



Project Safe Neighborhoods for the Western District of Kentucky

2023 APPLICATION GUIDELINES AND INSTRUCTIONS

**Project Safe Neighborhoods
Formula Grant Program**

Assistance Listing Number: 16.609



Project Safe Neighborhoods Funding Announcement

The Project Safe Neighborhoods Team (PSN Team) for the Western District of Kentucky, in coordination with the Kentucky Justice and Public Safety Cabinet (JPSC), offers a competitive Program Safe Neighborhoods (PSN) funding opportunity. Financial assistance is available to promote safe neighborhoods through sustained reductions in violent crime. Funding for this opportunity is available through federal PSN formula awards to the U.S. Attorney's Office for the Western District of Kentucky, administered by the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA).

This solicitation describes the strategic priorities adopted by the PSN Team, defines applicant eligibility requirements, and provides detailed instructions on completing an application for funding. Administrative guidance on the effective management of PSN funds is included.



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Project Safe Neighborhoods Overview

The United States Department of Justice (DOJ) Project Safe Neighborhoods (PSN) Program is a nationwide initiative that brings together federal, state, tribal, and territorial law enforcement officials, prosecutors, community-based partners, and other stakeholders to identify the most pressing violent crime problems in a community and develop comprehensive solutions to address them. PSN is coordinated by the U.S. Attorneys' Offices (USAOs) in the 94 federal districts throughout the 50 states and U.S. territories.

PSN has four design features — community engagement, prevention and intervention, focused and strategic enforcement, and accountability — which are built on the core principles of fostering trust and legitimacy in our communities, supporting community-based organizations that help prevent violence from occurring, setting focused and strategic enforcement priorities, and measuring the results of these efforts.

PSN also encourages the development of practitioner-researcher partnerships that use data, evidence, and innovation to create strategies and interventions that are effective and make communities safer. PSN Teams are expected to proactively engage with and support the communities they serve as allies in reducing crime and improving the quality of life in affected neighborhoods.

Project Safe Neighborhoods for the Western District of Kentucky

The U.S. Attorney is the chief federal law enforcement official in the Western District of Kentucky. Based in Louisville, Kentucky's largest city, the District encompasses 53 counties, two military installations, and over half of the Bluegrass State's 4.3 million people. The office also has locations in Bowling Green, Owensboro and Paducah.

Pursuant to PSN, the U.S. Attorney's Office for the Western District of Kentucky (USAO-WDKY) convened a PSN Team to develop and implement a strategy to address violent crime, including gang activity, through coordinated enforcement, intervention, prevention, and reentry initiatives within the District. The PSN Team consists of federal, state, and local law enforcement officials, prosecutors, and a broad array of community stakeholders. The USAO-WDKY's PSN Strategy focuses on the small numbers of places and people that disproportionately drive violent crime in the District by increasing prosecution of the most violent offenders and focusing intervention efforts to prevent recidivism by offenders.



Fiscal Agent. The U.S. Attorney has certified the Kentucky JPSC as the fiscal agent for the PSN Program in the Western District of Kentucky. As fiscal agent, the JPSC is responsible for receiving the full federal PSN funding allocations and overseeing management of the funding, including all subawards.

PSN Team's Strategic Plan

The USAO-WDKY and the PSN Team have identified the following Priority Activities for this funding opportunity. Priority funding will be provided for projects which utilize strategies that employ one or more of the following:

- Youth-serving organizations/agencies toward the operation/support of prevention programming, including critical thinking classes, mentoring initiatives and/or other programs aimed at promoting protective factors and positive youth development
- Mental health/social services assistance for at-risk individuals
- Crime prevention training, de-escalation training, and community policing training for law enforcement officers
- Gang task forces, including enforcement and prevention activities
- Equipment, services and technology for law enforcement

Gang Task Force Set-Aside

The PSN Team Selection Committee is required to use a minimum of 30 percent of each federal PSN award to support activities of gang task forces in regions in the United States experiencing a significant or increased presence of criminal or transnational organizations engaging in high levels of violent crime, firearms offenses, human trafficking, and drug trafficking. BJA defines a gang task force as "any coordinated effort involving more than one federal, state, local, or tribal law enforcement agency to collaboratively investigate and prosecute criminal and/or transnational organizations that are committing the crimes listed in the PSN Authorization Act (high levels of violent crime, firearms offenses, human trafficking, and drug trafficking)." A task force does not need to be led by or include participation of a federal agency; a task force composed entirely of state, local, and/or tribal agencies can qualify. If a federal agency is involved, it may not receive grant funds." Answers to frequently asked questions (FAQs) related to the PSN program's gang set-aside requirement are available in BJA's resource titled [Gang Set-Aside Funding FAQs](#).



Award Period

The standard award period shall be one year (12 months). At its discretion, the PSN Team may authorize award periods longer or shorter than the standard 12-month duration.

For applications submitted in 2023, the award period will begin April 1, 2023.

Application Open Period Dates

The PSN 2023 subgrant application opportunity will open on Monday, January 30, 2023, and close on Friday, February 24th, 2023, at 6:00 pm ET.

Funding Availability

Maximum number of subawards PSN Team expects to make	No established maximum
Total amount <i>anticipated</i> to be awarded under solicitation	\$489,571
Period of Performance Start Date	April 1, 2023
Standard Period of Performance Duration	12 months

Federal Awards Anticipated for Use

Funding for this opportunity is available through the USAO-WDKY’s 2019, 2020, 2021, and 2022 PSN awards.

Federal Award Number	Period of Performance End Dates
2019-GP-BX-0082	September 30, 2023
2020-GP-BX-0011	September 30, 2023
15PBJA-21-GG-03025-GUNP	September 30, 2024
15PBJA-22-GG-00761-GUNP	September 30, 2025

All subawards are subject to the availability of funds and to any modifications or additional requirements that may be imposed by the BJA or PSN Team.

Electronic Grants Management System

All grant activities are managed through the Kentucky Justice and Public Safety Cabinet (JPSC)’s Electronic Grants Management System, also known as *Intelligrants 10.0 (IGX)*. Applications should be submitted via *IGX* by the submission deadline referenced in this document. Applicants must establish user accounts at <http://kyjusticeigx.intelligrants.com>. Please note validation of new user accounts will take 48-72 business hours.



Each *IGX* user account will be registered as either an Authorized Official (AO) or Grant Administrator (GA). It is important to understand which user role should be assigned to individuals within your organization based on the permissions, or functions, available to each user role. More than one individual in an organization may be assigned to the AO role, but applicants are encouraged not to assign all individuals as AOs. Applicants should follow the principle of least privilege when assigning user roles to maintain segregation of duties to the greatest extent possible.

IGX User Role	Allowable Actions
Authorized Official (AO)	<ul style="list-style-type: none"> • Initiate and populate grant application • Submit grant application • Add or remove users from your agency account • Sign the award binder • Create and submit a Grant Award Modification (GAM) request • Create and submit progress reports • Create and submit financial reports
Grant Administrator (GA)	<ul style="list-style-type: none"> • Initiate and populate grant application • Note: This role cannot submit application • Create and submit a Grant Award Modification (GAM) request • Modify contact information, general information, and budget pages during “GAM Modifications in Process” status • Create and submit progress reports • Create and submit financial reports

The Authorized Official (AO), designated in *IGX* by the applicant, will receive a confirmation e-mail upon successful submission of an application. This should be retained for the applicant’s records. Applicants can view the status of their applications at any time prior to award notification using the Details section of the Application Landing Page. Please contact Grants Management Division (GMD) staff prior to the submission deadline if a confirmation has not been received. Questions may be directed to the staff identified on the Contacts page, or by e-mail at JUSIGX@ky.gov.

Grant Proposal

All proposals should be concise, clearly written and should fully convey the project for which funds are being requested. Applications are submitted through *IGX*, the JPSC’s electronic Grants Management System. Major points should be supported by current local facts and data, with appropriate citations. **Be sure to read the**



instructions at the top of each page of the application before populating and saving. The precision with which the applicant follows the instructions for each section of the application is an important factor in application review. Most *IGX* text box application pages will track character limits (number of letters utilized) and display the maximum number of characters allowed per text box. It is highly recommended that agencies use a separate document to create the application for several reasons. Word processing software will track the number of characters and allows for spelling and grammar corrections, formatting, and other changes. Also, *IGX* activity “times out” and returns to the login screen after 20 minutes. It may be easier to cut/copy and paste from a Word document to prevent information being lost after a period of inactivity.

System for Award Management Unique Entity Identifier

All applicants for federal funds must include a Unique Entity Identifier (UEI) from the federal System for Award Management (SAM) in their application for a new award or a supplement to an existing award. A SAM UEI is a unique 12-character alpha-numeric value assigned to all entities (public and private companies, individuals, institutions, or organizations) who register to do business with the federal government in SAM. Vendors are required to complete a one-time process to provide basic information relevant to their organizations. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. If an agency is already registered in SAM, it was automatically assigned a UEI. First-time SAM registrants can request UEs by visiting <https://sam.gov/content/duns-uei> and then clicking the green Get Started button. Have your agency’s legal business name and address ready. **All agencies must elect to be viewable in SAM Public Search to allow Kentucky JPSC to verify their eligibility to receive federal funds.**

Requirement to Disclose Potential Conflicts of Interest

Decisions related to the use of these funds must be free of undisclosed personal or organizational conflicts of interest. Applicants are required to disclose in writing any potential conflict of interest, either in fact or appearance, as defined by [Section 3.20 of the DOJ Grants Financial Guide](#). 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.



Lobbying Disclosure Requirement

As a matter of federal law ([18 U.S.C. 1913](#)), federal funds may not be used by any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. All applicants must disclose the existence or nonexistence of lobbying activities by completing and attaching Form SF-LLL to the Attachments page. The *Disclosure of Lobbying Activities* form can be downloaded from: <https://ojp.gov/funding/Apply/Resources/Disclosure.pdf>.

Cost Sharing or Match Requirement

This solicitation does not require match.



ELIGIBILITY AND REQUIREMENTS

- State, or local law enforcement agencies within the Western District of Kentucky that investigate and prosecute criminal and/or transnational organizations that are committing the crimes listed in the PSN Authorization Act (high levels of violent crime, firearms offenses, human trafficking, and drug trafficking).
- A gang task force composed entirely of state, and/or local agencies within the Western District of Kentucky can qualify. If a federal agency is involved, it may not receive grant funds.
- Non-enforcement activities, such as outreach, prevention, and reentry programs occurring within the Western District of Kentucky, so long as the funds are used to address criminal and/or transnational organizations that are committing the categories of offenses outlined in the Act.
- Private nonprofit organizations operating within the Western District of Kentucky. To be eligible for PSN funds, organizations must be public or nonprofit entities (or a combination thereof) working to reduce violent crime through community engagement, prevention and intervention, focused and strategic enforcement, and/or accountability within the Western District of Kentucky.

Ineligible Subrecipients. Federal agencies are not eligible to apply for funding under this program.

Program Requirements

1. **Non-Discrimination.** Entities receiving financial assistance from the federal government must comply with the federal statutes and regulations that prohibit discrimination in federally assisted programs or activities. Subrecipients receiving Department of Justice fund, are required to obtain Federal Civil Rights Non-Discrimination training. The Office for Civil Rights (OCR) ensures that recipients of financial assistance from Office of Justice Programs (OJP) and its components are not engaged in prohibited discrimination.
2. **Non-disclosure of confidential or private information.** The fiscal agent and subrecipients shall, to the extent permitted by law, reasonably protect the confidentiality and privacy of persons participating in programs supported with PSN funds. Nothing in this section prohibits compliance with legally mandated reporting of abuse or neglect.



3. **Federal Civil Rights Training.** Subrecipients must view the OJP Civil Rights Non-Discrimination Training, accessible online at <https://www.ojp.gov/program/civil-rights/online-training>. Subrecipients acknowledge viewing the OJP Civil Rights Non-Discrimination training with submission of signed VOCA Award Documents. OJP Civil Rights Non-Discrimination Training (six training videos) can be viewed on the OJP website at <https://www.ojp.gov/program/civil-rights/online-training>.

4. **Determination of Suitability for Interacting with Participating Minors.** The subrecipient may not permit any individual (other than a client, another participating minor, or another individual reasonably likely to only have brief and unintentional or personally-accompanied contact) to interact with any participating minor (individual under 18 years of age receiving services as part of this project) without first making a written determination of the suitability of that individual to interact with participating minors, based on current and appropriate information. Documentation of such written determinations shall be maintained at the program site and shall be reviewed by GMD or their authorized representative as part of compliance monitoring. See <https://www.ojp.gov/funding/explore/interact-minors> for details of this requirement.



ALLOWABLE COSTS

Standard Allowable Costs

Costs are allowable when they are reasonable, allocable to, and necessary for the performance of the federal award, and when they comply with the funding statute and agency requirements (to include the conditions of the award), including the cost principles set out in the Uniform Requirements [2 C.F.R. Part 200, Subpart E](#).

Indirect Costs and De Minimis

Agencies may charge a Federally negotiated indirect cost rate or the de minimis rate to PSN subawards.

Indirect Costs. Indirect costs are those costs incurred by the subrecipient in support of general business operations, but which are not attributable to a specific funded project. Typical examples of indirect costs for most organizations will include the costs of operating and maintaining facilities and general administration such as salaries and expenses of executive officers, human resources administration, and accounting personnel.

Organizations that currently have a current negotiated rate with a federal agency may request its use. A copy of the approved negotiated rate letter must be uploaded with the application.

De Minimis. Subrecipients are permitted to charge 10% of the rate of the organization'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, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$25,000. The 10% rate is also known as a "de minimis" indirect cost rate. Please see [2 C.F.R. § 200.1](#) for more information on MTDC.

Applicants should consult with their CPA or other financial professional to determine the amount of MTDC if the agency chooses to apply the "de minimis" rate.

Note: Subrecipients are not permitted to claim indirect costs for expenses that are also being apportioned as direct costs to the subaward. See [2 C.F.R. § 200.403 \(d\)](#).



Unallowable Costs and Activities

PSN funds may not be used to fund or support the costs categorized as unallowable costs by the DOJ and defined within the *DOJ Grants Financial Guide*. In addition, BJA has placed additional restrictions on the use of PSN award funds. Unallowable cost items include, but are not limited to, the following:

- **Lobbying.** Lobbying or advocacy activities with respect to legislation or to administrative changes to regulations or administrative policy (c.f. 18 U.S.C. 1913), whether conducted directly or indirectly.
- **Fundraising.** Any activities related to fundraising. The subrecipient may engage in fundraising, as long as such activities are not financed by federal grant funds.
- **Prizes, rewards, entertainment, trinkets (or any type of monetary incentive)**
- **Client Stipends**
- **Gift Cards**
- **Food and Beverage**
- **Unmanned Aircraft Systems.** The use of BJA grant funds for unmanned aircraft systems (UAS), including unmanned aircraft vehicle (UAV), and/or any accompanying accessories to support UAS or UAV devices/systems, is unallowable.

For a full listing of unallowable costs and details about each cost item, see *DOJ Grants Financial Guide*, Section III. Post Award Requirements, 3.13 Unallowable Costs.

General Financial Requirements and Instructions

Grants funded under the VOCA Victims Assistance Formula Grant Program are governed by the financial requirements of the following:

- **2 C.F.R. § 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards**
<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>
- **DOJ Grants Financial Guide (Updated November 2022)**
<https://www.ojp.gov/doj-financial-guide-2022>
- **Kentucky Justice and Public Safety Cabinet, Grants Management Division, Management Policies and Procedures**
<https://justice.ky.gov/departments-agencies/gmd/pages/default.aspx>
- **Kentucky Finance and Administration Cabinet, Manual of Policies and Procedures**
<https://finance.ky.gov/office-of-the-secretary/office-of-policy-and->



[audit/Documents/FINAL%202015%20FAP%20Manual%20corrections%20%28Pg%2080%20revision%20+%20111-43-00%29%20071516.pdf](#)

Requests for reimbursement may be submitted monthly or quarterly. This method must be used throughout the award period once monthly or quarterly is selected. Reimbursement payments may be delayed if subrecipients do not adhere to program and financial reporting requirements.

Sound Financial Management

All subrecipients are required to establish and maintain accounting systems and financial records to accurately account for awarded funds. These records shall include federal funds and all matching funds of state, local, and private organizations, when applicable. Subrecipients shall expend and account for grant funds in accordance with federal and state laws, and procedures for expending and accounting for their own funds. New applicants must upload a Financial Capability Form to the Attachment page of their applications. The form can be downloaded at <https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/FinancialCapability.pdf>.

Accounting System

Subrecipients must maintain an adequate accounting system as defined in the [DOJ Grants Financial Guide, II. Preaward requirements, 2.3 Standards for Financial Management Systems, Accounting System](#). This section is accessible online at <https://www.ojp.gov/funding/financialguidedoj/ii-preaward-requirements#6d1xls>. Subrecipients must have a financial management system in place to accurately record and report on the receipt, obligation, and expenditure of grant funds. The accounting system should be detailed enough to track the following information:

- Federal awards funded
- Matching funds from state, local, and private organizations, when applicable
- Program income
- Contracts expensed against the award
- Expenditures

An adequate accounting system can be used to generate reports required by award and Federal regulations. An applicant's accounting system must support all of the following:

- Financial reporting that is accurate, current, complete, and compliant with all financial reporting requirements of an award.



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- Accounting systems must be able to account for award funds separately. Commingling of funds is prohibited.
- Maintenance of documentation to support all receipts and expenditures and obligations of Federal funds.
- Collection and reporting of financial data for planning, controlling, measuring, and evaluating direct and indirect costs.

Subrecipient accounting systems should have the following capabilities:

Internal control. The system should allow for effective control and accountability for all grant and subgrant cash, real and personal property, and other assets. Subrecipients must adequately safeguard all such property and assure that it is used solely for authorized purposes. Adequate internal control also includes segregation of duties, or a control that prevents the same person from executing the multiple steps in a business transaction. For example, the person signing staff timesheets should not be the same person who submits the financial report requesting reimbursement of that personnel expense. Segregation of duties allows for a system of checks and balances that prevents an individual from having sole oversight of the expenditures and revenues of an entity. Please consult [2 C.F.R. § 200.303](#) for additional information.

Budget control. The system should compare actual expenditures or outlays with budgeted amounts for each subaward. It also must relate financial information to performance or productivity data, including the development of unit cost information whenever appropriate or specifically required in the award or subaward agreement.

Allowable cost. The system should support making sure that Federal cost principles, agency program regulations, and the terms of subgrant agreements are followed in determining the reasonableness, allowability, and allocability of costs.

Source documentation. The system should require support for accounting records with source documentation (e.g., cancelled checks, paid bills, payrolls, time and attendance records, and contract and award documents).

Program Income

Program income, where allowed, shall be subject to federal grant rules and the requirements of the *DOJ Grants Financial Guide*, which, as of November 2022, requires in most cases that any program income be restricted to the same uses as the subaward funds and expended during the period of performance in which it is



generated. Additional information about program income requirements is accessible online at <https://www.ojp.gov/funding/financialguidedo/iii-postaward-requirements#2kqnom>.

Proration of Costs

Applicants that conduct both allowable and unallowable activities must reasonably prorate their costs to ensure that PSN funds are used only for allowable direct services to victims. The proration method and rationale must be explained within the budget narrative.

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 the proportional benefit. If a cost benefits two or more projects or activities in proportions that cannot be determined because of the interrelationship of the work involved, 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.

Supplanting

The USDOJ defines supplanting as the reduction of funds from non-federal sources because of the receipt or expected receipt of federal funds budgeted for the same purpose.

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. Additionally, Federal funding may not replace state or local funding that is required by law.

Funds specifically budgeted and/or received for one project may not be used to support another. Where a subrecipient's accounting system cannot comply with this requirement, the subrecipient shall establish a system to provide adequate fund accountability for each project it has been awarded.

Potential supplanting will be the subject of the application review, pre-award review, post-award monitoring, and possible audit. If there is potential supplanting, the applicant/subrecipient will be required to supply documentation demonstrating that the reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds. Additional guidance for subrecipients on the maintenance of documentation to sufficiently demonstrate



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non-supplanting can be accessed at See Section 2.3 of the *DOJ Grants Financial Guide*, available at <https://www.ojp.gov/funding/financialguidedoj/ii-preaward-requirements#z0opk7> additional information about supplanting, including guidance on maintaining documentation to sufficiently demonstrate non-supplanting.

Supporting Documentation

Subrecipients must maintain appropriate financial records that fully disclose and document the amount and disposition of grant funds received. Specific examples of supporting documentation to substantiate grant disbursements and subrecipient compliance with the laws, regulations, conditions, and policies governing PSN awards are identified for each budget category in the Budget section of this document.

Requirement to Follow the Most Restrictive Financial Policy

When there is a lack of congruity between an applicant or subrecipient financial policy and those of the Commonwealth, the MOST RESTRICTIVE policy must be followed.



APPLICATION INSTRUCTIONS

Applicant Information

Contact Information. The following persons are eligible to serve as designated grant officials:

- **Authorized Official/Agency Representative/CEO.** The person authorized to apply for, accept, decline, or cancel the grant for the applicant organization (e.g., state agency head, county judge executive, city mayor, county attorney, executive director, etc.). This person may designate another agency official with authority to sign award documents and other grant documentation on their behalf, by submitting a signed letter on agency letterhead documenting such designation.
- **Project Director/Agency Administrator.** The employee of the applicant organization who will be responsible for the operation of the project and for submitting program reports.
- **Financial Officer.** The chief financial officer of the applicant organization (e.g., county auditor, city treasurer, comptroller, etc.) who will be responsible for all financial aspects of the grant's management, including submitting financial reports. Please note the Financial Officer assigned to the award should not be assigned multiple roles. This insures segregation of duties. The Financial Officer assigned to the grant award, or a designee not assigned in any other capacity on the award, shall be the only person to submit financial reports.

General Information. Includes Project Title, Past Funding, Employer Identification Number (EIN), SAM Unique Entity Identifier (UEI), Grant Period, Agency Type and Description, and Agency Introduction. For assistance obtaining a UEI, please visit <https://sam.gov/content/duns-uei>.

Area Served. Indicate Area Development District(s), county(ies), and Congressional districts served by applicant organization.

Certifications. Certifications regarding lobbying, debarment, suspension, and other responsibility matters, and drug-free workplace requirements.

Determination of Suitability to Interact with Participating Minors. Determination of suitability is required, in advance, for certain individuals who may interact with participation minors. Upload completed Determination of Suitability for Interaction with Minors Form, available for download on the application page, to demonstrate compliance with this federal award condition.



Equal Employment Opportunity. Applicants are advised to view the PowerPoint presentation from the Office of Civil Rights, U.S. Department of Justice before checking the applicable boxes at the bottom of the page and uploading the required documents.

Audit Requirements. Non-federal entities that expend \$750,000 or more in federal funds (from all sources including pass-through subawards) in the organization fiscal year (12-month reporting period) shall have a single organization audit conducted in accordance with the provisions of the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

Non-federal entities that expend less than \$750,000 a year in federal awards are exempt from federal audit requirements for that year. A financial audit may be required for any project expending more than \$100,000. Records must be available for review by appropriate officials including the federal agency, Justice and Public Safety Cabinet, JPSC GMD and the General Accounting Office (GAO). A copy of the most current audit report and any management letter(s) are required with the submission of the grant application. Future audits are due no later than nine (9) months after the close of each fiscal year during the term of the award.

Limited English Proficiency. *Title VI of the Civil Rights Act of 1964* requires that the federal government and those receiving assistance from the federal government must take reasonable steps to ensure that Limited English Proficient (LEP) persons have meaningful access to the programs, services, and information those entities provide. Agencies must establish and implement policies and procedures for language assistance services that provide LEP persons with meaningful access, without additional charge.

Application

Terms & Conditions. Applicants are advised to read application Terms and Conditions carefully every year before certifying, as terms and conditions are subject to change annually.

Guidelines & Instructions. Applicants are advised to read and understand the application Guidelines and Instructions prior to preparing an application. Applicants may contact GMD staff with questions or if clarification is needed.

Submission Requirements

Project Proposal. This section must identify the violent crime issue(s) to be addressed through this grant award, the data used to identify the violent crime



issue, and the selected geographical area(s). Applicants are strongly encouraged to provide substantive responses to the following questions:

1. What type of violent crime issues, challenges, or drivers will your project address?
2. Which geographical area(s) will be the focus of your project, and what is driving violence in this area?
3. What type of data did you use to analyze the violent crime issue(s) in your intended service area?
4. How will grant funding be useful in address the specific violent crime issue(s)?
5. What community resources (community-based organizations, state and local social service providers, public health resources, etc.) does your organization plan to engage with to implement your project, if any?

Project Coordination Narrative. This section must identify which community resources (community-based organizations, state and local social service providers, public health resources, etc.) your organization plans to engage with to implement your project, if any. Responses should provide concrete examples of how working with community partners will enhance project success and describe how the coordination efforts will make a substantial impact within communities.

Project Timeline. A project timeline will be used to identify project goals and activities. Project goals will be requested for the one-year grant period. Project activity outputs/inputs are requested in a quarterly format. An example is provided on the application page.

Agency Performance. Description must include number of clients served, services provided, and counties served. Applicants must provide an overview of services provided in the last year. Applicants are encouraged to explain how the proposed project will enhance agency performance.

Attachments. The following upload fields are available on the Attachments page:

Lobbying Disclosure Form SF-LLL	Required
Financial Capability Statement	Required
Board Member Representation	If Applicable
Conflict of Interest Disclosure	If Applicable



Project Safe Neighborhoods Application Guidelines and Instructions

Subrecipients must disclose any personal or organizational conflicts of interest, in fact or appearance, as defined within the [DOJ Grants Financial Guide, III. Postaward Requirements, 3.20 Grant Fraud, Waste, and Abuse, Conflicts of Interest](#). Disclosures should be prepared on letterhead, addressed to GMD, and uploaded in the designated upload field on the Attachments page. Subrecipients are required to disclose conflicts of interest for each grant period regardless of existence or prior disclosure in a previously funded grant year.



BUDGET

There are five (5) budget categories: Personnel, Contractual Services, Travel/Training, Operating Expenses, and Equipment.

- Budget forms must be completed in detail, with amounts rounded to the nearest whole dollar.
- Program goals and objectives should be considered when generating the budget so that budget requests promote the overall effectiveness of the project.
- Budget revisions may be required later based on availability of funds or to remove expenses not allowable under PSN.
- A budget checklist is provided at the end of this section to assist in completing the PSN application.

An overview is provided of each budget category. Allowable costs, compliance considerations, and supporting documentation requirements are included.



Personnel

Salary and Fringe Benefits. Staff salaries and fringe benefits are allowable when specifically related to implementing PSN project activities. PSN funds may be used to support administrative time to complete PSN required time and attendance sheets, programmatic documentation, reports, and statistics.

Each position must be listed by title (and either the name of the employee or reflected as “to be hired” or “TBH”), total gross salary rate for the employee, percentage of the employee’s time devoted to project activities, and total employee cost for the project. Please include the abbreviation to denote full-time (FT) or part-time (PT) status in the position title. *Example Position Title:* FT Community Engagement Coordinator (TBH).

- Where salaries apply to both project and non-project activity or apply to two or more separate projects or funding sources, proration of costs to each activity must be made based on time and activity reports.
- Salaries for federally funded positions shall comply with state, city, county, or other relevant classification systems and shall be documented by appropriate time and activity records.
- Charges of the employees' time assigned to grant projects may be reimbursed or recognized only to the extent they are directly and exclusively related to grant purposes.
- Dual compensation is not allowed.
- Positions supported by multiple funding sources (allocated at less than 100% to the PSN project) must include a breakdown of job duties that clearly describes funded duties and non-PSN duties. The employee’s timesheets shall indicate such separation of time worked.
- A job description and resume of PSN Project Staff (or a placeholder document for unfilled or proposed new Staff positions) must be attached.
- Payments for fringe benefits are allowable personnel costs but cannot exceed the amount paid by the employer. Documentation of fringe benefits must be submitted with the budget to reflect the actual rates being paid by the employer. The following are considered allowable benefits:
 - a. Health, Dental and Life Insurance (up to the cost of a single plan)
 - b. FICA
 - c. Retirement
 - d. Worker's Compensation
 - e. Unemployment Insurance



Overtime

Overtime pay can be included for personnel funded by the grant on a full-time basis whose duties are consistent with the funded project. Overtime pay must be approved through the original grant application or through a subsequent Grant Award Modification (GAM). For additional information, visit the U.S. Department of Labor Wage and Hour Division website: <https://www.dol.gov/agencies/whd>.

Exclusions – Personnel

The following cannot be supported with PSN funds:

- Salary and/or benefits that are greater than the percentage of time spent on the performance of funded project activities. If personnel costs are supported by multiple funding sources, personnel must keep timesheets that demonstrate the appropriate allocation of cost across funding sources.
- Time spent operating crisis line that is not supported by a time log that includes the initials of the individual who took the call OR agency policies that require a crisis line staff/volunteer to be immediately available to accept calls at a designated number for a designated period
- Activities that have a primarily recreational purpose
- Fundraising activities
- Lobbying activities
- Bonuses
- Criminal record background checks (allowable but must be categorized as Operating Expenses costs)

Supporting Documentation – Personnel Costs

Subrecipients are required to maintain supporting documentation for all Personnel Expenses. Requirements include, but are not limited to:

- **Time and Activity Reports.** Timesheets for grant-funded staff, including those used as match, must (a) reflect after-the-fact accounting of the total activities and hours worked for which the employee is compensated and indicate the specific time worked on the funded project, (b) be prepared at least monthly and coincide with one or more pay periods, and (c) include signatures of the employee and an approving supervisor with firsthand knowledge of the work performed.
- Invoices and proof of payment for fringe benefits reflecting the actual costs paid by the employer.



Contractual Services

Compensation for individual consultant rates may not exceed \$650 per day (or \$81.25 per hour). An 8-hour day may include preparation, evaluation, and travel time in addition to the time required for the actual performance. Travel and subsistence costs may also be paid. Issuance of an award or approval of the award budget alone does not convey approval of a compensation rate that exceeds the established maximum. If the compensation rate for an individual consultant is not within the maximum compensation rate, none of the costs associated with the contractual expense are allowable costs to an award.

Contractual arrangements with individuals must ensure that:

- Dual compensation is not involved (i.e., the individual may not receive compensation from his regular employer and the PSN program for work performed during a single period of time even if the services performed benefit both).
- The contractual agreement is written, formally executed, and otherwise consistent with the applicant's usual practices.
- Travel and subsistence costs are incurred at a rate consistent with the most restrictive applicable financial policy.
- Subrecipient 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.

Contracts must be submitted to JPSC within 10 days of execution. 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 each contractual line item requested, applicants should upload the following documents as a single PDF packet using the upload boxes available on the Contractual Services budget page:

A copy of the proposed contractual agreement, if available. Dates should be specific to the project period. Compensation rate must be specified.

Job description for any contractors who regularly function as agency staff members.

Resume for any contractors who regularly function as agency staff members.



Supporting Documentation – Contractual Services

Expenses charges to the Contractual Services budget category shall be supported by the following:

- A copy of the fully executed contractual agreement
- Invoices, if applicable
- Receipts for travel and subsistence costs, if applicable
- Procurement audit trail or approved sole source justification request, if applicable
- Documentation demonstrating subrecipient screened for contractor/vendor suspension or debarment prior to remitting grant funds

For information on contract assistance, including contract types and verbiage, see *Guide to Procurement Under DOJ Grants and Cooperative Agreements* at <https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/GuideToProcurementProcedures.pdf>.



Travel and Training

Training costs for paid and volunteer staff are allowable costs. Use of PSN funds for training is limited to staff development of direct services providers in individual projects to enhance skills directly related to stated project goals and activities.

If the travel and reimbursement policies of the applicant or subrecipient are more restrictive than those of the Commonwealth, the MORE RESTRICTIVE rate must be followed.

- Each request must include the purpose, destination, lodging, mileage rate and per diem.
- PSN funds may be used for transportation, subsistence, and registration fees for applicants to attend conferences and training seminars.
- Travel must be approved through the original grant application or with written approval of the PSN Team.
- Registration fees required for admittance to official travel meetings are reimbursable. If the fee entitles registrants to meals, claims for subsistence must be reduced accordingly.
- Requested travel expenses shall not exceed the established mileage and subsistence policy as set forth by the Commonwealth of Kentucky, Finance and Administration Cabinet. For current rates and regulations, see 200 KAR 2:006 and <https://finance.ky.gov/office-of-the-controller/office-of-statewide-accounting-services/Pages/state-employee-travel.aspx>.
- Transportation must be the most economical.
- Bus, subway, and taxi (including, but not limited to Uber, Lyft, etc.) fares are allowed for city travel.
- Commercial airline travel shall be coach/tourist class.
- The cost of rental cars in lieu of ordinary transportation will be allowed only with acceptable justification.
- Actual parking, bridge and toll charges are reimbursable.
- Reasonable expenses for baggage handling, for delivery to or from a common carrier or lodging and for storage are reimbursable.

Exclusions – Travel and Training

The following cannot be funded:

- Training to enhance administrative or management skills
- Additional expense for first class travel
- Telephone, tips, or laundry charges incurred at a lodging establishment
- “Gas cards” or comparable cards



Supporting Documentation – Travel and Training

Subrecipients are required to maintain supporting documentation for all Travel and Training expenses. Requirements include, but are not limited to:

- Lodging receipts
- Travel log linking reimbursed costs with funded project activities
- Documentation of travel distance (e.g., Kentucky Official Highway Map, MapQuest, Google Maps, or similar mapping service) to support mileage reimbursement requests
- Conference registration receipts, if applicable
- Proof of payment

For additional guidance on travel expense reimbursement, see 200 KAR 2:006 and <https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/GuideToProcurementProcedures.pdf>.



Operating Expenses

Operating expenses include items essential for the ongoing operation of the project. Allowable operating costs include but are not limited to:

- Advertisement to recruit grant-funded personnel
- Equipment usage fees supported by usage logs
- Books, training manuals and videos for direct service providers
- Costs of performing background checks and other employment screening requirements, including the cost of making determinations of suitability to interact with participating minors
- Utilities and security for the space used by the program whether owned, rented, or donated
- Rental of office space or project performance site
- Printing and distribution of brochures and similar announcements describing the direct services available and how they may be obtained. All printed materials supported by grants funds must contain an acknowledgment of support using the following or comparable footnote: "This project was supported by Grant Number (insert current grant number) awarded through the Kentucky Justice and Public Safety Cabinet by the U.S. Department of Justice. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Kentucky Justice and Public Safety Cabinet or the U.S. Department of Justice."
- Office supply line items can include consumable items, e.g., postage, paper, pens, notepads, staples, etc.
- Computers, tablets, printers, and other similar units with a unit price of less than \$5,000, regardless of useful life
- Audit costs are allowable, but must be allocated according to the percentage of the total agency budget that PSN funding represents
- Federally negotiated indirect cost rate OR de minimis rate

Instructions

Line items for operating expenses must be listed by category, e.g., office supplies, training materials, telephone, etc., and included in the original grant application or approved through the Grant Award Modification (GAM) process prior to obligation of grant funds. 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 PSN budget to be eligible for reimbursement.



Narrative Justification

The narrative justification field should supplement the information already available on the budget detail pages. At minimum, the narrative justification must indicate the basis for computation for each request as well as a brief discussion of the budget item(s) requested and how the budget costs elements are **necessary** to implement project activities and accomplish project objectives. The method for pro-rated or allocated costs must be fully described. For example, rental costs could be supported by a computation that considers the total square feet, total agency costs, proportion of funded staff within agency, and allocation percentage. Broader line-item categories should be itemized within the narrative justification field, and it should be clear if the costs will be used as match or funded by the grant.

Exclusions – Operating Expenses

The following cannot be funded or used as match:

- Direct costs if any other costs incurred for the same purposes in like circumstances have been allocated as indirect costs. See [2 C.F.R. § 200.403\(d\)](#).
- If the applicant agency or a related party owns the space used by the program, the fair market rental value of the space cannot be used as match or reimbursed under the federal share.
- Tax preparation fees
- Accounting services
- Equipment repair and maintenance for any item not purchased with PSN funds, excluding allocated copy contracts that include toner, supplies, etc.
- Janitorial, cleaning, and/or lawn care supplies.
- “Gas cards” or comparable cards whose usage and expenditures cannot be tracked
- Other costs such as liability insurance on buildings, capital improvements, property losses and expenses, mortgage payments, real estate purchases, construction

Supporting Documentation – Operating Expenses

Subrecipients are required to maintain supporting documentation for all Operating Expenses. Requirements include, but are not limited to:

- Rental agreements
- Utility Bills
- Invoices with proof of payment
- Documentation of federally negotiated indirect cost rate, if applicable



Equipment

This category includes items with a unit price of \$5,000 or more and a useful life greater than one year, e.g., furniture, fixtures, office machines, etc., unless the applicant's policies establish a more restrictive threshold. The applicant must adhere to the following principles:

- Items of equipment must be individually listed and approved through the original grant application or in subsequent GAMs prior to purchase.
- No other equipment owned by the applicant is suitable for the effort.
- Equipment purchased and used commonly for two or more programs has been appropriately prorated to each activity.
- Applicant has demonstrated the requested equipment is necessary to the successful operation of the grant project.
- Applicant must submit *Equipment Purchase Authorization Form* to GMD and receive specific written approval from GMD prior to purchasing equipment.
- 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.

Exclusions – Equipment

The following cannot be funded or used as match:

- Equipment or capital expenditures not determined by BJA or PSN Team to be necessary and essential to the delivery of direct services
- Reimbursement for equipment already owned by the applicant or purchased through another funding source

Supporting Documentation – Equipment

Equipment purchases shall be supported by invoices, photos of equipment, equipment inventory log, procurement audit trail or sole source justification requests, proof of payment to the vendor/supplier, and *Equipment Purchase Authorization Form* signed by GMD conveying specific written approval to purchase equipment.



Budget Narrative

Applicants must submit a detailed budget narrative. The narrative should detail by category the federal and non-federal (cash and in-kind) shares. The purpose of the budget narrative is to relate items budgeted to project activities and to provide justification, explanation, and calculations for budget items, including criteria and data used to arrive at the estimates for each budget category. Each budget category page also has its own budget narrative field, that must be populated with budget narrative information for the expenses reflected on that page. The budget narrative should provide specific and detailed information to help application reviewers fully understand the budgetary needs of the applicant and is an opportunity to provide additional descriptive information, the rationale for how these elements were identified and how costs are allocated, as well as the ways in which the cost elements support the project's identified goals. Together, the budget narrative and the budget detail pages should provide a complete financial and qualitative description that supports the proposed project plan.

Budget Summary. The budget summary page is auto-populated with data from the other application pages, and is not able to be altered by the applicant. If errors appear on this section, it often suggests there is a need to review and correct information that is presented on the budget detail pages. If these errors persist or no data appears in this section, it is necessary to contact the *IGX* helpdesk via JUSIGX@ky.gov.



How Awards Are Made

Application Review. Each application will be reviewed by members of the PSN Team and a grant award administrator employed by the JPSC. Reviewers will generate reviewer comments for each application.

PSN Team Selection Committee. All grant funding decisions will be made by a nonfederal, nonconflicted PSN Selection Committee, in accordance with PSN program requirements. In accordance with PSN program requirements, the Selection Committee will ensure that a minimum 30 percent of each federal PSN award used to support subawards is allocated to gang task force activities as defined by BJA.

BJA Approval of Subawards. Funding decisions are subject to approval of the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance. If awarded, subrecipients may receive follow up request from JPSC for additional information needed to fulfill information requests from BJA.

Risk Assessment

Risk assessments will be completed in *IGX* by a JPSC Grant Award Administrator with input from the PSN Coordinator within 60 days of award acceptance. Applicant will be assigned to a risk level (high, medium, or low) based on the numerical score generated by their risk assessment. Risk level will be used to determine the frequency of on-site compliance monitoring completed by JPSC and the interval at which subrecipients are required to submit supporting documentation with their financial reports.

Award Notification and Acceptance

Notification. Upon BJA approval of PSN Team Selection Committee funding decisions, recipients of awards will receive a written notice from the JPSC of their application disposition and funding amount. At the time of notification, selected recipients will receive instructions on award acceptance from JPSC staff in writing. Risk level designation and resulting on-site monitoring frequency and financial documentation reporting requirements will be communicated at the time of award notification.

Budget Modifications. Approved applicants may need to make modifications to the original submitted budget, based upon the amount of the actual award. Should this be necessary, additional instructions will be provided by JPSC via



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electronic communication/e-mail. With the exception of denying unallowable costs, subrecipients may reorganize their budgets to best meet the approved project scope and their agency's identified needs.

Conditions of Award. Once budget modifications have been completed and the subaward assigned to a federal award, an Award Binder will be generated in IGX. All subgrant awards include general and special conditions the subrecipient must meet if the subgrant award is accepted. Subrecipients are encouraged to carefully read and understand the conditions as presented in the Award Binder prior to accepting the award. Questions may be directed to GMD staff.

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

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

Award Acceptance. When the subrecipient is notified the Award Binder is available in *IGX*, the subrecipient has 15 business days to accept the award by either electronically signing the Award Binder page in *IGX* or obtaining the appropriate signature on a printed version of same and submitting the entire award document to their GMD Program Administrator via e-mail.

If the acceptance process is not completed within the allotted time, the PSN Team reserves the right to withdraw the award. The award document must be signed by the Authorized Official (AO).

The applicant agrees to commence project activities within sixty days of the approved project start date. Non-commencement of project activities may lead to cancellation of the grant award. Evidence of project commencement shall be included in the first quarter Progress Report.



Reporting Requirements

The subrecipient agrees to submit financial and program reports according to the specified deadlines. The subrecipient must collect and maintain data that measures the performance and effectiveness of work under this award. Data must be provided to OJP and GMD in the manner (including timeframes) specified in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA), the GPRA Modernization Act of 2010, and other applicable laws. The schedule for filing reports is as follows:

Reporting Period	Report Submission Deadline
Quarter 1: April 1 – June 30	July 15
Quarter 2: July 1 – September 30	October 15
Quarter 3: October 1 – December 31	January 15
Quarter 4: January 1 – March 31	April 15

Performance Reporting

Subrecipients are required to submit a quarterly Progress Report containing narrative questions in *IGX*. The Progress Report is due 15 days after the close of each quarter.

Financial Reporting

The Financial Officer assigned to the grant award, or a designee *not assigned in another capacity* on the award, should be the only person to submit financial reports. Failure to submit financial reports according to the time set forth may result in delays or withholding of funds. Financial reports can be submitted on a monthly or quarterly basis as determined by the subrecipient with approval by GMD; however, once a method is selected, it cannot be changed during the grant period.

Supporting Documentation. Subrecipients shall submit GMD financial reports which include itemized expenses requested for reimbursement. With each Financial Report, the subrecipient is required to attach an explanation of line-item expenses included for reimbursement in the report, using a template provided by GMD. Supporting documentation may be requested at any time by GMD, and unless instructed otherwise, subrecipients shall submit supporting documentation with every financial report. At a minimum, GMD will review at least 2 months of financial supporting documentation for monthly filers and one quarter for quarterly filers.



Hiring Requirements

The hiring of grant-funded personnel must be free of undisclosed personal and organizational conflicts of interest, both in fact and appearance. The subrecipient at any tier must immediately disclose to GMD, in writing, any potential conflict of interest [as defined in the DOJ Grants Financial Guide](#). Failure to do so may result in withholding of reimbursement, termination of the award, or other appropriate action.

Grant Award Modifications

Changes in the overall scope of the project and material changes to the project and budget are unallowable without prior written approval from the PSN Team. The purpose of a Grant Award Modification (GAM) is to update award details, modifying key facts or details about the award. The following changes require a GAM:

1. **Change in Agency Representative/CEO, Project Director/Contact, or Financial Officer.** Updates to any key project contact listed on the Contact Information page in *IGX* are reflected through the GAM process. *Subject to PSN Coordinator approval.*
2. **Update award to reflect grant-funded staff resignations, terminations, and new hires.** GMD shall be notified in writing of all employee resignations or terminations within 30 days of occurrence. Subrecipients are required to follow the hiring requirements specified in award conditions for grant-funded personnel and contractual staff. *Subject to PSN Coordinator approval.*
3. **Budget revision.** Approval of a GAM request must be obtained prior to any obligation of grant funds not already approved in the most current version of the award documents. *Subject to PSN Team Selection Committee approval.*
4. **Project period extension.** GMD will notify subrecipients if a no-cost extension has been granted by the Federal funder and convey related GAM process if available. *Subject to PSN Team Selection Committee approval.*

Please Note: A Federal award agreement creates a legal and binding obligation for direct 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 III. Postaward Requirements, 3.20 Grant Fraud, Waste, and Abuse, Common Grant Fraud Schemes](#).



GAM Process

The GAM process begins through written correspondence between the subrecipient and assigned grant administrator(s). For GAMs involving budget changes, the subrecipient must submit a detailed budget spreadsheets and narrative of the proposed changes. Upon approval of the proposed changes by the PSN Coordinator or PSN Team Selection Committee as described above, the subrecipient may initiate the **Grant Award Modification Request** in *IGX*. GMD staff will then open the award documents for editing to allow the subrecipient to make the approved changes. GMD staff will perform 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.

Subrecipients and GMD staff are expected to process GAMs prior to the filing of the next financial report in which any tentatively approved GAM changes are reflected as expenditures. Please note that any *IGX* award status involving a GAM prohibits subrecipients from filing a financial report. If the initiation of a GAM would prevent a subrecipient to file a financial report by the specified deadline, subrecipients must communicate with assigned Financial Administrator to determine the appropriate sequence of actions. GMD may advise the subrecipient to file the GAM request immediately after the financial report is submitted.

Closeout

Subrecipients are required to submit a Year-end Financial Report in *IGX* within 15 days of the close of the award period.



Budget Checklist

This checklist is for applicant use only and should not be submitted with the application.

Personnel

Salaries

- Is each position identified by title? *Example:* FT Victim Advocate (TBH)
- Are time commitments stated?
- Is the amount of each employee's annual compensation stated?
- Are there any dual personnel compensation costs?
- Has a job description and resume been attached to each personnel page?
- Are salary increases anticipated during the grant period? If so, are the increases justified in the narrative?

Benefits

- Is each benefit type indicated separately?
- Have the requests been cost allocated, when appropriate?
- Are the listed benefits available to all employees of the agency?
- Are fringe benefit increases anticipated during the grant period? If so, are the increases justified in the narrative?
- Have the computations used to arrive at requested amounts been included in the narrative?

Contractual Services

- Is each service described?
- For individual consultants, has an hourly or daily rate been conveyed in the narrative?
- Is the compensation rate for individual consultants within the maximum allowable compensation rate?
- Are base rates justified and reasonable?
- Does the total value of any contractual service exceed the procurement threshold of the Commonwealth or that of the applicant agency? If so, has the applicant indicated that services have been or will be obtained by acceptable procurement procedures?
- If the applicant plans to submit a sole source justification request to GMD, has this been indicated in the narrative?
- Have the computations used to arrive at requested amounts been included in the narrative?



Travel/Training

- Is the purpose of requested travel directly related to the proposed project?
- Are per diem, lodging and transportation costs listed separately?
- Have the most economical methods been selected?
- Have the appropriate project personnel been identified for the travel?
- Have the computations used to arrive at requested amount been included in the narrative?

Operating Expenses

- Are operating expenses listed by types (e.g., Supplies, Rent, Postage, etc.)?
- Are unit costs or monthly estimates provided?
- Will appropriate procurement procedures be followed?
- Have the computations used to arrive at requested amounts been included in the narrative?

Equipment

- Are equipment items specified by units and cost?
- Is the requested equipment project-related?
- Will the purchased equipment be used 100% in the project? If not, has the cost been allocated across funding sources and calculations provided?
- Does the agency already own any equipment suitable for the project?
- Does the total value of any equipment exceed the procurement threshold of the Commonwealth or that of the applicant agency? If so, has the applicant indicated that services have been or will be obtained by acceptable procurement procedures?
- If the applicant plans to submit a sole source justification request to GMD, has this been indicated in the narrative?

Budget Summary

- Are all requested costs justified, reasonable and allowable?
- Are requested costs properly categorized?
- Are all line-item calculations correct and equal the category totals?
- Have the appropriate costs/percentages been identified as federal and match?
- Have the computations used to arrive at requested amount been included in the narrative?