
2024 Byrne State Crisis Intervention Program Solicitation

Assistance Listing Number # 16.738
Application Release Date August 19, 2024
Application Deadline September 27, 2024, 6 p.m. ET

Overview

The Commonwealth of Kentucky (Kentucky) [Justice and Public Safety Cabinet](#) (JPSC) seeks subaward applications for federal Byrne State Crisis Intervention Program (Byrne SCIP) funds awarded to the Commonwealth of Kentucky by the [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA). Subawards will be administered by the JPSC, Office of the Secretary (OOS), [Grants Management Division](#) (GMD). Byrne SCIP funds are available to assist state, local, and tribal efforts to prevent and reduce crime and violence, with a particular focus on gun violence and the programs and initiatives that target the risk factors that are likely to lead to this kind of violence.

This solicitation 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 solicitation provides instructions and brief overviews of relevant compliance and program requirements, which are accessible in full within linked source material. **If this solicitation expressly modifies any provision in the [GMD Management Policies and Procedures Manual](#), the applicant is to follow the guidelines in this solicitation as to that provision.**

Eligible Applicants

Units of state or local government, institutes of higher education, and not-for-profit organizations are eligible to apply for Byrne SCIP funds.

All subrecipients must forgo any profit or management fee. Subrecipients may include but are not limited to courts (state, county, local, and tribal), institutes of higher learning, law enforcement, supervision agencies, prosecutors, public defenders, behavioral health, and emergency communications.

Federal Award Information

Federal Program Name	Byrne State Crisis Intervention Program
Federal Award(s) Supporting Subawards	15PBJA-23-GG-00012-BSCI
Federal Awarding Agency	U.S. Department of Justice Bureau of Justice Assistance

Subaward Information

Anticipated Number of Subawards	No established maximum
Anticipated Maximum Dollar Amount of Subawards	No established maximum
Anticipated Award Notification Date	December 1, 2024
Period of Performance Start Date	January 1, 2025
Period of Performance End Date	September 30, 2026
Period of Performance Duration	21 months
Anticipated Total Amount to be Awarded	\$1,873,594

Match Requirement

This solicitation does not require match.

Submission Information

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

Method of Payment

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

Contact Information

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

For assistance with other requirements of this solicitation, contact the Byrne SCIP Grant Award Administrator, Mel Cowan, by email at mel.cowan@ky.gov or phone at 502-564-8010.

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Program Description

Byrne SCIP provides funding for the creation and implementation of state crisis intervention court proceedings, extreme risk protection order (ERPO) programs, and related programs or initiatives to prevent or reduce gun violence. These include but are not limited to mental health courts, drug courts, and veterans' treatment courts. BJA defines "related programs or initiatives" as "those programs or initiatives that have a direct connection to crisis intervention, which is focused on identifying risk and intervening before harm occurs. Programs or activities exclusively focused on response to crime in progress or already committed would not be considered crisis intervention." Kentucky has no statute establishing an ERPO law. Therefore, Kentucky's Byrne SCIP program will not involve ERPO initiatives.

Statutory Authority

Bipartisan Safer Communities Supplemental Appropriations Act, 2022 (Pub. L. No. 117-159, 136 Stat. 1313, 1339); 28 U.S.C. 530C.

State Administering Agency

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

State Crisis Intervention Advisory Board

In coordination with the Office of the Governor, the Secretary of JPSC formally established a diverse State Crisis Intervention Advisory Board (Board) in October 2023. The Board is comprised of representatives from law enforcement, prosecution, courts, victim services, behavioral health providers, legal counsel, and the community in accordance with Byrne SCIP requirements. Some board members represent multiple areas of stakeholder representation. The Board meets quarterly to inform and guide state crisis intervention programs and initiatives.

Priority Program Areas

Priority program areas were selected by the Board with consideration of the nature and prevalence of gun violence in Kentucky. The program areas represent strong commitments to effective crisis intervention and addressing circumstances that contribute to risk. The Board adopted the following five (5) priority Byrne SCIP program areas within the State Crisis Intervention Plan.

1. Court programs and court-based diversion programs

- Gun violence recovery courts that connect clients in crisis with community resources
- Threat assessment training for prosecutors, judges, law enforcement, and public defenders
- Technology, analysis, or information-sharing solutions for law enforcement, probation, prosecutors, the courts, and public defenders that provide notice when a person prohibited from possessing a firearm attempts to purchase a firearm
- Development and implementation of validated gun violence risk assessment tools, service case management, and navigation programs to assess the risks and needs of clients, and connect them to critical services to mitigate their risk of gun violence and enhance their access to effective interventions

- Expanding the capacity of existing drug, mental health, and veterans' treatment courts to assist clients who are most likely to commit or become victims of gun crimes

2. Behavioral health initiatives and crisis response

- Assertive Community Treatment
- Behavioral threat assessment programs and related training
- Support behavioral health responses and civil legal responses to behavioral health responses such as regional call centers, crisis mobile team response, and crisis receiving and stabilization to individuals in crisis
- Law enforcement-based programs, training, and technology related to behavioral health or crisis intervention

3. Community crisis intervention and co-responder programs and training

- Triage services, mobile crisis units (both co-responder and civilian only), and peer support specialists
- Specialized training for individuals who serve or are families of individuals who are in crisis

4. Suicide prevention initiatives (particularly those related to veterans and youth)

5. Gun safety initiatives, including education and public awareness campaigns and gun safety device distribution

- Gun locks and storage for individuals and businesses
- Software and technologies to track relinquished guns
- Development and delivery of specialized training or overtime for officers to attend training specific to public gun safety initiatives

Allocation of Subaward Funds

JPSC and the State Crisis Intervention Advisory Board will employ directed and competitive subaward selection methodologies to implement the state crisis intervention program. Subaward funding will be allocated in a manner consistent with the variable pass-through (VPT) requirements calculated by OJP's Bureau of Statistics:

• Local Pass-through Requirement

JPSC will pass through a predetermined percentage of funds to units of local government, defined by the Byrne SCIP program guidelines as a city, county, township, or town.

• Less than \$10,000 Pass-through Requirement

JPSC will appropriately distribute the amount of funding added to the state's award for certain units of local government ineligible to receive a direct Edward Byrne Justice Assistance Grant (JAG) Program award. These districts are often referred to as "less-than-\$10,000" jurisdictions. The less-than-\$10,000 jurisdictions' share of the state's award will be distributed either (a) directly to one or more of these jurisdictions or (b) to a state court providing criminal justice and civil justice services for these jurisdictions.

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

Award Authorization

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

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 make modifications to application program pages to provide supplemental information or budget pages based upon the actual amount of the award. Should any modifications be necessary, 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.

Allowable Costs

Funds awarded may be used to support personnel salary and fringe benefits, overtime, contractual support, travel, training, equipment, or operating expenses for Byrne SCIP priority program areas identified in the State Crisis Intervention Plan and within the **Priority Program Areas** section of this solicitation. Funds may also be used for research or evaluation activities regarding (a) the effectiveness of crisis intervention programming in preventing violence and suicide or (b) measures that have been taken to safeguard the constitutional rights of an individual subject to a crisis intervention program.

Indirect Costs and De Minimis

Agencies may charge a Federally negotiated indirect cost rate or the de minimis rate to Byrne SCIP 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. Subrecipients are permitted to charge 10% of the organization’s Modified Total Direct Costs (MTDC), also known as the *de minimis* indirect cost rate. MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, and travel. MTDC **excludes** equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, and participant support costs. The 10% rate is also known as a “de minimis” indirect cost rate. 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\(d\)](#).**

Limitations on the Use of Byrne SCIP Funds

Matching Funds for Other Federal Awards

Byrne SCIP 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 subaward funds will not supplant state or local funds. Applicants and subrecipients may be required to supply documentation demonstrating that the reduction in non-Federal resources occurred for reasons other than the receipt or anticipation of Federal funds. See [Chapter 2.3](#) of the [DOJ Grants Financial Guide](#) 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 [Chapter 2.1](#) of the [DOJ Grants Financial Guide](#) 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.

Unallowable Costs

In addition to the unallowable costs identified in the [DOJ Grants Financial Guide](#) and the [GMD Management Policies and Procedures Manual](#), Byrne SCIP award funds may not be used for the following:

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- Prizes, rewards, entertainment, trinkets (or any type of monetary incentive);
 - Client stipends;
 - Gift cards;
 - Food and beverage; or
 - Unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV), and all accompanying accessories to support UAS or UAV.
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Administrative and Financial Requirements

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

- **2 C.F.R. Part 200 – Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards**
<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/FINAL%202015%20FAP%20Manual%20corrections%20%28Pg%2080%20revision%20+%20111-43-00%29%20071516.pdf>

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

Civil Rights Requirements

Federal laws prohibit subrecipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, disability, or age in funded programs or activities. All subrecipients, implementing agencies, and contractors must comply with any applicable statutorily-imposed nondiscrimination requirements. See the [OJP Office for Civil Rights \(OCR\)](#) webpage for additional information and resources.

OJP General Terms and Conditions

Applicants are encouraged to review [“General Conditions” for OJP Awards in FY 2023](#) for award conditions applied to all awards made by OJP. All federal award conditions will pass through to subrecipients through the subaward terms and conditions, except for those explicitly designated as applying only to the “recipient” (JPSC).

Financial System Requirements

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

Cost Allocation

If a cost benefits two or more projects or activities in proportions that can be determined without undue effort or cost, the cost must be allocated to the projects based on proportional benefit. If a cost benefits two or more projects or activities in proportions that cannot be readily determined, the costs may be allocated or transferred to benefitted projects on any reasonable documented basis, with certain exceptions. See [2 C.F.R. § 200.405](#) for additional information.

Supporting Documentation

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

Procurement

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

Prior written approval is required for any procurement transaction of \$5,000 or more. Prior approval requests shall be submitted using the Procurement Request Form which will be provided by 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](#)).

Conference/Meeting/Training Costs

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

National Environmental Policy Act (NEPA)

Any improvement, building enhancement, or construction project will require pre-approval from the federal awarding agency to ensure compliance with NEPA. This may include relatively minor activities such as installing fence posts, security or surveillance cameras, or anchoring any item to the ground. If the grant will fund any activities that may fall under this requirement, review the section of the BJA website related to [NEPA compliance](#) and contact 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 solicitation. If awarded funds under this solicitation, subrecipients will be required to cooperate with program related assessment or evaluation efforts, including through the collection and provision of information or data requested by JPSC (or its designee) for the assessment or evaluation of any activities or outcomes of activities funded under a subaward. The information and data requested may be in addition to the financial and performance data already required under the program.

Reporting Requirements

Subrecipients will be required to produce various types of reports, including quarterly financial and performance reports. Subrecipients will be required to submit financial and progress reports in [IGX](#) and Performance Measurement Tool (PMT) reports in the [OJP Performance Measurement Platform](#) within fifteen (15) days of the close of each reporting period. Additionally, subrecipients shall submit a final report documenting all relevant project activities during the entire subaward period. The report will include detailed information about project activities funded, including, but not limited to, information about how the funds were used for each priority program area, data to support statements of progress, and data concerning the results and outcomes of the funded project reflecting successes and impacts. The final report is due no later than 90 days following the close of the subaward period.

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 90 days after the end of the project period. Any funds not expended (liquidated) at the end of the 90-day period will revert to JPSC, unless a grant award modification extending the liquidation period has been approved.

Application Instructions

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

Applicant Information

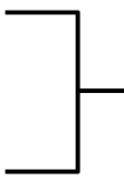
Agency Information

Legal Name

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

eMARS Vendor Code

For assistance obtaining a Kentucky Vendor ID or updating an existing Vendor Profile, visit the Commonwealth of Kentucky’s Vendor Self Service Portal at <https://vss.ky.gov/vssprod-ext/Advantage4>.



Ensure the Legal Name reported on this page matches the applicant entity's [eMARS Vendor Name](#) and current Business Name 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 active Unique Entity Identifier (UEI) from the federal System for Award Management (SAM). First-time SAM registrants can request UEIs by visiting <https://sam.gov/content/duns-uei>.

Mailing Address

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

Phone Number

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

Agency Type

Applicants must select from unit of state government, unit of local government, institute of higher education, or non-profit organization.

Agency Overview

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

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

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

Board of Directors Listing (If Applicable)

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

Points of Contact

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

Solicitation Requirements

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

Application Terms and Conditions

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

DOJ Certifications

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

Financial Capability

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

Civil Rights Compliance

Applicants must review 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. Complete the appropriate EEOP Report Builder based on the applicant’s relationship to DOJ to generate a Verification Form. Upload a copy of the EEO Verification Form and Utilization Report (if applicable) to the EEO page of the Organization Profile using the link provided on the application page.

- **Subrecipient EEOP Report Builder** – Use this form if applicant entity does NOT receive a direct award from DOJ: <https://eeop.ocr.ojp.gov/certsub/homepage>
- **Direct Recipient EEOP Report Builder** – Use this form if applicant entity receives a direct award from DOJ: <https://eeop.ocr.ojp.gov/cert/homepage>

Meaningful Access: Limited English Proficiency

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 applicants without an established LEP plan may upload a [Language Access Plan Worksheet](#).

Additional Requirements

Disclosure of Lobbying Activities

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

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 solicitation cover page
7. Federal Program Name/Description	List the Federal Program Name listed on the solicitation 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 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.

Letters of Support (Optional)

Applicants must attach three (3) letters of support outlining the supporting entity’s reasons for supporting the project. Each letter of support must include the following: (1) a description of the relationship between the applicant and the supporting entity; (2) a description of the need and what benefits would be gained from the project; and (3) a description of the applicant’s capacity to complete the proposed project.

Conflict of Interest Disclosure (If Applicable)

Applicants are required to disclose in writing any potential conflict of interest, either in fact or appearance, as defined in [Chapter 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.

Project Information

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 requested project period beginning and end dates.

Program Area(s)

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

- Court programs and court-based diversion programs
- Behavioral health initiatives and crisis response
- Community crisis intervention and co-responder programs and training
- Suicide prevention initiatives (particularly those related to veterans and youth)
- Gun safety initiatives, including education and/or public awareness campaigns and gun safety device distribution

Proposal Narrative

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

- a. Description of the Issue (or Statement of the Problem)
Provide information that documents the prevalence and impact of crime and violence within the region(s) or jurisdiction(s) that would be served by the project;
- b. Project Design and Implementation
Describe and explain the need for each component of the proposed project, including how currently available crisis intervention services are inadequate to address risk factors or intervene before harm occurs; 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 Measures

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

Evaluation Plan

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

Project Timeline

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

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 solicitation cover page for the match requirement of this funding opportunity.

Categorize line items into the appropriate budget category according to the instructions provided within this solicitation. There are six (6) budget categories:

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

If awarded funds through this solicitation, budget revisions may be required during the award acceptance process based on the availability of funds or removal of expenses not supported under the grant program. **Changes to the approved project budget are not permitted without written prior written approval from 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 [Chapter 3.9](#) of the [DOJ Grants Financial Guide](#) for allowability and supporting documentation requirements.

- 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.
- 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.

Overtime

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

Applicants must:

- List each position by title and hourly rate.
 - Include the abbreviations full-time (FT) or part-time (PT) to denote the status in the position title;
 - Differentiate between them in a consistent way (e.g., FT Therapist 1, FT Therapist 2, etc.) if requesting overtime for multiple positions with the same position title; and
 - Enter the number of overtime hours anticipated per position.
-

Contractual Services

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

Contracts must be submitted to 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 November 2020) at <https://www.ojp.gov/doj-guide-to-procurement-procedures>.

Applicants must:

- List each consultant, product, or service to be procured by contract and estimated cost.; and
- 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 which should include at a minimum:
 - A copy of the proposed contractual agreement, if available. Dates should be specific to the project period. The compensation rate must be specified;
 - Job description for any contractors who regularly function as agency staff members; and
 - Resume 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 Kentucky, the most restrictive policy must be followed.

Applicants must:

- Itemize travel expenses of project personnel;
 - Describe the purpose of each travel expenditure;
 - Identify the location of travel, if known;
 - Show the basis of computation; and
 - 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 \$5,000 or the applicant's capitalization threshold, and federally negotiated indirect cost rate or de minimis. Technology costs that comprise an *information technology system* (as defined in [2 CFR § 200.1](#)) with a total cost greater than \$5,000 must be categorized as Equipment.

Applicants must:

- List each requested cost item. Items that are individually represented on inventory logs, items assigned to specific individuals, and non-consumable items (e.g., computers, tablets, printers, etc.) must be presented as discrete line items within the budget to be eligible for reimbursement;
 - Show the basis of computation including cost allocation methodology;
 - Upload available supporting documentation to substantiate requested amounts; and
Upload a copy of the current (unexpired) Federally approved indirect cost rate agreement if requesting funds for indirect costs.
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Equipment

Applicants must list non-expendable items with a unit price of \$5,000 or more and a useful life greater than one year. Note: If the applicant's capitalization policy for classification of equipment establishes a lower threshold, the lower threshold should be applied. Items of equipment may include information technology systems as defined by [2 CFR § 200.1](#). Applicants are encouraged to analyze the cost benefits of purchasing versus leasing equipment, especially high-cost items, and those subject to rapid

technological advances. Equipment purchases funded with this award must be completed within the first four (4) months of the project unless specific written approval is given by GMD.

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; and
 - 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.
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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.
-

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.