
NOTICE OF FUNDING OPPORTUNITY

2025 Victims of Crime Act (VOCA) Assistance Formula Grant Program – Invited to Apply

Application Release Date June 23, 2025
Application Deadline July 18, 2025
6:00 p.m. ET

Overview

The [Kentucky Justice and Public Safety Cabinet](#) (JPSC) offers a federal Victims of Crime Act (VOCA) Assistance Formula Grant Program funding opportunity to eligible applicants. The primary objective of the VOCA Assistance Formula Grant Program is to provide direct assistance to victims of crime. Funding for this opportunity is available through funds awarded to the Commonwealth of Kentucky by the [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC). Subawards will be administered by the JPSC, Office of the Secretary (OOS), [Grants Management Division](#) (GMD).

This notice of funding opportunity (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 GMD. 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

Units of state or local government, institutes of higher education, and not-for-profit organizations that received VOCA 2024-25 Assistance subawards are eligible to apply for funding through this NOFO. All subrecipients must forgo any profit or management fee. Subrecipients may include but are not limited to community-based not-for-profit victim services providers, prosecutors, law enforcement agencies, and behavioral health providers.

Federal Award Information	
Federal Program Name	VOCA Assistance Formula Grant Program
Assistance Listing Number	16.575
Statutory Authority	34 U.S.C. § 20103(a)
Federal Award(s) Supporting Subawards	15POVC-23-GG-00439-ASSI 15POVC-24-GG-00654-ASSI
Federal Awarding Agency	U.S. Department of Justice Office of Justice Programs Office for Victims of Crime

Funding Opportunity Details	
Anticipated Number of Subawards	90 to 100 subawards
Anticipated Subaward Amounts	\$16,000 to \$550,000
Anticipated Decision Notification Date	September 1, 2025
Period of Performance Start Date	October 1, 2025
Period of Performance End Date	June 30, 2026
Period of Performance Duration	9 months
Anticipated Total Amount to be Awarded	\$11,500,000

Cost Sharing or Match Requirement

The matching contribution requirement has been waived for this funding opportunity at the discretion of the State Administering Agency. Applicants will be issued a written match waiver.

Method of Payment

Payments will be issued on a reimbursement basis. Reimbursement requests will be made through quarterly financial reports submitted in [Intelligrants 10.0 \(IGX\)](#), JPSC's electronic grants management system. Entities must maintain an active [eMARS](#) vendor account to receive grant reimbursements.

Submission Information

The applicant must submit the **full application**, including attachments, in [IGX](#) by the established deadline.

Contact Information

For technical assistance with submitting the full application in [IGX](#), contact the IGX Service Desk at JUSIGX@ky.gov or 502-564-8271. For assistance with other requirements of this NOFO, contact the VOCA Assistance Grant Award Administrator, Anthony “Nick” Gill, by email at agill@ky.gov or phone at 502-564-8218.

ATTENTION: This notice of funding opportunity is for grant funding administered by the Kentucky Justice and Public Safety Cabinet (JPSC) that originates from the U.S. Department of Justice (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.

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Program Description

The VOCA Victim Assistance Formula Grant Program provides funding to states and territories to support the provision of services to victims of crime through subawards to local community-based organizations and public agencies that provide crime victim services. Direct assistance to crime victims includes crisis counseling, telephone and onsite information and referrals, criminal justice support and advocacy, shelter, therapy, and additional assistance. Funds may also be used to develop new programs that address emerging needs, gaps in services, and training of victim service advocates.

State Administering Agency

Kentucky Justice and Public Safety Cabinet
Grants Management Division
125 Holmes Street
Frankfort, Kentucky 40601
Phone 502-564-3251

Allocation of Subaward Funding

A Priority Program has been defined by the Office of Victims of Crime as one whose principal mission is to offer comprehensive specialized services tailored to the special needs of one or more priority category victims. Pursuant to [28 C.F.R. § 94.104\(b\)](#), State Administering Agencies (SAAs) of federal VOCA awards must certify that priority shall be given to eligible crime victim assistance programs providing assistance to victims of sexual assault, spousal abuse, and child abuse. SAAs shall allocate a minimum of ten percent (10%) of each year's VOCA grant to each of the three priority categories, meaning at least thirty percent (30%) total will be allocated to "priority categories."

SAAs are further required to allocate a minimum of ten percent (10%) of each year's grant to underserved victims of violent crime. The Commonwealth of Kentucky defines its previously underserved victim populations as any of the following: survivors of homicide; elderly victims of abuse; survivors of incest; victims of financial crimes including identity theft; victims of robbery and other forms of violence against persons, including victims of drug and alcohol related crime; victims of ritualistic abuse, and victims of juvenile crime. Please note OVC has determined that victims who fall under the first three priority categories (sexual assault, spousal abuse, and child abuse) will not be eligible for consideration under the category of "previously underserved." In determining allocations for priority program areas, the Commonwealth considers other funding options that may be available or in place for those areas, as well as the needs and availability of services for crime victims across the state.

This funding opportunity is open to organizations that received VOCA 2024-25 Assistance subawards. Applicants invited to apply for funding through this NOFO shall be notified in writing of the amount of funding offered by the Commonwealth to support the continuation of crime victim service project activities through June 30, 2026.

Award Authorization

Subaward recommendations are subject to final 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 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 GMD. Approved applicants may be required to modify application program pages to provide supplemental information or budget pages based upon the actual amount of the subaward. Should modifications be necessary, GMD 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.

To accept the award, an agency representative with the legal authority to accept the award on behalf of the applicant entity must sign the offered contract by the deadline specified by JPSC. If the acceptance process is not completed within the allotted time, the applicant will be ineligible to bill to the grant any expense incurred before the date of contract execution, and the JPSC reserves the right to withdraw the award.

Allowable Costs

Funds awarded may be used to support personnel salary and fringe benefits, overtime, contractual services, travel, training, equipment, or operating expenses for allowable subrecipient direct service costs, costs for activities supporting direct services, and administrative costs in accordance with 28 C.F.R. §§ 94.119 – 94.121, unless expressly prohibited within this NOFO. Costs must comply with the cost principles set forth in [2 C.F.R. Part 200 Subpart E](#).

Direct Services

Direct services for which VOCA funds may be used include, but are not limited to, the following categories. See [28 C.F.R. § 94.119](#) for specific information about each service.

- Immediate emotional, psychological, and physical health and safety;
- Personal advocacy and emotional support;
- Mental health counseling and care;
- Peer support;
- Facilitation of participation in criminal justice and other public proceedings arising from the crime;
- Legal assistance;
- Forensic medical evidence collection examinations;
- Forensic interviews;
- Transportation;
- Public awareness;
- Transitional housing; and
- Relocation.

Activities Supporting Direct Services

Supporting activities for which VOCA funds may be used include, but are not limited to, the following. See [28 C.F.R. § 94.120](#) for specific information about each activity.

- Coordination of activities;
- Supervision of direct service providers;
- Multi-system, interagency, multi-disciplinary response to crime victim needs;
- Contracts for professional services;

- Automated systems and technology;
- Volunteer trainings; and
- Restorative justice.

Administrative Costs

Administrative costs for which VOCA funds may be used by subrecipients include, but are not limited to, the following: See [28 C.F.R. § 94.121](#) for specific information about each cost.

- Personnel costs;
- Training exclusively for developing the skills of direct service providers (paid staff and volunteers, whether grant-funded or not), so that they are better able to offer quality direct services;
- Training-related travel for paid direct service staff;
- Organizational expenses;
- Equipment and furniture;
- Operating costs;
- VOCA administrative time;
- Leasing or purchasing vehicles;
- Maintenance, repair, or replacement of items that contribute to a healthy or safe environment for crime victims; and
- Project evaluation;

Indirect Costs and De Minimis

Agencies may charge a federally negotiated indirect cost rate or the de minimis rate to VOCA 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 visit <https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/indirectcosts.pdf> for instructions on submitting an indirect cost rate proposal.

De Minimis. [2 CFR 200.414\(f\)](#) permits subrecipients that do not have a current Federal negotiated indirect cost rate (including provisional rate) to elect to charge a *de minimis* rate of up to 15% of the project's Modified Total Direct Costs (MTDC). 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

The [DOJ Grants Financial Guide](#), [28 C.F.R. 94.122 \(Expressly unallowable sub-recipient costs\)](#), and [GMD Management Policies and Procedures Manual](#) identify unallowable uses of VOCA Assistance funds.

Matching Funds for Other Federal Awards

VOCA Assistance award funds may not be used to match other federal 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 VOCA Assistance 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 ([Section 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 ([Section 2.1 Application Process](#)) 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 GMD for guidance, and may not proceed without the express prior written approval of GMD.

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.

Research and Studies

Costs of research and studies, except for project evaluation under [28 C.F.R. § 94.121\(j\)](#) may not be charged to the grant. Nothing in this section should be read to prohibit a subrecipient from engaging in research activities or studies, as long as such activities are not financed by VOCA Assistance funds.

Active Investigation and Prosecution of Criminal Activities

Costs related to the active investigation and prosecution of criminal activity may not be charged to the grant, except for the provision of victim assistance services (e.g., emotional support, advocacy, and legal services) to crime victims, under [28 C.F.R. § 94.119](#), during such investigation and prosecution.

Capital Expenses

Capital improvements; property losses and expenses; real estate purchases; mortgage payments; and construction (except as specifically allowed within [28 C.F.R. Part 94 Subpart B](#)) may not be charged to the grant.

Compensation for Victims of Crime

Reimbursement of crime victims for expenses incurred as a result of a crime, except as specifically allowed elsewhere within 28 C.F.R. Part 94 Subpart B, may not be charged to the grant.

Medical Care

Medical care, except as specifically allowed within [28 C.F.R. Part 94 Subpart B](#), may not be charged to the grant.

Salaries and Expenses of Management

Salaries, benefits, fees, furniture, equipment, and other expenses of executive directors, board members, and other administrators, except as specifically allowed elsewhere within [28 C.F.R. Part 94 Subpart B](#), may not be charged to the grant. This includes Board of Directors meeting time or related costs, which may not be charged to the grant or applied as match.

Prevention Activities Unrelated to Crime Victimization

VOCA Assistance subaward funds may not be used to support prevention activities unrelated to crime victimization. Subrecipients may only use VOCA Assistance funding for primary prevention education activities that complement or are integrated with victim service outreach or resources for victims, where the project has a substantial benefit to victims.

In addition to the unallowable costs identified above, VOCA Assistance awards (federal OR matching funds) may not be used for the following:

- Prizes, rewards, entertainment, trinkets, or any type of monetary incentive;
- Gift cards or comparable cards whose usage or expenditures cannot be tracked;
- Subrecipient late fees of any kind (e.g. penalties or reactivation fees due to nonpayment)
 - This does not include late fees, penalties or reactivation fees incurred by a client due to the victimization that made them eligible for VOCA-funded assistance;
- Taxes for which exemptions are available to the subrecipient;
- Job placement services for departing staff;
- Training to enhance administrative or management skills;
- Expenses for travel upgrades;
- Telephone, Tips, Laundry, or Alcohol costs incurred at a lodging establishment;
- Household items not specifically identifiable to a survivor's immediate crisis period;
- Law enforcement equipment unrelated to victim services, including but not limited to uniforms, safety vests, shields, weapons, bullets, and armory;
- Procurement/purchase of a Facility Dog;
- Reimbursement for equipment already owned by the applicant or purchased through another funding source;
- Capital improvements, property losses and expenses, real estate purchases, mortgage payments, or construction (unless specifically allowable under the grant program and authorized within the notice of funding opportunity and subaward terms and conditions);
- Bonuses, gifts, or employee recognition awards;
- Food and beverage costs except as specifically allowed within this notice of funding opportunity; or
- Costs incurred outside the project period.

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 (including any updated version that may be posted during the period of performance):

- **2 C.F.R. Part 200 – Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards**
<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>
- **DOJ Grants Financial Guide:** <https://www.ojp.gov/funding/financialguidedojo/overview>
- **GMD Management Policies and Procedures:** <https://justice.ky.gov/Departments-Agencies/GMD/Documents/GMD%20Policy%20%26%20Procedure%20Manual%20-%20REVISED%2012-15-23.pdf>
- **Kentucky Finance and Administration Cabinet, Manual of Policies and Procedures**
<https://finance.ky.gov/office-of-the-secretary/office-of-policy-and-audit/Documents/FAP%20Policy%20Manual%20Rev%20Aug%202024.pdf>

If awarded funds through this NOFO, subrecipients are responsible for reviewing and understanding in full all subaward terms and conditions, including requirements incorporated by reference. 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 must 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](#).

NOTE: The DOJ has temporarily paused collection of the Equal Employment Opportunity Documentation and deactivated the report builder website. GMD will continue to monitor the status of the federal report builder. If the report builder is reactivated, the applicant will be required to complete the report and submit the required documentation within 30 days of the applicant's receipt of notice that the report builder has been reactivated.

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 must 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 ([Section 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 costing \$5,000 or more. Prior approval requests shall be submitted using the Procurement Request Form which will be provided by GMD 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; and
- 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 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 to host meetings, trainings, or conferences may be required to complete and submit an OJP event submission form upon request from JPSC or OJP. See [OJP Conference Cost Reporting Policy and Guidance Documents](#).

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 DOJ website related to [NEPA compliance](#) and contact GMD (JUSIGX@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. Reported performance data should only represent clients served and services supported with VOCA funds, which may require proration of agency service data in accordance with a documented data proration strategy.

Reporting Period	Report Submission Deadline
October 1 – December 31	January 15
January 1 – March 31	April 15
April 1 – June 30	July 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 GMD. Upon review and approval of requested changes, GMD will allow the subrecipient to initiate the GAM in [IGX](#). GMD 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.

The deadline to submit a GAM request to modify the project budget is April 30, 2026.

Please Note: A Federal award agreement creates a legal and binding obligation for recipients and subrecipients to use the award as outlined in the agreement. The DOJ considers the deliberate redirection of the use of funds in a manner different from the purpose outlined in the award agreement a failure to properly support the use of award funds, which constitutes misuse of award funds. For more information, see DOJ Grants Financial Guide ([Section 3.20 Grant Fraud, Waste, and Abuse](#)).

Closeout

Subrecipients are required to submit financial, progress, and PMT reports within fifteen (15) days of the close of the project period. However, GMD 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 45 days after the end of the project period. Any funds not expended (liquidated) at the end of the 45-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.

Agency Information

Legal Name

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

Employer Identification Number

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

System for Award Management Unique Entity Identifier

Applicants must provide proof of assigned Unique Entity Identifier (UEI) from the federal System for Award Management (SAM). First-time applicants can request assignment of a UEI by visiting <https://sam.gov/entity-registration>.

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 the following list of organization types:

- Court-Appointed Special Advocacy (CASA);
- Child Advocacy Center;
- Domestic Violence Shelter;
- Rape Crisis Center;
- Legal Aid;
- Law Enforcement;
- Prosecutor-Based (PAC);
- Prosecutor-Based (County);
- Other-Non-profit;
- Other-Local Government; or
- Other-State Government

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 applying organization 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's organization (e.g., state agency head, county judge executive, city mayor, county attorney, executive director, etc.).
 - **Designee (Optional)** – The Authorized Official may delegate 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.
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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; Coordination with Affected Agencies](#). 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.

Civil Rights Compliance

Applicants must review and certify acceptance of the Equal Employment Opportunity (EEO), Office for Civil Rights (OCR) Training, and Meaningful Access requirements displayed on the application page applicable to all recipients and subrecipients of DOJ funding. Applicants must upload a copy of the applicant’s Limited English Proficiency (LEP) plan to the Organization profile using the link provided on the application page. New applications without an established LEP plan may upload a [Language Access Plan Worksheet](#).

NOTE: The DOJ has temporarily paused collection of the Equal Employment Opportunity Documentation and deactivated the report builder website. GMD will continue to monitor the status of the federal report builder. If the report builder is reactivated, the applicant will be required to complete the report and submit the required documentation within 30 days of the applicant’s receipt of notice that the report builder has been reactivated.

Additional Requirements

Disclosure of Lobbying Activities

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

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	List the Federal Awarding Agency listed on the NOFO cover page
7. Federal Program Name/Description	List the Federal Program Name listed on the NOFO cover page
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 written determinations of suitability in advance for each individual reasonably expected to have unaccompanied contact with a minor. See <https://justice.ky.gov/Departments-Agencies/GMD/Pages/suitability.aspx> 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.

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.

Project Details

Project Title

Applicants must provide a title for the proposed project.

Proposal 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 appropriate project period beginning and end dates. Refer to the project period beginning and end dates listed on the NOFO cover page.

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 along with how each component will be implemented; and
- 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 must 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.

Goals, Objectives, and Performance Measurement

Goals, Objectives, and Performance Measures Table

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.

Project Coordination Narrative

Community Impact of Coordination Efforts

Applicants must describe collaborative efforts to provide victim services with other agencies and individuals within the community. These descriptions should provide concrete examples of how working with community partners will enhance project success, describe in detail how the submitted Memorandums of Understanding (MOUs) will contribute substantively to victim services and how the agencies coordination efforts make a substantial impact within communities, sectors, or organizations to support victim service delivery.

Memorandums of Understanding (Required)

Applicants must attach three (3) MOUs demonstrating active support and collaboration with project partners and/or allied professionals in delivery of the proposed project.

Agency Performance

Applicants must provide a detailed description of how the proposed project will enhance the agency's performance. Applicants who have received a prior VOCA Assistance subaward must provide a detailed description of services provided to victims of crime in the last year. The description must include number of clients served, services provided, counties served, and the outcome(s) achieved through those services. New applicants must provide an overview of victim services provided in the last year. Additionally, all applicants must describe agency outreach and services to unserved/underserved populations in the past year, including (but not limited to) outreach to victims, employee and volunteer recruitment, and community awareness activities.

Subgrant Information

Applicants must provide information regarding the projected use of VOCA Assistance Program funds, if awarded. This information will be conveyed to OVC in the event the applicant organization receives an award. If awarded, subrecipients will receive follow up request from GMD for additional information needed to complete a Subgrant Award Report (SAR) for OVC. When entering the planned percentage of award funds allocated to each category of priority and underserved victims of crime, ensure the percentages represent the results of analysis of victimization types addressed by the project. The percentages allocated across the categories listed on the application page must total 100%.

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 for cash match, in-kind-match, and federal share values. Use the **federal share** column to enter requested grant expenditures. See NOFO cover page for the match requirement of this funding opportunity. Categorize line items within the appropriate budget category according to the instructions provided within this NOFO. There are six (6) budget categories:

1. Personnel
2. Volunteer Hours
3. Contractual Services
4. Travel and Training
5. Operating Expenses
6. Equipment

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 approval from GMD 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 DOJ Grants Financial Guide ([Section 3.9 Allowable Costs](#)) for allowability and supporting documentation requirements.

Overtime is an allowable Personnel cost. Hourly positions that are eligible for overtime during the course of their regular job duties do not need to specifically budget for unplanned, as-needed overtime. However, positions proposed to perform specialized activities during specifically assigned and planned periods of overtime should be included in the budget, with the position clearly identified as an overtime-only position.

- Each position must be listed by title, total gross salary rate for the position, percentage of the position's time devoted to project activities, and total budgeted cost for the position;
- Applicants must include the abbreviations full-time (FT) or part-time (PT) to denote the status in the position title. *Example Position Title:* FT Therapist;
- If requesting funds for multiple positions with the same position title, applicants must differentiate between them in a consistent way (e.g., FT Therapist 1, FT Therapist 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; and
- Applicants must not create personnel pages for contractors who regularly function as agency staff members. Such individuals should be listed individually on the Contractual Services budget page.

Volunteer Hours

OVC requires volunteer utilization as an eligibility requirement for VOCA Assistance funding. Subrecipients are required to contribute 50 volunteer hours during the project period regardless of whether the hours are used as match. Volunteers must be at least 18 years of age and perform professional duties for the subrecipient. Volunteer hours used to fulfill the 50-hour requirement are not required to be specific to the VOCA project and may be in support of any facet of the agency's operations. In extenuating circumstances, a hardship waiver of this requirement may be granted at GMD's discretion. Upon receipt of notice of award, subrecipients may submit a volunteer waiver request to GMD.

Completion of background checks is strongly encouraged for all volunteers; however, any volunteer reasonable expected to interact with minors during the course of activities under the award is subject to the Determination of Suitability background check and written determination requirements set forth in the Determination of Suitability section of this NOFO.

Volunteer Hours Contributed as In-Kind Match

Volunteer hours contributed as in-kind match are limited to VOCA-allowable services and must be directly related to the VOCA project for which the grant was awarded. Volunteer hours contributed as in-kind match are subject to the same cost documentation requirements as direct charges to the award. The valuation of planned in-kind match volunteer hours should be determined using the salary plus applicable fringe benefit costs the organization would assign to a paid staff position performing the same duties. Applicants may refer to the value of volunteer hours for the state of Kentucky (NOT the national average) accessible at <https://independentsector.org/resource/value-of-volunteer-time/>, however, this website should not be the sole or primary basis of such valuation.

Applicants must:

- Enter a minimum of 50 planned volunteer hours; and
 - Enter an hourly rate for volunteer activities that will be applied as in-kind match.
-

Contractual Services

Applicants may request funds to support costs associated with products or services to be procured by contract. Contractual Services budget category cost items may include but are not limited to contractual employment costs, goods or services procured by contract, and individual consultant fees. Compensation for individual consultants 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.

Contract employees paid by an agency that is a vendor for employment services do not qualify as individual consultants and should not be listed individually on the Contractual Services page. Applicants who plan to contract with an agency that is a vendor for employment services should list the name of the staffing agency and the total amount of the planned contractual engagement supported by grant funds in the table provided.

Refer to the **Procurement** section of this NOFO for procurement prior approval requirements. Contracts must be submitted to GMD 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](#) (revised October 2024).

Applicants must:

- Enter the name of the vendor, contractor, or consultant, if known at the time of application;
- Describe the contractual service to be provided;
- Disclose the estimated contractual service cost;
- Describe the planned procurement or consultant selection process; and
- Demonstrate the requested amount does not exceed fair market value.

For each planned product, service, or consultant to be procured by contract, applicants must use the Supporting Documentation upload fields to upload the following documents as a single PDF packet:

- A copy of the proposed contractual agreement, if available. Dates should be specific to the project period and the compensation rate must be specified; and
- Job description for any contractors who regularly function as agency staff members.

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 <http://finance.ky.gov/services/statewideacct/Pages/travel.aspx> and [200 KAR 2:006](#). If the travel and reimbursement policies of the applicant or subrecipient are more restrictive than those of the Commonwealth, 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; and
- Show the basis of computation.

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

Operating Expenses

Operating expenses include items essential for the ongoing operation of the project. Allowable operating costs include but are not limited to rent, utilities, internet, telephone, costs of performing background checks for grant personnel, printing, supplies, equipment lease or rental fees, reasonable costs for technology, furniture, and other similar items with a unit price of less than the lower of \$10,000 or the applicant's capitalization threshold, and federally negotiated indirect cost rate or de minimis for indirect

costs. Technology costs that comprise an *information technology system* (as defined in [2 C.F.R. § 200.1](#)) with a total cost greater than \$10,000 must be categorized as Equipment. Refer to the **Procurement** section of this NOFO for procurement prior approval requirements.

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; and
- Upload available supporting documentation to substantiate requested amounts.

If requesting funds for indirect costs, applicants must:

- Upload a copy of the current (unexpired) federally negotiated indirect cost rate agreement and provide calculations demonstrating compliance with the agreement, or
- Certify the applicant is eligible for and electing to utilize a de minimis rate of up to 15% of the [Modified Total Direct Cost \(MTDC\)](#) of the project, and provide calculations demonstrating application of that de minimis rate to the MTDC.

Equipment

Applicants may request funds for equipment, which is defined as non-expendable items with a unit price of \$10,000 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 C.F.R. § 200.1](#). Applicants are required 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 GMD. Refer to the **Procurement** section of this NOFO for procurement prior approval requirements.

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;
- Describe the analysis of leasing or purchasing options used to determine the most economical approach to equipment acquisition; and
- Describe the planned procurement method and demonstrate compliance with applicable organizational and federal procurement requirements.

Source of Match

Unless match has been waived, applicants must provide a detailed explanation of the source of match funds. Applicants planning to use volunteer hours as a match source must provide a detailed explanation of how the value of match hours was derived. Refer to the **Volunteer Hours** section of this NOFO for instructions on determining the valuation of volunteer hours contributed as in-kind match.

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; and
 - 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.
-

Financial Reporting Schedule

Financial reports shall be submitted on a quarterly basis unless a financial reporting schedule hardship waiver is granted. If requesting to file monthly requests for reimbursement, the following documentation must be uploaded at the time of application:

- Hardship Waiver Request Letter prepared on agency letterhead detailing the financial hardship;
 - Most Recent Statement of Financial Position; and
 - Last Year-End Statement of Financial Position.
-

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 the IGX Service Desk at 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 Contact Information 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 GMD at JUSIGX@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 GMD and identification of a specific, verifiable system error.