any state agency, local unit of government (i.e., city, county, township, town, or Area Development District) or not-for-profit organization may apply for funding under the formula grant program. Jurisdictions designated as direct award recipients, as determined by the United States Department of Justice, ***may not*** apply for additional funds ***except*** for funds requested for multi-jurisdictional Drug Task Forces.

Applicants will be able to choose from one of three funding categories: **Restricted**, **Unrestricted**, and **Drug Task Force**. The **Restricted** category is intended for smaller scope projects consisting primarily of equipment and/or overtime, similar to the former Local Law Enforcement Block Grants, and have a total project cost of $10,000 or less. Restricted grant applicants are only required to complete an abbreviated application. The **Unrestricted** category has no funding limit, and is intended to fund larger scale programs. The **Drug Task Force** category is set aside for those entities applying as multi-jurisdictional drug or narcotics task forces, and have certain additional requirements. (See "Special Requirements for Drug Task Forces" page.)

Application Process

All grant activities are managed through the Kentucky Justice & Public Safety's electronic grants management system (EGMS). Applications must be submitted via the on-line EGMS by the due date and time referenced in EGMS, this document, and related information. Applicants are strongly encouraged to establish a user account at www.kyjusticegms.com and familiarize themselves with the system well in advance of the due date through use of the user training materials. Please note: validation of new user accounts will take 48-72 hours. Applicants who have previously applied for grants on the EGMS do not need to establish an additional account. More information about the application process may be found at: http://justice.ky.gov.

Applicants should also review the specific EGMS application in advance, as there are numerous required fields and information, character limits, and required supporting attachments.

Upon successful submission of an application, the authorized official will receive a confirmation email; this should be retained for agency records. Applicants may also access the system after application submission to confirm status in the "Information" section or the screen header. If a user is unable to confirm application submission status, believes they have cancelled an application in error, or believes a system error has occurred that prevented successful submission, they should contact GMB staff well in advance of the submission deadline in order to allow confirmation or further inquiry. Contact may be directed to the program staff identified in these Guidelines, or any GMB staff, at 502-564-3251 or askgmb@ky.gov. Requests for reconsideration of submission compliance will only be granted to users providing sufficient documentation of a) timely contact with GMB staff and b) identification of specific, verifiable system errors. User error will not be considered sufficient justification for submission deadline reconsideration.

Designated Grant Officials

The following persons are eligible to serve as the designated grant officials:

Authorized Official/Agency Representative/CEO - The person authorized to apply for, accept, decline, or cancel the grant for the applicant agency (e.g., state agency head, county judge executive, city mayor).

Project Director/Agency Administrator - The employee of the applicant agency who will be responsible for operation of the project and program activity reporting.

Financial Officer - The chief financial officer of the applicant agency (e.g., county auditor, city treasurer, comptroller, etc.) who will be responsible for all financial aspects of the grant's management, including financial report submission.

Segregation of Duties

Segregation of duties should be maintained among designated grant officials to ensure no individual has the ability to conceal or misdirect agency funds. **The Financial Officer should not be assigned dual roles.**

Distribution of Funds

Funds granted to Kentucky by US Department of Justice are further subgranted by the Justice and Public Safety Cabinet to state agencies, units of local government, and not-for-profits to carry out programs and projects contained in an approved application that complies with the priorities established by the Commonwealth.

The Justice and Public Safety Cabinet is required to distribute to local units of government, in the aggregate, the portion of Kentucky's grant funds equal to the local government share of total state and local criminal justice expenditures for the previous fiscal year. As determined by US Department of Justice, Kentucky's minimum pass-through requirement is 35.16% of the amount of federal grant funds received. Any funds not required to be passed through to local units of government may be used for programs administered by state agencies.

Period of Project Support

The JAG program is an annual, competitive grants program; applicants may request funding for projects up to twelve months.

These federal grant funds are to provide the seed for new projects or to enhance existing projects that address specific purposes. The Grants Management Branch encourages applicants to plan for ultimate responsibility for federally funded programs in the likelihood that federal funds may expire or other priorities may redirect those funds. Because funding beyond the initial award is not guaranteed, projects should be designed with objectives achievable within the grant period - not more than one year.

In addition, except for ongoing multi-jurisdictional drug task force projects, beginning with FY 2010/11, JAG funded projects are subject to a four-year maximum term limit.

Application Review and Approval Process

When a completed application has been submitted, it shall be subject to programmatic and financial review. Applications are reviewed by appropriate GMB staff and also by an independent review committee of subject matter experts using set review criteria and assigned point values specific to the program (see tables below).

Following the initial review and scoring of the application, GMB may request additional information or explanation from the applicant in order to complete the review of the application. Previously unfunded applicants may be asked to supply additional supporting documentation such as risk assessment review, evidence of not-for-profit status, 990 form, etc. Notification may be in the form of a system-generated message, written letter, email, or telephone call. Failure to respond in the time frame specified may result in the application not being further considered for funding during that application period. Responses to requests for follow-up information will be used to determine additional scoring consideration to justify the minimum required for funding.

An average score is determined from each reviewer's results, based on the criteria set forth here. Applications receiving a score of less than sixty-five percent (65%) of the total possible points will not be contacted for follow-up information; applications receiving a final score of less than seventy percent (70%) of the total possible points will not be funded.

Award recommendations are made by GMB to the Secretary of the Kentucky Justice and Public Safety Cabinet. Final approval of all grant applications rests with the Secretary and/or the Governor of the Commonwealth, who will provide GMB with approval to proceed with final funding decisions.

For additional information on the application review process, please access the Kentucky Justice and Public Safety Cabinets, Grants Management Branch, Policy and Procedure Manual at www.justice.ky.gov/departments/gmb.

Application Review Criteria

1. Agency Overview

Includes information regarding agency structure, competence, and management capabilities.

2. Statement of the Problem

Clearly describes problem or gap in services that will be addressed with requested grant funds. Statement of the problem includes local/state, quantifiable data demonstrating the problem/issue.

3. Goals and Objectives
Discusses the significance of the program and describes how it combats substance abuse, crime and improves the functioning of the criminal justice system. Clearly provides description of long-term effect(s) the proposed project should achieve. Describes project objectives that are linked to meaningful and measurable results the project will attempt to achieve. Objective statements address the realities of goal accomplishments quantitatively. Where applicable, describes how program design employs evidence based practices or is based upon research knowledge and/or data.

4. Performance Measures
Explains how the program's effectiveness will be demonstrated. Discusses the significance of the program's impact in assisting criminal justice programs. For each performance measure selected, describe: 1) what data will be collected; 2) how it will be collected; 3) how it will be assessed/analyzed; and 4) the process for reporting the findings and outcomes which will measure the impact of the proposed efforts. Includes innovative approaches which will be used to maximize the programs' impact and cost-effectiveness and how this will help sustain the program when grant funding ends.

5. Project Activities
Contains a concise summary of the proposed project, including a description of major tasks necessary to fully implement project. Provides the who, what, where, when and how of the proposed project. Includes a comprehensive performance timetable identifying milestones to be achieved in this project. Reconciles program activities to goals, objectives and the performance measures applicable to the proposed project.

6. Budget Narrative and Budget
Provides a comprehensive budget and budget narrative which are complete, allowable, justified, and clearly related to project goals, objectives and operations.

Justice Assistance Grant Drug Task Forces and Unrestricted (Projects over $10,000)	
Agency Overview	10
Statement of the Problem	10
Goals and Objectives	20
Performance Measures (Monitoring and Evaluation Criteria)	20
Project Activities and Operation	20
Budget Narrative and Budget	20
Total Points	**100**

Justice Assistance Grant Restricted (Projects up to $10,000)	
Statement of the Problem	25
Project Activities and Operation	25
Budget Narrative and Budget	15
Total Points	**65**

Evaluation and Monitoring

Each program funded by the Justice & Public Safety Cabinet under the JAG Program shall contain an evaluation component. Project Reports (required reporting of a subgrantee) will be analyzed for evaluation purposes. However, some projects may receive intensive evaluations.

Grants Management Branch monitoring includes desk audits, a review of financial and program reports submitted by the subgrantee on a quarterly basis and periodic on-site monitoring to review grant compliance, assess management controls, evaluate the applicable activities and provide technical assistance. In addition, the subgrantee agrees to maintain and provide any data or information requested for the purposes of monitoring and program evaluation. For additional information, see GMB Management Policies and Procedures Manual, www.justice.ky.gov/departments/gmb/.

Waste, Fraud, Error and Abuse

If awarded JAG funds, applicant agrees to promptly refer to an appropriate inspector general any credible evidence that a principal, employee, agent, contractor, subcontractor, or other person has submitted a false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving JAG funds. Such reports may be forwarded to:

Office of the Inspector General
US Department of Justice
Investigations Division
950 Pennsylvania Avenue, NW
Room 4706
Washington, DC 25030

Email: oig.hotline@usdoj.gov
Hotline: (800) 869-4499 (contact information in English and Spanish)
Hotline Fax: (202) 616-9881
Additional information is available from the DOJ OIG website at www.usdoj.gov/oig

GENERAL FINANCIAL REQUIREMENTS

Grants funded under the JAG Program are governed by financial management requirements of the Financial Guide, published by the U.S. Department of Justice, Office of Justice Programs, Office of the Comptroller, http://www.ojp.usdoj.gov/financialguide/index.htm, as well as, the Kentucky Justice and Public Safety Cabinet, Grants Management Branch, Policies and Procedures Manual, www.justice.ky.gov/departments/gmb. However, many projects funded under the JAG Program require more specific management procedures, which are provided in an award binder.

All JAG awards funded through the Grants Management Branch will be made on a reimbursable basis. Requests for reimbursement may be submitted on a quarterly basis. Reimbursement payments may be delayed if awardees do not adhere to program and financial reporting requirements.

Matching Requirement

All JAG grants awarded by the Kentucky Justice and Public Safety Cabinet, Grants Management Branch, require a 25% cash match. Match is restricted to the same use as allowed for federal funds. The source for match funds must be identified in original grant application. All applicants must maintain records clearly showing the source, amount, and timing of all matching contributions. The match requirement must be calculated on total project cost. A state or local unit of government may use forfeiture funds as match, but may not use other federal funds.

Nonsupplanting Requirement

Federal funds cannot be used to supplant state or local funds. All applicants must certify JAG formula grant monies will be used to increase the amount of funds available for criminal justice activities. For personnel involved in a project, the following guidelines apply:

- If a new person is going to be hired to conduct project activities (i.e., the department's personnel strength is increased), his/her salary may be charged to the project.

- The salaries of existing personnel transferred to grant activities may be charged to the project as federal and/or match expenditures only if the original positions are filled with new personnel.

Prorating Costs

Proration requirements are applicable if program funds are used for projects involving a combination of JAG-funded activities and other criminal justice activities.

Fund Raising

Costs of organized fund raising, including financial campaigns, solicitation of gifts and similar expenses solely to raise capital or obtain contributions, may not be charged as costs against the grant. Neither the salary of persons engaged in such activities nor indirect costs associated with those salaries may be charged to the grant. Nothing in this section should be read to prohibit a subgrantee from engaging in fund raising activities, as long as such activities are not financed by federal or match grant funds.

Project Income

Project income means gross income earned as a direct result of the grant award. Examples of project income could include sale of property, attorney's fees and costs, registration/tuition fees, and asset forfeitures.

The federal portion of project income must be accounted for up to the same ratio of federal participation as funded in the project. Where a project is funded by 75% federal funds, the subgrantee must report 100% of the total project income, but only 75% of the total project income is subject to the federal limitation of spending. The federal portion of all project income must be used to reduce the amount of federal funds requested during the grant period with the exception of project income resulting from asset forfeitures as stated below.

The following policies apply to project income resulting from asset seizures and forfeitures:

A. States or local units of government **may use project income funds from seized and forfeiture assets as match** when assets are adjudicated by a State Court, in accordance with state laws. In addition, state and local units of government **may use cash received under the equitable sharing program for the non-Federal portion (match) of project costs**, as provided for in the guidelines established by the DOJ Asset Forfeiture Office, when the assets are adjudicated by a Federal Court.

B. Project income resulting from forfeitures obtained as a result of grant activities and adjudicated to the subgrantee must be used for any purpose that furthers the objectives of the legislation under which the grant was made. GMB prior approval is required for all expenditures made with this program income.

C. Amounts received from asset seizures and forfeitures are considered earned when the property has been adjudicated on the benefit of the plaintiff (i.e., law enforcement entity) and should be reported at the time of adjudication, or court award, regardless of date of seizure.

D. Project income resulting from forfeitures obtained as a result of grant activities and adjudicated to the subgrantee must be used within the 12-month grant period in which the funds were adjudicated. If subgrantee receives a forfeiture award of $10,000 or more in the fourth quarter of the grant, subgrantee may request one (1) additional quarter to expend these funds through a grant adjustment notice (GAN). Specific GAN terms will be established at GMB's discretion.

E. Subgrantees may request up to a one-year extension through a grant adjustment notice (GAN) for extremely large forfeiture awards ($100,000 or greater) received during the grant year. Specific GAN terms will be established at GMB's discretion.

F. Project income resulting from forfeitures obtained as a result of grant activities and adjudicated to the subgrantee which is not used within the terms and/or grant period previously approved by GMB will be used to reduce the amount of federal funds requested by the subgrantee during the grant period.

All income generated as a direct result of an agency-funded project shall be deemed project income (e.g., if the purpose of the grant is to conduct conferences, any training fees generated would be considered project income). One hundred percent of project income must be reported. Project income must be used for the purposes and conditions applicable to the award. Unless specified by the awarding agency, project income should be used as earned and expended as soon as possible. If the cost is allowable under the federal grant program, the cost would be allowable using project income.

NOTE: Fines as a result of law enforcement activities are not considered project income.

Expenditures by Budget Categories

NOTE: A budget checklist is provided at the end of these guidelines to assist in completing the JAG application.

The following is an overall view of all costs associated with JAG Program funds:

I. Personnel

Hiring decisions for federal funded positions must comply with an organization's policies and applicable statute and be free from conflicts of interest.

Faith-based organizations asserting hiring practices on the basis of religion must download, complete, and sign a Certificate of Exemption form located on the Kentucky Justice and Public Safety Cabinet's website, http://www.justice.ky.gov/NR/rdonlyres/2BD154DF-065F-48E0-B3B5-23D2B9DFC7A5/0/fbo_sample.pdf, and upload it into the application.

No grants will be made to supplement salaries for existing positions. Salaries for federal funded and match positions shall comply with state, city, county, or other relevant classification systems and shall be documented by appropriate time and attendance records.

Charges of the employees' time assigned to grant projects may be reimbursed or recognized only to the extent they are directly and exclusively related to grant purposes. In no case is dual compensation allowable. Where salaries apply to both project operation and non-project activity, or apply to two or more separate projects, proration of costs to each activity must be made based on time and attendance reports.

Each position must be listed by title (and name of employee, if available), monthly salary rate for the employee, the percentage of the employee's time to be devoted to the project and total employee cost for the project.

Funded part-time positions (positions devoting less than 100% of a standard work shift to the grant project) should be supported by a brief explanation of the incumbent employee's duties outside the grant project or by a statement that the employee is not employed elsewhere by the grantee.

Positions that existed prior to the grant and were funded from any source other than Grants Management Branch grant funds are not eligible for JAG grant funds. Existing employees of the applicant may be transferred from other positions to fill the positions in the grant project; however, the new positions vacated must be filled by new hires so that the applicant's full staff of non-grant employees is not reduced in number by the award of the grant.

Payments for fringe benefits are allowable personnel costs and cannot exceed the amount paid by the employer. The fringe benefits must be reasonable and in line with state, city or county rates. Documentation must be submitted with the budget to reflect the actual rates being paid by the employer. The following are considered allowable benefits:

A. Health, Dental and Life Insurance
B. FICA
C. Retirement
D. Worker's Compensation
E. Unemployment Insurance

II. Overtime

Overtime pay can be funded for personnel funded by the grant on a full-time basis, whose duties are consistent with the statewide drug strategy. Overtime pay must be approved through the original grant application or a subsequent grant adjustment notice (GAN).

III. Contractual Services

Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the market place. The maximum rate for consultants is $450 (excluding travel and subsistence costs) for an 8-hour day or $56.25 per hour. An 8-hour day may include preparation, evaluation and travel time in addition to the time required for the actual performance. Additionally, travel and subsistence costs may be paid. A request for compensation for over $450 per day requires prior approval and additional justification.

Contractual Arrangements with individuals must ensure the following:

A. Dual compensation is not involved (i.e., the individual may not receive compensation from his regular employer and the applicant for work performed during a single period of time even though services performed benefit both).

B. The contractual agreement is written, formal, proper and otherwise consistent with the applicant's usual practices.

C. Time and/or services for which payment will be made and rates of compensation must be supported by adequate documentation.

D. Travel and subsistence costs are at an identified rate consistent with the cost allowed in Section IV, Travel and Training.

IV. Travel and Training

Funds may be used for transportation, subsistence and registration fees for applicants to attend conferences and training seminars. Travel must be approved through the original grant application or a subsequent grant adjustment notice. Requested travel expenses shall not exceed the established mileage and subsistence policy as

set forth by the Commonwealth of Kentucky, Finance and Administration Cabinet. Please see 200 KAR 2:006 and http://finance.ky.gov/internal/travel for current rates and regulations.

Transportation must be the most economical. Bus, subway and taxi fares are allowed for city travel. Commercial airline travel shall be coach/tourist class. Additional expense for first class travel will not be allowed. The cost of rental cars in lieu of ordinary transportation will be allowed only with acceptable justification. Actual parking, bridge and toll charges are reimbursable. Reasonable expenses for baggage handling, for delivery to or from a common carrier or lodging and for storage are reimbursable. Registration fees required for admittance to official travel meetings are reimbursable. If the fee entitles registrants to meals, claims for subsistence must be reduced accordingly. Telephone, tip charges, and laundry charges are not reimbursable with grant funds.

All expenses shall be supported by documentation that indicates destination, time and purpose of travel.

NOTE: The applicant must follow the more restrictive travel policy and reimbursement requirements--whether it is the U.S. Department of Justice, the Commonwealth, or the applicant agency.

V. Operating Expenses

Operating expenses include items necessary and essential for the ongoing operation of the project. Items must be individually listed and approved through the original grant application or in subsequent grant adjustment notices prior to the actual expense.

Confidential fund expenditures are limited to the purchase of evidence (physical), purchase of information (informant fees), and purchase of services (for undercover purposes). Guidelines related to confidential expenditures and management may be obtained from the Kentucky Justice and Public Safety Cabinet, Grants Management Branch. All applications for projects that will utilize funds for confidential expenditures must contain an assurance that the guidelines will be followed.

VI. Capital Equipment

Capital equipment is defined as items with a unit price of $5,000 and over and usefulness greater than one year. Items with a unit price under $5,000 should be included under operating expenses. Authorization for equipment will be based on applicant's justification the requested equipment is essential to successful operation of the grant project. The applicant must adhere to following guidelines:

A. No other equipment owned by applicant is suitable for the effort.

B. Grant funds may not be used to provide reimbursement for the purchase of equipment acquired prior to start of grant and/or charged to other activities.

C. Equipment purchased and used commonly for two or more programs has been appropriately prorated to each activity.

Items of equipment must be individually listed and approved through the original grant application or in subsequent grant adjustment notices (GANs) prior to purchase of equipment.

Title to all expendable and nonexpendable personal property purchased with funds made available under this program shall vest in the criminal justice agency or nonprofit organization purchasing the property if it certifies to the Grants Management Branch it will use the property for criminal justice purposes. If such certification is not

made, title to the property shall vest in the Justice and Public Safety Cabinet which shall seek to have the property used for criminal justice purposes elsewhere in the state prior to using it or disposing of it in any other manner.

Procurement Procedures

Applicants shall use procurement procedures and regulations as set forth by the Commonwealth of Kentucky, Finance and Administration Cabinet. Please see http://finance.ky.gov/business/eprocurement/state-laws for more information.

Note: the applicant must follow the more restrictive policy, whether it is the US Department of Justice, Commonwealth of Kentucky, or the agency's policy.

Prohibitions/Unallowable Costs

The following is a list of unallowable costs:

- Purchase of food and/or beverages for any meeting, conference, training, or other event. This restriction does not impact direct payment of per diem amounts to individuals following travel policy and reimbursement requirements as outlined in the budget, travel and training, section of these guidelines.
- Vehicles, vessels, or aircraft
- Luxury items
- Real estate or acquisition of land as found in Section 501(d) of the Consolidated Appropriations Act of 2005
- Construction projects (other than penal or correctional institutions as found in Section 505© of the Consolidated Appropriations Act of 2005)
- Any similar matters

Additionally, formula grant funds may not be used for indirect or solely administrative costs.

Additional Information Resources

For additional information regarding Grants Management Branch requirements, please refer to the GMB Management Policies and Procedures Manual, www.justice.ky.gov/departments/gmb/. To access the U.S. Office of Justice Program's financial guide, go to http://www.ojp.usdoj.gov/financialguide/index.htm. To access A Guide to Equitable Sharing of Federally Forfeited Property for State & Local Law Enforcement Agencies, go to: http://www.justice.gov/criminal/afmls/pubs/pdf/guidetoeq09.pdf.

Special Requirements for Drug Task Forces

- **Drug Task Forces (DTFs) must communicate with Grants Management Branch (GMB) and Office of Drug Control Policy (ODCP) staff to review their budgets before being considered for funding.**

- **DTFs must submit actual and expected outputs on the GMB provided "DTF Evidence-Based Performance Management Instrument" as an attachment to the grant application.**

- **DTFs must submit an operating budget which includes <u>all sources and amounts of program funding for the agency</u> as a separate attachment with the grant application.**

- **DTF director's salaries are limited to a maximum 95% of total cost which may be considered for Justice Assistance Grant (JAG) funding.**

- **DTFs may not request JAG funds for costs related to out-of-state travel and training.**

- **DTFs must submit forfeiture reports at the close of each fiscal year from all participating cities and counties as required by KRS 218A.440 to the Kentucky Justice and Public Safety Cabinet.**

- **DTFs must have a Commonwealth/County Attorney from their service region on their board of directors. A current list of board members, including contact information, must be submitted as an attachment to the grant application, with updates submitted to GMB as necessary.**

- **DTFs must have signed intergovernmental agreements with any local jurisdiction they are partnering with and performing law enforcement duties within. Copies of all current, signed intergovernmental agreements must be submitted as an attachment to the grant application, with updates submitted to GMB as necessary.**

- **DTFs must submit a Personnel Roster noting title/rank, funding source, and FT/PT status as an attachment to the grant application.**

- **DTFs must submit as a separate attachment with grant application a log providing proof that all task force enforcement personnel, including command staff and agents assigned to task force, are in compliance with USDOJ on-line task force training requirement. Training certificates and log ~~is~~ are to be maintained and updated, on site, as necessary.**

- **In addition to these requirements, DTFs will comply with all other requirements, terms and special conditions as described in the grant application.**

Upon Award:

- **DTFs must maintain records on site providing proof that each agent assigned to task force is a sworn officer of a participating law enforcement agency.**

- **DTFs will be required to comply with standards of operations and best practices, including deconfliction and intelligence sharing, working in partnership with Kentucky State Police, when applicable, as set forth by ODCP.**

- **DTFs must adhere to special data collection requirements as stipulated by USDOJ, ODCP, & GMB.**

BUDGET CHECKLIST

This checklist is for your convenience in preparing your budget, along with a budget narrative, as part of your grant application. It is for your use only and does not need to be submitted.

Section I. PERSONNEL	**Yes**	**No**	**N/A**
SALARIES			
1. Is the basis for determining each employee's compensation described?	☐	☐	☐
2. Is each position identified by title?	☐	☐	☐
3. Will vacant positions be filled by new hires or transfers from within?	☐	☐	☐
If transfers, will replacements be hired?	☐	☐	☐
4. Are time commitments stated?	☐	☐	☐
5. Is the amount of each employee's annual compensation stated?	☐	☐	☐
6. Are salary increases anticipated during the grant period?	☐	☐	☐
7. Are the increases justified?	☐	☐	☐
8. Are any personnel costs dual compensation?	☐	☐	☐
9. Have position descriptions and applicable resumes been attached?			
FRINGE BENEFITS			
1. Is each type of benefit indicated separately?	☐	☐	☐
2. Has the appropriate percentage and calculation been provided?	☐	☐	☐
3. Is the authority for the percentage provided?	☐	☐	☐
4. Are the listed benefits provided for all employees of the agency?	☐	☐	☐
5. Are fringe benefit increases anticipated during the grant period?	☐	☐	☐
6. Are the increases justified?	☐	☐	☐
Section II. CONTRACTUAL SERVICES			
1. Is the type of each service to be rendered described?	☐	☐	☐
2. For individuals:			
a. Is an hourly or daily rate given?	☐	☐	☐
b. Are base rates justified and reasonable?	☐	☐	☐
c. Is the total amount for any contract in excess of $10,000?	☐	☐	☐
If so, has the applicant indicated that services have been or will be obtained by acceptable procurement procedures?	☐	☐	☐
d. Is "sole source" an issue?	☐	☐	☐
If so, is justification included?	☐	☐	☐

BUDGET CHECKLIST (cont.)

This checklist is for your convenience in preparing your budget, along with a budget narrative, as part of your grant application. It is for your use only and does not need to be submitted.

Section III. TRAVEL	**Yes**	**No**	**N/A**
1. Is a basis for computation provided?	☐	☐	☐
2. Is the purpose of requested travel project-related?	☐	☐	☐
3. Are per diem, lodging and transportation costs listed separately?	☐	☐	☐
4. Have the most economical costs been provided?	☐	☐	☐
5. Have the appropriate project personnel been identified for the travel?	☐	☐	☐
Section IV. OPERATING EXPENSES			
1. Are operating expenses listed by major types (e.g., Supplies, Rent, Postage, Confidential Funds)?	☐	☐	☐
2. Are unit costs or monthly estimates provided?	☐	☐	☐
3. Will proper procurement procedures be followed?	☐	☐	☐
Section V. EQUIPMENT			
1. Are equipment items specified by units and cost?	☐	☐	☐
2. Is the requested equipment project-related?	☐	☐	☐
3. Will the purchased equipment be used 100% in the project?	☐	☐	☐
If not, has the cost been prorated and the computation provided?	☐	☐	☐
4. Is no other equipment owned by the agency suitable for the project?	☐	☐	☐
5. Will the appropriate procurement procedures be followed?	☐	☐	☐
Section VI. SOURCE OF MATCH			
1. Is the source of match identified?	☐	☐	☐
2. Is the minimum cash match requirement met?	☐	☐	☐
Section VII. BUDGET SUMMARY			
1. Are all line item computations correct and do they equal the category totals?	☐	☐	☐
2. Have the appropriate costs/percentages been identified as federal and match?	☐	☐	☐
3. Are all requested costs in line with actual costs in previous grants?	☐	☐	☐
4. Are all requested costs:			
a. Justified?	☐	☐	☐
b. Reasonable?	☐	☐	☐
c. Allowable?	☐	☐	☐