

---

## NOTICE OF FUNDING OPPORTUNITY (NOFO)

### 2025 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Invited to Apply

**Assistance Listing Number #** 16.738  
**Application Release Date** June 16, 2025  
**Application Deadline** July 15, 2025, 6 p.m. ET

---

#### Overview

The Commonwealth of Kentucky (Kentucky) [Justice and Public Safety Cabinet](#) (JPSC) seeks subaward applications for the federal Edward Byrne Memorial Justice Assistance Grant (JAG) Program funds awarded to the Commonwealth of Kentucky by the [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA). Subawards will be administered by the JPSC, Office of the Secretary (OOS), Criminal Justice Statistical Analysis Center (CJSAC). The JAG Program is the primary vehicle of federal criminal justice funding to states and local jurisdictions. JAG Program funds may be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice.

This Notice of Funding Opportunity (NOFO) is consistent with program requirements established by the U.S. Department of Justice (DOJ) and Bureau of Justice Assistance (BJA) ([34 U.S.C. 10151-10158](#)). JPSC awards JAG funds through a competitive process to state agencies, units of local government, and private nonprofit organizations. Successful applications must comply with priorities established by DOJ, BJA, and JPSC.

This NOFO incorporates [GMD Management Policies and Procedures Manual](#) by reference. The GMD Management Policies and Procedures Manual provides guidance to applicants on how to prepare and submit applications for funding to JPSC. For conciseness, this NOFO provides instructions and brief overviews of relevant compliance and program requirements, which are accessible in full within linked source material. **If this NOFO expressly modifies any provision in the GMD Management Policies and Procedures Manual, the applicant is to follow the guidelines in this NOFO as to that provision.**

#### Eligible Applicants

Any state agency, unit of local government (i.e., city, county, township, town, or federally recognized American Indian tribe) or not-for-profit organization currently receiving funding under the JAG Program and invited to apply.

#### Federal Award Information

Federal Program Name	Edward Byrne Memorial Justice Assistance Grant Program
Federal Award(s) Supporting Subawards	15PBJA-23-GG-02981-JAGX 15PBJA-24-GG-04320-JAGX

Federal Awarding Agency	U.S. Department of Justice Office of Justice Programs Bureau of Justice Assistance
-------------------------	--

### Subaward Information

Anticipated Number of Subawards	11
Anticipated Maximum Dollar Amount of Subawards	Not to exceed current subaward amount
Anticipated Award Notification Date	September 1, 2025
Period of Performance Start Date	October 1, 2025
Period of Performance End Date	September 30, 2026
Period of Performance Duration	12 months
<b>Anticipated Total Amount to be Awarded</b>	<b>\$1,473,800</b>

### Match Requirement

This NOFO does not require match.

### Submission Information

The applicant must submit the **full application**, including attachments, in [Intelligrants 10.0 \(IGX\)](#), JPSC's electronic grants management system, by the established deadline.

### Method of Payment

Payments will be issued on a reimbursement basis. Reimbursement requests will be made through quarterly financial reports submitted in [IGX](#). Entities must maintain an active [eMARS](#) vendor account to receive grant reimbursements.

### Contact Information

For technical assistance with submitting the full application in [IGX](#), contact the IGX Service Desk at [JUSIGX@ky.gov](mailto:JUSIGX@ky.gov) or 502-564-8271.

For assistance with other requirements of this NOFO, contact the JAG Program Specialist, Joseph O'Sullivan, by email at [joseph.osullivan@ky.gov](mailto:joseph.osullivan@ky.gov) or phone at 502-564-8294.

**ATTENTION:** This notice of funding opportunity is for grant funding administered JPSC that originates from the U.S. DOJ. To continue program activities designed to maintain public safety services, the JPSC has determined that it will proceed with this notice of funding opportunity. The JPSC anticipates new grant guidance may be issued in 2025 to reflect DOJ's revised policies and priorities. New DOJ guidance could impact terms and conditions and the availability of funding for any grants awarded from this notice of funding opportunity. JPSC will share new grant conditions, guidance, and requirements with grantees as they become available. In some instances, executed grant contracts may be revised or cancelled.

## Contents

Program Description .....	5
Statutory Authority .....	5
State Administering Agency .....	5
JAG Program Areas .....	5
JAG Funding Priorities .....	5
Allocation of Subaward Funds .....	6
Award Authorization .....	6
Award Notification and Acceptance .....	6
Allowable Costs .....	6
Indirect Costs and De Minimis .....	6
Unallowable Costs .....	7
Matching Funds for Other Federal Awards .....	7
Prohibition on Supplanting .....	7
Lobbying .....	7
Fundraising .....	7
Prohibited Costs and Activities .....	7
Administrative and Financial Requirements .....	8
Civil Rights Requirements .....	8
OJP General Terms and Conditions .....	8
Financial System Requirements .....	8
Cost Allocation .....	8
Supporting Documentation .....	9
Procurement .....	9
Program Income .....	9
Conference/Meeting/Training Costs .....	10
National Environmental Policy Act (NEPA) .....	10
Potential Evaluation of Programs and Activities .....	10
Reporting Requirements .....	10
Grant Award Modification .....	11
Closeout .....	11
Application Instructions .....	12
Applicant Information .....	12
Agency Information .....	12
Points of Contact .....	13
Project Information .....	13
Project Details .....	13
Area Served .....	14
JAG Program Areas .....	14
Kentucky Priority Funding Areas .....	14
Goals, Objectives, and Performance Measures .....	15
Agency Performance .....	15
Certifications and Disclosures .....	15
Notice of Funding Opportunity Requirements .....	15
Application Terms and Conditions .....	15
DOJ Certifications .....	16
Financial Capability .....	16

Additional Requirements.....	16
Budget .....	17
Personnel .....	18
Overtime.....	18
Travel and Training.....	18
Equipment.....	19
Supplies.....	19
Procurement Contracts.....	19
Other Costs.....	20
Indirect Costs .....	20
Budget Narrative .....	20
Budget Summary .....	21
Application Submission.....	21

## Program Description

The JAG Program provides states, tribes, and local governments with critical funding necessary to support a range of program areas including law enforcement, prosecution, indigent defense, courts, crime prevention and education, corrections and community corrections, drug treatment and enforcement, planning, evaluation, technology improvement, crime victim and witness initiatives, mental health programs, and related law enforcement and corrections programs.

### Statutory Authority

The JAG Program statute is Subpart I of Part E of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (codified at [34 U.S.C. 10151–10158](#)); Title I of Pub. L. No. 90-351 (generally codified at [34 U.S.C. 10151–10726](#)); see also [28 U.S.C. 530C\(a\)](#).

### State Administering Agency

Kentucky Justice and Public Safety Cabinet  
Criminal Justice Statistical Analysis Center  
125 Holmes Street  
Frankfort, Kentucky 40601  
502-564-8294

### JAG Program Areas

As defined in [34 U.S.C. § 10152](#), the nine JAG program areas are:

1. Law enforcement
2. Prosecution and courts
3. Prevention and education
4. Corrections and community corrections
5. Drug treatment and enforcement
6. Planning, evaluation, and technology improvement
7. Crime victim and witness programs (other than compensation)
8. Mental health and related law enforcement and corrections
9. Implementation of state crisis intervention court proceedings and related programs or initiatives

### JAG Funding Priorities

The Kentucky Justice and Public Safety Cabinet [Statewide Strategic Plan 2024-2029](#) for the JAG Program outlines a comprehensive framework to support and enhance criminal justice-related practices. The Strategic Plan outlines four funding priorities:

1. To fight addiction and reduce overdose deaths through improved enforcement, prevention, and access to treatment
2. To implement smart-on-crime reforms to decrease recidivism and reduce prison and jail populations while preserving public safety
3. To pursue innovative programs that address crime and violence reduction strategies
4. To support law enforcement training to improve public safety and strengthen officer safety and wellness

## Allocation of Subaward Funds

JPSC will employ directed and competitive subaward selection methodologies to implement Kentucky's JAG program.

Funding will be prioritized for costs that advance established JAG program areas and funding priorities. All awards are subject to the availability of funds and to any modifications or additional requirements that may be imposed by DOJ or JPSC. In determining funding allocations, the Commonwealth considers other funding options that may be available or in place, as well as the needs and availability of services in the state.

## Award Authorization

Submitted applications are subject to programmatic and financial review by JPSC staff. External subject matter expertise may be incorporated into the application review process as needed or required by federal program guidelines. Applications will be scored numerically by assigned reviewers through completion of a structured application review questionnaire. JPSC may request additional information or clarification from applicants to complete review of the application to inform funding recommendations. Subaward recommendations are subject to approval from the Office of the Governor.

## Award Notification and Acceptance

Written notification of award decisions will be issued by the Secretary of the JPSC or an authorized designee and delivered via email to the Agency Representative listed in the application. Applicants recommended for funding will receive instructions on award acceptance from CJSAC. Approved applicants may be required to make modifications to application program pages to provide supplemental information or budget pages based upon the actual amount of the award. Should any modifications be necessary, CJSAC will provide instructions on required modifications. Modifications must be completed in a timely fashion to ensure award acceptance before the beginning of the project period.

## Allowable Costs

Funds awarded may be used to support personnel salary and fringe benefits, overtime, contractual support, travel, training, equipment, or operating expenses for JAG program areas identified in the [JAG Program Areas](#) section of this NOFO.

## Indirect Costs and De Minimis

Agencies may charge a federally negotiated indirect cost rate or the de minimis rate to JAG subawards.

*Indirect Costs:* Applicants with a current (unexpired) federally approved indirect cost rate may charge indirect costs to an award. A copy of the approved negotiated indirect cost rate agreement letter from the cognizant federal agency must be uploaded with the application. Applicants may reference the [OJP Indirect Costs](#) guidance for instructions on submitting an indirect cost rate proposal.

*De Minimis:* Subrecipients are permitted to charge 15% of the organization's Modified Total Direct Costs (MTDC), also known as the de minimis indirect cost rate. MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, and travel. MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, and participant support costs. See [2 C.F.R. § 200.1](#). **Note: Subrecipients are not permitted to claim indirect costs for expenses that are also being allocated as direct costs to the subaward. See [2 C.F.R. § 200.403\(d\)](#).**

## Unallowable Costs

### ***Matching Funds for Other Federal Awards***

JAG award funds may not be used to meet match requirements for other federal, state, or local awards.

### ***Prohibition on Supplanting***

Federal funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated or allocated for the same purpose. Potential supplanting will be the subject of the application review, pre-award review, post-award monitoring, and possible audit. The grant application should clearly demonstrate that subaward funds will not supplant state or local funds. Applicants and subrecipients may be required to supply documentation demonstrating that the reduction in non-Federal resources occurred for reasons other than the receipt or anticipation of Federal funds. See [DOJ Grants Financial Guide](#) (Chapter 2.3 Standards for Financial Management Systems) for guidance on maintaining documentation to demonstrate non-supplanting.

### ***Lobbying***

In general, as a matter of federal law, funds may not be used, either directly or indirectly, to support the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. Recipients and subrecipients must comply with the provisions in [2 C.F.R. § 200.450 \(Lobbying\)](#) and [18 U.S.C. 1913](#) as appropriate. See [DOJ Grants Financial Guide](#) (Chapter 3.13 Unallowable Costs) for more information on lobbying restrictions. Should any question arise as to whether a particular use of award funds might fall within the scope of these prohibitions, the applicant must contact CJSAC for guidance and may not proceed without the express prior written approval of CJSAC.

### ***Fundraising***

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 subrecipient from engaging in fundraising activities, as long as such activities are not financed by federal grant funds.

### ***Prohibited Costs and Activities***

JAG funds may not be used (whether directly or indirectly) for any purpose prohibited by federal statute or regulation, including those purposes specifically prohibited by the JAG Program statute as set out at [34 U.S.C. § 10152](#). JAG funds may not be used (directly or indirectly) for security enhancements or equipment for nongovernmental entities not engaged in criminal justice or public safety. Additionally, JAG funds may not be used (directly or indirectly) to pay for any of the following items unless DOJ certifies that extraordinary and exigent circumstances exist making them essential to the maintenance of public safety and good order:

- Vehicles, vessels, or aircraft; including unmanned aircrafts, unmanned aircraft systems or aerial vehicles
- 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\(c\)](#) of the Consolidated Appropriations Act of 2005)



- Subrecipient late fees of any kind (e.g. penalties or reactivation fees due to nonpayment)
- Taxes for which exemptions are available to the subrecipient
- Bonuses, gifts, or employee recognition awards

### **Administrative and Financial Requirements**

In addition to the specific requirements set forth by the federal program through which grant funding is made available, grants administered by JPSC are governed by the administrative and financial requirements of the following:

- [2 C.F.R. Part 200 – Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards](#)
- [DOJ Grants Financial Guide](#)
- [GMD Management Policies and Procedures](#)
- [Kentucky Finance and Administration Cabinet, Manual of Policies and Procedures](#)

If awarded funds through this NOFO, subrecipients are responsible for reviewing and understanding all subaward terms and conditions, including requirements incorporated by reference, in full. Subaward conditions are material requirements of the subaward. Failure to comply with one or more conditions of the award may result in the withholding of award funds, disallowance of costs, or subaward suspension or termination.

### **Civil Rights Requirements**

Federal laws prohibit subrecipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, disability, or age in funded programs or activities. All subrecipients, implementing agencies, and contractors must comply with any applicable statutorily imposed nondiscrimination requirements. See the [OJP Office for Civil Rights \(OCR\)](#) webpage for additional information and resources. Applicants may upload a copy of the applicant's Limited English Proficiency (LEP) plan to the Organization Profile. Language access planning resources are available on [LEP.gov](#).

### **OJP General Terms and Conditions**

Applicants are encouraged to review [“General Conditions” for OJP Awards in FY 2025](#) for award conditions applied to all awards made by OJP. All federal award conditions will pass through to subrecipients through the subaward terms and conditions, except for those explicitly designated as applying only to the “recipient” (JPSC).

### **Financial System Requirements**

Subrecipients are required to establish and maintain accounting systems and financial records to accurately account for awarded funds. The financial records must account for all charges paid for with federal funding and demonstrate how the charges support the objectives of the award. See DOJ Grants Financial Guide ([Chapter 2.3 Standards for Financial Management Systems](#)) for financial system requirements.

### **Cost Allocation**

If a cost benefits two or more projects or activities in proportions that can be determined without undue effort or cost, the cost must be allocated to the projects based on proportional benefit. If a cost benefits two or more projects or activities in proportions that cannot be readily determined, the costs may be allocated or transferred to benefitted projects on any reasonable documented basis, with certain



exceptions. See [2 C.F.R. § 200.405](#) for additional information.

### ***Supporting Documentation***

Subrecipients must maintain records, including source documentation, supporting the use of grant funds that are sufficient to trace funds to a level of expenditure adequate to establish that such funds have been used in accordance with the federal statutes, regulations, and terms and conditions of the subaward ([2 C.F.R. § 200.302](#)). Programmatic and financial records must fully disclose and document the amount and disposition of Federal funds received. To substantiate reimbursement requests, subrecipients must maintain financial documentation supporting any disbursements including but not limited to cancelled checks, paid bills, payroll records, daily time and effort records specifying time devoted to allowable grant activities; job descriptions; and contracts for services. Missing, incomplete, or inaccurate supporting documentation will delay reimbursement payment and may result in costs being disallowed.

### ***Procurement***

All procurement actions are subject to the procurement requirements established within [2 C.F.R. Part 200 Subpart D – Procurement Standards](#), [DOJ Grants Financial Guide \(Section 3.8 Procurement Under Awards of Federal Assistance\)](#), and the documented procurement procedures maintained by the subrecipient. If the applicant elects not to establish a procurement policy of their own, they must adopt the Kentucky Model Procurement Code found in [KRS Chapter 45A](#). Subrecipients shall follow the same policies and procedures for procurements supported in whole or in part by Federal funds as used for procurements from other funding sources, unless the subrecipient policy provisions are more lenient than those in [2 C.F.R. § 200.318](#).

Prior written approval is required for any procurement transaction of \$5,000 or more. Prior approval requests shall be submitted using the Procurement Request Form which will be provided by CJSAC prior to the start of the subaward period. This requirement applies to the amount of the total procurement, regardless of whether the procurement is supported fully by federal funds or only in part. Procurement actions shall not be artificially divided to avoid any of the required reviews of procurement requests. For a sole source procurement over the federal [Simplified Acquisition Threshold \(SAT\)](#) of \$250,000, written pre-approval must be obtained from both JPSC and the federal awarding agency. Before submitting a request for a sole source procurement, applicants should carefully review the conditions governing this type of procurement in [2 C.F.R. § 200.320](#) and the [DOJ Grants Financial Guide \(Section 3.8 Procurement under Awards of Federal Assistance\)](#).

If awarded funding through this NOFO, subrecipients must screen all contractors and vendors for suspension or debarment from receiving federal funds. No grant funds may be paid to vendors or contractors who are ineligible to receive them due to suspension or debarment.

### ***Program Income***

Program income refers to gross income earned by a subrecipient that is directly generated by a supported activity or earned as a result of the federal subaward during the period of performance. See [2 C.F.R. § 200.1](#) and [2 C.F.R. § 200.307](#) for program income definition and requirements. Examples of program income could include sale of property, attorney's fees and costs, registration/tuition fees, or asset seizures and forfeitures. Income received for the sale or personal of real property (e.g. cash, vehicles, real estate) seized as part of the activities of the project and awarded to subrecipient under state or federal forfeiture law qualifies as program income. Program income, where allowed, shall be subject to federal grant rules and requirements of the [DOJ Grants Financial Guide \(Section 3.4 Program Income\)](#):

- Program income must be used for the original purpose of the subaward.
- Program income earned during the period of performance may only be used for costs incurred during the period of performance.
- Program income must be expended prior to requesting additional Federal funds.
- If program income is earned, it must be accounted for up to the same ratio of Federal participation as funded in the project or program.
- The receipt and disposition of program income must be identified and tracked within the subrecipient accounting system and reported on the quarterly financial report submitted to JPSC.
- Program income is subject to the same supporting documentation requirements as direct charges to the subaward.
- Any program income earned during the project period but not utilized for the project must be refunded to JPSC.

Under extenuating circumstances, e.g. receipt of an extremely large forfeiture award in the final quarter of the grant period, the subrecipient may request an extension of the grant period to expend funds through the Grant Award Modification (GAM) process. Terms of the GAM will be established at JPSC's discretion and subject to consideration of the period of performance end date of the federal award through which the subaward is funded.

### ***Conference/Meeting/Training Costs***

OJP policy and guidance encourages minimization of conference, meeting, and training costs; sets cost limits including a general prohibition of all food and beverage costs; and requires prior written approval of most conference, meeting, and training costs. Subawards requesting grant funds for meetings, trainings, or conferences may be required to complete and submit an OJP event submission form upon request from JPSC or OJP.

### ***National Environmental Policy Act (NEPA)***

Any improvement, building enhancement, or construction project will require pre-approval from the federal awarding agency to ensure compliance with NEPA. This may include relatively minor activities such as installing fence posts, security or surveillance cameras, or anchoring any item to the ground. If the grant will fund any activities that may fall under this requirement, review the section of the BJA website related to [NEPA compliance](#) and contact CJSAC ([joseph.osullivan@ky.gov](mailto:joseph.osullivan@ky.gov)) for assistance.

### **Potential Evaluation of Programs and Activities**

JPSC may conduct or support an evaluation of the programs or activities funded under this NOFO. If awarded funds under this NOFO, subrecipients will be required to cooperate with program related assessment or evaluation efforts, including through the collection and provision of information or data requested by JPSC (or its designee) for the assessment or evaluation of any activities or outcomes of activities funded under a subaward. The information and data requested may be in addition to the financial and performance data already required under the program.

### **Reporting Requirements**

Subrecipients will be required to produce various types of reports, including quarterly financial and performance reports. Subrecipients will be required to submit financial and progress reports in [IGX](#) and Performance Measurement Tool (PMT) reports in the [OJP Performance Measurement Platform](#) within fifteen (15) days of the close of each reporting period. Additionally, subrecipients shall submit a final

report documenting all relevant project activities during the entire subaward period. The report will include detailed information about project activities funded, including, but not limited to, information about how the funds were used for each priority program area, data to support statements of progress, and data concerning the results and outcomes of the funded project reflecting successes and impacts. The final report is due no later than 90 days following the close of the subaward period.

Reporting Period	Report Submission Deadline
January 1 – March 31	April 15
April 1 – June 30	July 15
July 1 – September 30	October 15
October 1 – December 31	January 15

### Grant Award Modification

The purpose of a Grant Award Modification (GAM) is to update award details, modifying key facts or details about the award. Changes in the overall scope of the project and material changes to the project and budget are unallowable without prior written approval from CJSAC. Upon approval, CJSAC will allow subrecipient to initiate the GAM in [IGX](#). CJSAC staff will review all modifications and request corrections to the GAM request as needed. The award will be returned to Award Approved status upon final confirmation that approved GAM changes have been entered correctly.

### Closeout

Subrecipients are required to submit financial, progress, and PMT reports within fifteen (15) days of the close of the project period. However, CJSAC recognizes that some costs may be incurred during the project period but not yet liquidated before that report is due. In order to close out the subaward, such costs may be submitted for reimbursement via a Liquidation Report no later than 90 days after the end of the project period. Any funds not expended (liquidated) at the end of the 90-day period will revert to JPSC, unless a grant award modification extending the liquidation period has been approved.

## Application Instructions

Applicants are advised to read the instructions at the top of each page before populating and saving. The precision with which an applicant follows application instructions is an important factor in application review and scoring. Most [IGX](#) text boxes display the maximum number of characters allowed per field. Applicants are encouraged to draft application content in a word processing document which tracks the number of characters and allows for spelling and grammar corrections, formatting, and other changes. In addition, [IGX](#) “times out” after 20 minutes. Applicants are strongly encouraged to copy and paste content from a word processing document to ensure information is not lost after a period of inactivity and to save page changes frequently.

---

### **Applicant Information**

#### ***Agency Information***

##### **Legal Name**

Enter the legal name of the applicant entity as registered in the [Kentucky Secretary of State Business Entity Registry](#).

##### **System for Award Management Unique Entity Identifier**

Applicants must provide proof of active Unique Entity Identifier (UEI) from the federal System for Award Management (SAM). First-time SAM registrants can request UEIs online through the [SAM UEI Registration website](#).

##### **Employer Identification Number**

Applicants must provide an Employer Identification Number (EIN) issued by the [Internal Revenue Service](#).

##### **Mailing Address**

Applicants must provide an address to which official grant correspondence may be delivered.

##### **Phone Number**

Applicants must provide a main phone number of the applicant entity.

##### **Agency Type**

Applicants must select from unit of state government, unit of local government, drug task force, or non-profit organization.

##### **Agency Overview**

Applicants must provide a brief description of the applicant entity and key positions within the organizational structure responsible for project implementation to demonstrate applicant capacity to successfully administer proposed grant project. Describe who will serve as project coordinator, the project coordinator's project-related duties, and the amount of time this position will dedicate to the project each week. If the project coordinator or other key staffed position(s) will be hired after the award, applicants must disclose this information.

### **Proof of Non-Profit or Tax-Exempt Status (If Applicable)**

Non-profit applicants must certify their status as a non-profit or tax-exempt organization by attaching one or the following: (a) copy of the recipient's IRS 501(c)(3) designation letter; (b) letter from the state/territory taxing body or Attorney General affirming the applicant is a non-profit organization, or (c) copy of the applicant's state/territory certificate of incorporation that substantiates its non-profit status. **If the applicant entity has undergone an official name change since the IRS 501(c)(3) letter was received, either an IRS Name Change Letter or an updated designation letter must also be submitted.**

### **Board of Directors Listing (If Applicable)**

Applicants must provide a list of all current members of the applicant's Board of Directors or other governing body (e.g., fiscal court).

---

### ***Points of Contact***

- **Authorized Official** – The person authorized to apply for, accept, decline, or cancel the grant on behalf of the applicant entity (e.g., state agency head, county judge executive, city mayor, county attorney, executive director, etc.).
- **Designee (Optional)** – The Authorized Official may designate another agency official with the authority to sign award documents and other grant documentation on behalf of the applicant entity by attaching a signed designee letter.
- **Project Director** – The employee of the applicant who will be responsible for operation of the project and program activity reporting.
- **Financial Officer** – The chief financial officer of the applicant entity (e.g., county auditor, city treasurer, comptroller, etc.) who will be responsible for all the financial aspects of the grant's management including submission of financial reports. The Financial Officer assigned to the award should not be assigned multiple roles on this page to promote segregation of duties.

---

### **Project Information**

#### ***Project Details***

##### **Project Title**

Applicants must provide a title for the proposed project.

##### **Project Abstract**

Applicants must provide a proposal abstract summarizing the proposed project, including the purpose of the project, primary activities, expected outcomes, the service area, and intended beneficiaries. This abstract should be written in the third person and may be made publicly available on the JPSC website if the project is awarded.

##### **Grant Period Requested**

Applicants must enter the requested project period beginning and end dates.

##### **Proposal Narrative**

Proposal narratives should be concise, clearly written, and fully convey the project for which funds are being requested. Points must be supported by current local facts and data, with appropriate citations. The proposal narrative should describe the detailed strategy, activities, resources, and implementation

of the project and consist of each of the following sections:

**a. Description of the Issue (or Statement of the Problem)**

Provide information that documents the prevalence and impact of crime and violence within the region(s) or jurisdiction(s) that would be served by the project

**b. Project Design and Implementation**

Describe and explain the need for each component of the proposed project, including how currently available crisis intervention services are inadequate to address risk factors or intervene before harm occurs

**c. Capabilities and Competencies**

Describe the management structure and staffing, specifically identifying the key person(s) responsible for carrying out program or project activities to demonstrate the capability to successfully implement the project

Applicants are strongly encouraged to incorporate research-based practices into their program design, when appropriate. Applicants should identify the evidence-based practice being proposed for implementation, identify and discuss the evidence that shows the practice is effective, discuss the population(s) for which this practice has shown to be effective, and show that it is appropriate for the proposed target population. Applicants who intend to employ one or more [effective or promising programs or practices](#) recognized by the DOJ [National Institute of Justice](#) (NIJ) should make this clear within the proposal narrative and attach relevant citations reflecting the existing evidence base for such interventions.

### **Proposal Citations**

Applicants are encouraged to provide a list of verified sources of the data used to support proposal narrative content.

---

### **Area Served**

Applicants must indicate the [Area Development District\(s\)](#), county(ies), and [U.S. Congressional District\(s\)](#) in which the project will be conducted.

---

### **JAG Program Areas**

Applicants must select one or more of the following program areas:

- Law enforcement
- Prosecution and courts
- Prevention and education
- Corrections and community corrections
- Drug treatment and enforcement
- Planning, evaluation, and technology improvement
- Crime victim and witness programs (other than compensation)
- Mental health and related law enforcement and corrections
- Implementation of state crisis intervention court proceedings and related programs or initiatives.

---

### **Kentucky Priority Funding Areas**

Applicants should select the checkbox next to any priority area that applies to the proposed project and provide a brief explanation in the text area. If no priority areas apply to the proposed project, the applicant may enter “N/A” in the space provided.

Applicants may select one or more of the following funding priorities:

- To fight addiction and reduce overdose deaths through improved enforcement, prevention, and access to treatment
- To implement smart-on-crime reforms to decrease recidivism and reduce prison and jail populations while preserving public safety
- To pursue innovative programs that address crime and violence reduction strategies
- To support law enforcement training to improve public safety and strengthen officer safety and wellness

---

### ***Goals, Objectives, and Performance Measures***

Applicants must indicate the long-term goal(s) the project should achieve, and at least one associated objective and performance measure for each goal. Goals are broad intentions that represent the desired, long-term purposes of the grant project. Objectives should be specific, measurable, achievable, relevant, and timebound (SMART) and clearly linked to the goal. Performance measures are numerical descriptions of the applicant's work on the project and must be clearly connected to the project goals and objectives. Measures must be appropriate and collectable and include outcomes that relate to project objectives.

### **Evaluation Plan**

Applicants must describe the data that will be collected and how it will be used to measure the effectiveness or success of the project, clearly define data collection methodologies, and how the information collected will be used to guide, assess, and monitor the project. The data collection methodology must include appropriate and collectable data and address the following components: (a) who will be responsible for data collection, (b) source(s) of data (internal and external), (c) collection tool(s) used to obtain or organize data, and (d) how often data will be collected.

### **Project Timeline**

Applicants must attach a Project Timeline, Time/Task Plan, Logic Model, or comparable document showing how the project will be implemented over the period of performance. At a minimum, the timeline must include tasks to be accomplished and milestones. The timeline must cover the entire period of performance.

---

### ***Agency Performance***

Applicants should explain how funding of the proposed project will enhance the performance of their agency or organization. Returning applicants should restate their objectives and provide a summary of activities for the previously funded grant period.

---

### **Certifications and Disclosures**

### ***Notice of Funding Opportunity Requirements***

Applicants must provide an acknowledgment and acceptance of NOFO requirements, including requirements incorporated by reference.

---

### ***Application Terms and Conditions***

Applicants must thoroughly review and accept the Application Terms and Conditions. Terms and conditions include pass-through [DOJ Certified Standard Assurances](#) and additional provisions applied by



JPSC.

### **DOJ Certifications**

Applicants must thoroughly review and accept the [DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-free Workplace Requirements; Law Enforcement and Community Policing](#). See the [Legal Overview for Awards](#) published by OJP for additional information.

### **Financial Capability**

Applicants must complete the web-based Financial Capability Questionnaire and indicate whether applicant entity has been designated “high risk” by DOJ or another federal grant-making agency. Upload a copy of the applicant entity’s most recent audit and management letter(s) (if applicable) to the Organization Audits section of the Organization Details page using the link provided on the application page. Future audits are due no later than nine (9) months after the close of each fiscal year during the term of the award.

### **Additional Requirements**

#### **Disclosure of Lobbying Activities**

Applicants must disclose the existence or nonexistence of lobbying activities by completing and attaching Form [SF-LLL](#) according to the instructions below.

Section	Input
1. Type of Federal Action	B. Grant
2. Status of Federal Action	A. Bid/offer/application
3. Report Type	A. Initial filing
4. Name and Address of Reporting Entity	Select “Subawardee” designation and enter applicant address
5. Name and Address of Prime Awardee	Kentucky Justice and Public Safety Cabinet 125 Holmes Street Frankfort, KY 40601
6. Federal Department/Agency	Department of Justice
7. Federal Program Name/Description	Edward Byrne Memorial Justice Assistance Grant (JAG) Program
8. Federal Action Number	—
9. Award Amount	—
10a. Name and Address of Lobbying Registrant	If applicant has paid or will pay funds for lobbying, enter all the details required in sections 10a and 10b. If applicant does not lobby, enter N/A in sections 10a and 10b.
10b. Individual Performing Services	

#### **Determination of Suitability**

If the purpose of some or all activities to be carried out under the proposed project is intended to benefit a set of individuals under 18 years of age, subrecipients must make determinations of suitability in advance for each individual reasonably expected to have unaccompanied contact with a minor. See JPSC’s [Award Condition: Determination of Suitability](#) for details of this requirement. Upload a completed [Determination of Suitability Certification Form](#). A new form must be completed with each application, regardless of whether the applicant has received funding for a similar project in the past.

## Letters of Support

Applicants must attach three (3) letters of support outlining the supporting entity's reasons for supporting the project. Each letter of support must include the following: (a) a description of the relationship between the applicant and the supporting entity; (b) a description of the need and what benefits would be gained from the project; and (c) a description of the applicant's capacity to complete the proposed project.

## Conflict of Interest Disclosure (If Applicable)

Applicants are required to disclose in writing any potential conflict of interest, either in fact or appearance, as defined in the [DOJ Grants Financial Guide \(Section 3.20 Grant Fraud, Waste, and Abuse\)](#). Potential conflicts of interest must be disclosed on agency letterhead and uploaded to the Attachments Page of this application. Disclosures of potential conflicts of interest are required for each grant period regardless of existence or prior disclosure in a previously funded grant year.

## Board Member Representation

Applicants are required to attach a list of advisory group and/or board members; if there is no advisory group or board, the applicant will provide a brief explanation.

## Required Attachments for Drug Task Forces (If Applicable)

Drug Task Force (DTF) applicants must upload the following documents: DTF Evidence-Based Performance Management Instrument, DTF Evidence-Based Performance Management Narrative, DTF Personnel Roster, DTF Operating Budget, DTF Online Training Log, and Interlocal Agreements.

---

## Budget

Applicants must construct budgets using web-based budget pages within the application in [IGX](#). Budget forms must be completed in detail, with amounts rounded to the nearest whole dollar. Budget pages display columns federal share values. Use the **federal share** column to enter requested grant expenditures. **There is no match requirement for this funding opportunity.**

Categorize line items into the appropriate budget category according to the instructions provided within this NOFO. There are eight (8) budget categories:

1. Personnel
2. Overtime
3. Training & Travel
4. Equipment
5. Supplies
6. Procurement Contracts
7. Other Costs
8. Indirect Costs

**Please note that the 2025 JAG budget categories and descriptions are different than those the 2024 JAG application.**

If awarded funds through this NOFO, budget revisions may be required during the award acceptance process based on the availability of funds or removal of expenses not supported under the grant program. **Changes to the approved project budget are not permitted without written prior written approval**

from CJSAC through the Grant Award Modification (GAM) process.

---

### **Personnel**

Applicants may request funds to support salary and fringe benefits for positions whose work is specifically related to implementing project activities, including time spent fulfilling grant-specific administrative requirements (time and activity reporting, maintenance of project records, reporting, etc.). See the [DOJ Grants Financial Guide \(Section 3.9 Allowable Costs\)](#) for allowability and supporting documentation requirements.

- Each position must be listed by title, total annual salary rate for the position, percentage of the position's time devoted to project activities, and number of months on the project.
- Applicants must include the abbreviations full-time (FT) or part-time (PT) to denote the status in the position title. *Example Position Title:* FT Director.
- If requesting funds for multiple positions with the same position title, applicants must differentiate between them in a consistent way (e.g., FT Investigator 1, FT Investigator 2, etc.).
- To be eligible for reimbursement, fringe benefits must be available to all staff regardless of whether the position is grant-funded.
- Grant reimbursement for health, vision, and dental coverage is limited to the cost of an individual plan.
- Applicants must upload a position description to demonstrate the responsibilities and duties of each position in relation to fulfilling the project goals and objectives.
- Applicants must not create personnel pages for contractors who regularly function as agency staff members. Such individuals should be listed individually on the Procurement Contracts budget page.

---

### **Overtime**

Applicants may request funds to support overtime compensation for personnel funded by the grants whose duties are consistent with the funded project. Specific prior authorization for grant funds to support overtime compensation must be obtained through approval of the grant budget or through a subsequent Grant Award Modification (GAM). For additional information, visit the [U.S. Department of Labor Wage and Hour Division](#) website.

Applicants must:

- List each position by title and hourly rate
- Include the abbreviations full-time (FT) or part-time (PT) to denote the status in the position title
- Differentiate between them in a consistent way (e.g., FT Therapist 1, FT Therapist 2, etc.) if requesting overtime for multiple positions with the same position title
- Enter the number of overtime hours anticipated per position
- Add applicable fringe benefit contributions, including agency retirement, FICA, and workers compensation
- Provide a detailed explanation for overtime requests, including a description of the need for overtime hours and position descriptions

---

### **Travel and Training**

Applicants may request funds to support necessary travel and training expenses, such as transportation, lodging, airfare, and subsistence for employees for travel and training activities directly related to project activities. Requested travel expenses may not exceed the cost limits established by the Kentucky Finance and Administration Cabinet. See [Kentucky State Employee Travel Guidelines](#) and [200 KAR 2:006](#) If the travel and reimbursement policies of the applicant or subrecipient are more restrictive than those of

Kentucky, the most restrictive policy must be followed.

Applicants must:

- Itemize travel expenses of project personnel
- Describe the purpose of each travel expenditure
- Identify the location of travel, if known
- Show the basis of computation

Travelers are not eligible to receive meal reimbursements for meals included within conference or training registration fee.

---

### **Equipment**

Applicants must list non-expendable items with a unit price of \$5,000 or more and a useful life greater than one year. Note: If the applicant's capitalization policy for classification of equipment establishes a lower threshold, the lower threshold should be applied. Items of equipment may include information technology systems as defined by [2 CFR § 200.1](#). Applicants are encouraged to analyze the cost benefits of purchasing versus leasing equipment, especially high-cost items, and those subject to rapid technological advances. Equipment purchases funded with this award must be completed within the first four (4) months of the project unless specific written approval is given by CJSAC. ***No equipment may be purchased without pre-approval signed by JPSC Staff.***

Applicants must:

- List each requested cost item and estimated cost. Items that are individually represented on inventory logs must be presented as discrete line items within the budget to be eligible for reimbursement
- Show the basis of computation including cost allocation methodology. Equipment purchased and used by two or more programs must be appropriately prorated by program use.
- Attach a signed copy of the Equipment Purchase Authorization Form

---

### **Supplies**

This category includes items with a unit price of less than \$5,000, such as paper, ink, computer peripherals, etc. Technology costs that comprise an *information technology system* (as defined in [2 CFR § 200.1](#)) with a total cost greater than \$5,000 must be categorized as Equipment.

Applicants must:

- List each requested cost item. Items that are individually represented on inventory logs, items assigned to specific individuals, and non-consumable items (e.g., computers, tablets, printers, etc.) must be presented as discrete line items within the budget to be eligible for reimbursement.
- Show the basis of computation including cost allocation methodology
- Upload available supporting documentation to substantiate requested amounts

---

### **Procurement Contracts**

Compensation for individual consultant rates shall not exceed \$650/day or \$81.25/hour. An 8-hour day may include preparation, evaluation, and travel time in addition to the time required for the actual performance. Subrecipients must screen all contractors and vendors for suspension or debarment from receiving federal funds. No grant funds may be paid to contractors or vendors who are ineligible to receive them due to suspension or debarment.

Contracts must be submitted to CJSAC as an attachment to the next financial report filed following execution of the contract. Documentation demonstrating how the contract was procured shall be maintained by the subrecipient and available for review during monitoring or upon request. **If a subrecipient has paid a contractor with grant funds without a contract in place, the subrecipient may be required to repay all related contractual expenses for failure to properly support the use of award funds.**

For information on contract assistance, including contract types and sample language, [see Guide to Procurements Under DOJ Grants and Cooperative Agreements](#).

Applicants must:

- List each consultant, product, or service to be procured by contract and estimated cost
- For each contractual line item requested, upload the following documents as a single PDF packet using the upload boxes available on the Contractual Services budget page which should include at a minimum:
  - A copy of the proposed contractual agreement, if available. Dates should be specific to the project period. The compensation rate must be specified.
  - Position description for any contractors who regularly function as agency staff members
  - Resume for any contractors who regularly function as agency staff members

---

### ***Other Costs***

This category covers other direct costs not covered within the previous categories. Examples of other costs include rent, utilities, telephone service bills, etc.

Applicants must:

- List each other cost and the requested amount
- Provide detailed costs, method of calculation, and necessity of each cost
- Provide supporting documentation for requested costs, if available

---

### ***Indirect Costs***

Indirect costs are costs of an organization that are not readily assigned to a particular project, such as administration, depreciation, or operating expenses. **Note: Subrecipients are not permitted to claim indirect costs for expenses that are also being allocated as direct costs to the subaward. See [2 C.F.R. § 200.403\(d\)](#).**

If applicants are requesting funds for indirect costs, applicants must:

- Select either the de minimus rate *or* negotiated/approved indirect cost rate
- Provide the name of the agency that approved the indirect cost rate and upload a copy of the current (unexpired) federally approved rate/plan, if a negotiated/approved indirect cost rate is used,
- Provide the calculation of the MDTC or Base used for calculation of indirect cost

---

### ***Budget Narrative***

The budget narrative should present a complete itemization of all proposed costs for the full period of performance expected for completion of the project. The purpose of the budget narrative is to communicate how the applicant estimated all costs, and how each cost is necessary to the completion of

the project.

The narrative must:

- Include a thorough and clear description of every cost included in the total project budget
- Describe the purpose of every line item in reference to project objectives
- Correspond clearly with the line items listed on each budget page
- Provide a detailed computation for every budget item line item, listing the total cost of each and showing how it was calculated by the application

---

### ***Budget Summary***

The budget summary is auto-populated with data from the other application pages and is not able to be altered by the applicant. If errors appear in this section, it often means there is an error on one or more of the budget pages. An exclamation point symbol (!) may appear in the title of a budget page that contains errors. If errors persist after corrections to other budget pages have been made or no data appears in the budget summary, contact Joseph O'Sullivan at [joseph.osullivan@ky.gov](mailto:joseph.osullivan@ky.gov) or the IGX Service Desk at [JUSIGX@ky.gov](mailto:JUSIGX@ky.gov).

---

### **Application Submission**

Applicants must finalize submission by changing the status of the application to "Application Submitted" using the Status Options menu on the left side of the page. The Authorized Official listed on the Points of Contact page will receive a confirmation e-mail upon submission of the grant application. If the applicant is unable to confirm application submission, believes they have cancelled an application in error, or believes a system error has occurred that prevented successful submission, the applicant must contact CJSAC at [joseph.osullivan@ky.gov](mailto:joseph.osullivan@ky.gov) in advance of the submission deadline to allow for confirmation or further inquiry. Requests for reconsideration of submission deadline compliance will only be considered for applicants providing sufficient documentation of both timely contact with CJSAC and identification of a specific, verifiable system error.